

Uniforms Director Responsibilities and Procedures

The Uniforms Director competitively sources, handles orders, and distributes uniforms, for all MGSA teams.

1. 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 needed
2. Obtain a uniform order count by league
 - Coordinate with league directors to obtain an accurate uniform count by team
3. Place the uniform orders with the vendors
 - Coordinate with the Sponsor Director to receive team name assignments for designated teams (if any)
 - Important note: Uniforms should be ordered by mid March to ensure delivery by Picture Day in late April
 - Always order two extra jerseys per team with one being large than normal size
 - In the past, uniforms have been ordered from:
 - Developmental and 14U – Goal Line Sports
 - Contact Bruce Holtas at 952.933.7914
 - Fastpitch and High School Slowpitch (except 14U) – Stiechens
 - Contact Jennifer Pohle at 651.484.0808
 - Coaches' shirts – Bagy Jo
 - Call 952.473.1761
 - Check to see that the vendor's prices are competitive (optional)
 - Contact the vendor prior to the delivery date to ensure the order is on track
4. Receive uniforms and deliver them to the league directors
 - Coordinate with the Equipment Director to hand out Developmental team uniforms to head coaches at Equipment Day
 - Notify Fastpitch and High School Slowpitch Directors that uniforms have arrived and arrange for pickup
 - Submit the vendor's invoice to the MGSA Treasurer for payment
5. Conduct end-of-year review
 - Discuss ways to improve the uniform ordering and distribution process with coaches and league directors during and following the end of the season
 - Provide feedback and recommendations to the MGSA Board

Timing

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| 1. Registration | Late January |
| 2. Uniform count | Early March |
| 3. Uniform order | Mid March |
| 4. Uniform distribution | Mid to Late April |
| 5. Year-end review | Late July |