

Board of Directors Responsibilities

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Competitive / Coaching Director

2 year commitment position

The **Director of Player & Coach Development** is responsible for overseeing competitive programs, managing tournaments, and supporting coaching staff within the league. This role ensures the effective selection and organization of All Star teams and tournaments, including league-hosted USA Softball events. Additionally, it leads the Valor-Select competitive program by coordinating tournaments and providing resources for coaches. A key focus is on player development and coaching education, including creating training plans and serving as the primary point of contact for coaches. This role also plays an active part in league operations, assisting with major events and serving as a member of the executive board.

Key Tasks:

- Manages All Star selection process with Player Agent (see Player Agent description)
- Organizes and runs league tournaments (Tournament Director)
- Organizes and runs USA Softball Select and All Star tournaments when SMGS is hosting. (Tournament Director)
- Manage Valor-Select competitive program
 - Ensure Coaching staff is setup for success
 - Define tournaments for select teams and coordinate entry with registrar
- Works with Player Agent to develop coaching training
- Creates coaching plans and examples
- Responsible to develop and implement coach training
- Main point of contact for coaches on player development and training
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Division Rep (6U,8U,10U,12U,14U)

The **Division Rep** plays a key role in ensuring a positive and well-balanced experience for players, coaches, and parents within the league. This role involves assisting with player evaluations and the team draft process to maintain competitive balance. The coordinator sets expectations with parents, provides ongoing support to teams, and serves as a visible presence at practices and games. They act as a liaison between players, parents, and the board, handling complaints and fostering a supportive environment. Additionally, they participate in league committees and are expected to be available for a majority of league events, contributing to the overall success of the program.

Key Tasks:

- Attend evaluation day before each season; keep your own notes on each player while also helping set up and run drills if requested.
- After eval day, assist Player Agent in running the league draft – your evaluation notes on the players will be important to help preserve competitive balance on the teams.
- Meet with parents of each team in the division and set expectations with teams.
- Be a visible presence at Division practices and games throughout the season, with a focus on each and every team. Be a friendly resource. Coaches should not feel you are spying on them, but are supporting them.
- Will handle player / parent complaints. If a complaint cannot be resolved the Executive Board will meet to discuss.
- You ARE the go between with the players and board to most of these parents, as well as the players.
- Participate on at least 2 committees each term
- Regularly check league email and respond within 72 hours.
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Field & Equipment Director

The **Field and Equipment Director** is responsible for managing all league equipment and ensuring that playing fields are maintained and ready for use. This role involves procuring, distributing, and securing equipment within an approved budget while maintaining an accurate inventory. Additionally, they oversee field maintenance, coordinating with league workers or city officials as needed. The director works closely with the Tournament Director to prepare fields for tournaments and special events. They also play an active role in league operations, attending and supporting key events throughout the season.

Key Tasks:

- Work with the Executive Board with an equipment budget for the upcoming fiscal year.
- Procure the equipment within the budgeted amount and in a competitive manner as to secure the best pricing and service.
- Shall inventory all equipment prior to the season and again at the close of the season and ensure the security of the equipment. An itemized inventory shall be presented to the Executive Board and the incoming Equipment Director.
- Distribute and collect the equipment from managers and coaches.
- Responsible for the care and maintenance of all fields and facilities whether that maintenance is performed by League workers or arranged for with city by president.
- Shall work with the Tournament Director to arrange for, prepare, and maintain fields and facilities for all tournaments and other special events in which the League is participating or conducting.
- Participate on at least 2 committees each term
- Regularly check league email and respond within 72 hours.
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Marketing and Fundraising

The **Director of Marketing and Fundraising** is responsible for promoting the league, engaging the community, and securing financial support through strategic marketing and fundraising initiatives. This role ensures consistent branding across all communications, manages social media platforms, and develops campaigns to boost league visibility and participation. They build relationships with local businesses, schools, and media while coordinating content such as photos and videos to highlight league achievements. Additionally, they plan and execute fundraising events, lead fundraising committees, and collaborate closely with the President to meet league goals. The role also requires active participation in league events, ensuring a strong presence and support throughout the season.

Key Tasks:

- Ensure consistent branding across all materials, social media, and communications.
- Maintain and update the league's social media platforms to promote events, games, and key announcements in coordination with Webmaster.
- Develop campaigns to increase awareness and participation, including digital and print advertisements.
- Build relationships with local businesses, schools, and media outlets to boost league visibility.
- Coordinate photos, videos, and stories that highlight players, teams, and league successes.
- Plan fundraising and Coordinate fundraising events and run events.
 - Hit-A-Thon
 - Dine Out Night
 - New and fun Ideas
- Head committees related to fundraising
- Work closely with the Executive Board to create and meet league goals.
- Regularly check league email and respond within 72 hours.
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Player Agent

2 year commitment position

The **Player Agent** is responsible for overseeing team formation, player assignments, and promoting a balanced and positive playing experience within the league. This role works closely with Division Representatives to manage team equality, conduct evaluations, tryouts, drafts, and All Star selections. The Player Agent also provides oversight for Division Reps, ensuring regular updates on team dynamics, coaching insights, and parent feedback. Additionally, they handle player reassignments, shortages, and complaint escalations as needed. This position oversees Fall Ball and the Select program in collaboration with the Competitive Director. As a member of the Executive Board, the Player Agent plays an active role in league operations and is required to be present at key league events throughout the season.

Key Tasks:

- Primary focus is to ensure that teams are equally skill balanced to promote a positive playing experience for all players through unbiased analysis of player evaluations/tryouts.
- Direct and/or coordinate all player team assignments
- Conduct Evaluations and Tryouts in coordination with the competitor director.
- Conduct all player Drafts.
- Responsible for Division Rep oversight.
- Handle, with the appropriate Division Rep, all player reassignments and/or player shortages.
- Facilitate any complaint escalation to the Executive Board.
- Responsible for Fall Ball oversight and Select program with the Vice President.
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 board discount on registration per player, per season. (on full price registration, cannot be combined with other discounts.)



President

2 year commitment position

Requirement – must have served on the board previously

The **League President** serves as the Chairman of the Board and the primary leader of the league, overseeing all operations and ensuring alignment with the league's mission. This role presides over board meetings, represents the league to city officials, community organizations, and USA Softball, and ensures compliance with state, county, and city requirements. The President appoints and participates in committees, creates the Master Calendar, and secures authorization for field and facility use. As a key executive board member, they provide leadership across all league functions and are actively involved in major events throughout the season.

Key Tasks:

- Is the Chairman of the Board and presides over all Board meetings
- Ensure the activities of the League are in agreement with the stated purpose of the League.
- Act as the primary representative of the San Marcos Parks and Recreation Department, the San Marcos Youth Sports Association and to the community at large as well as USA Softball.
- Ensure that all official state, county, and city reports such as association fees.
- Shall be an ex-officio member of all committees.
- Appoint such committees as are deemed necessary, see section 7.5.
- Responsible for the creation of the Master Calendar
- Obtain authorization from the City and the School District to use the fields and facilities needed to conduct all League functions.
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Registrar

The **Registrar** is responsible for managing and organizing all aspects of league registration, ensuring a smooth and efficient process for players, coaches, and board members. This role oversees registration for all league programs, including Fall, Spring, All Stars, and Valor, while coordinating payment plans and store items with the Webmaster. The Registrar also handles tournament registrations, assists with player evaluations, and ensures all necessary paperwork and releases are completed. They serve as a primary contact for registration-related inquiries and work closely with the board to provide necessary player assessment forms. As an active league member, they participate in key events and support overall league operations.

Key Tasks:

- Responsible for league registration management and organization.
 - Fall, Spring, All Stars, Valor, and Board Members Registration and Payment Plan Setup
 - Send communications regarding evaluations and registration.
 - Coordinate Evaluations for Fall, Spring, and All Stars for all divisions.
- Assist competitive director with tournament Registration and documentation for any league hosted tournament.
- Set-up and manage tournament registration for tournaments we host.
- Answer general membership questions regarding registration.
- Provide the Board and coaches with player evaluation forms for player assessment purposes or tryouts.
- Responsible for checking paperwork, releases, and sign ups at all evaluations.
- Work closely with the Webmaster to ensure that all information pertinent to the League's membership and the public is located on the League's website.
- Assist Treasurer with non payments and communication.
- Regularly check league email and respond within 72 hours.
- Participate on at least 2 committees each term
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Secretary

The **Secretary** is responsible for maintaining accurate records of all league meetings, including Board and General Membership meetings. This role ensures the proper documentation of meeting minutes, the official league calendar, and all league correspondence. The Secretary manages meeting logistics by securing locations, preparing agendas, and keeping discussions on track. Additionally, they oversee league voting processes for bylaw changes and board elections, maintaining all voting records. As a member of the executive board, the Secretary participates in league committees and plays an active role in league events, supporting overall operations and governance.

Key Tasks:

- Will keep accurate and timely records of the proceedings of all meetings of the League, including meetings of the Board and General Membership meetings.
- Will document the official calendar for the League's activities
- Be responsible for all League correspondence and be custodian of the League's official Meeting Minutes.
- Shall select and secure meeting locations, prepare and distribute the agenda, and make proper notification for all meetings. The Secretary is the Board Meeting Manager and keeps the meeting on agenda.
- Facilitate league voting for bylaw changes and board of directors. Shall keep all voting records of the Board and the General Membership.
- Regularly check league email and respond within 72 hours.
- Participate on at least 2 committees each term
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Snack Bar Director/s

The **Snack Bar Director** oversees the operations of the league's Snack bars stands, ensuring they run smoothly and efficiently. This role involves managing the concessions budget, determining inventory and pricing, and coordinating food and supply purchases. They lead the Snack Bar Committee, schedule board members for supervision shifts, and work with the Webmaster to organize volunteer sign-ups. Additionally, they maintain concession equipment, ensure cleanliness, and coordinate snack bar operations for tournaments and special events.

Key Tasks:

- Responsible for day to day operations and shall provide a report to the Board.
- Provide the Executive Board with a concessions budget for the upcoming fiscal year.
- Head the Snack Bar Committee to ensure oversight of the Snack bars, and work with the Board on supervision schedule.
- Shall determine what sale articles and prices will be offered, purchase or arrange for delivery of all food, drinks, and supplies for the concession stand.
- Works with Webmaster to get Volunteer Shifts posted to the league.
- Will maintain all concession stand equipment and facilities in a clean and good working order.
- Shall work with the Board to operate the concession stand for all tournaments and other special events in which the League is participating or conducting.
- Regularly check league email and respond within 72 hours.
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$200 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Team Parent and Uniforms Director

The **Team Parent & Uniforms Director** plays a key role in supporting team parents, managing uniforms, and coordinating league awards. This role includes creating a Team Parent Onboarding program, facilitating communication with team parents in collaboration with the Marketing and Fundraising Director, and fostering a positive league community. They are responsible for designing, procuring, and distributing team uniforms, as well as coordinating the sale of player and parent gear. Additionally, they oversee the procurement of trophies, medals, and awards for the league and tournaments.

Key Tasks:

- Create Team Parent Onboarding, so new teams parents can get to know their role, by division.
- Provide the Executive Board with a uniforms and awards budget for the upcoming fiscal year.
- Shall work closely with Marketing and Fundraising Director on team parents communication.
- To develop and promote good fellowship, encourage activities and programs for the benefit of SMGS's members, including the mentorship program.
- Responsible for the design, acquisition, procurement, and distribution of team uniforms for all seasons.
- Coordinate Player and Parent Gear for purchase by the league, working with Webmaster to get items added to the store.
- Procure all trophies, medals, all star pins, and any other award needed for the league and tournaments.
- Regularly check league email and respond within 72 hours.
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Treasurer

The **Treasurer** is responsible for managing the league's financial records, ensuring accurate tracking of assets, liabilities, income, and expenditures. This role oversees all financial transactions, including collecting and depositing funds, preparing checks for authorized signatures, and delivering financial reports for board meetings. The Treasurer ensures compliance with nonprofit regulations, timely filing of tax returns, and completion of annual financial reports. They also provide oversight for the Snack Bar Director and help maintain the league's financial integrity. As a member of the executive board, the Treasurer actively participates in league operations and key events throughout the season.

Key Tasks:

- Maintain a complete and up-to-date electronic record of all properties and business transactions of the League, including accounts of assets, liabilities, receipts, disbursements, gains, losses, and all income of the League from any of its activities.
- Will prepare and deliver financial reports in electronic or paper format for inclusion in the meeting minutes.
- Shall prepare all drafts (Checks) for signature by those Officers serving as authorized signatories in order to make payments.
- Shall receive, collect, and deposit all monies from all functions.
- Will provide oversight of the Snack Bar Director.
- Prepare an annual financial report within thirty (30) days directly following the close of the fiscal year.
- Ensure tax returns are reported and filed on time as well as any other non- profit paperwork.
- To provide educational and charitable support for SMGS within the meaning of Section 501c3 of the Internal Revenue Code.
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Umpire in Chief

The **Umpire in Chief** is responsible for overseeing all aspects of umpire management within the league. This role leads the Rules and Regulations Committee, handles game rule disputes through the Protest Committee, and schedules junior and adult umpires for the recreational season. They ensure all league umpires receive proper training, evaluate their performance, and coordinate with USA Softball and contracted umpire organizations for registration and development. As a member of the executive board, the Umpire in Chief plays a key role in maintaining fair play and officiating standards while actively participating in league events and governance.

Key Tasks:

- Work with Executive board on Umpire budget for the fiscal year for both adult and Jr. Umpires.
- Head the Rules and Regulations Committee.
- Head the Protest Committee (Rule Disputes during a game).
- Head the Jr Umpire Committee to ensure training and registrations of all Jr. Umpires.
- Responsible for ALL scheduling of junior and adult umpires for the recreation season and League tournaments.
- Ensure that all League umpires receive appropriate training and evaluate the performance of all League umpires and monitor the performance of contracted umpires.
- Work with USA Softball and contracted umpire companies to register and train the League's JR Umpires.
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Vice President

2 year commitment position

Requirement – must have served on the board previously

The **Vice President** plays a key leadership role in supporting league operations and board activities. They act as a liaison for parent feedback, propose solutions to the board, and serve as a secondary representative for the league with Parks and Recreation, the Youth Sports Association, and USA Softball. Responsibilities include creating game schedules, overseeing key board positions, facilitating coach interviews, and ensuring player and coach registrations comply with USA Softball requirements. Additionally, they manage background checks, training compliance, and league logistics such as practice field lighting.

Key Tasks:

- Intake Parent Feedback to the board and propose solutions.
- Act as the Secondary representative of the Parks and Recreation, the Youth Sports Association, USA Softball and to the community.
- Follow-up on action items from Board meetings, assisting and supporting other Board members in their activities.
- Create game schedule, including contact with other leagues
- Register all players and coaches with USA Softball
- Manage completion of coaches completing background check and SafeSport training
- Help manage the light system for practices
- Create binders for SMGS all-star coaches with appropriate paperwork that is required
- Attend meetings with USA softball rep.
- Regularly check league email and respond within 72 hours.
- Member of the executive board
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.)



Webmaster

The **Webmaster** is responsible for managing the league's digital presence, ensuring the website, Google Workspace, and social media platforms are up-to-date and functional. This role maintains email accounts, mailing lists, the league store, and event postings while supporting seamless communication across the league. The Webmaster collaborates with board members to ensure accurate and timely online content, assists the Registrar in setting up registration programs, and creates engaging social media content. Additionally, they monitor league emails, respond to inquiries, and actively participate in committees and league events to support overall operations.

Key Tasks:

- Maintains and evaluates tooling platforms associated with the league website and league Google workspace.
 - Emails, Names, Delivery Lists, Login help
 - League Store
 - Posts Events and reminders on the site timely
 - Communication and Mailing Lists
- Maintain and update the league's social media platforms to promote events, games, and key announcements in coordination with the Marketing and Fundraising director.
- Backup's registrar to make programs available as needed on our site.
- Collaborate with all members of the board to ensure accuracy of web content and league facing communication and social media.
- Creates social content and posts content across divisions and teams.
- Regularly check league email and respond within 72 hours.
- Participate on at least 2 committees each term
- Must be available for coverage at 75% of league events including but not limited to; player evaluations, Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies, Coaches Clinics.
- Eligible for a \$100 discount on registration per board member child, per season. (on full price registration and cannot be combined with other discounts.) per season

