

TVGSA BOARD OF DIRECTORS

Positions and Responsibilities

The following is a general overview for each position on the TVGSA Board. Although these positions are all voluntary, it is crucial for each board position to be filled by individuals who are willing to work together for the good of all the girls and the best interest of the league and its members. Board members should be individuals that can work well with others. Each position may require but not limited to at least 2 hours of involvement per week. Email is vital to the efficiency of TVGSA, and all candidates must be available via email several times per week.

All voting Board positions require attendance at monthly board meetings, attendance at special meetings called by the President, participation at Registration, Opening/Closing Day, Evaluations, and any other TVGSA held functions (i.e., General Meetings, clinics, tournaments, etc.) and must wear appropriate Board attire at these functions.

Board members will serve a one-year term, with the exception of the Executive Board, and will be appointed every year by the Executive Board (Bylaws, Article VII. G). The Executive Board, which includes the President, Vice-President, Secretary, Treasurer, and Player Agent, will serve a term of 2 years. Each term will run concurrently with the league's fiscal year, which will start on August 1st and ends July 30th, the following year.

Executive Board (E-Board)

President- Presides over Board meetings, establishes committees as needed, has general supervision of league, and any league functions. Issues disciplinary actions as needed for problem league parties. The President shall attend or be represented at all monthly USA softball meetings and report pertinent information to the Executive Board and Board of Directors. Will act as the liaison between city officials (field scheduling, lights, etc.).

Vice President- Plans and arranges for practice and game fields, assists Player Agent in organization/planning of all tryouts and player draft meetings, and assumes duties of President in his/her absence. Seeks competitive bids for umpire services. Plans and organizes Fall and/or Spring Clinics. Organizes Opening/Closing Day ceremonies. Establishes committee to assist in the organization of hosting the Temecula All-Star Tournament (OTSO).

Secretary- Records and distributes board meeting minutes within two days of each board meeting for review and approval. Maintains league correspondences (mail). Liaison between Insurance Company and League in all league matters (including updating USA yearly insurance). The Secretary shall be the custodian of the Bylaws. He/she shall provide to the USA District Commissioner, annually: the names, addresses, and phone numbers of newly elected officers; a copy of the Bylaws; Policy and Procedures;

and division supplemental rules. Oversees all injury claims and provides follow-up regarding all injuries. Oversees Manager Liaisons with regards to all player and manager issues. Maintains business licenses and state/city permits.

Player Agent- Oversees league registration for both Fall and Spring season. Follows up on registration forms for completion and payment status. Creates divisional evaluation lists for coaches to use at evaluations, creates player draft list to be given to coaches at draft night. Distribute all schedules. Produces manager binders for manager meeting. Player Agent will also be the liaison between USA Softball and TVGSA for all Allstar and Select issues. Works with the League Admin (Volunteer Coordinator) to ensure that all volunteers are properly registered and badged.

Treasurer- Receives and deposits all money for the league. Keeps a financial record of all receipts and disbursements, presents financial reports at board meetings and at general member meetings. Prepares and reports league budget. Processes Sales Tax report and prepares data to the CPA for tax filings. Must have computer and spreadsheet knowledge/experience. Issue payments and process expenses. Reimburse coaches and other board members for league purchases in a timely manner.

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Umpire-in-Chief- Assigns USA Softball certified umpires to games and assures that they are familiar with league rules, receives written protests, establish and maintain umpire log. UIC should be accessible throughout the season, especially present during tournament games. Works with Manager Liaisons to organize Manager's Informational Meeting to review league rules. Knowledge of USA rules and TVGSA league rules is a must.

Equipment/Facilities Coordinator- Maintains and controls league equipment, seeks multiple proposals on all league equipment. Distributes and receives all equipment at the beginning and end of the season and maintains equipment check-out log. Orders, delivers, and distributes rules/scorebooks. Stock equipment bins, reports problems on fields, orders field equipment such as fences, portable restrooms, etc. Primary contact of the organization for scheduling the usage of the TVGSA training facility. Maintains facility. Coordinates the cleaner and maintains a good relationship with our landlord. Maintains the storage unit.

Manager Liaisons (3-4)- Must have proficient knowledge of the game of softball, including scorekeeping, and application of all league playing rules. Interview potential managers with Executive Board Members, work to resolve all issues within all divisions. Oversee coaches within the division, sees that managers have and understand the rules and Bylaws of the league and are abiding by them, sees that they have adequate equipment, practice times, etc. Sees that managers/coaches are kept up to date with league decisions and information. Ensure that all managers with each division have team scorekeepers and are aware of the duties and responsibilities of reporting and posting scores in a timely manner. Must attend games and offer assistance at practices, for their division. May not be a manager liaison in the same division that your child plays in.

Sponsorship/Fundraising Coordinator- Secures team and league sponsorships by contacting local businesses. Works with Team Managers/Team Parents on finding sponsors through families on their teams. Responsible for obtaining competitive printer bids, ordering and placing sponsors signs at games.

Organizes team vouchers for reimbursement and works with the Marketing/Communication Coordinator to post sponsors on the web. Recommends, plans, and oversees all league fundraisers.

Snack Bar Coordinator- Responsible for purchasing, stocking, and selling snacks at the snack bar. Assists the Volunteer Coordinator with team parent volunteers for snack bar duty. Responsible for ensuring that volunteers understand opening/closing procedures. Coordinates with Treasurer that league health permit is up to date. Prepares report of sales totals and purchases for the Board of Directors. Order first aid kits and ice packs from Costco to be distributed by Equipment/Facility Coordinator, and make sure they are available and stocked at snack bars. Distributes snack bar schedule/duty to Volunteer Coordinator.

Merchandise Coordinator- Responsible for all aspects of league merchandise, which includes: selling, pricing, and inventory reporting. Coordinator should recommend to the board items to be purchased. He/She shall be the purchasing agent of uniforms (Fall and Spring Rec, Select, and All-Stars). He/She will secure a minimum of two bids for the purchases of league uniforms to present to the Board. He/She will seek bids and oversee the purchase of league awards, medals, trophies, pins, spirit wear, and bat bags.

Select/Allstar Coordinator- Will be tasked with participating in any tryouts, evaluations, and meetings having to do with Select and Allstars. They will work closely with the Treasurer, any other E-board members, as well as the Merchandise Coordinator. It is mandatory that all communication with USA Softball have the Player Agent copied on said communication.

For Select, they will attend the Select team meeting and give details on league rules and expectations to the teams and managers, to the Board. They will assist the managers in finding “friendlies” and/or tournaments to play in.

For Allstars, they will be the point of contact for any general questions regarding what Allstar is and how it works. If tryouts are conducted, they will attend and evaluate all players. They will be at the Allstar parent meeting and assist the Treasurer and Merchandise Coordinator. They will be the point of contact for all issues that may occur during the Allstar season and report to the E-board said issues.

Marketing/Communications Coordinator (Webmaster)- Responsible for all Marketing and Communication for the league. This includes but is not limited to the following: handle all outbound league communication via any channel (email, flyers, social media, etc.) in a manner that is consistent with league policies and procedures. Ensure that the communication is consistent and follows some type of established pattern. Review any inbound messaging and share with appropriate board members (social media and info@TVGSA.org). Manage and create all social media platforms. Use these platforms to market the league and create interest in the league, as well as use to keep general members informed. Monitor and review other leagues, USA Softball affiliates, etc. Use social media platforms to gather information that could be helpful to the league and review/share with appropriate board members. Create and market a brand that is TVGSA. Work with Sponsorship/Fundraising Coordinator to post sponsors on the website.

Team Parent Coordinator- Organizes and oversees team parents with regards to league functions and activities. Holds team parent meetings for fall and spring season to let team parents know their responsibilities. Produces team parent packets for team parent meeting. Works with Snack Bar

Coordinator and Volunteer Coordinator to distribute snack bar duty to team parents and work with Sponsorship/Fundraising Coordinator to coordinate team parent involvement for league fundraisers.

Player Development- Actively seek bids on instructors to come to our league and provide additional training for our athletes. Coordinate existing coaches in our league to provide further developmental opportunities for league participants. Assist Manager Liaisons on suggesting practice plans and coaching clinics for our coaches.

League Admin (Volunteer Coordinator)- Assists Player Agent with volunteer applications to ensure that all volunteers are properly registered and badged. Works with volunteers for snack bar, coordinates high school volunteers for opening/closing day ceremonies

Board Members at Large (3)- Will assist with any other board member duties assigned.