



Uniform Manager

First, thank you for volunteering to be the Uniform Manager. You are the voice of Vernon Baseball and represent all of the coaches, players and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Uniform Manager. If you have questions that have not been answered here, please seek support from the Vice President.

Role

The Uniform Manager's primary responsibility is to order, distribute and maintain team uniforms and umpire uniforms. In addition, the Uniform Manager must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally the Uniform Manager must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

Duties

Monthly Meetings: Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

Pre-Season: Establish yearly uniform budget. Determine needs based on past orders. Send out request for tender to local businesses and new prospects. Present all purchase proposals to the executive that require a vote.

Orders: Place orders for sizes and quantities base on previous numbers. Colors and styles are to be planned early in the season with the executive. Special team requests must come through the Division Director.

Distribution: Arrange to give uniforms to Division Directors for T-Ball, Tadpole, Mosquito and Pee Wee house teams. Go to the fields and distribute uniforms for Pee Wee AA, Bantam and Midget teams. Arrange to get numbers on hats to match the uniform number for these teams.

Medals / Awards: Order year end medals and awards. Distribute to division directors.

Summary: This job title comes with are large work load over a short period of time. Planning ahead and utilizing the large volunteer force (parents) is your top priority. Being a good communicator and having the ability to work with others is an asset. The Uniform Manager has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.