



BOARD POSITIONS and DUTIES

It is vital for our league to have a strong, positive, active Board of Directors, willing to work together for the good of all the girls in the league. Confidentiality is of the utmost importance as Board Members are held to a higher standard. Support of Board approved decisions are a must, and sensitive matters discussed at Board meetings should not be discussed with General Membership. The following is a general overview for each position on the MVGSA Board. All positions require attendance at board meetings, attendance at special meetings called by the President, participation at registration, opening day, tryouts, and closing day for both Spring and Fall Seasons and the All-Star tournament. There are also committees that may meet during the season that you may volunteer for (i.e. budget, rules, opening day, etc.). It is imperative that each Board Member understands the responsibilities of their position. When a husband and wife run for the Board, only one may hold a monetary position including, but not limited to, President, Vice-President, Treasurer, Membership Coordinator, Fundraiser & Sponsorship Coordinator, and Equipment & Field Manager. In addition, only one may hold an Executive Board position.

Section 1 – Executive Board Positions and Duties

President - The President shall be the General Manager of the League. It shall be the duty of the President to preside at all meetings of the corporation. The President shall attest to all orders upon the Treasury. He/she shall be an ex-officio member of all Committees. The President shall have the power to appoint such committees as deemed necessary. The President shall not have the right to vote at any meeting except to break a tie. It is preferred that any candidates for this position, have served a minimum of one (1) year on the MVGSA Board to be eligible. The President is a permanent member of the Rules Committee and the Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Vice-President - It shall be the duty of the Vice-President, in the absence of the President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. He/she works directly with the Divisional Vice-Presidents. The Vice-President must manage all written complaints and process them accordingly. He/she shall be in charge of the Conduct Committee. Manages any clinics that the league sponsors (Pitching Clinic, Catching clinic, Coaching Clinic, etc). Handles all insurance claims and presents them to the Board. The Vice-President is a permanent member of the Rules Committee and the Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Operational Vice-President – It shall be the duty of the Operational Vice-President, in the absence of the President and Vice-President, to perform all of the duties of the President and Vice-President, and to exercise all powers and restrictions as the President. Oversees all the operational elements of the league. Is the liaison with the City of Murrieta for field allocation, lights and special functions. Plans and arranges for practice and game fields. Must submit to the President, Vice-President, and Divisional Vice-Presidents the practice and game schedules fourteen (14) days prior to the start



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of the season. Organizes field availability. Will provide a Master Practice Schedule to all Divisional Vice-Presidents. The Operational Vice-President is a permanent member of the Rules Committee and Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Treasurer - It shall be the duty of the Treasurer to have charge of all the money of the corporation and pay all properly attested expenses. The Treasurer shall submit written financial reports at each Board and Regular Membership meetings. The accounts of this corporation shall be audited annually in the month prior to the annual election meeting, and if requested in writing by fifty percent (50%) of the Members. The Treasurer shall receive, collect, and deposit and keep accurate records of all monies from all functions such as registrations, vendors, fundraising, and league and team sponsorships. The Treasurer is responsible for keeping track of all donations and disbursements of each teams' sponsors. The Treasurer is responsible for paying for the League's Insurance, and has tax returns completed and filed. The Treasurer MUST conduct an expense review at the end of every season. The Treasurer shall be responsible for all League correspondence (mail). The Treasurer is a permanent member of the Conduct Committee. Attends USA Softball meetings as required. MUST go through additional financial background check. The term for this position MUST be at least one (1) year.

Secretary - It shall be the duty of the Secretary to keep accurate records of the proceedings of all meetings of MVGSA, including meetings of the Board and Regular Membership meetings. The Secretary shall be the custodian of the League's Meeting Minutes. The Secretary shall be responsible for selecting and securing meeting locations, prepare and distribute the meeting agenda twenty-four (24) hours before the meetings, and provide meeting minutes forty-eight (48) hours after the meetings. The Secretary will be in charge of organizing the general election in August, securing ballots for the election (in person or online), and organizing an election committee to help with the election process. Responsible for disclosing all disciplinary actions and concern forms filed against any individual brought before the Board. Maintains all completed concern forms and all discipline actions. A binder of all conduct issues shall be maintained and brought to all conduct meetings. Maintains the electronic files of all forms/meeting minutes/conduct paperwork/copies of player injury reports. If unable to attend, binder shall be given to President or Vice-President to bring to the meeting. The Secretary will maintain a copy of all player injury reports. The Secretary is a permanent member of the Conduct Committee. Attends USA Softball meetings as required. The term for this position MUST be at least one (1) year.

Section 2 – Non-Executive Board Positions and Duties

Divisional Vice-Presidents – One position for each division – 6-Under / 8-Under / 10-Under / 12-Under / Uppers. Will work closely with the Vice-President, Operational Vice-President and Equipment Manager. In their division: Secures coaches applications and



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presents to Board for approval for Spring, Select, All-Star, and Fall Seasons. Interviews coaches prior to Board interview/approval. Oversees coaches; sees that they have and understand rules and By-Laws of the League and are abiding by them, have adequate equipment, practice times, etc. Acts as liaison between coaches and Board. Ensures coaches are notified of any and all discipline actions, decisions, information. Provides coaches with Player of Game certificates, game balls and picture package information for distribution. Responsible for all interactions, including administrative and operational matters and dispute resolutions pertaining to the division(s) to which they represent. They will work with the Player Agent during the draft process and attend Parent Meeting. Must work with the team head coach to obtain any injury reports in their division. Oversees and coordinates player evaluations, in conjunction with the Operational Vice-President, in their division. Divisional Vice-Presidents are permanent members of the Rules Committee. Must be part of the Risk Management meeting for each season. Must be present and fully participate in all league run tournaments and events.

Equipment/Field Manager – Purchases, maintains and controls all equipment. Collects coaches' deposits and check out list of all equipment during the season and responsible for checking all equipment and keys out at the beginning of the season and back in at the end of the season. Maintains an inventory of all equipment and presents this to the Board prior to the start of Spring, Select, All-Star, and Fall Season listing all equipment that will need to be repaired and/or replaced (giving the Board multiple* bids for such repairs and/or replacements). Said inventory shall be written and at the end of the term, an itemized inventory shall be presented to the incoming equipment/manager. Maintains large equipment bin on Field 2, keeping it clean and organized. Responsible for all field duties including but not limited to dragging and prepping fields for first games of the day. He/she works with the City on field maintenance issues, and setting up for Opening and Closing Ceremonies, league run clinics, and all league run tournaments. Maintains and stocks field boxes as required. May form committee to assist with field duties. Responsible for setting up the Field Prep clinic. Responsible for field clean-up before Saturday games. Acts as safety coordinator for all MVGSA fields, keeping alert for signs of any hazards and reports field conditions and concerns to the Board. Must be present and fully participate in all league run tournaments and events.

- **Note:** Multiple bids need not be presented to the Board if league has established a strong longstanding professional relationship with a certain vendor. The bids must presented to the board four (4) weeks prior to the start of the season. Board review and approval required.

Event Coordinator – Plans and organizes Opening & Closing Ceremonies for Spring and Fall seasons, including but not limited to soliciting and following up with team participation. In doing so, will seek highest percentage from vendors to offset expenses, and collect funds from said vendor for Spring and Fall seasons. Seeks multiple* bids for the purchase of League awards for Spring and Fall seasons. Seeks multiple* bids and oversees team photo schedules and delivery for Spring and Fall seasons. Will work closely with the Vice-President for league run clinics such as pitching, hitting, catching, and etc. Works with other Board Members, as necessary, to complete tasks. Will work closely with the Tournament Director for the All-Star and Select tournaments. In charge of getting food vendors for the Spring and Fall Opening and Closing Day. Must get MVGSA BoD approval for the % or amount for the Vendor Contract agreement. Must be present and fully participate in all league run tournaments and events.



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Fundraiser Coordinator – Responsible for coordinating all fundraising activities. Propose Fundraising activities and a budget for each season to the Board for approval and shall conduct such fundraisers in accordance with the policies adopted by the Board. Work to distribute the fundraising activity to the teams. Responsible for collecting all money and turning it into the Treasurer. Provide the BOD a written financial update at the board meeting following the close of each fundraising activity/event. Works closely with the Treasurer and Divisional Vice-Presidents. Must be present and fully participate in all league run tournaments and events.

Head Scorekeeper – Holds scorekeeper's clinics for both Spring and Fall Seasons to train scorekeepers for all teams. Responsible for scheduling and conducting the scorekeeper's clinics at least ten (10) days prior to the start of the season to train scorekeepers for all teams. Shall purchase and distribute the official scorebooks for all seasons including All Stars. Responsible for keeping a record of all game results and pitchers' outs. Shall work with the Webmaster to ensure that standings are kept current on the website. Shall work with the UIC to validate scorekeeping questions when protests are filed. Coordinates with Divisional Vice-Presidents to make sure all teams are aware of reporting scores and pitching out procedures. Informs Divisional Vice-Presidents of teams not reporting scores and pitchers outs within 24 hours of game time. Works closely with Secretary to make sure all forms are filed. Must be present and fully participate in all league run tournaments and events.

Media Director – Produces and distributes League communication to all schools, daycare facilities, sporting goods stores and other local establishments within Murrieta and adds content to the social network. Submits news items to local papers. Responsible for any public relations items that may arise or deemed necessary. Provides photography for all events including but not limited to Friday Night Lights, Opening and Closing Day, the All-Star Tournament, and other league run tournaments. Will attend City of Murrieta meetings when needed as a Board representative. Must be present and fully participate in all league run tournaments and events.

Membership Coordinator – Schedules and oversees League registration for all seasons. Reviews all registration forms to see that they are filled out completely and all players are paid in full. Registers all players and volunteers with USA Softball and insurance in accordance with USA Softball's instruction. Works closely with the Player Agent. Responsible for creating teams and adding players to roster based on draft night on MVGSA website. Works with the 6U VP in creating the 6U teams in accordance with MVGSA rules and regulations and provide coaches with 6U roster within a week of last night of draft for older divisions. Works with the Player Agent with new additions and drops of players to team rosters. Works closely with Divisional Vice-Presidents for background checks and badges of volunteers within their divisions. Maintains and reviews all financial aid scholarship applications for the Spring and Fall seasons. Prior to the start of each Spring and Fall seasons, the Membership Coordinator will ask for a percentage of total registration fees to cover scholarships (IF applicable). Responsible



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for maintaining a complete and current file of all player information and registration forms. Responsible for submitting all background checks and badges for all volunteers. Creates, collects, and maintains payment plans with membership as needed. Maintains master league insurance policy for all players and volunteers, and keeps the financial status of all members up to date. Responsible for making sure rules and regulations are updated accordingly and posted to the website. Must be current or past MVGSA board member for one (1) year. Must be present and fully participate in all league run tournaments and events.

Player Agent – Is the liaison between coaches and players if issues arise. Coordinates Sister Draft exceptions to the Executive Board for approval. Oversees and coordinates Evaluation check-in, creates evaluation and check in sheets based on registrations and provides Divisional Vice-Presidents and Head coaches for all divisions with needed evaluation paperwork. Manages Coach Block process. Oversees and organizes all draft night which includes providing necessary paperwork to coaches. Responsible for all new additions and drops of players to team roster. Confidentially maintains the waiting list and helps recruit players when needed. Player Agent shall have access to complete and current file of all player information, and registration forms. Player information shall be kept confidential and not released for reasons other than League business. Player Agent will maintain all player injury reports. Works directly with Membership Coordinator and closely with the Divisional Vice-Presidents. Attends USA Softball meetings, as required. The Player Agent is a permanent member of the Conduct Committee, and Rules Committee. Knowledge of MS-Excel recommended for this position. Must have a computer (laptop and/or desktop). Must be a current or past MVGSA board member for one (1) year. Must be present and fully participate in all league run tournaments and events.

Sponsorship Coordinator – Shall solicit sponsors for the League by contacting local businesses and working with coaches on finding team sponsors. Will act as a liaison between the League and their sponsors. Primary responsibility is to track all league and team sponsorships. Responsible for ordering and delivering sponsor plaques/awards. Shall coordinate with the league Treasurer for sponsor receipts. Responsible for collecting sponsorship money and forwarding to the Treasurer. Responsible for maintaining and distributing the current Sponsorship form to teams/coaches. Responsible for ordering and displaying sponsor banners (when applicable) during the season. Responsible for giving complete information to Webmaster for posting on MVGSA website, and is responsible for making sure sponsors are prominently displayed (when applicable) during the season. The goal is to ensure enough sponsors for Spring, Select, All-Star Seasons, and Fall have been secured. Works closely with the Treasurer and Divisional Vice-Presidents. Must be present and fully participate in all league run tournaments and events.

Team Parent Coordinator – Ensures that each team has a Team Parent. Handles all correspondences between the Board and the Team Parents. Coordinates the team/parent/scorekeeper pre-season meeting. Organizes team parents and sees that they are up to date with League functions and activities. Holds team parent meeting for all seasons to let them know of their responsibilities and to distribute information concerning league operations such as upcoming fundraisers and important dates, any/all



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information to the team parent of each team and continue to act as a liaison between the league and the teams through the team parent. Obtains and distributes Player of the Game certificates for Spring and Fall seasons to the Divisional Vice-Presidents. Must be present and fully participate in all league run tournaments and events.

Tournament Director – Plans and organizes the All-Star and Select Tournaments including but not limited to soliciting and following up with team participation. Coordinates all All-Star and Select activities. Responsible for designing and obtaining bids for tournament pins/trading pins and design bids for t-shirt and ordering of such following Board approval for the All-Star season. Seeks multiple* bids for the purchase of trophies and pins for the All-Star Tournament. Responsible for ordering pins for States and/or Nationals as needed for All-Stars. Seeks multiple* bids and oversees team photo schedules and delivery for All-Stars and Select seasons. Will seek highest percentage from vendors to offset expenses, and collect funds from said vendor for the All-Star and Select Tournaments. Acts as a liaison between potential and registered All-Star and Select Tournament teams and Board. Presents Board with All-Star tournament entry options, for approval. Shall chair the All-Star Tournament Committee. The Committee shall begin planning immediately after annual election and submit their plans to the Board for approval in spring. He/she shall work with the respective Board Members to help execute the activities of the tournament. Will work closely with the Event Coordinator. Attends USA Softball All-Star meetings as required. Responsible for submitting the annual advertisement for the USA Softball All-Star Blue Book. In charge of getting Food Vendors for the All-Star and Select Tournaments. Must get Board approval for the % or amount for the Vendor Contract agreement. Must be present and fully participate in all league run tournaments and events.

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Uniform Coordinator – Seeks bids (multiple*) and oversees production, ordering of correct sizes, delivery and distribution of team uniforms, while keeping within approved budget as established and approved by the Board for all the seasons. Responsible for ordering and collecting monies for additional apparel for players and coaches. Coordinates at least two (2) uniform fittings prior to Opening Day, preferably Friday Night Lights and Player Evaluations. Maintain league online store. Placement of items for revenue. Responsible for designing the shirts for league run clinics. Must be present and fully participate in all league run tournaments and events.

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Umpire-in-Chief – The Umpire in Chief (herein also called "UIC") shall be responsible to obtain USA Softball certified umpires to officiate all league games (multiple*) and assures that they are familiar with League rules. Shall schedule umpires for all games and evaluate the performance of all league umpires if necessary. The UIC shall also conduct an umpire-training clinic for all league umpires if necessary. The UIC is responsible for forming a Protest Rules committee if necessary. The UIC enforces Rules



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and Regulations and By-Laws and works closely with Operational Vice-President and Event Coordinator (during the All-Star Tournament and other league run tournaments). Receives all written protests. UIC is responsible for conducting Risk Management Meeting. Create coaches packages including but not limited to league expectations, field conduct, safety issues, and general information. Will receive and review all umpire ratings received on scorecards from the Head Scorekeeper on a weekly basis. Will report to the board at every regular scheduled board meeting and at the end of each season the results of the seasons umpire ratings from the scorecards. The UIC can't be umpire games for our league. Responsible for providing to the board, the umpires' USA Softball certification. The UIC is also known as the Safety Director. Must be present and fully participate in all league run tournaments and events.

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Webmaster – The Webmaster is responsible for ensuring all information on the league web site is accurate and current. The Webmaster will also serve as the primary administrator of all league technology. This includes but is not limited to the league website, league domain names, league email and data services. The President, Vice-President, and Membership Coordinator will serve as a back up to the Webmaster and will have knowledge and access to all technology sites and services managed by the Webmaster. Must be present and fully participate in all league run tournaments and events.