

Board of Directors Responsibilities

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Competitive / Coaching Director

2 year commitment position

- Manages All Star selection process with Player Agent (see Player Agent description)
- Organizes and runs league All Star tournament (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
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



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

- Attend monthly board meetings (2-2.5 hours / month)
- Take the SafeSport and Concussion online training as required. (3 hours / every other year)
- Attend evaluation day before each season; keep your own notes on each player while also helping set up and run drills if requested. (2 hours / season)
- 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. (2-3 hours / season)
- 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.
- Sign up for snack bar shifts as often as you can, particularly on nights / days your Division is playing games. Be cheerful and convey a sense of fun during your shift – make it something the parents will want to participate in. Having a fun, happy snack bar helps improve the atmosphere for the entire game experience for everyone.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Fundraising Director

- Attend monthly board meetings
- Take the SafeSport online training as required.
- Plan fundraising and Coordinate fundraising events and run events.
 - Hit-A-Thon
 - Dine Out Night
 - New and fun Ideas
- Coordinate and run our annual Hit A Thon
- Head committees related to fundraising
- Work closely with the President to meet league goals.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Field & Equipment Director

- It shall be the duty of the Field and Equipment Director to procure and maintain all softball equipment used by the League's teams.
- Take the SafeSport online training as required. (3 hours / every other year)
- To ensure that the playing fields are available for use and maintained for playability.
- Provide the Treasurer 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 President, Treasurer and the incoming Equipment Director.
- Shall maintain the equipment to USA specifications and standards of safety.
- Shall distribute and collect the equipment from managers and coaches.
- It shall be the duty of the Field Director to maintain the League's fields, facilities, and related equipment.
- Shall be responsible for the care and maintenance of all fields and facilities whether that maintenance is performed by League workers or arranged for with city or school district personnel via the 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.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Snack Bar Director

- Operate and Manage the League's Snack stands.
- Take the SafeSport online training as required. (3 hours / every other year)
- Be responsible for day to day operations and shall provide a monthly report to the Board of Directors.
- Provide the Treasurer with a concessions budget for the upcoming fiscal year.
- 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.
- Will schedule all workers (paid or volunteer) assigned to the concession stand.
- Will schedule all board members for their allocated amount of time supervising the paid or volunteer workers.
- Will maintain all concession stand equipment and facilities in a clean and good working order.
- Shall work with the Tournament Director to operate the concession stand for all tournaments and other special events in which the League is participating or conducting.
- Shall manage all outside food and beverage vendors during opening/closing day or any other special events.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Parent Club Director

- Attend monthly board meetings (2-2.5 hours / month)
- Take the SafeSport and Concussion online training as required. (3 hours / every other year)
- It shall be the duty of the Parent Club Director to primarily work with the President and Treasurer on publicity, communication, and building a sense of "community" with the members we serve.
- Shall work closely with team parents and the membership at large to promote a wider interest in the SMGS program.
- To develop and promote good fellowship, encourage activities and programs for the benefit of SMGS's members.
- Responsible for the design, acquisition, and distribution of team uniforms. Changes in uniform designs or logos shall be submitted to the Board for approval.
- Will be responsible for the purchasing of all sport sales items like sweatshirts, parent t-shirts, etc with Board approval.
- Will coordinate the sale of the sport items.
- Procure the uniforms within the budgeted amount and in a competitive manner as to secure the best pricing and service.
- Procure all trophies, medals, all star pins, and any other award needed for the league.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Player Agent

2 year commitment position

- Will work closely with the Division Reps on all matters pertaining to their divisions.
- Take the SafeSport and Concussion online training as required. (3 hours / every other year)
- Primary focus is to ensure that teams are equally balanced and ensure a positive playing experience in the league.
- Direct and/or coordinate all player team assignments accordance with the League's eligibility rules.
- Shall conduct Evaluations, Tryouts and All Star selection in coordination with the competitor director.
- Shall conduct Drafts. Division Reps shall assist the Player Agent during the player assignment or draft process.
- Be responsible for Division Rep oversight, which should include weekly updates from each division regarding team growth, coaching insight and parent feedback.
- Will handle, with the appropriate Division Rep, all player reassignments and/or player shortages.
- Will help facilitate any complaint escalation to the Executive Board.
- Will be responsible for Fall Ball oversight and the Select program with the Competitive Director
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



President

2 year commitment position

Requirement – must have served on the board previously, 2 year position

- Is the Chairman of the Board and presides over all general and specific Board meetings
- Take the SafeSport and Concussion online training as required.
- 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.
- Be responsible for the creation of the Master Calendar and ensure it is recorded by the league secretary. The Calendar should also be published via the league website.
- Responsible for and oversight of Opening Day and Closing Day Ceremonies.
- Obtain authorization from the City and the School District to use the fields and facilities needed to conduct all League functions.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



Vice President

2 year commitment position

Requirement – must have served on the board previously, 2 year position

- Elected by the General Membership is the Chairman of the Board
- Take the SafeSport and Concussion online training as required.
- 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
- Oversee Registrar, Parent club, Fields & Safety Equipment Chair
- Be available for coverage at league events.
- Member of the executive board
- Facilitate and prepare coaches interviews
- 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.



Registrar

- Elected by the General Membership. It shall be the duty of the Registrar to ensure player registration is complete and paid.
- Take the SafeSport and Concussion online training as required.
- Responsible for league registration management and organization through the website.
 - Fall, Spring, All Stars, Valor, and Board Members Registration and Payment Plan Setup
 - Manage the store on the website and help facilitate orders
 - Send communications regarding evaluations and registration.
 - Manager evaluation signup process
- Assist competitive director with tournament registration for All Stars
- Set-up and manage tournament registration for tournaments we host.
- Answer general membership questions regarding registration.
- Provide the Division Rep, Player Agent, Competitive Directors 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.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.



Secretary

- Elected by the General Membership. Will record and maintain all official documents and correspondence of the League.
- Take the SafeSport and Concussion online training as required.
- 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 documents including Articles of Incorporation, Bylaws, Rules, and 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.
- Shall keep all voting records of the Board and the General Membership.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



Treasurer

- Elected by the General Membership and act as the banking agent for the League and have charge of all the money of the League and pay all properly attested expenses.
- Attend monthly board meetings (2-2.5 hours / month)
- Take the SafeSport online training as required. (3 hours / every other year)
- 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 monthly 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 payment of all bills, taxes, insurance, refunds, umpires, reimbursements, and other authorized disbursements.
- Shall receive, collect, and deposit all monies from all functions such as registrations, sponsorship, fundraising, returned checks, and all other incomes.
- Will issue all checks as directed by the Board in the meeting minutes.
- Will provide oversight of the Concessions 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.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



Umpire in Chief

- Take the SafeSport online training as required. (3 hours / every other year)
- Elected by the General Membership. To oversee the creation/revision of the SMGS Rules and Regulations document, enforce the rules within and schedule and train league umpires.
- Shall chair the Rules and Regulations Committee.
- Shall chair the Protest Committee (Rule Disputes during a game).
- Responsible for ALL scheduling of junior and adult umpires for the recreation season. All Star tournament umpires will be tournament director responsibility.
- Will ensure that all League umpires receive appropriate training and evaluate the performance of all League umpires and monitor the performance of contracted umpires.
Will work with USA Softball and contracted umpire companies to register and train the League's JR Umpires.
- Will provide oversight to the Field and Equipment Director.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.
- Member of the executive board



Webmaster

- Elected by the General Membership to operate and maintain the League's Website and Tooling.
- Take the SafeSport online training as required.
- 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
- 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.
- Be available for coverage at league events including but not limited to; player evaluations, Select Tournaments, All Star Tournaments, Snack Bar Supervision, All Star Tryouts, All Star Parents night, Opening and Closing Day Ceremonies.

