

POUGHKEEPSIE



BASEBALL

Committee/Event leader fact sheet

Event/Project Name: ROOKIE DIVISION COORDINATOR

Event/Project Description: Recruit managers and divide kids into teams. Develop schedules with fields for the division. Hold a preliminary meeting to meet managers and go over rules and expectations. Work with the Board of Directors to train managers on the Rookie program. Be the focal point for issues, try to resolve by yourself, if you can't, get the Board involved. Find someone to set up and coordinate the Rookie "Moving Up" game (separate fact sheet exists for that event)

Amount of time devoted and when:

Season start up: 25 hrs {10 hours forming teams, recruiting managers. 15 hours of meeting, training

With in season: 1 – 2 hr/week (emails and questions) Occasionally showing at field during games. Person best equipped to handle this would be someones managing in that division.

Amount of people needed to complete project: 1 Person

Costs involved in your project/event: NONE

Timing of your event/project: April – end of June

Notes: This is a very important role. As coordinator the job is to make sure managers in division are equipped to get the kids ready for Cal Ripken the following year. This program is meant as a spring board for the next division. As coordinator, you are making sure managers are training and working with kids to accomplish this goal

