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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.
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