

SASC Job Descriptions

P&R and School Gym Liaison

- Works with the Parks and Recreation and the schools for gym availability.
- Is the sole coordinator and communicator with P&R and schools
- Makes sure the appropriate permits are filled and payments made, including donations.
- Works with Parks and Recreation and the schools to determine initial gym availability at the beginning of our program year
- Is in communication with Parks and Recreation and the schools on events, holidays and school closures which impact gym availability
- Communicates with SASC Gym Coordinator regarding initial gym availability and any changes to gym availability during the program year.
- Coordinates end of year donation to school for use of the gym.

SASC Gym Coordinator

- Creates the SASC practice schedule based upon the gym availability from the Gym Liaison.
- Practice schedules include:
 - initial schedule in fall
 - holiday schedule
 - mid-winter break schedule
 - gym closures
 - additional practices
- Communicates to coaches and website updater regarding any changes to the practice schedule

Registrar

- Adds teams at the beginning of the year to the registration website
- Sets player limits for each team
- Verifies players are assigned to the correct team according to the Board and Operations Teams guidelines
- Resolves any tie-breakers on player assignments
- Updates Board and Operations on player assignments during registration
- Coordinates refunds with treasurer
- Notifies coaches of their players

Team photographers

- take pictures at team games, practices, jamborees and social functions
- give pictures to Yearbook photo coordinator

Communications

- Website
 - Updates website with any membership information
 - Updates website based upon information from SASC Gym Coordinator regarding practice changes
- Twitter
 - Tweets out any membership information
 - Tweets out updates regarding changes to practices and games
 - Tweets out game scores
- Facebook
 - Updates membership when emails are sent out
- SASC-Google Calendar
 - Updates practice and game schedules
 - Updates for any SASC events i.e. Vancouver, Spring Jamboree

Coaches

- plan practices
- coach games
- ensure team has parent coordinator and team photographer
- email game scores to scoreadmin@sascsports.org

Equipment/Supply Manager

- at the beginning of the year make sure coaches have their supplies
 - basketballs
 - white boards
 - first aid kit
 - instant ice
- restock supplies in offseason, or as necessary
 - See above list
- provide supplies for jamborees and summer clinic
 - basketballs
 - instant ice
 - referee shirts
 - scoreboards
- manage inventory
 - basketballs
 - first aid kits, first aid supplies and instant ice.
- provide SASC uniforms for picture night
- provide paper products and cups for potluck
- has key to storage unit
- schedule first aid/cpr class

Yearbook

- yearbook editor
 - prepare layout yearbook
- collage creator
 - get photos
- photo coordinator
 - ensure each team has a team photographer at beginning of the season
 - collect photos from team photographers
 - get photos to collage creator for yearbook
- work with printers to print yearbook
- collect yearbooks from printer
- print labels and distribute yearbooks

Parent coordinators

- Assist coaches with communications
- Act as a conduit with team families on any SASC communications and upcoming events
- Manage team snack schedule
- Ensure team fulfills their job duties for jamboree and social
- Assist coaches as necessary

Spring jamboree Tasks

- score and timekeeper schedule coordinator
 - Assign teams and/or players to score and time keep games
 - Ensure there is coverage for all games during the day
- setup and breakdown coordinator
- coordinate gym
- schedule - coordinate with Vancouver and/or outside teams
- schedule and pay referees

Uniform Manager

- Ensure events (picture night) has uniforms as needed
- Collect uniforms after events
- Wash uniforms after events
- Store uniforms in storage unit

Spring social coordinator

- audio/video setup
 - Provide slideshow and music for social
 - Setup slideshow and music for social
 - Assist with microphones and other A/V tasks during social
 - Breakdown slideshow and music for social

- potluck coordinator
 - communicate to teams potluck items to bring
 - determine team responsibilities at social, assign and communicate to teams
 - coordinate SASC purchased food
 - how much and what to purchase
 - coordinate food pickup
 - determine amount of paper plates, cups and utensils are needed, determine how much is in storage and assign rest to a team to bring (Only compostable and recyclable items can be used at Blaine)
 - determine amount of drinks necessary and assign to team to bring
 - oversee setup
 - during event ensure food and drinks are available, and ensure there is help in the kitchen and compost/garbage going out
 - oversee cleanup
 - ensure receipts are collected and paid out

Picture Night

- Coordinator
 - determine and schedule venue
 - schedule with photographers
 - create schedule for all the teams
 - coordinate SASC uniforms from equipment manager
 - recruit and schedule volunteers
 - setup and manage event
- uniform handout help
 - as teams are staged for pictures, hand out uniform
 - collect uniforms after each team picture so they can be used by the next team
- crowd control
 - flow control, help keep things on schedule and orderly

Sweatshirts

- coordinate handout of sweatshirts

Trophies

- get coaches' defensive and most inspirational player award winners
- order trophies
- collect trophies
- bring trophies to award event

Community Service Coordinator

- communicate to teams the importance of community service
- ensure each team has a community service event
- provide suggestions of possible community service events
- keep list of each team's event and provide list to yearbook editor

25th year anniversary help