

HAMILTON GIRLS SOFTBALL ASSOCIATION

Volunteer Opportunities

Below is a listing of all volunteer opportunities available at HGSA. HGSA is an all-volunteer organization and continued operations depend on volunteers. We welcome anyone who wants to assist with the league and in any of the below volunteer opportunities. To get involved with any of the below, contact the chair. If there is no chair, email president@hgsanj.org to express interest.

BUILDING AND GROUNDS

Responsible for the periodic inspection of training center, equipment room and garage. This responsibility includes all equipment in the training center. Any deficiencies noted or repairs needed will be reported to the Executive Board.

Buildings

Includes periodic inspection of HGSA improvements and buildings including, dugouts, light poles, fencing, scoreboards, minor league breaker box, outdoor batting/pitching cage, bleachers, and sliding gate. Any deficiencies noted or repairs needed will be reported to the Executive Board.

Maintains ample supply of all facility needs – garbage bags, restroom supplies, cleaning supplies, etc.

Grounds

Includes continual inspection of playing fields, perimeter areas, blacktop, side parking area, and landscaping. Any deficiencies noted or maintenance needed, will be reported to the Executive Board. The chairperson has the authority to assemble a clean up or grass cutting detail when necessary in order to maintain a clean and neat appearance at the facility. These details will not replace the regularly scheduled spring or fall clean up conducted by the league.

Maintains ample supply of all field needs – lime, clay, etc.

CHAIRPERSON	TONY LACY	609-510-9004	Anthony.j.lacy@verizon.net
-------------	-----------	--------------	----------------------------

CAPITAL IMPROVEMENT VOLUNTEERS

Oversees the coordination of additional fundraising for HGSA capital improvement projects. Organizes the additional fundraising activities.

CHAIRPERSON	OPEN		
-------------	------	--	--

CONCESSION STAND PARENT AUXILIARY

The parent auxiliary is responsible for ensuring the concession stand is open and ready prior to games along with closing at the end of each night. There is some minor cooking involved (i.e. hot dogs, burgers..) but additional parents will assist those nights that are assigned concession stand duty by their manager. Training will be provided

CHAIRPERSON	CHRIS MILLER	973-769-2170	Cmiller2107@gmail.com
--------------------	---------------------	---------------------	------------------------------

COUPON CARD FUNDRAISER

Plan, coordinate, and implement the annual coupon card fundraiser. This includes providing potential discount businesses to card vendor, ordering and distribution of cards to all teams. Responsible for the collection of all funds related to this fundraiser and turn over all funds to the league treasurer.

CHAIRPERSON	MIKE MATHES	609-586-3399	mmath1210@aol.com
--------------------	--------------------	---------------------	--------------------------

EQUIPMENT AND UNIFORMS

Responsible for the league's equipment inventory including distribution at beginning of season and collection at end of season. Responsible for the ordering and distribution of team uniforms. Responsible for the ordering of new equipment as needed including in-season needs as well as tournament host needs. Volunteers will assist with uniform distribution and inventory of equipment/uniforms.

CHAIRPERSON	BOB BOCOCK	732-395-1053	Bob.bocock@yahoo.com
--------------------	-------------------	---------------------	-----------------------------

FALL BALL

Responsible for planning, implementation, and coordination of the fall ball program. This includes determining the number of teams and players, format for program and/or outside league participation.

CHAIRPERSON	AMANDA SCHULTZ-LACY	646-258-8033	Schultz.amanda@gmail.com
--------------------	----------------------------	---------------------	---------------------------------

GRASS CUTTING

Volunteers will be responsible for grass cutting and disposal starting April 1st thru October 31st. A set schedule will be created so volunteers will have set weeks to cut the grass.

CHAIRPERSON	TONY LACY	609-510-9004	Anthony.j.lacy@verizon.net
--------------------	------------------	---------------------	-----------------------------------

LEAGUE AGENTS

Responsible for game schedules and makeup games, tryouts, draft, maintain accurate win/loss records, standings, and rosters for assigned division. Facilitates communication between teams within division. Acts as an arbitrator with manager in parent complaints. Coordinates with registration chairperson for accountability of all players in the division. Disseminates league information to division managers. Liaison between division and board.

TBALL LEAGUE AGENT	Open		
MINOR LEAGUE AGENT	Open		
MAJOR LEAGUE AGENT	Open		
SENIOR LEAGUE AGENT	Bob Bocock	732-395-1053	Bob.bocock@yahoo.com

MEMORIAL DAY PARADE

Plan and coordinate HGSA's participation in the Hamilton Memorial Day parade. Secure and decorate floats for teams to ride on. Ensure league-wide participation, including all star players; managers and coaches; parents. Liaisons with Publicity Committee Chair for positive reflection of event participation in local media.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

OPENING DAY/ FIELD DEDICATION

Plan and coordinate the opening day ceremonies. Provide the outfield locations for the teams. Contact various dignitaries to attend. Secure door prize donations from local businesses. Coordinate the traffic and parking control. Coordinate all other functions relative to the successful completion of opening day. Provide staff to man all opening day tables/booths. Works with the Publicity Chair to ensure positive reflection of event in local media.

CHAIRPERSON	JESS IWICKI	Jessicaf1290@yahoo.com	
--------------------	--------------------	-------------------------------	--

PICTURES

Plan and coordinate with the photographer, appropriate dates and times of the league pictures. This should be planned whereas, the least amount of conflicts are generated. Coordinate the distribution of all photo related information to insure all teams are properly notified of dates/times, etc.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

PIZZA KIT FUNDRAISER

Plan, coordinate, and implement the Joe Corbi Pizza Kit fundraiser. This includes the distribution of all sale related information to team managers for their distribution to players, the collection of all team orders and monies, the scheduling of the appropriate dates/times for league delivery, and the collection of funds to be turned over to the league treasurer.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

PUBLICITY/MARKETING

Contact newspapers and any other news media when appropriate relative to the favorable promotion of the league. Promote all recreational activities at HGSA as well as ensure proper recognition of all star teams in the local print, internet and television media. Promote HGSA functions within Hamilton Township and the surrounding communities. Market HGSA to find new players.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

REGISTRATION

Responsible for maintaining current roster of registered HGSA players. Setting up registration forms on the website, distribution of registration information to local schools and assisting families with online registration. Must coordinate all rosters with respective league agents.

CHAIRPERSON	ALICIA CONSTELLANOS	aliciac1981@gmail.com	
--------------------	----------------------------	------------------------------	--

SAFETY COMMITTEE

Procures and replenishes all first aid kits and supplies on HGSA grounds for the calendar year. Inspects the AED machine to ensure it is in working order.

Volunteers research possible safety courses for HGSA managers and coaches each season.

CHAIRPERSON	Open		
--------------------	-------------	--	--

SCHOLARSHIP COMMITTEE

Responsible for conducting research and developing the appropriate criteria/guidelines in establishing the awarding of scholarship money to eligible Hamilton Girls Softball Association graduates. The number of scholarships and amount of money awarded per scholarship shall be determined each year based on the availability of appropriate funds to support this cause.

CHAIRPERSON	SHARON MUNI	Sharonmuni@gmail.com	
--------------------	--------------------	-----------------------------	--

SIGNS

Responsible for the pre-season installation of field signs on the minor and major league field fences. Also responsible for the taking down and storage of all field signs after completion of the Fall season. Assists the sponsor committee chairperson with the solicitation of new signs and the picking up of new signs from the sign maker.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

SPONSORS

Responsible for the solicitation of team sponsors and signs for all divisions. This includes letter mailings, telephone and personal contacts, collection of appropriate funds, and the maintenance of accurate records. Must coordinate with the equipment /uniform chairperson in a timely manner so as to have uniforms properly printed. All funds collected are to be turned over to the league treasurer as soon as possible.

CHAIRPERSON	Chris Miller	973-769-2170	Cmiller2107@gmail.com
--------------------	---------------------	---------------------	------------------------------

TAG DAY

Tag Day chairperson is responsible for the entire coordination of the Tag Day fundraiser. This includes attending the Township meeting of all participating leagues, location assignments, the preparation and distribution of all required materials to League Agents, and the collection of funds to be turned over to the league treasurer. Volunteers assist chairperson in various tasks related to tag day.

CHAIRPERSON	BOB BOCOCK	bob.bocock@yahoo.com
--------------------	-------------------	-----------------------------

TOURNAMENTS

Responsible for planning and implementing HGSA hosted tournaments. Tournament committee chair will work with Building & Grounds, Concession Stand, Equipment and Trophy committee chairs for field, stand, equipment and trophy needs. Committee chair will secure all field requirements from Hamilton and surrounding townships on behalf of HGSA as required.

All individual tournament chairs and site host teams will liaison through the tournament committee chair for all tournaments related needs (field use, umpires, concession stand use, merchandise, trophy, etc.).

TOURNAMENT CHAIRPERSON		
BACKBREAKER CHAIR	OPEN	
TROUBLE IN BUBBLE CHAIR	GEORGE SIMONKA	Gsimonka23@gmail.com
BABE RUTH TOURN CHAIR	OPEN	
HIGH SCHOOL GAMES	TARA LAVIN	coachtara13@aol.com

TROPHIES

Responsible for meeting with all league agents and tournament chairperson regarding their respective trophy, medal, and pin needs/requirements for all HGSA recreational divisions AND all star tournaments held at HGSA during the year. Committee should solicit a working relationship with a trophy vendor to ensure accurate pricing and ease of delivery.

CHAIRPERSON	OPEN		
--------------------	-------------	--	--

WEB SITE

Coordinate the maintenance of the leagues web site. Facilitate league schedules for all divisions. Update league events, including clinics in a timely fashion. Promote HGSA through the use of the web site as advertising. Secure web site access to HGSA members and their families.

CHAIRPERSON	HENRY UMANSKY	info@hgsanj.org
--------------------	----------------------	------------------------