**CITY OF DULUTH**

**MINIMUM SPECIFICATION FOR**

**SOFTBALL LEAGUE DIRECTOR**

Duties:

1. Register teams for the upcoming USSSA sanctioned softball season. Send registration packets to returning teams with the following information (all forms are updated and appropriate dates are changed):

 \* registration information \* roster instruction \* team roster \* rules & bylaws \* important dates

2. All processing of registration and other team support information is taken care of without Parks and Recreation office support.

3. Work with Parks and Recreation representative on collecting team league fee for the season.

4. Answer questions from managers interested in starting a new team.

5. Conduct team meetings with any new changes in rules from USSSA.

6. Work with regional USSSA umpire representative on new rules for the upcoming season.

7. Communicate with City Public Information Coordinator - coordinating ads for local newspaper and press releases.

8. Schedule all teams in 15 different leagues - there is a potential for up to 100 teams, with a yearly average of approximately 85-90 teams. (These numbers are determined by the actual number of teams registered.)

9. Season lasts 14 weeks plus playoffs. League starts first week of May and are finished by last week of August (weather permitting).

10. Maintain daily records on results from each game.

11. Schedule single elimination playoffs to determine City champion in each league.

12. Communicate all schedule changes due to weather, field changes or team conflict. Using web site and/or text.

13. Determine facility scheduling with City of Duluth Parks representative.

14. Determine needs for equipment yearly (i.e. balls USSSA) for the upcoming season with City of Duluth Parks representative.

15. Work with umpire scheduler for league games and playoff schedules. Work with them for any changes due to weather or changes in schedules.

16. Update current league standings and post weekly online.

17. Send state association forms and rosters before deadline.

18. Send state tournament forms to all teams before deadline.

19. Submit entries to state tournaments from teams along with rosters and fees to the appropriate state organization. Send information to each team after received from state organization.

20. Work with City of Duluth Parks representative to order and distribute team awards.

21. All other duties related to the management of the City Softball League.

22. Respondents with prior background and/or experience will be considered “qualified” to be the Softball league director on behalf of the City of Duluth. The City of Duluth Parks and Recreation will review and interview candidates and make a determination.

 **Please provide a brief resume with your proposed fee requirement.**