

To our RMMSA community. As you know, our Annual general meeting is coming up on Wednesday Sept 11 at 7pm. Mark your calendars, and plan to attend. The more attending the better

RMMSA relies on many volunteers to make sure everything runs smoothly. Below are some positions that will be coming available this year, with brief descriptions of each. Even if you are new to RMMSA, or haven't volunteered here before, we encourage all to help. For each of the positions below, there are people that can help you to learn the job as you go. If any of these positions interest you, or you know someone who would be a good fit for a position, please don't hesitate to put your name forward. If you have any questions regarding any of these positions, you can contact Kate at [register@rmmsa.com](mailto:register@rmmsa.com)

### **Equipment managers 1 & 2**

#1 Head manager

- \* in charge of ordering equipment.

All 3 managers

- \*distribution and return of equipment for all teams, rep and house. Including keys for equipment lock up and washrooms.

- \*Monitoring and supplying balls for tournaments

- \*Busy time is October for rep, March for house, for distribution.

- \*Busy time for returns is June for house, July for rep.

- \*replacing damaged equipment during season

### **Fundraising/Gaming manager**

- \*Responsible for coordinating gaming licenses for teams, follow up on reports required.

- \*Coordinating team fundraisers and ensuring none overlap

- \*Helping with requirements for gaming grant.

- \*All is ongoing throughout the season

### **Scheduling manager – facilities**

- \*Working with clinic coordinator and rep manager to schedule the warehouse gym.

- \*Scheduling house teams in facilities, starting in March

- \*Responsible for scheduling warehouse meeting room and batting cages.

- \*Works with SD42 bookings to book school gyms

- \*Maintains the facilities calendar (warehouse, meeting room, batting cages)

- \*Ongoing from Sept-July

### **Sponsorship Coordinator**

- \*Approach local companies to find sponsorship for the association.
- \*Follow up on sponsors
- \*Thank you letters after season

### **Uniform managers 1 & 2 – Rep**

- \*Ordering uniforms for all rep teams and coach's attire
- \*Coordinating with MVP for the RMMSA store
- \*Distribution of rep uniforms
- \*Busy time is October-January
- \*Busy time for returns is July-August

### **Warehouse maintenance**

- \*General cleaning and upkeep of supplies
- \*Monitoring activities and requirements for cleaning by teams using warehouse
- \*Coordinating any repairs needed with committee
- \*Reporting any problems within warehouse to Executive
- \*Busy time October-March

### **Webmaster**

- \*Maintaining RMMSA.com
- \*Updating website and forms as needed
- \*Ongoing throughout preseason and after season.

### **Tournament Coordinator**

- \*Would be a good position for 2-3 people
- \* Responsible for organizing and executing tournaments with the support of the Director League Events. This includes, ordering medals, MVP items, taking registrations, communicating with teams, preparing schedules and ensuring all other aspects of the event are taken care of.

### **House Manager**

- \*Oversee all house divisions and helps division managers form teams
- \*Conflict resolution
- \*Attends lower mainland committee meetings, district 14 meetings, and coaches meetings
- \*Attends executive meetings
- \*Fill in for division managers when needed
- \*Coordinates opening/closing day game schedule
- \*Coordinates league playdowns, schedules and assigns tournament director for each tournament
- \*Busy time is February-June, ongoing

### **Division managers**

- \*Creates teams for your division, as per association guidelines
- \*Attend monthly executive meetings
- \*Deal with any issues in your division and coordinate with house manager on steps taken
- \*Assist house manager with end of season tournaments (June)
- \*Liaison between coaches and parents