

## **Pictures Director Responsibilities and Procedures**

*The Pictures Director arranges facilities and coordinates the scheduling of team and individual player pictures.*

1. Determine the location, dates, and times of the Picture Days for the various teams
  - The venue for pictures may be at a local school or Pagel Center
    - If pictures are to be taken indoors, one day should be sufficient for most of the teams
    - A second day is likely to be needed for the high school teams and make-up pictures
      - The second Friday in June is often the date with the least team scheduling conflicts for the high school teams
    - The indoor facility will therefore need to be reserved for one day in April and one day in June
  - If pictures are to be taken outside at Bennett Family Park, then two dates should be scheduled, usually a Thursday evening and a Sunday afternoon in late April
    - Bennett Board sets its preferred picture dates in January
    - If pictures are to be taken outside at Bennett, the (newly-constructed) concession stand needs to be reserved in case of rain
    - If pictures have to be taken inside at the concession stand, then the President of Bennett Park will need to be contacted to get a key to open up concession stand
    - In addition, Picture Day in June will still have to be scheduled for high school teams and make-up pictures
  - Call Sports Star Photography to arrange for and/or verify dates
  - Notify MGSA League Directors (at the March MGSA Board meeting) of the dates and times for the Picture Days so they can relay that information to their head coaches
    - Note that there may be scheduling conflicts for some 2<sup>nd</sup> grade teams if their Picture Days are set for a Sunday (due to First Communion)
2. Assist at registration
  - Attend MGSA Board meetings prior to January registration and acquire an understanding of registration procedures and current issues
  - Attend the registration sessions and help where directed
3. Schedule teams for pictures
  - Get a list of teams and their corresponding sponsors from the Sponsors Director
  - Notify the photographer regarding the number of teams and names by email or fax
    - The photographer will provide a picture schedule to be filled out by the Pictures Director

- Schedule teams using team name, league, and head coach's last name
  - Send the schedule back to photographer at least one week before Equipment Day so he has time to prepare and deliver picture packets
4. Receive and distribute picture packets
    - The photographer will deliver the team picture packets to the Pictures Director
    - Double check each packet to make sure the team name and scheduled Picture Day date and time are correct
    - It is recommended that picture packets be distributed on Equipment Day
    - It is also recommended that the picture packets be placed in each team's uniform bag prior to the bag's distribution to teams
      - Arrangements will have to be made with the Uniforms Director to get the picture packets in the correct uniform bags
  5. Conduct Picture Day(s)
    - The Pictures Director should plan to attend each Picture Day to assist the photographer, at least at the beginning of the day
      - Answer questions, help organize teams
      - Mark any no-shows on the schedule
    - The photographer will also notify the Pictures Director as to which teams did not attend
    - Teams that don't attend need to be called and rescheduled for the make-up day
      - These teams need to be informed that it is mandatory that a team picture be taken if their team has a sponsor
      - If any of these teams cannot attend the make-up day, then they need to deal directly with photographer to find a time to take their pictures
  6. Distribute pictures
    - The photographer will deliver pictures to the Pictures Director approximately 3-4 weeks after Picture Day
    - Check the pictures to make sure that the all picture sets have been delivered
    - Notify League Directors that pictures have arrived
      - The League Directors should then inform their head coaches that the pictures can be picked up at the Bennett Park concession stand or else the League Directors can deliver them to the coaches directly
      - Also put up signs at Bennett Park and Freeman Park to let teams know that pictures have arrived
    - Check after about a week to see if some pictures have not been picked up and then notify the appropriate head coach
      - Any picture questions (e.g., missing pictures) should be directed to the photographer
  7. Distribute sponsor plaques
    - The photographer provides a sponsor plaque for each team and will deliver them to the Pictures Director by the end of the season

- Call the League Directors and determine how and when they will pick up the sponsor plaques
  - The League Directors are in charge of delivering them to the sponsors
- Give the photographer's bill to the MGSA Treasurer for payment

**Timing**

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| 1. Locations and dates                     | Early January                   |
| 2. Registration                            | Late January and early February |
| 3. Team picture schedules                  | Early April                     |
| 4. Picture packet receipt and distribution | Mid April                       |
| 5. Picture Day                             | Late April                      |
| 6. Pictures distribution                   | Early to Mid June               |
| 7. Team plaques distribution               | Late June                       |