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| ***Position*** | ***Description*** |
| Registration | * Register all kids; * Collect registration fees and uniform deposit fees; * Deposit registration fees; * Secure deposit fees for the season or can be given to Theresa to secure for the season; * Create rosters for Theresa, Wayne and team gear issue if needed; * Enter registration database into league database; * Work with Gear Issue at awards assembly confirming gear is returned and return the uniform deposit. |
| Issue Gear | * Issue all gear; * Track gear; * Collect gear. |
| JCMT Sign up | * Pass around sign-up sheet at practices and tournaments. |
| First Aid Kit | * Maintain first aid kit stock; * Be sure it is at all practices and tournaments. |
| Scorekeeping | * Lead individual to hold a training class on how to score; * We are required to score a table at all tournaments (not JCMT); * Need minimum of 3 people at each tournament to score a table. |
| Military Liaison | * Enlist personnel from FAFB to volunteer at JCMT; * Will deal directly with Theresa for scheduling purposes. |
| JCMT Hospitality | * Man Hospitality room; * Prepare food for hospitality room. |
| Coach Gift | * Collect donations from families; * Purchase gifts for the three head coaches; * Present them at the awards assembly. |
| Team Gear Sales | * Work with Kim from BCI Creative on being sure orders are placed; * Remind parents of due date for orders; * Pickup orders and deliver to practice. |
| Awards | * Make awards following tournaments; * Attack Award, Explosion Award and possibly Warrior Award. |
| Facebook moderator | * Help with moderating posts on Facebook; * Answering questions posted to site; |
| JCMT Weigh Ins | * Manage weigh ins; * Computer needed to do online entries into the live data base; * Must have all kids registered between 6-8pm and entered by 11pm. |
| Fundraiser | * Be sure all orders are collected; * Submit orders to company; * Available to sort fundraiser on the day it arrives. * Ensure all funds are collected; * Deposit money to the bank account; * Follow up after season if not turned in; * *Responsible for ensuring a chocolate cream pie is at the last practice.* |
| Photos | * Pass out flyers (2 days); * Manage and help take kids from practice to individual photos and team photo (2 days); * Confirm with photographer each night of any kids that had photos taken but not paid; * Photos will be handed out at the awards assembly. |