

# PCVC President

As President of PCVC, you are the “Face of the League”! You are responsible for all operations and accountable to everyone in the league. You set the tone for all behaviour in the league and on the Exec. To be successful, you must have self-confidence, knowledge of the constitution and the league, and have earned the respect from membership. Dedication is key as this role dictates the present and future direction of the league.

## **President's Duty & Tasks Include:**

- Point of contact for membership for suggestions, concerns, and complaints
- Consult, advise and listen to the Exec when league issues arise
- Actively promote and support the play and integrity of the PCVC league and tournaments
- Steers the league towards the vision set out by the exec
- Communicate with league members weekly with updates on schedules, events, feedback, key dates and notices
- Responsible to read all emails that come in from [tournaments@pcvc.ca](mailto:tournaments@pcvc.ca), [announcements@pcvc.ca](mailto:announcements@pcvc.ca), and [info@pcvc.ca](mailto:info@pcvc.ca)
- Chair & Participate in all Exec meetings and decision making regarding season planning, concerns, purchase decisions, tournaments, conflicts, etc.
- Willingness to speak to membership on league nights, tournaments, at social events, and at the AGM & MGM
- Willingness to assist any executive with their duties when necessary
- Promote the league at all times – actively recruit new prospective members that would “fit” well in PCVC
- Is 1 of 3 co-signers for the release of monies used to allow the league to operate

# PCVC Secretary

As Secretary, it is your job to monitor and manage the tasks of the Exec. You schedule, summarize, assign and communicate assignments and deadlines and ensure they are executed. To be successful you must be very organized, goal-oriented and in sync with the league and its members. Typically leads the organization of league social activities.

## **Secretary's Duty & Tasks Include:**

- **Exec Meetings:**
  - Participate in all Exec meetings and decision making regarding league issues
  - Take meeting minutes of all executive meetings and share for review. In the absence of the secretary, a exec member will be designated to take minutes
  - Follow up with other executives to ensure tasks are completed by the deadline committed
  - Maintain minutes and discussions in a binder for access – binder must be present at MGM/AGM
- **Constitution Updates:**
  - Accountable for updating the constitution if needed – once after any vote at the MGM and once after any vote at the AGM
  - Once updates are made, all Exec members must sign a copy of the constitution and it must be available to membership upon request
- **Other:**
  - Promote and support the play and integrity of the PCVC league and tournaments
  - Commitment to contribute and execute league's vision set out by the exec
  - Support and assist in the organization, execution & decision making of all league events (tournaments, socials, meetings, tryouts)

# PCVC Convener

Thursday nights are your show to run! As the convener, you schedule and coordinate league play. To be successful, you need strong knowledge of the league and its members, be skilled in assessing skill level and personality compatibility and have organization.

## Convener's Duty & Tasks Include:

- **Team Making**
  - At the beginning of each season, the Convener schedules an Exec meeting to rank each player and make teams
  - The membership Secretary provides the convener with an updated active player list (Fall – with successful tryout members; Winter – with all subs (from injuries or other))
  - There is a spreadsheet template with all instructions
  - Also responsible for Realignment – after 3 weeks of play, must determine if necessary and make adjustments
- **League Schedule**
  - Once teams are completed, must build schedule (VP will advise of permit dates – determine the # of weeks in the season before playoffs and allocate)
  - There is an easy to use Excel template for this as well. Updates are uploaded to the website
- **Score Sheets**
  - In the schedule tool, there are score sheets that auto-populate. You are responsible for sending to the rest of the Exec and arranging to print copies for both gyms
  - At the end of each league night, must collect Scores & Attendance sheets (usually pick them up from your gym and receive pictures from the other)
- **Website Recording**
  - Record Scores on Website
  - Record Absences on Website – periodically pull reporting and send to Exec – reaches out to players with absence issues
  - In early weeks of each season, update Team names and Team members
  - Update online calendar with league tournament dates, incentive night dates, MGM & AGM dates
- **Other**
  - Participate in all Exec meetings and decision making regarding league issues; Assist with social events as required
  - Promote the league all the time – actively recruit new prospective members
  - Support members and executives with regards to team issues, attendance issues, personality conflicts.
  - Arrange league, playoff prizes and giveaways.
  - Communicates attendance issues to members at risk
  - Inventory league equipment bag and supplies. Order replacement equipment as needed.

# PCVC Tournament Director

We need a community organizer that loves planning and executing the best tournaments around. You run the show and will gain a profile with the community greater than the league. You need to be a leader – running the tournaments is not a one-man show. You need to delegate tasks to the rest of the Exec and manage the process to be successful.

- Set Tournament dates at the beginning of the season and determine the format for each – work with VP to understand dates, times, schools
- **Pre-Tournament:**
  - Registration & Payment
    - Determine the number of teams in the tournament – this will tell you the number of Males / Females required
    - Register people in sequential order through email – setting a registration start date and time is key
    - Inform people that they are not “registered” until you confirm via email – record name on website
  - Bailing/Subs
    - Utilize the waiting list, league members and have your own tourney sub list using your volleyball network
- **Tournament Package (day before):**
  - You have to wait until the day before to build the package as participants are being confirmed
  - Rank all participants and build teams
  - Once complete, find correct # of teams template, enter in teams & 50/50 charity and print all pages as per instructions
  - Send package to all Exec and save a copy on the Desktop of League Laptop and in tournament folder in Google Drive
- **Tournament Day Execution: (All Exec members help here)**
  - Register people as they come in, advertise next tournament, have non-membership sign waiver, sell 50/50, advise teams, post wall schedule
  - Set up nets, score boards, whistles; Do announcements clarifying rules
  - Throughout the day, enter scores into spreadsheet. At the end of round robin, tabulate and build playoffs score sheets.
  - Conduct a Closing Ceremony and distribute tier prizes, door prizes
  - Scan waiver form and save in Google Drive folder “Signed Waivers” in tournament folder
- **Other:**
  - Keep tournament bag, supplies and maintain tournament bags
  - Organize prizes for tournaments; assign other Execs to purchase Tim Bits & Cases of water
  - Maintains a distribution list of tournament participants
  - Ensure tournament money is donated to selected charity and receipt is provided to Treasurer

# Other Collective Activities

The following activities do not fall under one Executive's accountabilities.

They are often discussed and addressed collectively. Depending on the individual skillsets and interests, any Exec can help take these on:

## 1. Events

- a) Tryouts – Running the tryouts is done collectively. Often the incoming Exec helps to organize
- b) March Break – one Exec usually offers to chair; all help
- c) MGM / AGM – Collectively discuss agenda – one Exec builds Deck
- d) Incentive Nights – nights are selected at beginning of season; Execs coordinate to order food, pay bill, clean up at gyms
- e) Annual Banquet – held in June. One Exec organizes. Other execs assist as needed.
- f) Beach Tournament – run off-season; all Execs help with the organization & planning

## 2. The Sponsor Bar

- a) Securing Sponsorship for the Season – done prior to the season
- b) Reserving space for Incentive Nights - done in-season (usually month of). Occasionally need to request A/V equipment

## 3. Website Maintenance

## 4. Social Media Presence

- a) Marketing Events through Facebook – tournaments have never been more popular – good way to get info out there
- b) Taking photos for Instagram (optional)

## 5. Membership Surveys

- a) In recent seasons, the Exec has polled membership on a number of issues and events to provide more transparency and to give a voice in key decision making (including How to Spend the Surplus, Where should we go for March Break & Voting for PCVC Player Awards)
- b) PCVC has a Survey Monkey account to collect and assess results