

Distribution of Responsibilities

Lindell:

- Recruiting and Draft
 - Email questionnaire to current season non-players
 - Coordinate current season player intent with managers
 - Designate registration deadline – 31 July, 2020
 - Design draft list and distribute to managers
 - Rate draft players with board and send to managers for approval
 - Design matrix and distribute
 - Run the draft with managers – August 12, 2020
- Coordinate subs during the season

John:

- Coordinate with Rec Department for fields and play
- Purchase softballs and distribute to managers for home games
- Establish Umpire Clinic date and location for potential umpires
- Design Umpire/Scorer Schedule

Mike:

- Manage the Web site
- Design practice schedule
- Design Season Schedule
 - Equal Home/Visitor games
 - Equal field1/field 2 games
- Design playoff Schedule
- Finance Management

OPENING AND CLOSING PROCEDURES

Opening Duties:

- Confirm field conditions
- If games are canceled or delayed – email players ASAP
- Prior to first game:
 - Ensure umpires and scorers are in place
 - Ensure teams have a minimum of 11 players
 - If necessary, coordinate game time subs for first game
 - Place score sheets in tower
- Assist with any situation that may arise prior to or during the games

Closing Duties:

- Assist with any situation that may arise
- Collect score sheets from tower
- Post scores on bulletin board
- Check fields and dugout for any equipment that may have been left
- Ensure Mike receives scores ASAP in order to update Web

Managers Responsibilities

- Confirm current season players intent for following season
- Rate their current season players
- Confirm ratings of all draft list players with the board
- Assign QUALIFIED umpires for each assigned game
- Assign scorers for each game (2 scorers for first game of the day)
- Manage their teams during the season
- Request subs with sub coordinator in a timely manner
- Make suggested changes and improvements to League with the Board
- After the draft, confirm and update player information with the Board
- Ensure all players have signed a current Release Form