

POUGHKEEPSIE



BASEBALL

Committee/Event leader fact sheet

Event/Project Name: 15u/18u Division Coordinator

Event/Project Description:

Collect and distribute manager contact information (phone numbers, e-mail); work with information officer. Working with Board, determine how many teams in division and how many players/team. Things to consider: less players/team provides more opportunities for the kids while causing possible staffing problems for the managers. Work with Board, Coaching Committee to identify managers. Recruit managers if more are needed. Oversee the team player selection (draft). Take into account pitcher equity, manager/coach pairings, manager/sponsor kids, personality issues, etc. Handle issue that arise during the season, keep the Board aware of happenings. Work with the 15u/18u scheduler to get schedules distributed.

Examples of global things that get communicated to all managers via email:

- Practice schedule
- Regular season schedule
- Playoff schedule
- Manager's meeting
- The draft – date and process; distribution of evaluation data
- Equipment pick-up
- Equipment return
- Tournament team (All Star) selection process
- Rule clarifications
- Batting cages

Practice Schedule: A practice schedule is created immediately following the draft. A spreadsheet is created with this information. In 2009, we attempted to schedule additional practices during the season when fields were open. A schedule is created and distributed. Of course, if fields are needed for make-ups, they take priority and a scheduled in-season practice can be bumped.

Eteamz: <http://www.eteamz.com/topsll>

All game results are posted on the eteamz web site. The DC posts the game schedule onto eteamz (granting administrator access is beneficial). The DC keeps the game schedule up to date due to rain-outs, reschedules, etc. The DC is checking the scores and standings for accuracy. The DC checks the results to ensure supplemental information is posted (e.g. innings pitched by players, pool players used, recognition events (home run), etc.). It is imperative to the success of the division that this information is up to date and accurate.

Amount of time devoted and when:

This is a significant time commitment, beginning in February/March working with the Board and Manager Committee to determine # of teams and managers, then working with the UIC to develop the schedule concept.

During the season, expect to spend between 5-15 hours per week communicating with managers, maintaining eteamz, re-scheduling rain-outs and make-ups, ensuring things run smoothly, resolving disputes, etc.

The responsibility ends with the conclusion of the 12u Championship game.

Costs involved in this project/event:

Notes:

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