



# Youth Football Organization

---

## Lower Burrell Flyers Committees and Committee Descriptions

### Apparel & Awards

**Chairperson:** Beth Beattie

**Other members:** Melanie Martin, Robin Bennis, Nicole Kennedy

The apparel committee is responsible for determining what apparel the Flyers organization will sell to raise money, as well as the year-end gifts for the kids. These typically include things like t-shirts, sweatshirts, shorts, sweat pants, jackets, etc.

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Determine items we want to sell and their pricing
- Determine how we want to market the items
- Present marketing plan and items to board for approval
- Get rosters in order to verify sizes for each child
- Determine which gifts to get and get costs – includes knowing which gifts are to go to certain teams/ages
- Put all gifts in gift bags for distribution to kids
- Present gifts and costs to board for approval

---

### Banquet

**Chairperson:** Nicole Kennedy

**Other members:** Beth Beattie

This committee will handle all aspects of our year end banquet, including planning, event location, inviting people, keeping track of those signed up for the banquet (including payments).

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Determine the location of the banquet(s)
- Make the appropriate reservations for the banquet(s), including any deposits needed
- Notify parents and kids in the organization about banquet dates with an RSVP letter
- Invite any special guests including former Flyer coaches, Burrell Senior players and cheerleaders, etc.
- Arrange for a guest speaker(s)
- Develop a program for each banquet (if necessary)
- Keep track of all banquet reservations and guests lists for any banquets
- Get board approval for banquet types, locations, costs, etc.

---

### Camp – this committee is no longer necessary

**Chairperson:** Dave Bellinotti

**Other members:**

This committee will include the head football coach, and is responsible for planning and carrying out football camp for the Cadet and Flyer football teams. This may include arranging for the camp location, getting enough adult volunteers to supervise camp, plan for meals and cooks, and transportation to and from camp.

**Committee should begin meeting in:** March

**Areas of Responsibility:**

- Determine the location and times for camp
- Make the appropriate reservations for tents, tables, chairs, etc.
- Develop a committee to handle the meals for camp.



# Youth Football Organization

---

## Lower Burrell Flyers Committees and Committee Descriptions

### Communication

**Chairperson:** Ed Shyblowski

**Other members:** Dave Bellinotti, Dave Phillips

This committee is in charge of communicating information from the organization to the parents, players, coaches, etc. This can be done in a variety of ways such as the web site, newsletters, handouts, team parents, etc. It also includes getting information out to the community about important events and other happenings for the organization. Communication is a vital link, and when done well, makes everything run more smoothly for everyone.

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Determine all necessary communications throughout the season to keep everyone up to date. Includes handouts, newsletters, web updates, emails, texts, etc.
- Work with web designer(s) to keep website current and up to date
- Work with team parents to make sure information is distributed to teams in a timely manner.

---

### Concession Stand

**Chairperson:** Chuck Bigler

**Other members:** Rebecca Fisher

This committee is responsible for running the concession stand for both practices and games. This includes overseeing all operations pertaining to the concession stand such as ordering items needed, arranging for pickup or delivery of items, offering a variety of foods for people to enjoy, and generating as much profit for the organization as possible.

**Committee should begin meeting in:** March

**Areas of Responsibility:**

- Clean and prepare concession stand for the season and close it down after the season
- Develop menus for practice and game day, including pricing of items
- Purchase all items needed to stock concession stand, and arrange for pickup and/or delivery of items
- Determine what equipment needs to be purchased and/or replaced annually
- Work with treasurer and others to develop a plan to keep track of revenues after practices and games
- Work with volunteer committee to make sure we have volunteers for practice nights and game days
- Present pricing for menu items and/or any equipment needs

---

### Field Maintenance

**Chairperson:** Ron Beach

**Other members:** Chuck Bigler, Curt Britton, Chad Clark, Dave Phillips

This committee is responsible for maintaining the buildings and grounds at Flyer's field. This includes cutting grass, trimming weeds, painting the field, and any other maintenance necessary to keep the building and grounds looking as nice as possible, and safe for everyone who comes to our facility.

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Develop and maintain a schedule for annual maintenance that is needed for building, grounds and equipment
- Develop a schedule and volunteers for grass cutting, and weed trimming
- Perform an annual inspection of all buildings, grounds and equipment, and make appropriate recommendations to the board to keep the property in good shape
- Paint the field for practices and games



# Youth Football Organization

---

## Lower Burrell Flyers Committees and Committee Descriptions

### Fund Raising

**Chairperson:** Robin Bennis

**Other members:** Ron Beach, Beth Beattie, Melanie Martin

This committee oversees the fund raisers that are done each year by the organization. They are to suggest fund raisers to the board for approval, and help in the collection of fund raisers throughout the year.

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Develop a plan for raising the funds needed for the year and present it to the board for approval
- Make any necessary arrangements for fund raisers including: site rental, tickets printed, etc.
- Prepare fund raising packets and ways to keep track of each family's fundraising
- Determine times to collect fund raising and notify families of these times
- Keep the board up to date on families who are delinquent in their fund raising efforts

---

### Nominations/Elections

**Chairperson:** Robin Bennis

**Other members:**

This committee will take care of providing a slate of officers for election at our annual banquet. The committee will provide recommendations for four (4) officers: President, Vice President, Secretary and Treasurer, as well as seven (7) directors. This committee needs a minimum of one board member.

**Committee should begin meeting in:** August

**Areas of Responsibility:**

- Notify the organization in September about running for board positions
- Create a sign-up sheet for people to get on the ballot
- Create a ballot for elections, and determine when and where election will be conducted.
- Count all ballots and announce the new board of directors

---

### Special Events

**Chairperson:** Nicole Kennedy

**Other members:** Lisa Bellinotti

This committee will decide upon any special game days throughout the season. Examples would include Parent's Day, Alumni Day, Sponsor Thank You Day, etc. This committee needs a minimum of one board member.

**Committee should begin meeting in:** April or May (once schedule is known)

**Areas of Responsibility:**

- Determine what Special Event Days we will hold during the season (e.g. Parent's Day, Alumni Day, etc.)
- Purchase whatever is necessary for each event and decorate appropriately
- Send out whatever invitations or notices are needed to let people know about the Special Events
- Organize events and coordinate game day activities
- Get board approval for Special Event Days and monies needed to purchase items



# Youth Football Organization

---

## Lower Burrell Flyers Committees and Committee Descriptions

### Picture Day

**Chairperson:** Robin Bennis

**Other members:** Nicole Kennedy

This committee will make sure a picture day photographer is arranged, and dates for pictures are set. They will also provide names and team pictures for the program book. This committee needs a minimum of one board member.

**Committee should begin meeting in:** February or March

**Areas of Responsibility:**

- Contact a photographer and arrange the date(s) for pictures
- Distribute picture forms to families
- Work with photographer to get team pictures, making sure to get names of kids in each picture
- Get pictures to program chairperson to be included in program

---

### Advertising

**Chairperson:** TBD

**Other members:**

This committee used to be our program committee, but since we are no longer doing a program, we are focusing our efforts on trying to raise money through advertising at the field. The idea is to use the space available (walls, fences, etc.) as possible places to advertise. This committee needs a minimum of two board members.

**Committee should begin meeting in:** February

**Areas of Responsibility:**

- Develop an advertising campaign for Flyer's Field. Determine areas available to place advertising, and the costs to do so. Present this advertising campaign to the board for approval.
- Distribute advertising information to potential business advertisers through letters or going business to business
- Oversee advertising sales
- Send a thank you letter to all business advertisers

---

### Registration

**Chairperson:** Robin Bennis

**Other members:** Beth Beattie, Nicole Kennedy

This committee will prepare for registration of children in the organization. This includes the handbook provided at registration, registration forms, and the advertising of registration throughout the community. This committee needs a minimum of two board members.

**Committee should begin meeting in:** January

**Areas of Responsibility:**

- Determine registration rates for all Flyer's programs. Present to the board for approval
- Work with web designer to get all registration information online
- Determine any registration dates for people to sign up
- Develop handbook and other information needed to be a part of the registration packet
- Develop handout for schools and other organizations detailing opportunities to participate in the Flyer's programs
- Collect registration fees and distribute information on designated days.



# Youth Football Organization

---

## Lower Burrell Flyers Committees and Committee Descriptions

### Volunteers

**Chairperson:** Nicole Kennedy

**Other members:**

This committee will work at providing volunteers for various activities within the organization. These can include help for work days, registration, game day, fundraisers, etc. A list of volunteers for each activity should be created and posted for people to reference. This committee needs a minimum of two board members.

**Committee should begin meeting in:**

**Areas of Responsibility:**

- Coordinate volunteers for various help throughout the organization, especially the concession stand.
- Recruit team parents for each team, and help keep them informed of information they need to distribute.
- Develop a way to keep track of each volunteers commitments and if they have met their volunteer requirements.
- Provide a list to the board of each volunteer and if they have or have not fulfilled their required duties.
- Recommend to the board what the volunteer deposit/buyout should be.

---

### Gun Bash

**Chairperson:** Ray Kastelic

**Other members:** Lisa Kastelic, Dan Horwatt, Marty Moorhead, and all board members are a part of this. We will develop special committees just for this event.

**Food**

**Beer/Pop**

**Tickets/Ticket Sales**

**Walk Around Guns**

**Sound**

**Set Up/Clean Up**

**Committee should begin meeting in:** February

**Areas of Responsibility:** TBD