

KPRA Board of Directors

PRESIDENT – Kerrie Doolin

360-975-1339

kpra.president@gmail.com

- Shall provide Leadership for Kennworth Park Girls Softball.
- Shall preside at all meetings of Kennworth Park Girls Softball.
- Shall act as an ex officio member of all committees.
- Shall vote only to break a tie.
- Shall sign all contracts of Kennworth Park Girls Softball with the exception of those contracts reserved for the Treasurer.
- Shall not override the duties of other officers and Executive Board members, unless lack of action would place Kennworth Park Girls Softball in jeopardy.
- Shall be authorized to suspend or warn any member, including officers, Executive Board members, managers, and coaches until review by the Executive Board of Directors at a called meeting within seven (7) days of suspension or warning and to bar the suspended person attendance at league fields or activities.
- Shall be responsible for notifying the Executive Board of Directors in the event he/she will not be available to perform the duties of the office.
- Shall secure field use contracts (for all game and practice fields) with the appropriate Cobb County Departments.
- Shall be responsible for all communication to: ASA, Cobb County Parks and Recreation Department, and other sanctioning organizations.
- Shall be responsible for reserving the location as to where the monthly Board Meetings are to be held. With this being said, it is also responsible for picking up and dropping off the key to this location.

VICE PRESIDENT – Daniel Manny

770-375-1319

kpravpresident@gmail.com

- Shall be responsible for assuming the duties and office of the President if the President is unable to complete his/her term.
- Shall be responsible for making recommendations concerning the upkeep and safety issues which arise in the park.
- Shall act as parliamentarian for Kennworth Park Girls Softball.
- Shall be responsible for the schedule of all Executive Board Members time to be the Executive Board representative at all functions at Kennworth Park
- Shall be responsible for obtaining quotes for team pictures, and presenting these quotes to Executive Board for approval.
- Shall schedule teams for pictures and notify the team parents accordingly.
- Shall handle distribution of team pictures to the team parents.
- Shall be responsible for ordering all participation trophies.
- Responsible for sitting in on Registration Committee.
- Shall report to the President.

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SECRETARY – Melissa Riddick

kprasoftball@gmail.com

- The Secretary shall have charge of and keep a full and complete record of all proceedings of all meetings, render documented reports and minutes when called upon at a meeting, and under direction of the President, handle all correspondence of Kennworth Park Girls Softball. Minutes shall be maintained for a five (5) year period and handed over annually to the succeeding Secretary.
- The Secretary shall be responsible for organizing registration and administering all information regarding general membership and waiting lists.
- Shall be responsible for sending out Meeting reminders.
- Shall act as Coordinator of the Registration Committee.
- Shall maintain the Kennworth Park Girls Softball Policy and Procedure Manual which shall contain current copies of the Kennworth Park Girls Softball Bylaws, Kennworth Park Girls Softball League Rule Book, and all park forms.
- The Secretary shall report to the President.

TREASURER – Penny Green

kpra.finances@gmail.com

- The Treasurer shall have full charge of all finances and shall see that all moneys are safely deposited in a local bank(s).
- The Treasurer shall report in writing at each regular Board meeting and every general membership meeting the conditions of the finances, with such recommendations as he/she shall deem appropriate.
- The Treasurer shall see that all checks are, signed by the Treasurer, President or Vice President disbursing moneys on behalf of Kennworth Park Girls Softball.
- The Treasurer shall function as primary business manager for Kennworth Park Girls Softball. The Treasurer shall approve all contracts with vendors and shall serve as contract manager on all functions related to the completion and payment of services rendered by outside vendors.
- ALL expenditures must be pre-approved by the Executive Board.
- The Treasurer shall maintain detailed financial records for a five (5) year period and shall hand them over annually to the succeeding Treasurer – beginning upon the approval of by-laws.
- The Treasurer at the end of each fiscal year shall submit the financial records to an audit committee appointed by the President. A written report from the committee shall be submitted to the Executive Board not later than September 30 following said fiscal year.
- The Treasurer shall be responsible for the: Sponsorship Director & Concession Stand Finances.
- The Treasurer shall obtain regular bi-weekly reports from the Concessions Coordinator.
- Shall be responsible for updating annual operative license fees and contracts for normal park operations.
- Shall be responsible for obtaining the Kennworth Park Girls Softball General Liability Insurance Policy, DNO, and Personal Property Insurance.
- Treasurer shall report to the President.

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LEAGUE COORDINATOR - Chris Tranter

678-983-7719

kp.ra.leaguecoor@gmail.com

- Shall function as the In-Park Tournament Director.
- Shall be responsible for the organization and the administration of an annual coach's clinic.
- Shall be responsible for conducting the annual skill test for players in each league which uses a draft. The League Coordinator must include at least one (1) make-up day for skill test.
- Shall act as presiding officer for the annual draft. The draft shall be treated as a confidential matter between the team managers and the Board of Directors.
- Shall have the authority to suspend any manager or coach whose conduct is deemed detrimental to the program, upon approval of the Executive Board as defined in Section II.
- Shall act as Kennworth Park Girls Softball liaison to the umpire association(s) with which the park contracts.
- Shall be responsible for all negotiations between and communications with team coaches and league liaison.
- Shall be responsible for presenting the recommendation for purchases to the Executive Board of Directors, for their approval. Whenever possible all quotations should be in writing from the supplier.
- Shall be responsible for attending NGFA Registration and meetings.
- Shall act as liaison to the sanctioning bodies in interpretation of rules and related matters.
- Shall report to the Vice President.

CONCESSIONS COORDINATOR - Kerrie Doolin

- It is the responsibility of the Concessions Coordinator to schedule the parents of the teams to assist in the duties performed in the concession stand.
- It is the responsibility of the Concessions Coordinator to devise and implement the appropriate duties of all persons who engage in the operations of the concessions stand. These include but not limited to sanitation, schedules, and proper cooking techniques, etc.
- It is the responsibility of the Concessions Coordinator to purchase and keep an inventory of all items needed to operate the concessions stand.
- It is the responsibility of the Concessions Coordinator to coordinate deposits with the Treasurer.
- It is the responsibility of the Concessions Coordinator to determine the pricing on all food sales.

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FIELD/EQUIPMENT MANAGER - **Open position**

- Shall be the liaison with all county and contracted maintenance personnel.
- Shall be responsible for consistently inspecting the quality and playing condition of all fields and batting cages throughout the season.
- Shall inventory and maintain the equipment areas with adequate tools for use on the fields.
- Shall be responsible for obtaining quotations from competent suppliers for all equipment.
- Shall purchase such equipment as is approved by the Sanctioning Organizations or which meet their criteria for safety.
- Shall purchase the equipment in a timely manner, and with the Player Representatives shall help distribute equipment to the teams.
- Shall make recommendations in matters of safety, including equipment, league rules, and other matters.
- Shall maintain an inventory of supplies and arrange a method for distribution of replacement equipment during the season.
- Shall with the assistance of the Player representatives collect all Kennworth Park Girls Softball equipment at the conclusion of the season. A complete inventory of such equipment and its condition shall be presented to the Executive Board at the last regular meeting of each fiscal year. A list of all managers who have not turned in equipment shall be presented in writing to the Executive Board.
- Shall make recommendations in matters of safety including field layout, fencing, batting cages and other related matters.
- Shall organize field workdays and be available during said workdays to ensure that all necessary field improvements are completed.
- Shall be responsible for annual inspection and budget to be submitted to Executive Board.
- Shall be responsible for canceling games and practices due to weather conditions.
- Shall be responsible for organizing field preparation, activities, and equipment.
- Shall report to the President.

PUBLIC RELATIONS / SPONSORSHIP DIRECTOR – **Open position** kpra.prdirector@gmail.com

- Shall be responsible for the distribution to the general membership of the park communications.
- Shall be responsible for promoting Kennworth Park Girls Softball to the local news media.
- The Public Relations/Sponsorship Director shall be responsible for coordinating all promotional activities related to the park and general membership. (i.e. opening day ceremonies, parades, banquets and celebrity appearances).
- Shall be responsible for organizing, implementing, and controlling all sponsorship and fundraising campaigns.
- Shall request Executive Board approval prior to implementing any fundraising activities.
- Shall report to Vice President.

TEAM LIAISON –Ashely Blanchard

kprasoftball@gmail.com

- Shall be responsible for coordinating player representatives for all age groups, parents, and players. All player representatives must report any player or parent issues to him/her.
- Shall be responsible for dealing directly with any Parent/Coach/Players issues and injuries and insurance claim issues.
- Shall notify the Board of any issues that arise.

VOLUNTARY NON-VOTING POSITIONS

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TEAM MOM COORDINATOR – Open position

- Shall be responsible for coordinating Team Mom's with information related to all aspects of the park.

SCHEDULER – Open position

- The Scheduling Coordinator is responsible for scheduling all game times, all practice times and which fields they are to be conducted on.
- Shall be responsible for the season game schedules for all leagues.
- The scheduling Coordinator shall report to the League Director.

ALL STAR COORDINATOR - Open position

- Responsible for heading the All-Star/Tournament committees.
- Responsible for selecting All-Star Managers for approval of the Executive Board.
- Responsible for obtaining quotes for uniforms and presenting to Executive Board for approval.
- Responsible for ordering of uniforms and distributing the uniforms to the teams.
- Responsible for selecting tournaments and signing of teams for those selected tournaments.
- Responsible for organizing the skills evaluation, for selection of teams.
- Responsible for all correspondence to coaches, Executive Board, and All-Star Committee, regarding skills evaluation, coach applications, and all other tournament information.
- Must create an AS Budget to present to the Board. May create a committee and coordinate with the Treasurer.
- Shall be responsible for holding tryouts and must have 2 non-biased Board members present at tryouts and Board members must sign off on all of the final AS Rosters prior to player announcements.

WEB SITE COORDINATOR Open position

- Shall be responsible for updating messages and maintaining the Kennworth Park Girls Softball Web Site and Facebook page.

PLAYER REPRESENTATIVE - Open position

- Shall be responsible for assisting parents and/or players with any questions or concerns.
- Responsible for reporting to the League Liaison.

SPIRIT WEAR/UNIFORM COORDINATOR - Open position

- Shall be responsible for obtaining quotations from competent suppliers for all uniforms and spirit wear.
- Shall be responsible for distributing all uniforms and spirit wear to team managers for distribution to Team Mom's.
- Shall coordinate and administer the Kennworth Parks Girls Softball Merchandising Program.
- Shall be responsible for obtaining orders, sizes, and payments, for all uniform and spirit wear orders.