

EXECUTIVE BOARD POSITIONS

Commissioner

- The Commissioner shall preside at all meetings of the Executive Board, as well as general membership meetings
- Oversee the general operations of Latham Lassies Softball

1st V.P. (16U, 12U President)

- Assistant Player Agent for 16U and 12U
- Create Officer/Manager of the Day Schedule for recreation season
- Oversee 16U and 12U divisions
- Conduct manager's meeting for playoffs to draw seeds
- Coordinate Sister League Play for 16U
- Run or assist player evaluations for all Divisions (except T-ball no tryouts)
- Assist with player draft for 12U and 16U divisions

2nd VP (T-Ball, 8U, 10U President)

- Oversee the T-Ball, 8U and 10U levels
- Assist with player drafts for 8U and 10U divisions
- Run or assist with player evaluations for 8U and 10U

Treasurer

- Oversee all finances of League (deposits, bills, ordering, bank accounts)
- Coordinate insurance coverage
- Pay all umpires and vendors
- Reconcile all bank accounts monthly
- Register all recreation teams with ASA
- Maintain PO Box
- File annual tax return with IRS and NYS Charities Bureau, and file NYS Sales Tax return with NYS Dept of Tax and Finance
- Maintain appropriate records of critical documents and pass to successor upon leaving office.

Secretary

- Keep an accurate record of the executive board and general membership meetings and maintain minutes of all meetings
- Send out notices of meetings to the general membership
- Assist in preparing agendas for each meeting
- Coordinate the recreation league season program
- Maintain appropriate records of critical documents and pass to successor upon leaving office.

Player Agent

- Handle all aspects of registration for recreational softball
- Create a registration flyer to circulate to North Colonie Schools
- Plan, organize and implement the 16U, 12U, 10U and 8U Player Evaluations
- Plan, organize and implement the 16U, 12U, 10U and 8U Drafts
- Assign T-Ball players to teams
- Create, update and maintain teams using online registration system
- Collect and maintain birth certificates
- Maintain appropriate records of critical documents and pass to successor upon leaving office.

Concession Stand Director

- Ordering food, soda, etc
- Set pricing of all items sold
- Daily deposits/banking duties - balancing register
- Develop concession schedule for season
- Implement daily opening/closing responsibilities
- Ensure concession, bathrooms, and garbage are cleaned

The above Executive Board Members collectively must:

- Handle any matters presented or reported to the Executive Board
- Vote on rule or policy changes for Latham Lassies
- Select and approve managers for Recreation and Travel teams
- Attend all board meetings
- Preside over manager's meeting
- Support tournaments hosted by Latham Lassies
- Create sub committees as needed to plan events (i.e. Opening and Closing Day)

ADVISORY COMMITTEE POSITIONS

Equipment/Uniform Manager

- Responsible for ensuring that the league has safe equipment
- Maintaining an accurate inventory of all league equipment
- Distribution of equipment at the beginning of the season and collection of equipment at the end of the season
- Repairing equipment as needed
- Ordering new equipment with the approval from the Executive Board
- Ordering uniforms for both the recreation league and travel league and distributing uniforms as needed
- Being the main contact with the company that supplies the uniforms
- Handling any issues with uniforms

Field Manager

- Ensure all fields are in safe playing condition
- Keeping supply of chalk, other supplies needed to prep the field
- Coordinate work days before the season, throughout the season and the final closing days
- Maintain a positive relationship with the Town of Colonie with regard to all routine matters relating to maintenance and the use of the fields at Town Park

Website Coordinator

- Maintain website by updating information, schedules, rainouts and other important information
- Ensure all scores are updated for 10U, 12U, and 16U within In Good Standings system

Tournament Director

- Plan, host and run the tournaments at our fields
- Organize volunteers for each tournament (field duty, concession, etc.)
- Submit forms for future tournament requests
- Assist travel team managers with finding and registering Latham travel teams for tournaments

Travel Coordinator/Hudson Mohawk Representative

- Attend all Hudson Mohawk League meetings and report back to the board
- Coordinate where Latham Lassies travel teams play (i.e. division Red, White, etc.)
- Keep Hudson Mohawk League informed of how many teams will represent Latham in travel league
- Develop concession schedule for home travel games
- Run or set up try outs for every age group for Fall player evaluations and again in the Spring if needed
- Maintain paperwork and ensure all coaches have correct certification and background checks completed

Scheduling/Umpire Coordinator

- Prepare recreation league schedule before season begins
- Schedule any rain outs, cancellations, field changes
- Create playoff schedules for 16U, 12U and 10U
- Coordinate and schedule umpires for the Rec Season both Patch and teenage umpires
- Schedule and conduct Umpire training

Fall Ball Coordinator

- Work with player agent to up Fall Ball league for interested players
- Be the contact person for the Fall Ball league

Player/Coach Development

- Set up out of season clinics for players and coaches
- Oversee Recreation League Managers to ensure they are providing appropriate coaching during season
- Assist with manager evaluations and travel manager selections

Sponsorship and Fundraising Coordinator

- Lead all fund raising efforts of Latham Lassies Softball
- Send sponsorship letters out to past and prospective sponsors
- Be contact person listed on sponsorship letters
- Contact sponsors when needed
- Maintain sponsorship records for each sponsor
- Deliver team plaques to sponsors