



## Kindersley Minor Ball Coordinators Duties

### Start of Season Responsibilities

- Attend KMB Board Meetings
- Collect registrations for your division on registration night
- Assist your Coaches in picking teams (if there is more than 1 team in your division)
- Find coaches and managers for your team(s)
- Submit a list of the teams in your division (complete with coaches and managers names) to the KMS office administrator by the deadline. This can easily be done by e-mailing the list to admin@kmsports.ca
- Fill out the Team Volunteer Hour form, and take it to the KMS office.
- Once teams are picked, ensure that your Managers are finding the volunteers needed to run the team. (Diamond Parents, Bathroom Parents, Scorekeepers)
- **Prep Coordinator** will get shirt sizes of all kids enrolled in Prep and Blast and order Tim Horton's "Learn to Play" shirts from Softball Sask. Prep Coordinator will also assemble Tournament gift bags for the Prep Tournament (1 bag for each kid, which includes the shirt, "peanut free" snacks, other donated items, and a list of who donated the items). Contact Softball Sask to request the order form for the shirts.
- **Rally Cap Coordinator** will order "Rally Cap Hats" through Baseball Sask. (1 hat per kid, different colors for every team). Contact Baseball Sask to request the order form for the hats.

### Mid-Season Responsibilities

- Forward various messages to managers, coaches, and parents.
- Address parent, coach and manager concerns and bring forth issues to the board if needed.
- Assist in the process of organizing a Provincial Team (if your division requires), which will include confirming your coaches and manager, having the required registration forms submitted on time, and ensuring the manager knows how to book practice/game time.
- Organize your division's home tournament (if your division will be hosting one). This would include receiving tournament registration forms (which will be forwarded from the KMS office), communicating with the booth coordinator **no later than 1 week prior to the tournament**, (to discuss how many teams are coming so that they may stock the booth), doing the draw for the tournament, and creating a parents work schedule for the tournament.

**Please note: Parents working at their child's home tournament does not count against volunteer hours.**

### End of Season Responsibilities

- Ensure that the Managers in your division complete their end of season responsibilities.

**Upon fulfilling this position on the Kindersley Minor Ball Board you will be exempt from all KMB volunteer hours, and will only be required to sell 1 book of KMS fundraising tickets per family.**