



# SMGSA Board of Directors

---

## President

The President shall be the Chief Executive Officer of the organization and shall have general supervision, direction and control of the business and programs of the league. He/she shall preside at all meetings and sit on all committees to ensure fairness and the league's best interest. The President should be present for the majority of the time on game days. The position requires approximately 5 to 25 hours per week, depending on time of year.

## Vice President

In the absence of the President, the Vice President shall perform all the duties of the President. In the event of a vacancy in the office of the President, the Vice President shall complete the unexpired term. The Vice President shall assist the President with supervision, direction and control of the business and programs of the league. The Vice President shall be the direct liaison with other local youth sports organizations and in the event of a vacancy of the Snack Activities Officer position, the Vice President will assume the responsibility of the diner operations. The position requires approximately 5 to 25 hours per week, depending on time of year.

## Player Agent

The Player Agent shall plan and manage player ratings, evaluations and drafting. He/she will also plan skills and developmental clinics year-round. During Fall, the Player Agent will assign teams, subject to approval by the Competition Committee. The position requires approximately 4-15 hours per week, depending on the time of year.

## Purchasing Agent-Equipment

The Purchasing Agent- Equipment shall manage and control all equipment for the league including purchase, repair, and inventory control. He/she must provide the President and Treasurer with an equipment needs list/budget after each season to prepare for the next. He/she shall have equipment bags ready to pass out to managers after teams are assigned/drafted. The tidiness and upkeep of the Heasley Field shed is their responsibility. The position requires approximately 2-5 hours per week, depending on the time of year.

## Secretary

The Secretary shall keep the minutes of all meetings of the Sierra Madre Girls Softball Association, Inc., and actions of the Board of Directors. The Secretary shall also maintain a roster of the Board of Directors. The Secretary shall conduct correspondence as directed by the President as well as keep record of all voting done electronically, whether it be by the board, managers and/or members. The position requires approximately 1-2 hours per week.

## Treasurer

- a. **Books of Account:** The Treasurer shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions of the league, including its assets, liabilities, receipts, disbursements, gains, losses, capital, fund balance, and other matters customarily included in financial statements. The books of account shall be open to inspection by any Board Member at all reasonable times.
- b. **Deposits and disbursement of money and valuables:** The Treasurer shall deposit, or verify deposit, of all money and other valuables in the name and to the credit of the league with such depositories as may be designated by the Board of Directors. The Treasurer shall be the Chief Financial Officer of the league and provide an account of transactions and financial condition of the league whenever requested by the Board of Directors and shall have other powers and perform other duties as may be prescribed by the Board of Directors. The Treasurer shall also oversee the diner financials for the league.
- c. **Notices, seal and other duties:** The seal of the league shall be kept in safe custody of the Treasurer and shall ensure the timely execution of necessary paperwork needing to be filed with the Secretary of State and other corporate documents, including yearly taxes & payroll payments.

The position requires approximately 2-10 hours per week, depending on the time of year.

## Scheduler

The Scheduler shall prepare, coordinate, maintain and distribute the various practice, game, and other league activity schedules, for all age divisions and seasons of play of SMGSA. The Scheduler is also the primary liaison between the league and the points of contact for the various field venues that SMGSA uses. The Scheduler shall also work closely with the Player Agent to schedule clinics and the Umpire In Chief for the scheduling of the Junior Umpires. He/she shall also coordinate with the league insurance company on obtaining insurance for the different venues used. The position requires approximately 2-10 hours per week depending on the time of year.

## Umpire In Chief (UIC)

The Umpire In Chief shall recruit USA umpires for all official games and serve as the communication liaison between managers, teams, and umpires. The UIC shall work closely with the SMGSA Scheduler to ensure umpire coverage as required, chair the Protest Committee, coordinate and chair a pre-season rules review meeting where SMGSA and USA Softball rule books are distributed, participate in post-season rule & policy revision meetings, and recruit, lead, schedule and be responsible for the hiring, training, registering and game supervision of Junior Umpires for the 8U division. UIC will work closely with the Treasurer to ensure all senior and junior umpires are paid in a timely manner. The position requires approximately 2-20 hours per week, depending on the time of year.

## Purchasing Agent - Uniforms

The Purchasing Agent -Uniforms shall be responsible for designing, coordinating purchase of, and distributing league uniforms for all divisions and seasons of league as well as competitive play. He/she shall conduct uniform sizing events for the spring season. The Purchasing Agent -Uniforms shall also manage the specialized apparel for SMGSA to sell online and in the diner while keeping track of inventory. The Purchasing Agent-Uniforms will work

closely with the Treasurer on apparel sales profit and loss. The position requires approximately 2-10 hours per week, depending on the time of year.

### **Director of Coaching**

The Director of Coaching shall be responsible for soliciting, interviewing and supervising the coaching services for SMGSA teams and presenting coaching candidates to the Board of Directors for final approval for the Spring and Fall seasons. The Director of Coaching shall coordinate, plan, and conduct coaching clinics for each season or cause to have such clinics conducted. The Director of Coaching shall give a performance rating of each manager and present to the board for future reference. Director of Coaching should plan to attend a majority of the seasons games while evaluating and providing feedback to managers throughout each season. The position requires approximately 2-20 hours per week depending on the time of year.

### **Publicity Officer**

The Publicity Officer shall develop and place league press releases and public relations information with area media outlets, advertise season registrations, prepare and distribute communication information to league members via the leagues social media sites and ensure photos are taken throughout the season and loaded onto the league website. The position requires approximately 2-5 hours per week depending on the time of year.

### **Special Activities Officer**

The Special Activities Officer shall coordinate all aspects of Opening and Closing Day ceremonies including player photo's, coordinate and promote special events for SMGSA, coordinate, or cause to be coordinated, the ordering, purchasing, and distribution of trophies, sponsorship plaques and yearbooks for all divisions of SMGSA play. Special Activities Officer should partner with the Publicity Officer and be an active participant on the leagues social media sites with postings of upcoming events as well as posting highlights of a recently completed event. The position requires approximately 2-10 hours per week depending on the time of year.

### **Fundraising Officer**

The Fundraising Officer shall coordinate fundraising activities and team sponsors for each team during all seasons of play. The Fundraising Officer shall work closely with the Special Activities Officer to maximize fundraising opportunities and events. The Fundraising Officer shall oversee team parents and conduct meetings as appropriate to ensure maximum participation in league fundraising and other related activities. He/she shall coordinate sponsorship promotions such as field signage, contests, sponsor levels, sponsor ads for the yearbook and sponsorship gratitude. The position requires approximately 2-10 hours per week depending on the time of year.

### **Snack Activities Officer**

The Snack Activities Officer shall be responsible for snack/diner venue at Heasley Field. The Snack Activities Officer shall coordinate, or cause to be coordinated, the conducting of inventory, purchasing, stocking, preparing food, compliance with local health department laws, coordinating work schedules, and other related duties. He/she shall work closely with the Treasurer on hiring and maintaining personnel as well as cash register set-up for each season. The position requires approximately 2-20 hours per week depending on the time of year.

## **Field Maintenance Officer**

The Field Maintenance Officer shall coordinate the necessary work crews for special field projects, maintenance, and preparation of SMGSA fields of play. The Field Maintenance Officer shall ensure all fields are in playable condition for each practice or game and brief league managers and coaches on their responsibilities in regards to field maintenance and preparation. He/she shall work closely with Field Maintenance officer from Sierra Madre Little League during the season and in planning the "Field Maintenance Day" usually hosted by both leagues 2-3 weeks prior to start of the spring season. He/she shall be responsible for the purchase of, upkeep and distribution of field materials needed for games and practices, maintenance of the leagues storage sheds and vehicles, and shall provide to the board in the June meeting any capital improvements needed for fields for the following season. The position requires approximately 5-25 hours per week depending on the time of year.

## **Webmaster**

The Webmaster shall be responsible for the maintenance of the SMGSA website, shall work closely with the Fundraising Officer to post sponsors up on the league site and is also responsible for the training of all league managers and/or team parents on the proper use of their team page website. He/she will be responsible for board email addresses and for the communication with all website vendors. The position requires approximately 2-10 hours per week depending on the time of year.

## **All-Star Coordinator**

The All-Star Coordinator shall be responsible for coordinating administrative duties for the all-star season, including tournament selection and registration, fee collection, distribution and collection of the All-Star Commitment Form, and insurance. The All-Star Coordinator will work with the Player Agent on player evaluations and notification of such. He/she shall work with Purchasing Agent-Uniforms to order and distribute uniforms and spirit wear for the all-star season. The All-Star Coordinator shall disseminate and enforce USA recreational league All Star eligibility rules and ensure that the members of the All Star teams represent SMGSA in a positive manner both on and off the field. The position requires approximately 2-10 hours per week depending on the time of year.

## **Safety Officer**

The Safety Officer is responsible for ensuring all managers have the necessary tools to treat minor injuries, including but not limited to purchasing and distributing first aid kits. He/she is to arrange a certification class in first aid and CPR and well as ensure all coaches obtain or possess a Concussion Protocol in Youth Sports Certificate. The Safety Officer is also responsible for ensuring fields are safe by have working water fountains and lights (where applicable) etc. and reporting any discrepancies to the Field Maintenance Officer. In addition, he/she is responsible for the proper equipment being used by all players, including helmets, bats and cleats. The position requires approximately 2-5 hours per week depending on the time of year.

## **Registrar**

The league Registrar is responsible for the submission of all volunteer back ground checks, regular season and all-star player registrations as well as Junior Umpire registrations to USA Softball. He/she shall set up, monitor and maintain the league registration system and work closely with the Treasurer on fee collection. The position requires approximately 2-10 hours per week depending on the time of year.

## Competition Committee

Starting with July 2010, and each year thereafter at its first meeting, generally in July, the SMGSA Executive Board will choose three of its members (and two back-up members) to serve as a competition committee, hereafter referred to as the CC. If the League President is not among the three chosen to serve on the CC, he/she will participate in CC discussions as a non-voting observer. One of the goals of the SMGSA is to achieve competitive balance between teams. The CC is formed to assist the league in accomplishing this goal by overseeing player evaluation and selection policies and making decisions on matters affecting league parity and fair competition. In the event that one or more of the CC members has a conflict of interest involving a decision to be made by the CC, a back-up member shall serve as a replacement.

## Yearbook Committee

Recommend having several board members and/or parents participate in a Yearbook Committee (3-5 people). This group will be responsible for collecting pictures and content to be included in end of season yearbook. Group should identify a printer to print yearbook at a reasonable cost. Some printers may expect you to provide a PDF for each page in the yearbook and they will compile pages into single book. Pages should include:

- the scanning and scaling of the Tribute Pages
- Team Pages: includes Team Picture with player names and picture collage pages.
- Sponsor pages (requires working with Fundraising director to insure artwork for sponsors has been collected for inclusion in book—may require you to edit/create pages on behalf of the sponsor.

Allow **2 weeks** to prepare and at least **1 week** for printer to print all books. Yearbooks should be distributed during closing day.

## Concern Committee

Three board members make up this committee which handles all concerns or complaints filed with the league. A form is available to all members to fill out and return to the President who will then pass it along to the committee members to investigate the actions. If the actions are verified, the committee will recommend an action for the President to execute.

## Nominating Committee

The Nominating Committee shall be selected by the Board of Directors. The Nominating Committee shall interview those that are nominated to sit on the Board of Directors and present those nominations to the Board of Directors at the monthly meeting prior to the closing game of Spring.

## Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and Player Agent.

## Protest Committee

The Protest Committee shall be made up of three (3) members. The UIC shall chair the meeting. The additional members shall be the President and the Vice-President. The Protest Committee shall hear and rule on protests submitted in accord with league policy. Any officer who has a conflict of interest involving a specific protest shall be declared ineligible to act in that instance by the remaining committee members. The remaining committee members shall appoint a replacement for that specific protest hearing from members of the Board of Directors.