



Committee Synopsis

(As of February 9, 2016)

The list of committees is broken down into two segments:

1. Flagship Events
2. Working Committees

Flagship Events

As a working board, it is important that we have contributions from all board members. Please look at the flagship events and select **at least three** where you can be involved with the planning, management and execution of the event.

Opening Day Parade

All-Star Cookout

Freshwomen/K Skills Challenge

Sophomore, Junior & Senior Championship Games
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Working Committees

A detailed listing of the various committees is included below. Each committee has a chair position. Chair positions are not intended to put all the responsibility on one individual. The goal with each Chair position is to have a single person as the point person who can manage and oversee the effort at hand. Each Committee has a Basecamp project. We encourage you to use this tool as a way to communicate and track conversations and discussions.

Registration Committee	Lloyd MacNeil / Kevin Olivieri
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The Registration Committee is responsible for the oversight and management of all league registration around the Spring, Summer, Fall and Clinic Programs offered by Milton Girls Softball. This includes:

- Evaluating the cost and recommending fees for each program
- Set open and close dates
- Coordinate with promoting registrations on web, email, social media and offline channels.
- Monitor registrations
- Establish team counts, assign coaches
- Assign rosters
- Monitor outstanding balances

By-Law Committee	Kevin Olivieri, Calece Johnson
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The By-Law Committee is responsible for the evaluation and oversight of our league by-laws:

- Review the By-Laws for clarity and efficiency
- Determine what rules we need to abide by, and how these may change as we grow and change.
- Recommend policies and procedures
- Apply for 501c3 status

Clinics Committee	Gary Kelly, Bill G., Brian M., Ted C., Brian Conroy, Bill Vaughn
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The Clinic Committee is responsible for the planning of clinics and skills sessions for girls in the program. This includes:

- Pre-season/winter skills
- Pitching clinics
- Hitting clinics
- Catcher Clinics
- Coaching Clinics

Rules Committee**Bill G., Lloyd M., Ted Carroll**

The Rules Committee reviews the Spring program rules for each division on an annual basis, reviews feedback from the league surveys and recommends any rule changes/modifications to the Executive Board.

Summer/Fall Travel Committee**Bill V., Ted Carroll, Brian Conroy, Gary Kelly**

The Summer/Fall Travel Committee is responsible for the planning, management and oversight of our summer and fall travel programs. This includes:

- Tryouts
- Player evaluation
- Team/Coaches
- Uniform Coordination
- Liaison with summer and fall leagues

Coaches Thank You Event**John C.? / Calece Johnson****Celebrate Milton!****Scholarship Committee****Calece Johnson, Brian Mullaney (Chair), Shawn Ward**

The Scholarship Committee is responsible for planning, promoting, reviewing and selecting recipients of our annual scholarship. The committee will review applications, discuss with committee and submit a recommendation to the Executive Board.

Equipment Committee**Dana Rundlett, Brian Conroy**

The Equipment Committee Chair is responsible for the oversight and management of all league equipment across the Spring, Summer and Fall Programs. This includes:

- Set up an inventory for all equipment
- Inspect and clean all equipment, removed damaged, worn, or unsafe equipment, and replace when necessary
- Distribute all necessary equipment to all teams on a designated Equipment Day prior to the season

- Prepare written inventory of all equipment prior to the season, at the close of the season and ensure the security of the equipment during the off-season
- Solicit secure location for off-season equipment storage
- Maintain inventory of reserve equipment
- Develop an equipment replacement lifecycle
- Order all new equipment, submit to League President for approval
- Document the process for future reference
- Manage the use of field lockboxes including Gile, Cunningham, Kelly and Andrews
- Manage the distribution of keys for all lockboxes to coaches

PR/Marketing Committee	Lloyd MacNeil, Kevin Olivieri
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The PR/Marketing Committee is responsible for the marketing Milton Girls Softball through online and local media channels. This includes:

- Develop a marketing calendar highlighting major events for the league:
 - Registration
 - Opening Day Parade
 - Summer Tryouts
 - Freshwomen Skills Challenge
 - All-Star Weekend
 - Sophomore, Junior and Senior Championship Games
 - Summer Teams
 - Scholarships
- Develop relationships with local outlets such as the Milton Times, Patriot Ledger, Milton Path, Boston.com Local, etc. to publicize the league (i.e. weekly league standings for the Sophomore, Junior and Senior Divisions, Player Spotlight, Community Outreach efforts, etc.)
- Brainstorm ways to improve retention rate
- Attract new players/new families
- Leverage Facebook and Twitter as a way to connect to the Milton Girls Softball Community

Uniform Committee	Brian Conroy, Shawna Steuterman
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The Uniform Committee is responsible for the managing all uniforms for the Milton Girls Softball Spring and Summer Programs. This includes:

- Manage the uniform process for all Spring Teams. Any changes with vendor, style, cost, etc. require the approval of the League President
- Order T-Shirts for the All-Star Weekend Events
- Distribute uniforms to coaches in a timely and systematic manner
- Document an order and tracking process for record keeping

- Recommend to Board the award of trophies, medals, plaques or awards
- Manage the uniform ordering process for all Summer Teams. Any changes with vendor, style, cost, etc. require the approval of the League President

Sponsorship Committee	Nick Tangney
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The Sponsorship Committee is responsible for planning, management and execution of all sponsorship activities for Milton Girls Softball. This includes:

- Developing a sponsorship strategy
- Soliciting sponsors at the various sponsorship levels
- Collecting payment from sponsors
- Solicit and staff committee as necessary to achieve the duties and responsibilities of the committee

Umpire Committee	Ted Carroll
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The Umpire Committee is responsible for the management, scheduling and management of all umpires for the Spring games as well as for the home games for the Summer Teams. This includes:

- Obtain ASA umpires to officiate all Junior/Senior Division games. Determine umpire program for each division.
- Arrange or conduct an umpire-training clinic for Sophomore umpire program before the start of each season.
- Create a Sophomore umpire schedule/booking process before each season.
- Create an umpire scheduling process for the Junior/Senior Division after contacting ASA assigner (website may be a viable option).
- Create an umpire scheduling process for the Summer Teams after contacting ASA assigner (website may be a viable option).
- Develop an evaluation process for umpires at each level
- Maintain and keep current ASA rules and regulations.