**Applicants sought for USA Softball of Texas - District 4 Commissioner**

**USA Softball of Texas, a volunteer driven, not-for profit organization that promotes all facets of Softball, is seeking applicants for the position of District 4 Commissioner. District 4 encompasses the counties of: Culberson, El Paso and Hudspeth.**

**The District 4 Commissioner should be an individual interested in serving as the liaison between the local District and the USA Softball of Texas State office. The District 4 Commissioner is appointed by the State Commissioner to assist in the administration of the USA Softball program in the State and District. The District 4 Commissioner is solely responsible for daily operations of USASTX in its District.**

**Duties include but are not limited to:**

1. **Proper registration of individuals, teams and umpires including names, addresses, email**

**addresses and proper classification. The registration fee must accompany the registrations and must be on a timely basis. Any local district that does not register a combined minimum of 150 Adult and Junior Olympic softball teams and, 15 umpires including timely payment during any given year shall be referred to the Membership Committee for possible reallocation of district territory to other districts and disbandment of said district.**

1. **District Affiliation Fee - Each local district shall pay annually an affiliation fee of $100.00 and shall be responsible for membership dues as set forth. Affiliation fee will be paid by January 31st of the current year. District Affiliation fees will be earmarked to Scholarships to deserving students involved in USA Softball of Texas and other such uses. Note: An affiliation fee not received by the deadline will incur a $50.00 late fee.**
2. **Sanction all tournaments in his/her district to promote USASTX and to protect his/her teams and umpires.**
3. **Bid on State, Regional and National USA Softball tournaments.**
4. **If possible, conduct District or some type of qualifying tournaments out of which teams will advance or represent his/her district in USASTX tournaments.**
5. **Properly classify teams.**
6. **Certify all official rosters on teams from the district that are advancing to championship play.**
7. **Nominate umpires for State, Regional and National tournaments to the USASTX Umpire in Chief.**
8. **Appoint a District Umpire in Chief, Deputy Commissioner and District Youth Commissioner as needed to develop the USASTX program. All appointments shall be submitted to and approved by the State Commissioner.**
9. **Promote USA Softball and USA Softball programs at all times.**
10. **Perform any and all USASTX tasks assigned by the State Commissioner.**
11. **File annual reports 30 days prior to the annual USASTX State meeting each year.**
12. **Set up a checking account for handling all USASTX business. All monies should NOT be diverted through a personal or business account.**
13. **Shall be subject to evaluation for productivity and total support to the USASTX.**

**Requirements/Qualifications:**

1. **Minimum knowledge reflecting management and business-related skills in a sports related**

**environment. (preferred)**

**b. High-level management and supervisory experience. (preferred)**

**c. Thorough knowledge of the full range of theories and practices accepted in the field of**

**sports management and the ability to apply such knowledge to meet the needs of the Local**

**Association. (critical)**

**d. Ability to effectively communicated in a courteous, tactful, and professional manner. critical)**

**e. Ability to effectively direct and supervise the work of staff and manage multiple projects. (critical)**

**f. Working knowledge of budget preparation, administration, and execution. (critical)**

**g. Practical knowledge of federal and state regulations relating to the delivery of sports programs and**

**services. (critical)**

**h. Experience managing, officiating and/or leading organized sports leagues and tournament the local and**

**state level. (preferred)**

**i. Experience working and/or leading in a team environment and the ability to act as a leader for different**

**softball players, teams, umpires, and volunteers, including collaborating with outside partners such as local**

**parks and recreation agencies, non-profits, community visitor convention bureaus and program managers.**

**(critical)**

**j. Knowledge of the game, playing, umpiring, and leading softball leagues/tournaments. (preferred)**

**k. A college degree in Sports Management, or a related field. (preferred)**

**l. Excellent time management, project completion, writing and oral communication skills. (critical)**

**m. Working knowledge of technology and computer productivity software such as email, word processing and**

**spreadsheets. (preferred)**

**Those interested in applying for the position of USA Softball of Texas District 4 Commissioner should send a resume and cover letter to:**

**Rodney Cobb – State Commissioner USA Softball of Texas**

[**rodney@usasoftballoftexas.com**](mailto:rodney@usasoftballoftexas.com)

**(O) - (830) 609-9851**

**Any questions regarding the position should be directed to the State Commissioner at the contact info listed above.**