

CASTEEL BASEBALL

BOOSTER CLUB

Role Descriptions & Responsibilities | 2026-2027

BOOSTER CLUB OVERVIEW

Purpose

The Casteel Baseball Booster Club exists to support Coach Denny, the coaching staff, and the program as a whole as its first priority. All efforts, decisions, and initiatives are aligned with what is best for the program and its leadership.

How We Operate

The Booster Club supports operations, fundraising, events, communication, and the overall experience for players and families while operating in alignment with the direction of the coaching staff.

Important

Any events, requests, or activities not initiated by the coaching staff are subject to approval by Coach Denny. All decisions made by Coach Denny are final and not subject to appeal.

Our Goal

Support the program, execute at a high level, communicate clearly, and operate as one team under the leadership of the coaching staff.

PRESIDENT (1 Position)

Overview

The President provides overall leadership, direction, and accountability for the Booster Club. This role ensures alignment with the coaching staff and sets the standard for culture, communication, and execution across all areas of the program.

Responsibilities

- Lead and oversee all Booster Club operations.
- Serve as the primary liaison between the Booster Club and Coach Denny.
- Set direction, priorities, and expectations for all roles and committees.
- Run Booster Club meetings and drive the agenda.
- Support and hold Vice Presidents and committee leads accountable.
- Identify gaps, solve problems, and ensure execution across all areas.
- Oversee major initiatives including fundraising, events, tournament execution, and program support.
- Ensure the Booster Club operates in alignment with program goals and coaching staff direction.

Ideal Traits

- Strong leadership presence.
- Decisive and solutions-oriented.
- Excellent communicator.
- Highly organized and accountable.
- Program-first mindset.

VICE PRESIDENTS (Co-VP Structure | 2 Positions)

Overview

The Booster Club uses a Co-Vice President structure to create strong leadership in both execution and communication. Both Vice Presidents serve as key leaders, support the President, and help keep the program organized, aligned, and moving forward. Each Vice President can serve as a go-to contact for Coach Denny when the President is unavailable.

Vice President - Operations

- Serve as second-in-command for Booster Club operations and execution.
- Act as a primary point of contact for Coach Denny when the President is unavailable.
- Maintain a consistent presence at Varsity games, events, and program activities.
- Help oversee committees, volunteers, facilities needs, event logistics, and operational execution.
- Identify gaps, solve problems, and make sure assigned tasks are completed.
- Step into leadership when needed to keep Booster Club operations running smoothly.

Vice President - Communications

- Serve as a key leadership partner to the President and VP Operations.
- Help manage parent-facing communication, announcements, reminders, and information flow.
- Support digital communication tools, website updates, email, forms, calendars, and program messaging.
- Coordinate with the Secretary and committee leads so information is accurate and distributed on time.
- Help maintain consistent messaging and a professional Casteel Baseball brand.
- Act as a leadership point of contact when the President is unavailable.

Ideal Traits

- Strong leadership and decision-making ability.
- Clear and confident communicator.
- Highly organized and dependable.
- Willing to step in and help wherever needed.
- Team-first mindset focused on what is best for the program.

TREASURER (1 Position)

Overview

The Treasurer manages all financial operations of the Booster Club, ensuring accurate tracking, reporting, and responsible use of funds to support the program.

Responsibilities

- Maintain accurate financial records for all Booster Club activity.
- Manage bank accounts, deposits, payments, reimbursements, and financial documentation.
- Track income and expenses for fundraising, concessions, sponsorships, events, and other activities.
- Reconcile accounts and provide regular financial reports to Booster leadership.
- Coordinate budgets with the President and committee leads.
- Ensure compliance with school/district guidelines and applicable tax requirements.
- Support transparency, record retention, and audit readiness.

Ideal Traits

- Strong attention to detail.
- Organized and trustworthy.
- Comfortable with spreadsheets and financial tracking.
- Clear communicator.

SECRETARY (1 Position)

Overview

The Secretary supports Booster Club organization, meeting documentation, records, and internal communication so operations remain clear and efficient.

Responsibilities

- Take and distribute minutes from Booster Club meetings.
- Maintain records of decisions, plans, votes, and key documents.
- Support meeting agendas, calendars, timelines, and reminders.
- Assist Vice President - Communications with parent and committee communication as needed.
- Maintain organized Booster Club records and documentation.
- Support coordination across committees and leadership.

Ideal Traits

- Organized and detail-oriented.
- Strong written communication skills.
- Reliable with follow-through.
- Comfortable keeping records and timelines.

BANQUET / EVENTS TEAM (Varsity Parent Only | 2 Positions)

Overview

The Banquet / Events Team plans and executes the Varsity end-of-year banquet and supports additional special events throughout the season. The goal is to deliver a first-class experience for players, families, and coaches.

Responsibilities

- Plan and execute the Varsity end-of-year banquet.
- Coordinate venue, catering, setup, decor, timeline, and vendors.
- Manage RSVPs and guest communication.
- Work with coaches and Booster leadership on program flow, awards, and recognition elements.
- Recruit and manage volunteers for event setup, operation, and breakdown.
- Manage approved event budgets in coordination with the Treasurer.
- Assist with other Booster Club events and special projects throughout the year as needed.

Ideal Traits

- Strong event planning and organizational skills.
- Attention to detail.
- Ability to manage multiple moving parts.
- Good communication with vendors and families.
- Calm under pressure and solutions-oriented.

COACH BOB TOURNAMENT DIRECTORS (2 Positions + Advisor)

Overview

The Coach Bob Tournament Directors lead planning and execution of the Coach Bob Invitational at the Casteel site. This is one of the program's largest events and requires strong leadership, coordination, and real-time problem solving. An experienced Tournament Advisor may support the Directors and provide continuity from year to year.

Responsibilities

- Oversee tournament operations at the Casteel site.
- Coordinate schedules, team communication, facility needs, and game-day logistics.
- Recruit and manage volunteers across gate, field support, concessions, hospitality, and other functions.
- Work with Booster leadership and the Treasurer on budgeting and execution.
- Coordinate closely with Coach Denny and the coaching staff.
- Ensure a high-quality experience for teams, coaches, families, and attendees.
- Identify and solve issues in real time during the event.

Ideal Traits

- Strong leadership and decision-making ability.
- Highly organized and detail-oriented.
- Able to handle high-pressure environments.
- Excellent communication skills.

Overview

The For The Brand Team is the Booster Club's revenue-generating committee. This team combines fundraising, sponsorships, banner sales, merchandise/SWAG, and concessions under one coordinated group so revenue efforts are aligned and opportunities are not siloed.

Core Areas

Fundraising - plan and execute campaigns, events, raffles, and other approved revenue opportunities.

Sponsorships - build relationships with local businesses and community partners and coordinate sponsorship opportunities.

Banner Sales - manage sponsor banner outreach, renewals, artwork coordination, and fulfillment.

SWAG / Merchandise - source, design, order, promote, and sell approved Casteel Baseball apparel and merchandise.

Concessions - support concession planning, inventory, staffing, operations, and revenue tracking.

Team Responsibilities

Develop and execute an annual revenue plan in coordination with the President and Treasurer.

Work as one team and divide responsibilities based on strengths, availability, and current priorities.

Identify new fundraising, sponsorship, donor, merchandise, and concession opportunities.

Coordinate all designs, vendors, pricing, and program-facing materials with Coach Denny approval when required.

Recruit volunteers to help execute fundraisers, concessions, merchandise sales, and sponsor fulfillment.

Track results and provide timely updates to Booster leadership and the Treasurer.

Maintain strong relationships with sponsors, families, vendors, and community partners.

Protect and strengthen the Casteel Baseball brand in every public-facing activity.

Ideal Traits

Proactive, resourceful, and comfortable taking ownership.

Strong communication and relationship-building skills.

Comfortable asking for sponsorships and community support.

Organized and execution-focused.

Creative and brand-conscious.

Team-oriented and willing to help across multiple revenue areas.

GENERAL VOLUNTEER / SUPPORT ROLE

Overview

General volunteers support the Booster Club in various capacities throughout the year and are essential to successful execution of games, events, fundraising, concessions, and program initiatives.

Responsibilities

- Assist with events, concessions, fundraising, merchandise, tournaments, and operations.
- Fill gaps where additional help is needed.
- Support program-wide initiatives and special projects.
- Respond to volunteer requests and complete assigned tasks reliably.

Ideal Traits

- Flexible and willing to help.
- Team-oriented.
- Reliable and responsive.
- Positive representative of Casteel Baseball.

FINAL NOTE

All roles are subject to final selection and approval by Coach Denny. Committee responsibilities may be adjusted throughout the year based on program needs, staffing, and event requirements.