

## Carlsbad Softball Association Winter Ball Coordinator

### Description of Position:

The Winter Ball Coordinator will oversee all aspects of winter ball registration, team formation and scheduling. He or she will be the direct contact for all other league representatives and will disseminate all info to CSA recreational and Chaos managers.

Winter ball season runs from late August until Thanksgiving.

Reporting Relationships: Reports directly to the League Coordinator and works in conjunction with the Player's Agent (uniform ordering), league scheduler, and UIC (umpiring issues).

### Time requirements:

- Attend board meeting to lay out plans for registration.
- Attend board meeting to discuss manager selection and team selection.
- Approximately 1 hour each to complete NCWA and SDIL information packets prior to meetings.
- Attend 1 hour meeting for North County Winter Ball (NCWA) to register teams.
- Attend 1 hour meeting for San Dieguito Instructional League (SDIL) to register teams.
- Approximately 30-60 minutes per week to keep CSA managers up to date on schedule changes, or deal with other related issues.

### Season Schedule:

June: Set dates for Fall Ball Registration. Possibly conduct registration at all-star picnic.

- Send out postcards with registration dates.

July/August: Two to Three fall ball registration days.

Assist with team selection.

August: Complete SDIL and NCWA registration applications and attend registration meetings.

- Manager and team selection.

Sept-November: Keep managers up to date on any changes in Winter ball.

### Individual Tasks:

- Recruit volunteers for registration.
- Oversee manager selection and team selection.
- Work with scheduler to determine field time.
- Prepare NCWA and SDIL registration packets.
- Attend NCWA and SDIL meetings.
- Work with Player's Agent for placement of uniform orders.
- Work with UIC or Jr. Umpire coordinator to schedule umpires.
- Handle any issues that may arise during the season.

### Related Documents:

None

6/26/2006