

Name	Description	Credit_value
Camp/Clinic Committee Chair	Responsible for coordinating any needed food for camp and clinics. Creates order forms, communicates with parents, gathers pricing, places orders, handles pick ups and is present while needed during camp/clinics. Will require being available during the day.	1
Camp/Clinic Committee Co Chair	Works with Chair to prepare any camp/clinic food needs. Will need to be available to work camp/clinics during meal and snack times. Will require being available during the day.	1
Derby Classic Admissions Chair	Will work with Derby Classic Chair with all aspects of admissions. Chair is responsible for setting up and tracking online tickets sales, training workers prior to the start of DC and working meet sessions at admissions. Works with Treasurer to make sure that Admissions are accounted for and recorded. If any wrist bands are required for the meet, chair will be responsible for making sure these are there and organized, as needed.	2
Derby Classic Awards Chair	Handles all aspects of Derby Classic awards. Works with Derby Classic Chair to design and order all awards for the meet. Will lead the sorting and awards preparation during set up prior to meet. Will work awards sessions during the meet. To receive all credits chair or co-chair will need to plan to cover the entire meet weekend. Either the Chair or the Co-Chair will need to be onsite at all times during the Derby Classic meet awards sessions. Chair will also take care of wrapping up any awards needs or issue after the event.	7
Derby Classic Awards Co-Chair	Assists Chair with all aspects of Derby Classic awards. Works with Derby Classic Chair to design and order all awards for the meet. Will lead the sorting and awards preparation during set up prior to meet. Will work awards sessions during the meet. To receive all credits chair and co-chair will need to plan to cover the entire meet weekend. Either the Chair or the Co-Chair will need to be onsite at all times during the Derby Classic meet awards sessions.	5
Derby Classic Awards	Assists chair with any awards needs. Will need to be available to sort and prepare awards the week prior to the meet. Will work awards sessions during the meet.	1
Derby Classic Awards	Assists chair with any awards needs. Will need to be available to sort and prepare awards the week prior to meet. Will work awards sessions during the meet.	1
Derby Classic Consignment Chair	Responsible for consignment needs. This chair is in charge of the consignment store at Derby Classic. Gathering items for store, working store during meet and keeping track of credit for families. In the weeks prior to the meet, you will arrange for drop off times for families to drop off items for store. After the meet, chair will be responsible for sending financial reports to bookkeeper. Showing a log for all sales broken down by families so all get appropriate credit for sales.	4
Derby Classic Consignment Co-Chair	Responsible for assisting chair with any consignment needs. This committee is in charge of the consignment store at Derby Classic. Gathering items for store, working store during meet and keeping track of credit for families.	2
Derby Classic Decorations Chair	Responsible for decorations for the all major areas of Derby Classic Meet. Will meet with DC Chair to create the theme and approve decorations. Will order, purchase or repair any needed items prior to DC meet weekend. Requires time spent before meet organizing and creating/designing decorations. Must be present to lead SET UP Thursday (early afternoon start) before the meet and TEAR DOWN Sunday night after meet concludes. Must attend any Derby Classic meetings and give full and complete report. Organization and creativity a must!	3

Name	Description	Credit_value
Derby Classic Decorations Co-Chair	Responsible for assisting Decorations Chair with all Derby Classic decoration needs. Requires time spent before meet organizing and creating/designing decorations. Must be present to SET UP Thursday before the meet and TAKE DOWN Sunday night after meet concludes. Organization and creativity a must!	1
Derby Classic Hospitality Chair	This role is responsible for creating a meal plan, pricing and ordering meals as well as leading set up and breakdown during the Derby Classic Meet for Coaches & Judges. Must send representative to each Derby Classic meeting with a full and complete report. Will also work with DC Decorations Chair for decor needs. To receive all credits Chair will need to plan to work the entire meet weekend.	7
Derby Classic Leos	Responsible for working with Derby Classic Chair to pick out, order and coordinate all tasks around the leos for the meet. Assists registration chair with collecting all leotard sizes from gyms as needed. Must be available to the week prior to the meet to organize and pack all leotards for teams. Responsible for ensuring any left over inventory is accounted for and ships any exchanges/replacements after meet.	2
Derby Classic Hotel	Responsible for securing a room block at host hotels negotiating the terms with the hotel for commission to the club. Will work with Derby Classic Chair for any booking needs prior to event for coaches vendors etc. Must send representative to each Derby Classic meeting with a full and complete report.	1
Meet Music/Announcer Chair	Works with meet organizer to create meet announcement list and schedule. Recruit announcers during the season to secure the right individuals to handle the responsibility of running the music and doing the announcements during meets. Responsible for working with the sound committee to ensure that all volunteers working music/announcing sessions know what they are doing in advance and that all volunteers are prepared and ready!!!	2
Derby Classic Sound Chair	Must have sound system experience! Responsible for picking up/returning sound equipment for Derby Classic. Must work set up Thursday prior to the meet and breakdown Sunday evening. Responsible for all equipment set up and break down. Will create instructions that are clear for everyone to understand so that the sound system runs smoothly throughout the meet. Will work additional session requirements as sound.	2
Derby Classic Registration Chair	This role is responsible for working with the Meet Director on entering in registrations, tracking gym payments and checking in gyms during the meet. Must keep constant communication with Meet Director about registration numbers. Will also work with leotard chair to collect all sizes needed for ordering. Will need to plan to cover any unfulfilled check in sessions at Derby Classic Meet.	5
Derby Classic Site Chair	Oversees from a management level all of the site requirements and setup of the venue. Will work with Derby Classic chair to create a full set up plan that includes venue layout and check lists for set up workers. Must be present during SET UP on the Thursday (majority of the day) prior to event and TEAR DOWN Sunday evening.	5

Name	Description	Credit_value
End of the Year Banquet Chair	This role is responsible for securing a venue, date, menu, entertainment, decorations, awards, coaches gifts, invitations and gymnast gifts within the established budget to celebrate our season. Works with Booster President and coaches to ensure date works well for the team. Works with the the banquet awards chair to ensure all awards are ordered and arrive on time. Checks in with the special events and gifts chair about coaches gifts. Must be present at banquet to ensure all goes as planned.	3
End of the Year Banquet Co-Chair	This role is responsible for assisting chair with any banquet needs. Helping to ensure all banquet needs are met. Must attend banquet to ensure all runs smooth.	1
End of the Year Banquet Awards Chair	Responsible for compiling all scores of athletes, for all meets throughout the season for end of year awards, and checking information before being sent to the awards center. Also, responsible for pick out, ordering, picking up and checking in all awards for banquet. Must be available for the day of the banquet to deliver and set up awards.	3
End of the Year Banquet Awards Co-Chair	This role is responsible for assisting the chair with gathering all scores for the athletes, and checking information before being sent to the awards center. Must be available for the day of the banquet to deliver and set up awards.	1
Executive Board	Champion Booster President, Vice President, Secretary, Treasurer, Book Keeper, Fundraising Chair and Derby Classic Chair	7
Level Rep	Handles all communication for level between coaches/bossters and parents. Creates a platform for easy communication that includes all parents within level. Plans any team activities and parties.	1
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Shout Out Chair	Oversees all things shout out for both in-house meets and Derby Classic. Gather supplies, purchasing candy/toys or whatever gifts we use and getting shout outs ready prior to all meets. Creates cards used along with the candy for each shout out.	1
Special Events and Gifts Chair	Responsible for planning any special events during the season(senior signing or any other random group event). Also, responsbile for purchasing any special gifts.(coaches gifts at banquet, senior gifts and Derby and banquet, etc.)	1
State Gift Chair	Responsible to organize and provide all gymnasts a gift for the state meet while working within the budget.	1
Volunteer Chair	This role is responsible for the coordination of volunteer needs of the gym for In-House Sessions and Derby Classic. This person will work with all committees, coaches and the Derby Classic Chair to ensure that all needed volunteers sessions are loaded into the DIBS system, each position gets filled, sign in sheets are provided, sessions are completed in DIBS, a volunteer audit is conducted and membership is fully aware of where they are with fulfilling their volunteer obligation. This positions requires computer skills in Exel, CSV, and Access.	7
Volunteer Committee	Committee members on this committee are responsible for the coordination of volunteer needs of the gym for In-House Sessions and Derby Classic. This person will work directly with the Volunteer Chair to ensure that all volunteer needs are covered. Tasks may include loading positions into the computer system, emailing membership about their volunteer obligation status, and calling to get volunteers if open slots remain. This positions requires STRONG computer skills.	1