



# IRHC Broomball Committee Position Expectations

For the 2018/2019 Season

## Referee Manager

The Referee Manager is the top referee for Broomball and is ultimately responsible for the referee staff including selection, evaluation, training, and payroll. He/she will hold informational and referee training sessions to adequately prepare referees for the season. The Referee Manager shall retain a copy of the referee shift schedule and coordinated them with the game schedule. The Referee Manager is also responsible for helping in the judicial process.

Compensation- \$750 for the Broomball Season, paid in four installments

## Rink Manager

The Rink Manager is the leader of the rink staff and manages the property of Broomball (helmets, shovels, rinks, etc). He/she will ensure that the rinks are suitable for play (removing snow, creating ice, etc). The rink manager is asked to return one week early in the spring semester to complete preparing ice for play. The rink manager is responsible for having ice prepared before referee training is scheduled. The rink manager is responsible for calling games due to bad weather conditions and notifying the Committee and captains of the cancellation(s).

Compensation- \$750 for the Broomball Season; paid in four installments

## Web Developer

The Web Developer's role is to develop and improve IRHC Broomball's online capabilities for the academic year. He/she shall create pages to simplify, assist and streamline processes within Broomball. The Web Developer must be intimately familiar with HTML, JavaScript, MySQL, PHP, and Rails. The Web Developer must also possess good communication skills necessary to work with the Michigan Tech IT and the Webmaster. A new website for Broomball is in the works and you will be responsible for helping create, publish, and maintain this site. The Web Developer will also be asked to run the streaming equipment during events.

Compensation- \$650 for the Broomball Season, paid in four installments

## Webmaster

The Webmaster's role is to oversee stats entry and manage the Broomball database. He/she will work hand in hand with the web developer to implement improvements to IRHC Broomball's online capability. The Webmaster must be intimately familiar with HTML, JavaScript, MySQL, PHP, and Rails. The Webmaster must also possess good communication skills necessary to respond to site inquiries and work with league heads to resolve any issues regarding game scores and stats errors. The webmaster shall be responsible for game sheets. A new website for Broomball is in the works and you will be responsible for helping create, publish, and maintain this site.

Compensation- \$650 for the Broomball Season, paid in four installments

## Public Relations Manager

The Public Relations Manager role is to create a positive image for Broomball by publishing articles, table tents, and online posts in order to inform the campus of the current events and happenings in the world of Broomball. Broomball Blitz will be published periodically throughout the offseason and during the season. PR is also responsible for keeping all social media up to date, including Snapchat, Facebook, and News Feed as well as capturing media for these sites.

Compensation- \$600 for the Broomball Season, paid in four installments

## **Treasurer**

The Treasurer is responsible for overseeing the Broomball budget as well as all expenses associated with Broomball. This includes team payment collection, reimbursements, project budgets, payroll, and miscellaneous expenses. The treasurer will also be responsible for maintaining all of Broomball's merchandise as well as overseeing the online store and orders. Finally, the treasurer will also be responsible for Committee meeting minutes. Compensation- \$400 for the Broomball Season, paid in four installments

## **Special Tasks Manager**

The Special Tasks Managers are responsible for taking on tasks that are not covered by specific positions. Examples of such activities are the Alumni Tournament, Skills Competition, All-Star Game, Practice Rink, and Broomball Class planning. Special Tasks Managers are responsible for any additional events or programs that come up throughout the Broomball year. Special Tasks Managers are responsible for running the main Streaming Camera during Events. Special Tasks Managers will also be responsible for managing the IRHC cocoa shack, staff, and schedule.

Compensation- \$400 for the Broomball Season, paid in four installments

Any questions or comments about these positions can be emailed to the Chair ([bbchair@mtu.edu](mailto:bbchair@mtu.edu)) or Vice Chair ([bbvchair@mtu.edu](mailto:bbvchair@mtu.edu)).

***Michigan Tech***

Michigan Technological University is an equal opportunity educational institution /  
equal opportunity employer.