



Division Coordinators Position Description



- Coordinators are responsible to the Vice President Baseball or Vice President Softball Operations for the proper conduct and achievement of SRN program goals by Managers and Coaches
- **JSBL Baseball & Softball Division Coordinators:** Divisions are considered District 8 "Travel Leagues" and will additionally coordinate with District 8 game schedules including field locations.
- First line communicators to Managers and Coaches – primary BOD interface.
- Division point of contact for parents
- Communicate Divisional needs, questions, and concerns to the Board of Directors
- Inform Managers and Coaches of changes to LL Baseball & Softball rules or SRN program.
- Communicate the role of Manager, Coaches in all League events, activities and fundraising
- Create a time line for Managers & Coaches, advisor to Manager, Coach; tips and techniques for management of team game and practices schedules and parent communication.
- Monitor Division Program progress and performance.
- Recruit and submit Coaching nominations all volunteer Managers and Coaches must submit to background checks are subject to Board of Director approval.
- Keep record of all Manager and Coach E-mail addresses, home phone and address.
- Player agent creates rosters; work with Player Agent regarding division team roster issues.
- Receive and keep record of all team rosters from Player Agent.
- Conduct Divisional Meetings
- Work with League Safety officer Insure that Division team representative attends League Safety Meeting.
- Work with Coach Coordinator promote and insure all Mgrs/Coaches attend coaching clinics
- Create Division Team Games Schedules distribute copies to Managers, Coaches, Umpire in Chief, Concession Directors, Buildings and Grounds.
- Coordinate with LIO posting schedules to Website
- Coordinate Field Schedules with all Division Coordinators post to website, at field.
- Attend District 8 meetings as needed.
- Responsible for Divisions Field care and safety
- Coordinate Pre-Season Safety Inspection with Safety Director, Buildings & Grounds
- Coordinate uniform and equipment disbursement and return
- Insure division teams are uniformed and equipped properly per LL uniform and safety guidelines before team play.
- Distribute and collect coach feedback surveys and player evaluation reports.
- Encourage Team Managers & Coaches to interact with sponsor