

# Carlsbad Softball Association League Coordinator

## Description of Position:

The League Coordinator is responsible for coordinating practice and game schedules with field time and umpire coverage.

## Reporting Relationships:

The League Coordinator reports directly to the President and oversees the UIC, Junior Umpire Coordinator (JUC), League Scheduler and Winter Ball Coordinator.

## Time requirements:

- Attend all Board meetings, with rare exceptions.
- Conduct 1-2 one hour meetings UIC, Jr. Umpire Coordinator and League Scheduler prior to Spring and Winter seasons.
- Approximately 1-2 hours per week sending emails or making phone calls regarding various issues.

## Season Schedule:

November: Meet with President to determine field time availability.

December: Work with League Scheduler to complete schedules.

January: Once schedules are completed, work with UIC and JUC to coordinate umpire coverage.

July: Work with Winter Ball Coordinator to determine field availability.

## Individual Tasks:

- Assure that field time availability is correct.
- Make sure League Schedule is complete and mistake free and completed in a timely fashion.
- Check umpire coverage for all games.
- Disseminate information regarding schedules to the Manager Coordinator.

## Related Documents:

Junior Umpire Handbook 2006

8U Pre-game rules                      10U Pre-game rules

JU Meal Sheet

Sample JU Schedule                      Sample JU Roster

7/19/2006