

Carlsbad Softball Association

All-Star Coordinator

Description of Position:

The All-Star Coordinator is responsible for all facets of all-stars including evaluations, team selection, manager selection, tournament selection (with board approval), documentation and information dissemination.

Reporting Relationships:

The All-Star Coordinator reports directly to the CSA President. The All-Star Coordinator works in conjunction with the Manager Coordinator, Seabreeze Coordinator, Player Agent, Equipment Coordinator, Treasurer and all-star managers and coaches.

Time requirements:

- Attend quarterly Board meetings and bi-monthly board meetings during all-stars.
- Approximately 5 hours per week preparing for all-star evaluations.
- Approximately 5-10 hours for all star evaluations and selection.
- Approximately 5 hours organizing registration and coordinating player documentation.
- Approximately 2 hours per week researching and scheduling tournaments and making hotel accommodations.

Season Schedule:

February-Address managers and coaches regarding all-star selection procedures

March/April-Advertise for all-star managers

April-All star manager selection

Tournament selections

May 1st through 7th-All-star selections

May-Oversee all-star registration and payment

Coordinate player ID cards.

July/August-Schedule and plan all-star party

Individual Tasks:

- Discuss all-star procedures with managers/coaches in beginning of the season.
- Advertise for manager selection and all-star evaluations
- Organize evaluation process
- Oversee evaluations and facilitate selection process
- Announce selections.
- Research and present tournament options to Board
- Submit applications and payment to tournaments.
- Oversee all-star registration/payment process.
- Coordinate player ID cards
- Point of contact for tournaments; distribute schedule, rules, directions, and hotel info to all managers and team moms.
- Schedule and plan all-star party.

Related Documents:

7/17/2006