

### **Fields Director**

1. Acts as liaison with Recreation department for CSC field needs. Attends pre-season field scheduling meetings to lobby for Chatham field use.
2. Works with League Schedules Director to ensure usage/coverage of available fields in-season.
3. Monitors Chatham field issues, including planned or needed upgrades, as well as field conditions and their impact to set game schedules (i.e., understanding impact of weather conditions on select fields availability and need for alternatives).

### **League Schedules Director (Grade K through Grade 3/4)**

1. Works with Fields Director to understand fields allocated for season use
2. Creates softball game/practice schedules for Grades K to Grade 3/4; disseminates schedules to League Coordinators
3. Revises schedules as needed given cancellations, etc. and disseminates to League Coordinators.

### **League Coordinators (6 total)**

There is one (1) League Coordinator for each play level from K through 7/8.

1. Act as central point of communication/liason between Lead Coaches and Chatham Recreation Softball League. Responsible for communications (mostly email) with coaches from pre to post season including news and information regarding league softball play.
2. Organize selection of coaches and teams
  - Organize coaching and assistant coaching assignments
  - Collect contact information for coaches and assistants
  - For Grade K to Grade 2: Preside over team selection process – arrange for fair and balanced teams with kids broadly organized by school affiliation. Team Setup initiated/managed by LC Assistant/Team Setup.
3. Pre-season organization
  - Make sure coaches have copies of league-specific rules and understand them
  - Attend March coaches organization meeting where equipment is handed out
  - Distribute season play schedule
  - Arrange for distribution of uniforms
4. In-season Updates
  - end out regular email updates to coaches (5/6 and 7/8 leagues - includes email distribution of weekly League standings.)
  - Mediate any disputes which arise
  - Help arrange any necessary re-scheduled games
  - Collect equipment (or arrange for coaches to drop-off) at season end
5. End of season wrap-up
  - Collect coaches assessment of players
  - Provide any feedback to Softball Committee

### **Fingerprint/Background Check Coordinator**

1. Act as information source for parents/coaches requiring fingerprint and background checks.
2. Pre-season:
  - Distribute informational email to all new and prospective parents/coaches detailing the need for parent volunteers as well as the requirement that they complete background check requirements and handles communications regarding Rutgers Safety Training courses.

- Identify potential venues and timeline for completing process
- Answer any questions related to Fingerprint/Background Check
- Confirm that all registered coaches have completed the process
- Provide list of coaching candidates to Chatham Recreation Department for cross-check

### **Softball Sponsorship Lead(s)**

1. Responsible for soliciting and securing Sponsors for CSC.
2. Maintains working relationship with Baseball contacts given legacy involving coordinated sponsorship efforts.
3. Provides regular updates to Finance and Chatham Softball Recreation League on progress.
4. Coordinates with Player Registration, League Coordinators, LC Assistants/Team Setup, and Uniforms on secured Player Sponsor's.
5. Coordinates with Uniform Vendor, providing Sponsor list and required information for uniform design needs.
6. Coordinates with Picture Day Coordinator for accurate Sponsor Name list that will be provided to vendor (Team Photo Plaques). Delivers Team Photo Plaques to Sponsors upon arrival.

### **Player Registration Director**

1. Liaison with Recreation department on CSC Player registration including pre-season communications.
2. Keeps up-to-date on registration for all pre-season clinics. Works with Clinic Sign-In Table Coordinator on final list of clinic registrants.
3. Keeps up-to-date on progression of player registration by grade level as well as Head/Assistant Coach potentials.
4. Works with League Coordinators and LC Assistants/Team Setup providing up-to-date lists for pre-season work.
5. Communicates pre-season clinic and Recreational season registration status updates to BOG and Committees.
6. Coordinate Player/Coach to Sponsor to Team Drafts once registration is finalized. Work with Uniform Coordinator once Teams by league are set.

### **Clinic Sign-In Table Coordinator**

1. Coordinates volunteers to be at pre-season sign-in tables for pre-season clinics.
2. Handles clinic fee deposits and reports back to Finance with information.
3. Table workers:
  - collects clinic fees on first day of clinic
  - maintains attendance lists and ensures only registered participants attend clinics.
  - return collected fees and attendance records to Coordinator for processing

### **Lead - Uniform Coordinator**

1. Act as central point of communication between Parents, Coaches, Vendors and Chatham Recreation Softball League.
2. Plans and coordinates uniform ordering including related Softball family communications across all league levels K through 7/8
3. Organize sizing, requisition and distribution of uniforms.
  - a. Prepare informational registration sheet for uniform orders
  - Coordinate with Player Registration, Finance and Vendor on uniform ordering needs and maintain order volumes by league level for reconciliation/tracking.

- Communicate orders and timelines to vendor(s)
- Arrange for packaging and distribution of uniforms upon delivery to League Coordinators/Coaches.

### **Fundraising Lead (needs Volunteer team)**

1. Act as central coordinator for club-related fundraising activities
2. Seek out opportunities to build funding for CSC town and travel team purposes.
3. Spiritwear
  - Lead effort to sell softball-related softball gear and clothing.
  - Review plan with CSC Board for approval.
  - Maintain budget for Spiritwear Sales and provide updates to CSC Board.
  - Coordinate with vendor on Spiritwear Sale – order/delivery timeframes, samples, price points, etc.
4. Club Fundraiser
  - Organize one community fundraiser per season to benefit Chatham Softball Club
  - Provide budget estimate to CSC Board for approval
  - Manage vendors related to fundraising activities.

### **Opening Day Coordinator (needs Volunteer team)**

1. Plan and coordinate Softball Opening Day activities.
2. Liaison with town for date and location
3. Incorporate as able and appropriate to the event, Sponsor participation.
4. Establish event timing/activities to maximize participation and minimize game conflicts.
5. Works with Picture Day Coordinator – If event in tandem with that activity.
6. Responsibilities include communications with CSC Committees and BOG, League Coordinators/Coaches, Website on final schedules and plans.

### **Picture Day Coordinator**

1. Plan and coordinate Softball Picture Day (Avoid First Communion weekends, Spring Breaks)
2. If in conjunction with Opening Day, coordinate schedule with that committee.
3. Act as liaison working with Vendor and town for date and location.
4. Create team level schedule to maximize participation and minimize game conflicts.
5. Works with Sponsorship Lead to get official Sponsor Name list for vendor (Team Photo Plaques); informs Sponsorship Lead when Plaques arrive for dissemination.
6. Coordinate volunteers to provide a CSC representative on-site during entire event.
7. Responsible for email communications with League Coordinators/Coaches on final schedules and plans.
8. Collect reimbursement check from vendor and deliver to CSC Finance

### **Web Master (needs Website Assts/Backup team)**

1. Responsible for expanding functionality of website to support functions needed for stand-alone club status.
2. Maintains CSC website
3. Updates content as needed
4. Responsible for monitoring and handling emails coming into Website via info@chathamsoftball.com

### **Field Equipment Director**

1. In charge of coordinating effort for pre-season field lock box equipment review and maintenance.
2. Responsible for Softball's shed at Shunpike field including access and use of contents.
3. Responsible for communicating field lock box combinations as well as on-site equipment use procedures and protocols to League Coordinators/Coaches. (i.e., bases unique to select fields, Shunpike lights on/off, etc.)
4. Acts as League Coordinator/Coaches contact for field lock box equipment and Shunpike Light issues/concerns.

### **Player/Team Equipment Director**

1. Maintain inventory and organization of the existing equipment. Ensure all remaining equipment complies with necessary safety and use guidelines. Maintain tracking system to ensure appropriate inventory on hand for season as well as to track future replacement timeframes.
2. Coordinates Equipment Bag pre-season distribution and post-season collection for K through 7/8 league play (1 Equipment Bag per team).
3. Maintains equipment inventory records for pre-season and post-season needs ordering/replacement, and communicates needs to Finance.
4. Serves as the CSC contact for in season team specific equipment needs (i.e., bats, balls, etc.).

### **Tri-Town League Lead/Representative**

1. Serves as CSC liaison to the Tri-Town girl's softball league for grades 5/6 and 7/8 (Chatham, Madison, Summit).
2. Attends pre-season meetings for planning and game schedule setup purposes including Rules and Play Guidelines specific to these age groups.
3. Gather blackout date information from various school calendars for use in Spring/Playoff schedule creation (i.e., Lafayette, CMS, St. Patrick's).
4. Communicates schedules, rules, and play protocols to League Coordinators/Coaches which includes a pre-season meeting with all town Coaches and Umpires.
5. Handles any and all issues surrounding inter-town and intra-town play. As necessary, coordinates with Rules Director on Tri-Town League Rules including situations/issues/concerns.

### **Tri-Town League Standings Manager**

1. In charge of maintaining Tri-Town 5/6 and 7/8 league team Win/Loss records and standings data.
2. Collects game results via Coaches emails and maintains team-by-team final game results.
3. Compiles a Weekly Standings Report by League, which is then disseminated to League Coordinators (who in turn distribute to Coaches). As plans progress, will disseminate to CSC Website Master for inclusion in content.

### **Tri-Town League Umpire Assigner (Grade 5/6 and Grade 7/8)**

1. Act as central point of communication between Umpires, Scheduler and Chatham Coaches in the Tri-Town League.
2. Once game and field schedule finalized, coordinates with umpires to ensure appropriate coverage at Home games.
3. Assign umpires to League games and update changes as necessary.
4. Pre-Season:

- Provide league schedule with dates, times and locations of Chatham home games to assigned umpires.
  - Provide league coaches with umpire vouchers for reimbursement.
  - Coordinate with Finance to obtain necessary umpire game payments including distribution through League Coordinators to Team Coaches
5. In Season:
- Arrange for process where umpires are notified of any game cancellations or reschedules.
  - Responsible for communicating Umpire reschedule-cancellation procedures to League Coordinators to Coaches
  - Arrange with Finance for reimbursement of coaches (Play-offs).
6. Responsible for end of season Umpire fee reconciliation to Finance.