

SLSL Board and Registrar Positions

President

- Lead monthly SLSL Meetings
- Manage all paperwork required with EPYSA
- Coordinate all programs (Intramural, NVYSL, and Travel) to ensure all programs are functioning as they should
- Ensure all insurance paperwork is in proper order
- Ensure that all league by-laws are followed
- Make available copies of league by-laws for the general membership
- Ensure distribution of all board contact info and other important contacts to the general assembly
- Ensure proper attendance at EPYSA AGM Meetings annually
- Attend monthly SLSL Meetings
- Vote on issues coming before the board

Vice President

- Responsible for all uniform ordering and distribution for Travel Teams
- Responsible for maintaining current supply of patches required for tournaments
- Assist the president in performing their duties as needed
- Attend SLSL Meetings
- Vote on issues coming before the board

Director Of Travel

- Create Field Practice Schedules for all Practice and Games using Southern Lehigh Fields
- Create Schedule to ensure field lining of all fields is accomplished
- Either attend or coordinate attendance at the monthly LVYSL meetings to ensure we are represented
- Responsible for handling all field closures as needed
- Review, maintain and make suggestions to change Travel Policy where necessary
- Recruit head coaching candidates for all teams and make recommendations to the board for approval
- Coordinate travel tryout schedule and provide information to Director of Communications for distribution
- Maintain coach contact information and distribution to all coaches
- Be available to mentor and assist all coaches of travel teams as necessary
- Analyze training needs of the club and provide opportunities to teams as needed
- Lead coaches meeting in June to complete selections of all travel team players for the year

- Attend monthly SLSL meetings
- Vote on issues coming before the board

Director of Intramurals:

- Organize registration for in-house intramural programs
- Organize scheduling for all in-house intramural programs
- Responsible for handling all intramural field closings
- Responsible for finding all in-house intramural coaches
- Responsible for ensuring the program is set-up to develop all players in the program
- Organize Fall, Spring, and Winter intramurals as deemed necessary
- Attend monthly SLSL Meetings
- Vote on all issues coming before the board

Director of Northern Valley:

- Organize registration for Northern Valley League
- Organize working with Northern Valley League and SLSL Director of Travel to coordinate league schedule and field availability
- Responsible for communicating field closings to Northern Valley Teams
- Responsible for finding all needed Northern Valley coaches
- Organize Fall and Spring seasons as needed
- Attend monthly SLSL Meetings
- Vote on all issues coming before board

Treasurer:

- Record financial information on QuickBooks
- Make bank deposits and disbursements
- Reconcile bank statements
- Check PO Box and distribute mail
- Assist with preparation of budgets
- Attend monthly SLSL meetings
- Vote on issues coming before the board

Secretary:

- Record Minutes at each meeting (take minutes during the meeting, type up minutes for the next meeting and distribute to membership)
- Track attendance for each meeting and voting eligibility of members.
- Submit RG1 annually (league insurance)
- At conclusion of Fall Registration, ensure the appropriate fees are sent to Upper Saucon Township for use of fields

- Attend monthly SLSL meetings
- Vote on issues coming before the board

Director of Communications:

- Design, develop and distribute all communication (including newsletters, hand-outs, and notices)
- Be responsible for contacting the news media to advertise meeting dates, registrations, try-out dates and any other events sponsored by SLSL
- Make copies and coordinate all flyers that need to be approved and distributed for the schools
- Manage a list of all OneCall accounts controlled by the league and ensure all coaches have their account information as well as being responsible for renewing or requesting new accounts as needed
- Manage all website update requests using the standard interface to update the site
- Open and close registration on the website
- Work with the website company to coordinate required changes
- Attend monthly SLSL meetings
- Vote on issues coming before the board

Director of Support:

- Purchase all equipment and supplies (not uniforms) for all SLSL
- Inventory equipment and supplies in storage;
- Keep sufficient supply quantities on hand as needed during all seasons
- Move supplies between storage and the field storage box as needed during the season
- Keep track of keys, coach's equipment and return supplies at the end of season
- Attend month SLSL meetings
- Vote on issues coming before the board

Travel Registrar:

- Responsible for being the registration contact for SLSL to the LVYSL for all travel teams
- Will coordinate and manage all registration activities of SLSL travel teams
- Create documentation and explain to all SLSL Travel coaches what they need to do to register their teams
- Input new teams and update old teams in the EPYSA database
- Create player passes and RG-6's for all players on the SLSL travel teams
- Deliver/pickup all paperwork to the LVYSL as needed
- Process PS-1 forms for changes to team rosters
- Register the team with LVYSL for fall and spring
- Attend annual LVYSL registrars meeting

- Attend monthly SLSL meetings