Softball Division Representative

* Check playing time for players. Make sure the players are being rotated.
* Pitcher Eligibility – ensure the pitcher is receiving the mandatory days of rest as required by Little League International
* Clinics for Players
	+ Communicate to the players the Clinics that will be held
	+ Get Volunteers to help with Clinics
	+ Run the Player Clinic
* Notify Managers and Coaches of Fundraising
* Serve as Manager Liaison to the Board of Directors
	+ Find Managers to Manage Fall And Spring teams
	+ Send the Coaches information for each team to the Player Agent
* Assist Secretary with Team Parent Clinic to help answer any questions that may arise.
* Work with Secretary to create materials to hand out to Managers at Manager Meetings.
* Help the Vice President run the Managers Meeting
* Assist the Player Agent with organizing the player tryouts, drafts and all other playertransaction or selection meetings
* Assist with collecting names for pool players
* Assist Secretary with Scorekeeping Clinic to help run the clinic and answer any ‘rule’ question that may arise.
* Once games begin – send the scores to the Secretary so they can be posted Online.
* Collect copies of scorebook to record number of games played.
* Help Managers with the clarification of Rules/Options established by the Local League and Little League International (**READ Rule Book**)
* Make rounds with Vice President to observe practices and/or games to assure that the team events are being held smoothly and efficiently.
* Answer any questions that come from Managers, Coaches and Parents – if you are unsure of the answer – call the Vice President for clarification.
* Hold a Mid-Season Meeting with all Managers on or around May 15th.
* All-Star Meeting with Managers to be held on or around June 1st
* Participate in assisting with Registrations for Spring and Fall Seasons
* Participate in Park Duty when the season begins
* Help out in the Concession Stand from March 15th to October 31st
* Carries out such duties and assignments as may be delegated by the President
* Carries out such duties as assigned by the Board of Directors