

Carlsbad Softball Association Spring Season Manager Coordinator

Description of Position:

The Manager Coordinator is the person responsible for disseminating information to all Division Liaisons and Managers. He/she is also responsible for monitoring manager selections and manager conduct.

Reporting Relationships:

The Manager Coordinator reports directly to the Player's Agent. Works in association with the Division Liaisons, Equipment Coordinator, Junior Umpire Coordinator and League Coordinator.

Time requirements:

- Attend all Board meetings.
- Attend ASA coaches clinic.
- Attend player evaluations and player draft.
- Attend all-star evaluations and all-star selection.
- Conduct 1-2 one hour meetings with all managers prior to the season to review Code of Ethics, etc.
- Approximately 1-2 hours per week sending emails or making phone calls regarding various issues.

Season Schedule:

November/December: Facilitate manager selection process, player evaluation and draft.

January: Conduct manager's meeting(s).

April: Inform managers regarding all-star player selection process.

Facilitate selection of all-star managers.

May: Facilitate all-star selection process.

Individual Tasks:

- Facilitate manager selections.
- Organize and facilitate player evaluations.
- Conduct manager's meeting(s).
- Field all Division Liaison and manager questions and issues.
- Organize and facilitate all-star manager selections
- Organize and facilitate all-star evaluations and selections.
- Monitor manager conduct and take corrective action if necessary.

Related Documents:

CSA Code of Conduct

CSA Advanced Placement Policy

CSA All-Star Selection Procedure

CSA Coaches Handbook

CSA Player and Parent's Handbook

6/30/2006