

Fastpitch Director Responsibilities and Procedures

The Fastpitch Director supervises the operation of the MGSA Fastpitch program. Working in conjunction with the Fastpitch Committee, he or she is charged with preparing budgets, selecting coaches, organizing player tryouts, determining team rosters, allocating practice facilities, coordinating with the Minnesota Sports Federation to schedule league games, and monitoring the progress of the program over the season.

1. Supervise Fastpitch softball registration
 - Attend MGSA Board meetings prior to January registration and acquire an understanding of registration procedures and current issues
 - Attend the registration sessions and coordinate activity at the Fastpitch registration table
2. Work with the MGSA President and Treasurer to develop a budget for the upcoming season
 - Prepare a preliminary budget based on enrollments and expenditure items from the previous season, adjusted for any known changes
 - Prepare a final budget once the current season's enrollments are known and include all known and projected expenditures for the season
3. Recruit and select head/assistant coaches and team parents
 - Publicize the availability of coaching positions, as appropriate
 - Working with the Fastpitch Committee, select team coaches from among past coaches and parents who have newly-volunteered
 - Ensure that current and prospective coaches receive training at appropriate clinics
4. Organize and supervise player tryouts prior to the creation of team rosters
 - Arrange for gym times to hold the tryouts
 - Publicize tryout times to prospective players
 - Coordinate the tryout process
 - Determine the drills involved in the tryouts
 - Assign coaches to drill stations
 - Collect evaluation information from coaches following the tryouts
5. Determine team rosters
 - In consultation with the Fastpitch Committee, finalize team rosters based on tryout evaluations and overall Fastpitch program needs
 - Receive and process a file of league players that will be provided by the Database Director for ultimate inclusion in the Bennett Book
 - Assign a team number to each player as instructed by the Database Director
 - Check phone numbers and spelling of players' and parents' names against registration forms (optional, but recommended to ensure database integrity)
 - Submit league players file promptly to the Database Director

6. Hold an organizational coaches meeting following tryouts
 - Review the MGSA's general coaching philosophy for its Fastpitch teams at the various age levels
 - Review league schedules and assign game fields
 - The Minnesota Sports Federation will hold a pre-season meeting in April to establish Suburban League schedules for the various age groups
 - Assign practice fields
 - Field availability for both league games and practices should be coordinated with the MGSA Scheduler and Field Use Director

7. Monitor the progress of teams and coaches during the season
 - Ensure that coaches follow the Fastpitch general coaching philosophy
 - Assist coaches and resolve problems, where necessary

8. Conduct an end-of-season review
 - Require coaches to distribute evaluation forms to all players
 - Collect the evaluation forms
 - Discuss prominent issues with respective coaches
 - Provide feedback to the MGSA Board for use in next season's program

9. Serve as the Fastpitch program's liaison to the MGSA Board and MGSA Executive Committee
 - Attend all MGSA Board or Executive Committee meetings
 - In the event of an absence from a meeting, ensure that any pertinent information regarding the Fastpitch program is provided to the Board or Executive Committee prior to the meeting

10. Chair the MGSA Fastpitch Committee
 - Create a budget prior to the commencement of the season
 - Submit the budget to the MGSA Board for approval
 - Establish policies and procedures regarding:
 - Equipment purchases
 - Fundraising
 - Tournaments
 - Field use, both for games and practices
 - Coaching philosophies
 - Player and coaching clinics

Timing

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| 1. Registration | Late January and early February |
| 2. Budgets | November and February |
| 2. Coach selection | Mid February |

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| 3. Player tryouts | Early March |
| 4. Team rosters | Mid March |
| 5. Organizational coaches meeting | Late March |
| 6. Team and coach monitoring | Late April through early July |
| 7. Post-season review | Late July |
| 8. Fastpitch liaison to MGSA | On-going |
| 9. MGSA Fastpitch Committee Chair | On-going |