

Motor City Madness Fastpitch (MCM)

Roles and Responsibilities

The Motor City Madness (MCM) organization is operated mainly by volunteers. We welcome volunteer participation in all aspects of the organization from members of the organization and from persons in the local community.

Board of Directors

MCM is administered by a volunteer Board of Directors. The Board is composed of four Officers and one to seven Directors. A majority of the board members must be residents of the City of Novi.

The Officers will be a President, Vice President, Treasurer, and Secretary. The responsibilities of each Officer are outlined later in this document. The Directors oversee the various functions important to MCM's operation. The list of functions may change from year to year as decided by the Officers. Directors can oversee more than one function and Officers can oversee functions as well. Non-Board positions are also outlined in this document.

Officer Terms

Officers serve one year terms, but may serve as many consecutive terms as desired by the officer and the board of directors. The Directors and other Non-Board positions are typically filled by parents that have a player in the organization or people in the local community, and are approved by the Board of Directors.

Meetings

A mandatory Parent Meeting will be held in August after all teams have been selected. Volunteers for all positions will be collected at that meeting. The MCM Board will hold meetings as needed, ideally three or so per year. Officers may hold additional meetings as they determine are necessary.

Decisions

Day-to-day decisions about functional matters for MCM Softball may be delegated by the Board of Directors to an Executive Director. The Executive Director will work with the Board to satisfy all of the administrative and organizational duties of the Board, and to work directly with the Non-Board positions to complete all of the tasks necessary to run the organization. The Executive Director may be a paid contract position, the compensation of which will be set each year by the Board. The Executive Director may also be an officer or Director of the Organization, but the Duties of the Executive Director will be independent of the individual's Officer or Board Member duties. Thereby, when setting the fees paid to the individual fulfilling the Executive Director position, no consideration should be given to the individual's efforts as an Officer or Board Member. Communication and the sharing of ideas and opinions among all Board members are encouraged. The Executive Director is required to provide an update on recent communications, decisions and activities at each board meeting. Issues that have program-wide implications or that affect MCM goals, policy, or finances must be decided at the Board of Directors level. Such decisions will be made by a majority vote of the Board.

2015 – 2016 Board

Directors

Rick Cummings
Chris Lawler
Jeff Patrick
Kim Seymour
Danny Shea
Dave Skown
Jeff Sweeney

Officers

President – Chris Lawler
Vice-President – TBD
Treasurer – Rick Cummings
Secretary – Chris Lawler

Non-Board Positions

Organization Specific

[Executive Director](#)
[Madness Webmaster](#)
[Indoor Facility Scheduler](#)
[Outdoor Field Scheduler](#)
[Uniforms](#)
[Spirit Wear](#)
[Equipment](#)
[Tax Accountant](#)
[Fund Raising Coordinator](#)
[Parks and Rec Liaison](#)
[Local High School Liaison](#)
[End of Season Picnic](#)

Team Specific

[Head Coach](#)
[Assistant Coach](#)
[Team Manager](#)
[Team Uniform / Spirit-wear](#)
[Contact List Creator](#)
[Away Game Advisor](#)
[Food Coordinator](#)
[Team Photographer](#)
[Scorekeeper](#)
[Team “Bonding” Activity Planner](#)

Roles and Responsibilities – Officers

President

Requirement

- Must be a Novi Resident

Responsibilities

- Chair Board meetings, set the agenda and approve the minutes
- Ensure that MCM policies, decisions, and activities are consistent with MCM's stated Program Goals and Expectations
- Maintain the *Program Goals and Expectations* document
- Identify major MCM issues and work with the Executive Director, Officers and Directors to resolve them.

Vice President

Responsibilities

- Assist the President in all duties - assume President role when President is absent, maintain Articles of Incorporation, Roles and Responsibilities, and any associated guidelines and rules
- Uphold the *Program Goals and Expectations*
- Identify major MCM issues and work with the Executive Director, Officers and Directors to resolve them

Treasurer

Responsibilities

- Maintain a running total of debits and credits, current balance, and the MCM budget
- Keep the MCM check-book balanced and reconcile the bank statements
- Keep a log of payments received (including check number, amount and date deposited) by team
- Make all necessary deposits
- Reimburse/pay all expenses
- Organize a yearly folder of receipts
- In July, create a yearly budget projection with the board for the following year (6 teams or more gives greater discount for insurance)
- In July, purchase organization insurance
- During the first week of January, March, May, July - provide a copy of the debits and credits to the Officers
- By August 15th, close the books for the season and report out

- Send reminder note to the Communications Director to be sent on to all players 1 week before each installment is due
- Provide a list to the Officers and coaches of who has not paid 2 weeks after the last installment was due.
- Send receipts for donations
- File annual 990 and other tax returns as necessary

Secretary

- Keep minutes of all Board meetings and work with the President to set agendas and follow appropriate Board meeting protocol.

Roles and Responsibilities - Non-Board positions

Executive Director

- Work with the Treasurer to create a budget and review it quarterly to determine if on course
- Oversee operations and make sure activities are accomplished in a timely matter
- Work with the Training Director to determine the dates for the Fall Clinic and Tryouts
- Help execute the Fall Clinic and Tryouts
- Determine with the President and Vice President the number of MCM teams at each age group and the head coach for each team
- Send all global organizational emails to the athletes and to the coaches
- By the end of May, update the flyer for August clinic and tryouts
- Perform all communication duties for the Fall Clinic and Tryouts
 - In the beginning of June, request our flyer announcing the clinic and tryouts to be posted on the Novi Schools Green Flyer website
 - In the beginning of June, request P&R to distribute our flyer with their season end information for the girls' softball teams. Copy the Parks and Rec Liaison on all emails
 - In the beginning of June, request the Website Director to update the MCM website
- During the 2nd week of July, create the online survey and send a note to all Members requesting them to fill it out. Collect the information and send a copy to the President, Vice President, and respective Coaches
- Coordinate a volunteer to run the check-in table for both the Fall Clinic and Tryouts
- Facilitate the August Parent meeting
 - Host a preparatory meeting with coaches beforehand
 - Request the Communications volunteer's help as needed
 - Provide input on agenda for the annual meeting, Board meetings, and the parent meeting
 - Help with presentations at the annual meeting, board meetings, and the parent meeting as needed.
- Work with the WWCL to enter MCM teams in the league each season and facilitate communication between the WWCL and MCM head coaches

- Distribute and review the annual program and coach evaluation forms and follow-up on issues as necessary
- Training Responsibilities
 - Keep the *MCM Techniques and Drills* document up to date with the current methodologies
 - Regularly attend the practices and games of the various MCM teams to understand where training needs to occur and then speak with the coach afterwards on your ideas of what can be done
 - In October, host a coaches meeting to teach the “MCM Way” of how all skills will be taught in the program
 - In May, prepare a coaches clinic for the Parks and Recs coaches
 - In May, work with the Communications & P.R. Director to set the dates for the Fall Clinic and Tryouts
 - Plan the Fall clinic. The Officers and Managers will help execute
 - Plan the Tryouts. The Officers and Managers will help execute
- Facilitate communication between the Board and Parents throughout the MCM year.

MCM Webmaster

Responsibilities

- Ensure that MCM continues to have a website that contains the following information:
 - program overview
 - calendar posting all practices and games
 - locations
 - board page with a description of roles
 - handouts
 - display of sponsors
 - advertising for clinics and tryouts
- Document processes as they are performed
- Post MCM program wide activities on the website
- In July, submit a budget for the website to the President and Treasurer

Indoor Facility Scheduler

Responsibilities

- In September, schedule the indoor practices for November through March for all MCM teams. When using the High School, be sure to inform the High School Liaison
- Investigate facilities for weekly indoor pitching practices
- Work with the Website Director to post practices on the MCM website
- Upon receiving a quote for indoor facility usage, submit a budget to the President and Treasurer

Outdoor Field Scheduler

Responsibilities

- Work with the Executive Director and P&R Liaison to negotiate a contract with P&R, submit a budget to the President and Treasurer
- Understand that our typical field scheduling includes PP#5 for our sole use, PP#6 through middle of June and the HS Varsity field from the middle of June & perhaps a 3rd field like Wildlife Woods
- Seek out additional fields for use if necessary
- Coordinate the practice and home game schedule for all MCM teams and work with the Website Director to post it on the MCM website
- After receiving the league game schedule in April from WWCL, request field usage from Parks and Rec
 - Request the bases to be at 60' and the pitching rubber to be at 35' for 10U games, 40' for 12U games and 43' for 14U games
- On each Thursday during the league season, send an email to P&R with the next week's schedule to ensure that everyone is on the same page.
- Copy the Parks and Rec Liaison on all requests

Uniforms

Responsibilities

- In mid-October, host a mandatory uniform event where the girls come in and try on and select their sizes
- Maintain the uniform choices in an Excel file
- Order all athlete uniforms including two jerseys, two pants, two socks, and then based on need – sweatshirt, bat bag, and helmet
- Order up to four coaches uniforms per a team including hat/visor and shirt
- Place numbers on helmets as necessary
- Organize and distribute all uniforms to coaches reminding them to not hand them out to the athletes unless they are paid in full. Keep uniforms in a smoke free environment
- Submit the bill to the Treasurer for payment

Spirit Wear

Responsibilities

- Work with outside vendors to offer spirit wear order choices one or two times a year
- Organize and distribute all orders sent by outside vendors in a smoke free environment
- Submit the bill to the Treasurer for payment

Equipment

Responsibilities

- Maintain the Equipment Excel file containing a list of all MCM owned equipment and year purchased
- Purchase rule books for each MCM team and distribute them
- In July, work with the Officers to create a budget for equipment for the next season
- Take requests for equipment and either redistribute existing equipment or buy new if within budget
- Collect all equipment at the end of the season
 - Clean it and store it until after tryouts
 - Ensure all equipment is clearly marked with “MCM” on it
- Submit all receipts to the Treasurer for reimbursement
- Work with P&R liaison, the VP, the Fundraising chair to plan for future batting cage at Power Park

Tax Accountant

Responsibilities

- Madness is a 501c3 tax exempt organization. This person would file the yearly taxes with the government
- Work with the Treasurer to obtain appropriate documentation
- Report to the Board the status of the filing

Banner Coordinator

Responsibilities

- Work with the Board to determine how much each level sponsors should pay and how they will in turn be promoted by Madness
- Update a letter to be used for soliciting sponsors
- Collect sponsor information and keep the information and logos organized
- Arrange a picture night to obtain a team photo to be used for the banners. Parents can purchase the team photo for a nominal amount, no individual pictures
- Have banners made
- Work with Webmaster to update the Madness website
- Distribute banners to each team
- Provide a plaque to the sponsors as an appreciation

Parks and Recreation Liaison

Responsibilities

- Be aware of all communications between MCM and Parks and Rec
- Work with Parks and Rec to assist with their Girls Fastpitch program
 - Have a yearly meeting with Parks and Rec to discuss what we can do to help
 - Offer and work with the MCM Training Director to facilitate a coaches clinic prior to the Parks and Rec season
 - Ensure that Parks and Rec has the latest MCM documentation of how skills should be taught

Local High School Liaison

Responsibilities

- Attend the Board meetings and provide input about MCM policy and direction
- Facilitate communication between the High School, MCM Training Director and MCM Board regarding how skills are being taught in the high school and MCM programs and how MCM can best support the high school program.
- Send the High School Girls Softball schedule to the Communications Director for distribution to all Members
- Work with High School Athletic Department to host a day at a Varsity Home game, where the MCM program is invited to attend a game and meet the players

End of Season Picnic

Responsibilities

- Find a venue
- Inform the parents and players of the organization
- Determine the days events with input from the President
- Plan which food/beverages will be brought by each team and purchase main dish. Request the Team Food Coordinator to ensure plenty of items and varieties are brought
- Plan fun activities/games
- Host the event
- Submit all expenses to the Treasurer

Coaches

Responsibilities

- Returning coaches: attend the tryouts and be available for evaluating players of all age groups
- All coaches: review all MCM organizational documents and understand and agree to be a coach within those guidelines
- Attend the August Parents meeting

- Introduce yourself and your philosophies
- Collect required money and paperwork
- Choose assistant coaches for your team that understand and agree to the guidelines outlined in the MCM organizational documents
- Upon team selection, follow the procedure for entering your team on the USSSA website
 - Have all registered players sign the form
- Attend three WWCL league meetings prior to start of league
- Work with MCM board to review positives and negatives of various tournaments, pick team's tournament schedule and register by March. Turn in receipt to the Treasurer for reimbursement
- Run 2 practices a month from November through March indoors (the site will be provided to you)
- Run 2-3 practices a week once the weather breaks until the season starts
- Instruct your athletes using the "MCM Way" laid out by the MCM Training Director
- Make line-ups before coming to the games, have a set warm-up routine, and uphold yourself and players to the MCM Goals and Expectations
- Continue to have one practice a week during league play
- Turn in your equipment to the Equipment Director at the end of your season
- Advise the Equipment Director of what new equipment your current team will need for the next season
- Assist with running the Fall Clinic

Team Manager

Responsibilities

- There is one per a team
- Assist coach in creating a Coaches information folder (provided by MCM) containing contact information, medical release forms and copies of birth certificates, insurance information, league rules, schedules, practice drills, and plays
- Work with the coach to create a team Shutterfly account for posting team photos
- Submit articles to the newspapers following tournament victories
- Coordinate coaches' gifts at the end of season

Team Uniform / Spiritwear

Responsibilities

- There is one per a team
- Inform parents about MCM spiritwear available
- Perform a volunteer shift at the Uniform / Spiritwear event
- Help organize and distribute team uniforms when they arrive

Contact List Creator

Responsibilities

- There is one per a team
- Compile player and parent contact info i.e., “cheat sheet” (#, player name, parent names & phone number(s)) and distribute to all parents in pocket size reference card once in the fall and once in the spring

Away Game Advisor

Responsibilities

- There is one per a team
- Compile maps and directions to away games & tournaments
- Coordinate hotel info and reservations for longer distance tourneys

Food Coordinator

Responsibilities

- There is one per a team
- Coordinate food and snacks for between games of doubleheaders and at tournaments
- If attending a tournament with other MCM teams, consider contacting other coordinators to at least put tents up in a central area
- For the End of Year picnic, coordinate what your team is bringing so that there is a variety and enough

Team Photographer

Responsibilities

- There is one per a team
- Take photographs at practices and games
- Post albums of pictures on the team portion of the MCM website

Scorekeeper

Responsibilities

- There is one per a team
- Sit within talking distance of the Head Coach at the games
- Keep score using normal scorekeeping practices
- If requested by the coach, tabulate the statistics

Team “Bonding” Activity Planner

Responsibilities

- Ascertain number and type of team bonding activities.
- Organize activities
- Idea: Work with Planner on older/younger MCM teams to establish mentorships between older & younger players.