

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



President

The President shall:

- Preside at all meeting of the Board meetings and assumes full responsibility for the operation of the League.
- Be an ex-officio member of all committees, except the Nominating Committee.
- Coordinate and administer the rules, policies and principles of Saratoga Miss Softball.
- Appoint all members of various committees except the Nominating Committee. *The members of the Nominating Committee shall be selected by majority vote of the Board of Directors.*
- Oversee the affairs of all elements of the Saratoga Miss Softball League.
- Select and appoint all managers, coaches, umpires and committees (*subject to the approval of the Board*).
- Represent the League in the District organization. This includes attendance at all district Meetings, etc.
- Oversee and coordinate all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-Saratoga Miss uses.
- Oversee and coordinate with the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.
- Oversee all long-term development and planning.
- Conduct new board position walk through at the fields before the season starts.
- In cooperation with the Secretary, establish the agenda for all Board Meetings.
- Invite City officials to come to opening day ceremonies.
- Coordinate all safety activities including supervision of ASAP (A Safety Awareness Plan) including:
 - Ensures safe playing conditions.
 - Coordinates reporting and prevention of injuries.
 - Solicits suggestions for making conditions safer.
 - Reports suggestions to Little League Headquarters through the ASAP program.
 - Be responsible for Field Director scheduling and coordination.
 - Obtain, update and maintain First Aid Kits throughout the Park.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Vice President

The Vice President shall:

- Report to the President.
- Assist the President and, in the absence of the President, shall perform the duties of the President.
- Attend all meetings and give recommendations and counsel to the Nominating Committee.
- Oversee and advise the Team Selection Committee.
- Preside in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- Coordinate of all activities relating to softball year round.
- Coordinate and oversee all Director activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms and awards are distributed in a timely manner; making all managers, coaches, and parents aware of all meetings, local rules, and conduct expected at all practices and games.
- Coordinate with Directors in preparing and proposing a list of all divisional managers for Board approval and President's selection.
- Oversee all Manager/Coach activities.
- Coordinate with and assist the Division Directors in conducting all drafts and/or selection of all teams.
- Coordinate with the President in making sure that all safety issues are addressed.
- Coordinate with the Development Coordinator to insure that all managers, coaches and players at all levels are receiving proper instruction.
- Immediately suspend any individual(s) from further League participation for inappropriate adult behavior pending the outcome of the Board's action concerning this League matter.
- Along with other board members, will help organize and direct all Saratoga Miss Softball League activities.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Secretary

The Secretary shall:

- Report to the President.
- Be the keeper of all official records/documents of the Saratoga Miss Softball League.
- Schedule and organize all board meetings.
- Send out notices of meetings to all Board Members.
- Send out Board Meeting agenda at least (1) week prior to the meeting.
- Take all Board Meeting minutes, and the minutes of all general and special meetings which shall include:
 - Date and time of meeting;
 - Whether the meeting is a special or regular meeting;
 - Whether notice was given or a waiver of notice signed by all directors;
 - Names of directors in attendance and directors not in attendance;
 - Names of other guests in attendance (and their titles or associations, if relevant);
 - Whether a quorum was established;
 - Any departures and re-entries of attendees; and
 - Any board actions (e.g., approvals, delegations of authority, directives).
- Distribute meeting minutes to Board members at within (1) week post meeting.
- Maintain a reasonable document management system for documents and minutes.
- Note the attending Board Members, all Board motions and outcome of all Board votes or Board motions, yea or nay.
- Coordinate coverage of the Board Members on Duty (BMOD) during all seasons of play.
- At the start of each Board Meeting will present the Board minutes from the previous meeting to League Board for corrections, additions and approval.
- Submit minutes to Webmaster for posting on the SMS website.
- Conduct all necessary correspondence of Saratoga Miss Softball.
- Responsible for issuing Community Service Certificates to minors who help in concession.
- Notify all officers and members of their appointments to committees.
- Maintain a register of members and directors.
- Maintain files of all board minutes, attendance rosters, meeting agenda's, activities
- Create bulletin board visuals for field and define/control content material.
- Prepare and maintain map of fields.
- Prepare forms and handouts for registration (registration forms, volunteer signup forms, contact list of directors, softball clinic, coaches and umpire clinics).
- In collaboration with the Public Relations Coordinator, will draft all written complaint resolutions on behalf of the league. Final response requires President approval.
- Send out welcome letters to coaches and parents of players.
- Update procedural documents such as Rain Out Protocols and League Rules.

**** Note****

Board meeting minutes are an important but often undervalued form of recordkeeping for organizations. Minutes provide a memorialized chronology of key information such as board actions, elections of officers or directors, and certain reports from committees and staff. Additionally, meeting minutes can have important legal significance in an IRS examination and as evidence in courts if, for example, someone challenges the validity of certain actions or positions.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Treasurer

The Treasurer shall:

- Report to the President.
- Establish methods by which standard accounting principles will be used by all League Members regarding any financial transaction.
- Receive all monies for SMS League and deposit same in the name of Saratoga Miss Softball in a bank approved by the Board of Directors.
- Keep an itemized account of receipts and disbursements and maintain books and records in an orderly manner.
- Give a written report at Board Meetings and a complete written annual report to the Board of Directors at the first meeting of the New Year.
- Prepare and submit the League's budget to the Board of Directors for approval at the first meeting of the New Year (and coordinates with each budget discipline regarding use of budgets).
- Signs checks as directed by league constitution.
- Dispenses League funds as approved by Board of Directors.
- Assumes responsibility for all League finances.
- Prepares and submits league tax returns, etc.
- Responsible for 501c3 form.

****NOTE****

The Treasurer shall not be elected to more than (3) three consecutive terms of office. The Treasurer is the League's Chief Financial Officer.

No one in the League supersedes the financial authority of the Treasurer when it comes to the money matters of the League.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Assistant Treasurer

The Assistant Treasurer shall:

- Reports to the President.
- Assists the treasurer in completing the duties of the treasury position.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Division Coordinator(s)

The Division Coordinator shall:

- Report to the Vice President.
- The Division Coordinator(s) are as follows:
 - T-Ball Division Coordinator
 - MM Division Coordinator
 - A Division Coordinator
 - AA Division Coordinator
 - AAA Division Coordinator
- Supervise all division activities.
- Refer all matters requiring Board action to the Vice President and ensure that League policies are adhered to within the Division.
- Be a member of the Team Selection Committee.
- Provide information to the Board in determining teams, coaches and managers for their division.
- Ensure each team has a female team representative/coach/parent that is present at all team activities.
- When necessary, hold a meeting of the division team coordinators prior to the regular meeting of the League Board of Trustees to discuss information that may need League Board's attention.
- When necessary, hold a division coordinators meeting after the Board meeting to relate any action, solutions, or directions given by the Board.
- Prior to April 15th, meet with all the team managers in his/her division to outline the Thunder team selection process that will be utilized.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Development Coordinator

The Development Coordinator shall:

- Reports to the Vice President.
- Presides in the absence of the President and the Vice President.
- Work directly on player development, coaches training, and league clinics
- In Collaboration with the Clinics Coordinator, establish pitching and catching clinics
 - Find instructors for pitching and catching clinic
 - Determine Fees
 - Send info to Webmaster to post on Website
 - Accept Registrations
 - Confirm Registrations
- In Collaboration with the Clinics Coordinator, establish winter clinics
 - Determine fees
 - Find volunteers
 - Determine how to run clinics
 - Contact potential participants
 - Accept registrations
 - Confirm registrations
- Oversee all programs and development opportunities relating to managers, coaches and players.
- Present coach/manager training budget to the board.
- Coordinate with the Board members to schedule, conduct and monitor all clinics, seminars, or other development affairs.
- Function as the prime contact with High School Varsity/Junior Varsity and Middle School coaches. Work with school coaches to tailor all development programs to act as a feeder programs to the schools.
- Monitoring and evaluate the development and progress of all coaches in the League.
- Diligently work to continually teach coaches correct basic player skills, as well as coaching skills.
- In collaboration with the Secretary, institute and update all printed development materials, such as manuals, flyers, internet correspondence, etc.
- Make information available to all managers, coaches and players as appropriate.
- Maintain library of teaching materials including team training manuals, etc.
- Continuously research best practices, update and distribute information as necessary.
- Responsible for updating coaches packets/pamphlets.
- Ensure each head rec coach has completed ACE certification and background checks. Ensure coaches are reimbursed for certifications.
- Ensure travel coaches are ASA certified. Ensure coaches are reimbursed for certifications.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Equipment Director

The Equipment Director shall:

- Reports to the Vice President.
- Be responsible for all the league equipment and maintain an accurate inventory.
- Be responsible for repairing or replacement, off season storage, and proper distribution and conditioning during the season.
- Check inventory for quantity and usability of all equipment required for the operation of the league's activities.
- Prepare equipment bags prior to the start of the season as well as maintaining the general use equipment such as pitching machines, golf carts, tees, nets, etc.
- Coordinate with the Division Coordinators to receive all equipment bags back from the managers at the end of the season (or the end of fall ball season).
- Maintain an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.
- Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment.
- Order new equipment as necessary, within budget
- Maintain inventory of reserve equipment.
- Prepare all equipment bags for distribution each new season with size appropriate equipment for each division.
- Provide scorebooks and pitch-count books to appropriate teams.
- Fix equipment or find replacement equipment during season as needed
- Ready first aid kits for in-house equipment boxes
- Fill first aid kits at in-house equipment boxes as requested
- Ensure there are enough game balls for each game.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Uniform Director

The Uniform Director shall:

- Report to the Vice President.
- Purchase and distribute all uniforms for players and coaches, including the regular season, fall ball and other post-season teams to Division Directors within the budget.
- Purchase Board approved general merchandise fundraising items within the budget.
- Prepare lists, obtain quotes, and coordinate the ordering of all uniforms and/or clothing items for the league
- Collect the need the quantities, sizes, and colors for each team.
- Provide copies of team order sheets for each coach so they can distribute to team.
- Work directly with uniform provider. Either our Registration Director or Information Officer will get all the uniform lists from our database. Work with uniform provider on the colors according to what team we were outfitting.
- Use team names that have been used in the past for T-ball and MM teams as vendor may already have screens made from previous years.
- Obtain samples of styles and sizes from uniform provider to display at in-person registration.
- Work at registration helping parents select the shirt sizes for each player.
- Coordinate with the Fundraising Coordinator to ensure correct team colors and sponsorship logos are used.
- Once shirts are in, contact each Division Coordinator to set up a date and time to pick up uniforms.
- Responsible for ordering and distributing all recreation trophies and medals for players to Division Coordinators.
- Ordering of travel tournament t-shirts.
- Prepare and coordinate uniform packaging for distribution.
- Collect concession deposits and medical consent to treat minors form for each player at time of uniform distribution.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Field Maintenance Director

The Field Maintenance Director shall:

- Report to the Vice President.
- Ensure that all fields are in safe playing condition.
- Work with coaches in the preparation of fields for games.
- Purchase field supplies within budget.
- Maintain a liaison with the City of Saratoga Springs with regard to all routine matters relating to the maintenance and use of the fields at Veterans Memorial Park.
- Responsible for taking down of awnings at end of fall.
- Responsible for banners and signs to ensure they are in good condition and replace when needed.
- Make sure we are stocked with chalk and field saver.
- Ensure mounds are set at the proper distance for games. This may be delegated to coaches, but coordination needs to occur.
- Ensure fields are lined for each game.
- Ensure field dugout rules are posted in each dugout.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Fundraising Coordinator

The Fundraising Coordinator shall:

- Reports to the Treasurer.
- Be responsible for organizing and managing all of the fundraising activities that are approved by the board.
- Direct all fund raising for the League.
- Solicit and secures local sponsorships to support league operations
- Develop and maintain the "on-line store" for product purchases.
- Collects and review sponsorship and fundraising opportunities (team sponsorships and player scholarships)
- Organize and implement approved league fundraising activities
- Coordinate participation in fundraising activities
- Maintain records of monies secured through sponsorship and fundraising initiatives
- Contact and maintain relationships with sponsors.
- Order and distribute sponsor plaques to sponsors at season completion.
- Ordering all sponsorship signs.
- Coordinate all sponsorship activities, including but not limited to: in-season team uniforms, fence signs, bleacher signs, concession stand signs, restroom signs, post-season teams, and post-season tournaments.
- Coordinate with the Treasurer to make sure that all sponsorships are paid.
- Coordinate with the Uniform Director to ensure correct team colors and sponsorship logos are used.
- Provide a list of sponsors, colors, logos, and team sponsoring to Uniform Officer (1) week before shirts are ordered. Logos to be forwarded to the webmaster.
- Supervise the teams to ensure that they are securing the minimum amount of sponsorship per team as outlined by the board each year.
- Coordinate raffle tickets for opening day and solicit the donation for this event.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Concession Director

The Concession Director shall:

- Reports to the Vice President.
- Operate a profitable concession.
- Order/Purchase items needed to keep the shelves stocked within budget.
- Keep concession stocked during all seasons of play.
- Coordinate concession schedule coverage with families of the players of Saratoga Miss Softball.
- Staff the concession stand, including coordination of the volunteer community service teens to work in the stand and training the adult volunteers who can manage the stand. Can be delegated to Board member on duty when not present.
- Make sure the stand is cleaned and money put away at the end of the night. BMOD responsibility.
- Be responsible for setting the work schedule each week for the kids and the adult volunteers.
- Maintains the operation of concession facilities.
- Be responsible for the management of the concession sales at league events.
- Keeps records of concession sales and purchases per shift on form. BMOD responsibility.
- Coordinate a team of people to help winterize the stand, including:
 - Cleaning the grill
 - Emptying and chemically cleaning the fryers
 - Slushy machine pick up.
 - Donate remaining product to the Franklin Community Center
 - Empty, unplug and clean refrigerators and back freezer

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Travel Coordinator

The Travel Coordinator shall:

- Report to the President.
- Oversee all Travel teams.
- Represent Saratoga Miss Softball at Hudson Mohawk Girls Softball Association meetings and shall inform the Board of Directors accordingly.
- Cooperate with all travel coaches should they need any assistance in equipment, tournaments, registration, etc.
- Assist tryout coordinator in determining traveling teams based on tryouts.
- Accept traveling coach applications
- Schedule and conduct traveling coach interviews (*Get other board members to sit in and help*)

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Tournament Coordinator

Tournament Coordinator shall:

- Report to Vice President.
- In collaboration with Public Relations Coordinator, markets SMS home tournaments, if necessary.
- Accept tournament registrations.
- Determine pools and brackets for home tournaments
- Prepare and send out tournament packets via email to participants
- Send webmaster tournament information to post on the website
- Buy/order food specific to tournaments
- Buy/order special apparel
- In collaboration with Concession Director, help organize concession schedules for home tournaments
- Recruit help for home tournaments
- Ensure there is parent coverage for all concession areas (stand, grill, t-shirt sales, floaters, etc.)
- Ensure there is clear delegation as to whom is serving as Tournament Director at each home tournament.
- Based on history, previous coaches and Tournament Coordinator input, determine what tournaments to participate in.
- Order trophies and awards for tournaments.
- Update tournament pamphlets and email out to tournament participants.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Fall Ball Coordinator

Fall Ball Coordinator shall:

- Reports to the Vice President.
- Work with the Hudson Mohawk Fall Ball Coordinator in registering teams and field use during the Fall Ball Season.
- Coordinate registrations
- Select, assign and organize coaches
- Provide coaches with appropriate contact and website info
- Assign teams
- Correspond with Mohawk Fall Ball Coordinator.
- Determine Fees
- In collaboration with the Uniform Director, order uniforms, if necessary.

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Public Relations Coordinator

The Public Relations Coordinator shall:

- Reports to the President.
- Handle League publicity.
- Handle all involvement with Community Relations.
- Community Service Coordination (parade participation, Chowderfest t-shirts, etc.)
- Community registration events
- Development in Junior Board to make decisions on what they want to do
- Marketing
- Reporting of scores to newspapers
- Get press to come to and take picture and interview players
- Coordinate a Picnic Committee to facilitate end of year picnic celebration
- Will reach out to school system to advertising including parent emails, Facebook pages and Saratoga Springs School website community page.
- Update and maintain Facebook page.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Recreation League Coordinator

The Recreation League Coordinator shall:

- Reports to the Vice President.
- In collaboration with the Webmaster, be responsible for maintaining the relationship between Saratoga Miss Softball and the third-party web service that provides on-line registration.
- Be responsible for scheduling of umpires coverage for games during rec season.
- Schedules the games through the City (coordinate fields)
- Ensure trophies are ordered for end of year picnic.
- Obtain ice cream gift certificates for all home run hitters.
- Coordinate rec league picture day event.
- Coordinate play-off schedule, lights, seeding schedules and City field reservations and contact newspaper to see if they will come do an article.
- In collaboration with the Development Coordinator, coordinate coaches meeting at the beginning of the season.
- Facilitate end of the year player evaluations.
- Explore interleague scrimmage play between neighboring programs.
- Responsible for end of year thank you party/wrap up meeting – solicit feedback
- In collaboration with the Division Coordinators, coordinate rec team placement assessments, including:
 - Recruit fielding, hitting and pitching judges
 - Recruit helpers (feed machines)
 - Find volunteer to run pitching and catching tryouts
 - Find volunteers to enter tryout scores
 - With director and traveling coordinator, establish rec teams via scores

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Clinics Coordinator

The Clinics Coordinator shall:

- Reports to the Vice President.
- Be responsible for the orderly planning and conduct of all League sponsored players' and coaches' educational skills development programs and clinics, subject to the policies established by the Board of Directors
- Be responsible for scheduling all softball clinics approved by the league. *This includes coordinating with outside coaching companies as well as internal league staff.*
- Be responsible for registration for the clinics, scheduling session times, communicating with the players/parents and supervising the clinic, and collecting fees.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Webmaster

The Webmaster shall:

- Report to the Vice President.
- Be responsible for the orderly maintenance, upgrading and updating of the official Saratoga Miss Softball website.
- Manage the Leagues official home page at www.saratogamiss.org
- Ensure that League news and scores are updated on a regular basis.
- Work with Rec League and Travel Coordinators to maintain an accurate online membership database.
- Create division schedules with input from Division Directors and upload to website.
- Create custom online forms for use as needed.
- Collect, post, and distribute important information on League activities to website
- Update website as necessary
- Be responsible for setup of player database for current year.
- Responsible for creating team rosters (coordinate with Player Agent, VP, and Division Director) after drafts and submitting to directors.
- Responsible for providing Uniform Manager with uniform report listing for each team.
- Ensure that league rosters are maintained on the website
- Post schedules
- Post game delays, cancelations and reschedules to website in a timely manner
- Post and track home run results on the web
- Be responsible for maintaining registration events on the third-party web service
 - Includes entering information, descriptions, and guidelines for League membership and clinic registration

Saratoga Miss Softball Board Position Description

Created: Sunday, October 11, 2015



Directors at Large

All past Presidents (or prior board members), having served on the Board in that capacity for at least one full term and not currently serving in any other capacity on the present Board of Directors, shall automatically be offered by that Board, at its first organizational meeting, a position as Director at Large on said Board. Upon acceptance of offer, the Board shall elect such person(s) to the Board as approved. Such member shall serve on the Board in a capacity determined by the Board.

Saratoga Miss Softball

Board Position Description

Created: Sunday, October 11, 2015



Board Member on Duty (BMOD)

It is the policy of Saratoga Miss Softball to have a Board Member on site at all times during game times. This schedule will be established by the Secretary at the beginning of the season on a rotating basis. Board members are responsible for coordinating their own coverage should they not be available on the date assigned. Board members are responsible for completing the assignments listed below.

The Board Member on Duty (BMOD) shall:

- Ensure announcements are made at the beginning of each shift from the concession stand.
- Open concession stand and restrooms (in absence of Concession Director)
- Concession has appropriate coverage (in absence of Concession Director)
- Respond to any complaints on the field
- Ensure proper injury reports are completed at the time of injury and processes are followed
- Train any persons who have not worked the concession stand (in absence of Concession Director)
- Ensure the check signature log is completed by any umpire receiving a check
- Reports for duty on assigned shift or finds another Board Member to cover his/her shift