



## SDYSA BOARD POSITION DESCRIPTIONS

**President (Officer\*):** Directs and leads the board and overall activities of the league. Conducts monthly SDYSA board meetings, and represents SDYSA at ASA District meetings. Responsible for the conduct of the league as stated in the bylaws, in strict conformance with the policies, principles, rules and regulations of ASA. Requires good communication skills, sound judgment, and the ability to influence, motivate and delegate. An ideal candidate will have experience in most levels and divisions, upon which to draw when making decisions. A President may manage or coach. The President is an Officer position and must have served a minimum of one (1) year on the Board of Directors.

**Vice President(s) (Officer\*):** Presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. A Vice President may manage or coach. The VP is an Officer position and must have served a minimum of one (1) year on the Board of Directors.

**Treasurer (Officer\*):** The Treasurer receives all monies and securities, and deposits same in a depository approved by the Board of Directors. The Treasurer shall not be a signatory on any checking or saving account into which league funds are deposited. Dispenses league funds as approved by the Board of Directors, by check and must require two signatures. Maintains records for the receipt and disbursement of all monies and securities and reports on the status of league funds at each Board meeting. Maintains league financial books and records, and prepares budgets. Prepares the annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting. Treasurer is an Officer Position and must have served a minimum of one (1) year on the Board of Directors.

**Secretary (Officer\*):** Responsible for recording activities and maintaining appropriate files, mailing lists and necessary records. Maintains list of all Regular Members, Directors and Committee Members and provides notice of all meetings of the League and meetings of the Board. Maintains official record of board meeting Agendas and Minutes. Attends each Board and General meeting and record attendees, summary of discussion, any motions that are made, and the result of votes. Advises Board on governance and due diligence processes, including bylaws, charters, etc. Types the draft minutes and distributes for review via email. Secretary is an Officer Position and must have served a minimum of one (1) year on the Board of Directors.

**Player Agent (Officer\*):** Responsibilities include (Regular Season, All Star, Winter Ball and Tournaments) Player Registration, selecting and maintaining player personnel, residency and age verifications, player info sheets/medical release forms. Conducts Player try-outs and draft. Provides team rosters to Board President, Manager Liaison and Secretary. Ensures Player eligibility, including required ASA documentation for All Stars. The Player Agent is an Officer Position and must have served a minimum of one (1) year on the Board of Directors.

*\*Officers must be board members for at least one year (season) prior to appointment.*

**Manager Liaison:** Represents managers/coaches and facilitates communication and cooperation within the league. Throughout the season communicates league activities to managers; clarify or explain rules for their divisions for player safety and game play and explain the process of managing teams, including setting up practices, opening day and closing day. Remind managers of key dates and activities such as coaching clinics, player clinics opening day, and closing day. Facilitates disputes on the field and aids in manager and player issues. Works closely with President and Player Agent.

**Scheduler:** Schedule all regular season games for all Divisions. Provide up to date schedules to the Board, Umpire-in-Chief, Snack Bar Coordinator and Managers in a timely manner, minimizing last minute changes whenever possible. Schedule all fields available for practice. Work with other leagues to schedule interleague games and facilitate close working relationships among local leagues. Work with managers to reschedule games due to rain or other reasons. Schedule all post season tournament games to finish prior to or on closing day.

**Fields and Equipment Manager:** Provide maintenance and access to the fields and equipment for Gladstone, Lone Hill and Sportsplex. Responsible for the ordering, upkeep, distribution and collection of all equipment. Provide information on how to prepare and maintain the fields and necessary equipment. Procures, stores and inventories all softball equipment within the scope of the budget approved by the Board of Directors. Ensures each team has the proper amount of equipment and that equipment is in safe condition. Ensures that broken and/or damaged equipment is replaced immediately. Maintains a record of equipment issued to each team and that inventory issued to each team is returned, cleaned and inspected for deficiencies, replacing any necessary equipment to be ready for next season.

**Snack Bar Coordinator:** Oversees all aspects of the snack bar, including maintaining appropriate inventory, cash and reconciling of receipts for the monthly treasury report. Chairs the Snack Bar Committee, maintains operation of snack bar facilities, including organizing menu and shift supervision. Coordinates and manages the snack bar schedule and ensures that it is staffed with volunteers for all games throughout all seasons, including Spring, All Star, Winter and special tournaments. Responsible for the management of sales and inventory; organize, tally and keep records of concession sales and purchases. Create and distribute snack bar procedures and training for volunteers. Schedules volunteers through Team Parent Coordinator to ensure coverage and procure workers as necessary to staff shifts properly.

**Team Parent Coordinator:** Coordinate between Team Parents and SDYSA Board. Serve as intermediary for information flow between Board and TP's as needed. Determine date and hold TP meeting (approx. one-two weeks before season opens). Coordinate all necessary season-related information including opening day activities (team booths, pictures and baskets) and closing day. Facilitates snack bar and fields schedule, including tournaments and other special events, and works closely with Snack Bar Coordinator to ensure coverage. Provide information to TP's as necessary throughout the season.

**Special Events Coordinator:** Develop and maintain a database of league members to volunteer services during the season. Establish a committee to organize activities with Board and/or Committee members and parent volunteers, as required, for all league events/projects (e.g. opening/closing day ceremony, pictures, Player Appreciation, tournaments, fundraising, etc.). Maintain vendor contacts and facilitate participation at league events. May form committees as necessary to complete projects.

**Webmaster/Social Media:** Oversees all aspects of the website. Communicates with league families via email blast and responds to email and social media communications. Assists board members with reporting needs. Manages social media presence and posts updates. Keeps website up to date and uploads season and tournament information.

**Umpire-in-Chief:** Oversees the recruiting, training and scheduling of league umpires and manages the conduct of every league game in compliance with all rules and regulations. Must develop a working knowledge of the softball rule book. Communicate to Managers rule interpretations as well as reminders about proper conduct if necessary. Make recommendations to the Board for updates/changes to the umpire program across the league as deemed necessary.

**Ways and Means Coordinator:** Solicits and secures local sponsorships to support league operations. Collects and reviews sponsorship and fundraising opportunities. Organizes, implements and coordinates approved league fundraising activities, including tournaments and events (e.g., Poker Night, Player Appreciation, etc.). Maintains records of monies secured through sponsorship and fundraising initiatives and provides said assets to the Treasurer on a timely basis for deposit. Works closely with Officers of the Board to bring the League into a more visible role in the community, bring more community involvement into the league and promote the SDYSA brand.

**Division Representative (6U, 8U, 10U, 12U, Select):** Liaison between Division and the Board of Directors. Maintain open line of communication with managers/coaches/parents/players and voice unbiased questions and concerns at Board meetings. Facilitate Division partnership and communication with the Board. Assist and support Division's teams, attend all manager meetings and drafts. Set a good example for appropriate parent behavior.

**Other Positions to consider:**

**Purchaser/Procurement Coordinator:** Responsible for purchasing all uniforms, trophies, medals, pins, and other league/event collateral materials.