Softball Event Manager - Job Description

General Info:
It is the responsibility of the Event Manager to help coordinate events including the South Metro League Mid-Season tournament (when BAA hosted), the Mites End of Season Tournament, and the Sportsmanship Awards. This position is compensated with free registration for this sport.

Time Commitment:
- Beginning of the season: light work time commitment.
- Mid-Season Tournament: light time commitment when BAA hosts, heavy if there is inclement weather
- Mites End of Season Tournament: light time commitment, moderate if there is inclement weather
- Sportsmanship Awards: moderate commitment
- There is minimal time commitment during the offseason.
- The average time commitment for this position is 10-20 hours a year, depending on whether BAA is hosting the Mid-Season Tournament and if there is inclement weather during the tournament

Responsibilities:
- Attend Softball Committee meetings throughout the year as requested.
- Mid-Season Tournament (when BAA is hosting only)
    - Before tournament weekend - work with the Commissioner and Equipment Director to ensure the appropriate equipment is available at Dred Scott Fields (ie, pitching rubbers, pound-in bases (if needed))
    - Tournament Days – in the event of inclement weather:
        - Manage email communications between all city commissioners, South Metro League coaches, and the Tournament Director.
        - Assist communication between BAA coaches and their competition as needed.
- Mites End of Season Tournament
    - Before tournament day - work with the Commissioner and Equipment Director to ensure the appropriate equipment is available at Dred Scott Fields (ie pitching rubbers, pound in bases).
    - Work with the Commissioner and Mites coaches to collect the walkup song selections for all players.
- Sportsmanship awards
    - Work with the Baseball Event Manager to plan Sportsmanship award ceremony and post-ceremony activities.
    - Work with the Commissioner to make sure that 1 player is nominated from each team on the competitive levels (Mites and above).
    - Work with the Commissioner on Communication to each player's family to make sure they can be there.