



Haverhill Girls Softball League

Updated: 3/12/19

Board member's roles and responsibilities

President

- Serve as an escalation point for league issues
- Determine game cancellations with feedback from commissioners
- Process all coach CORI checks
- Register all players with USA Softball/ASA
- Order uniforms
- Coordinate team/player photos
- Coordinate end of season awards
- Manage commutations with head umpire for game coverage
- Commutation of league-wide information

Vice President

- Serve as backup and assistance to the President as needed.
- Primary contact for all player/parent issues.
- Responsible for coordinating and running player evaluations
- Responsible for creation of teams and presenting to board for approval

Secretary

- Works with President to develop meeting agenda
- Take notes during meeting and documents follow up items and voted on decisions
- Publishes meeting minutes no more than 2 days after board meetings
- If can't make board meeting find another board member to fill this roll

Treasurer

- Provides financial update during board meeting
- Record and process all financial transactions
- Record all non-credit card registration payments SI Play registration system.
- Contact parents regarding delinquent accounts
- Bring any capital expenses over \$200 to the board for approval

10U, 12U and 14U Commissioners

- Conduit of all communication to/from coaches
- Serve as an escalation point for division issues
- Coordinate participation in inter-town league (12U & 14U only)
- Recruit coaches to fill open positions (including summer and fall ball)
- Hold preseason coaches meeting to review coach responsibilities and expectations
- Coordinate coaching training and clinics as required
- Work with coaches rescheduling games
- Work with coaches on determining practice schedule
- Review and approve final game schedules
- Propose any suggested rule changes to the board

- Work with president on game cancelations
- Plan and coordinate all-star games

Little Ladies Commissioner

- Plan, organize and run end of season party and other LL events
- Conduit of all communication to/from coaches
- Recruit coaches to fill open positions
- Hold preseason coaches meeting to review coach responsibilities and expectations
- Coordinate coaching training and clinics as required
- Work with president on game cancelations

Fields & Grounds Manager

- Working with city to coordinate field maintenance and improvements
- Preseason setup fields for fields (pitch rubbers, home plate, base markers, etc)
- Propose any required/recommended field related equipment purchases beyond \$x to board for approval
- Verify job boxes are stocked
- Manage field padlocks and key distribution to coaches/board members
- Handle all field related issues

Equipment Manager

- Review all equipment for safety issues and replace as needed.
- Propose any required/recommended equipment purchases beyond \$x to board for approval
- Distribution of equipment bags (including game balls) to all teams
- Work with coaches to manage equipment issues during season
- Manage sign in/out of all equipment
- Handle all equipment related issues

Registrar and Technology Manager

- Creation and distribution of registration fliers
- Setup and management of Spring/Summer/Fall/Clinic online registrations
- Manage all website and social media content
- Manage online sales of HGSL logo clothing
- Create team schedules for commissioners' approval
- Handle all registration related questions/issues

Coach and Player Development

- Conduct coaching clinics for LL, 10U, 12U and 14U coaches
- Creation of standard framework and practice plans for coaches to use throughout the season. (per division)
- Work with newer coaches to ensure players are receiving proper instruction and games are coached effectively.
- Ensure players are being taught consistence fundamentals season to season
- Provide as needed assistance to coaches and players
- Coordinate player clinics (e.g. preseason, pitching)

Event committee

- Plan, organize and run opening day event (it is expected all board will be available to assist during event)
- Plan, organize and run closing ceremony event (it is expected all board will be available to assist during event)

Sponsorship/Fundraising Committee

- Meeting with local businesses about sponsorships
- Creating and sending out letters to all potential sponsors
- Managing and track collection of player fundraising (calendars).
- Work with Treasurer to record and deposit all collected payments
- Order sponsorship banners as required
- Hang and remove all sponsorship banners from fencing
- Manage distribution of sponsorship plaques