



# Marshfield Area Youth Football

PO Box 301 - Marshfield, WI 54449  
www.mayftigers.com

2008

COMMITTEE	DUTIES	DESCRIPTION	DATE	MANAGER	
				Current	Future
<b>Administration</b>					
Financial (Treasurer)	Banking/Taxes	Coordinate w/bank & accounting firm	All Year	Steve Zillman	
	Insurance	Renew liability & property insurance	Jul	John Donahue	
Website	Update news items daily	includes notices, cancellations, etc	All Year	Ron Twardowski	
	Enter Rosters & Schedules		Aug	HS Volunteer	
	Event Pictures		All Year	Ron Twardowski	
	Team Pictures	Download onto team pages	Aug	Ron Twardowski	
Marketing	Registration Billboard	get billboard up for registration (Lamar)	Feb	Ron Twardowski	Ron Twardowski
	Registration notice	put in newspaper	Apr	Steve Zillman	
	Scholarship notice	put in newspaper	May	Steve Zillman	
	Game schedules	put in newspaper	Aug	Steve Zillman	
	Breakfast notice	put in newspaper	Sep	Steve Zillman	
<b>PRESEASON (Registration day until 1st day of practice)</b>					
League Representative	Rules	Attend league meeting & update as needed	Mar	John Donahue	
	Scheduling	Coordinate game scheduling w/league reps	Jul	John Donahue	
	Referee	Schedule, coordinate w/head referee	Aug	John Donahue	
Sponsorship	Recruit Sponsors	Recruit, collect fees & logos	Mar	Mark Needham	Mark Needham
	Plaques	Order plaques for sponsors	Aug	Anita Barth	Mark Needham
Registration	Player Registration		Apr	Ron Twardowski	Ron Twardowski
	Cheerleading Registration		Apr	Anita Barth	Anita Barth
	Volunteer Sign-up	Concession, Breakfast signup sheets	Apr	Ron Twardowski	Ron Twardowski
Coaching	Background Checks	Review history for all coach's	Jul	Rick Cherney	
	Stationing	Complete before coach's meeting	Jul	John Donahue	
	Playbook	Complete before coach's meeting	Jul	John Donahue	
	Coaching Assignments	Complete before coach's meeting	Jul	Rick Cherney	

Cheerleading	Background Checks	Review history for all coach's	Jul	Anita Barth	Anita Barth
	Coaching Assignments	Complete before coach's meeting	Jul	Anita Barth	Anita Barth
Apparel Sales	Player/Cheerleading Shirts	Free to all participants (w/sponsorship logos)	Jun	Sally McHugh	
	Coaching Shirts/Hats	Free items (decided by board each year)	Jun	Sally McHugh	
	Sale Items	Inventory of general sale items	Jul	Sally McHugh	
Equipment	Registration	Provide equip; collect sizing forms	Apr	Bryan Pischel	Bryan Pischel
	Inventory	Order, restock as required	Jun	Bryan Pischel	Bryan Pischel
	Medical Kits	Order, restock and distribute to coach's	Jul	Bryan Pischel	Bryan Pischel
	Handout	Schedule, handout player equip	Jul	Bryan Pischel	Bryan Pischel
	Practice Field Shed	Stock shed w/replacement equip	Aug	Bryan Pischel	Bryan Pischel
	Return	Schedule, handout player equip	Oct	Bryan Pischel	Bryan Pischel
<b>SEASON (1st day of practice until last game)</b>					
Breakfast	Tickets	Print, distribute & collect tickets/money	Aug	Sally McHugh	
	Scheduling	Schedule work assignments	Aug	Sally McHugh	
	Managing	Coordinate w/Eagle's Club & run breakfast	Sept	Sally McHugh	
Decals	Vehicle Decal Orders	Order forms, collect \$ & distribute	Aug	Ron Twardowski	Louis Ludke?
Pictures	Picture Day	Coordinate w/Keel & select a day	Aug	Anita Barth	Anita Barth
Practice Field	Field Setup	Field marking & garbage cans	Jul	Ron Twardowski	Dan Brueggen
	Open/Lockup	Open bathrooms & shed, lockup	All Year	Dan Brueggen	Dan Brueggen
	Player Pickup	Ensure all kids get pickedup before leaving	All Year	Dan Brueggen	Dan Brueggen
Game Field	Assignments	Complete assignment sheet for all games	Jul	Ron Twardowski	
	Field setup/takedown	*See game field assignment sheet	All Year	Bryan Pischel	
	Medical	Verify Dr Meyer for Sat games	Jul	Anita Barth	
Concessions	Scheduling	Ensure assigned volunteers are there	All Year	Anita Barth	
	Setup/takedown	*See game field assignment sheet	All Year	*Varies	
	Inventory	Inventory, Order & stock concessions stand	All Year	Rick Cherney	

