

Descriptions of Board Positions

President

The league President presides over the Board of Directors Meetings as well as the General Meetings and is an ex-officio member of all Committees. The President is the official league representative to any and all functions that involve the Lancaster/Depew Ponytails Softball Organization. The President has no official vote in any league matters unless there is a tie in the voting procedure.

This is an elected position with a 2-year term. Elections are held in even-numbered years.

Vice-President

The Vice-President presides in the absence of the President, is ex-officio member of all Committees and carries out such duties and assignments as may be delegated by the President. Among those assignments could be working closely with the Concession Stand Coordinator, handling the sponsorship drive, assisting with the planning and organizing of the Annual Lancaster/Depew Ponytail Tournaments, or the scheduling of diamonds and coordination of makeup games.

This is an elected position with a 2-year term. Elections are held in odd-numbered years.

Treasurer

The Treasurer is responsible for the upkeep of all of the league's financial records, the payment of all of the league's bills, completing the yearly tax returns and the depositing of the league's funds. The Treasurer is responsible for maintaining the league's insurance policies.

This is an elected position with a 2-year term. Elections are held in even-numbered years.

Secretary

The Secretary records the minutes of all Board and General Meetings. The Secretary will have custody of all books, papers, records, contracts and other correspondence belonging to the league and perform such other duties as determined by the Executive Board.

This is an elected position with a 2-year term. Elections are held in odd-numbered years.

Division Coordinators:

Pee Wee / Ponytail / Junior / Middle School / High School

The Division Coordinator shall be the liaison between the teams in their division and the Board of Directors. They will be the initial contact for game results and other division problems. They will supply the Newsletter/Publicity Coordinator with game results and league standings and will channel all protests to the Umpire-in-Chief. They will be the line of communication to the other members in their division regarding announcements of meetings and rule changes. They will coordinate the division draft, coordinate the coaching staffs of the teams and coordinate the ratings of the players in their division. They will work closely with the managers and coaches in their division to insure that league standards are enforced and taught. It will be recommended that separate division meetings be held at key times during the year. The High School Division Coordinator will also have the added responsibilities of having to attend the NFL and Metro league meetings, promote and coordinate the L/D Ponytails College Scholarship Award process, as well as head the Scholarship Review Committee.

This is an elected position with a 1-year term.

Equipment Coordinator

The Equipment Coordinator shall be in charge of the issuing of uniforms and equipment, and all necessary items for the proper maintenance of the grounds as is approved by the Board. Will solicit competitive bids and issue purchase orders, will maintain an accurate inventory of all of the league's equipment. The Equipment Coordinator will coordinate and maintain the league's storage facility.

Umpire Coordinator

Shall be responsible for the staff of umpires and the assignments of umpires for each game scheduled. The Umpire-in-Charge of the game shall have the final decision in declaring the field in good playing condition once the game has started. The Umpire Coordinator will be responsible for the training of the umpires and the distribution and interpretation of the league/division rules.

Concession Stand Coordinator

Shall be responsible for the scheduling of volunteers and overseeing the concession stand fundraising operation. The concession stand is to be run as a "small, profitable and professional" business. With that in mind, the Concession Stand Coordinator has the authority and responsibility to make decisions that will be good business decisions. The Concession Stand Coordinator should solicit an additional, volunteer, non-voting "co-worker" to assist in the running of the concession stand, including the opening and closing to the facility.

Newsletter/Publicity Coordinator

Shall have the responsibility for all of the advertising and publicity of league events, and the public relations of the league to the community, the text of which shall be reviewed by the Executive Board. The Newsletter/Publicity Coordinator will specifically be responsible for the advance publicity for the league registrations, maintain a weekly report to the newspapers on the team standings and league play, and acknowledgement to the sponsors and patrons for their contributions. The Coordinator will also handle and maintain the official league database for the players, coaches/managers and sponsors.

Clinic Coordinator

Shall be responsible for the coordination, advertising and running of the General, Pitching, Hitting and Catching clinics to be held throughout the year prior to the opening of the season. This will require that the coordinator work with the Lancaster and Depew School Systems and the L/D Boys Club to arrange for and secure locations to hold the clinics. The Clinic Coordinator will be responsible for the coordination of the training sessions held in the Training Facility. It could also require that "outside, high-profile, qualified" trainers/teachers be brought into provide skills sessions for the league players and/or coaches.

Candy/Fundraising Coordinator

Shall be responsible for the coordination of the annual candy fundraising drive, dealing directly with our supplier for the ordering and delivery of the product. Will be responsible for the distribution of candy to the players as well as the collection of the monies due from the candy sales. Will be responsible for the selection of prizes as well as the ordering of these prizes and the distribution to the players. The Candy/Fundraising Coordinator will also be responsible for the organization of any additional fundraising activities that the Board of Directors decides to do throughout the season, including but not limited to a dance, spaghetti dinner, raffles, 50/50 drawings, Lotto Drawing etc.

Tournament & Travel Coordinator

Shall be responsible for the organization and formation of the Lancaster/Depew HEAT Tournament and Travel Teams. The Coordinator will organize the search and selection process of the 10U, 12U, 14U, 16U, and 18U Tournament and Travel Managers, with the Board of Directors voting on the selections. The Tournament & Travel Coordinator will review and approve all of the proposed tournaments that the teams participate in and monitor their actions at these events. The Coordinator will be responsible for the coordination and promotion of the Annual Lancaster/Depew Ponytail Tournaments, which includes arranging for the facilities, umpires, trophies and any additional needs to run a successful, organized event. The Coordinator shall coordinate and organize the tryout sessions with the team managers and assist them if needed in the selection of players.

Facilities Coordinator (Maintenance)

Shall be responsible for the operation and upkeep of the Training Facility. Shall make sure that the building is secure and if repairs are needed, that they are scheduled to be done.

Facilities Coordinator (Scheduling)

The Coordinator shall work closely with the Town of Lancaster Recreation Department with regards to the Concession Stand and scheduling of the House and T&T games at the various diamonds. The Coordinator will be the main contact with the Town when it comes to the cancellation of games due to weather and the scheduling/preparation for our annual tournaments. The Coordinator shall be responsible for the scheduling of the *Training Facility*.

At-Large Board Members (5)

Shall be asked to assist and help with the various tasks and events that the League provides throughout the year. They could be asked to assist another Coordinator with some of their tasks or be asked to serve on some of the various sub-committees that are formed throughout the year. These could include: updating the League website, assisting with registration sessions, fundraising events, the picnic, the tournaments, Picture day, clinics, maintenance tasks related to the building etc.