



Topeka Baseball and Softball Association

Topeka, Kansas ○ established 2014

2801 SE 25th Street ○ PO Box 1662

Topeka, KS 66601

www.topekabaseballandsoftball.com

League Representative Responsibilities

1. Attend all Board Meeting of the Topeka baseball and Softball Association.
2. Communicate with the TBSA League Player Coordinator in placement of players needing a team.
3. Emphasize the importance of make more than one phone call to a prospective players parents when inquiring about them joining the league/team
4. Organize his/her respective league.
5. Collect any and all funds/paperwork due to Topeka Baseball and Softball Association from your respective coaches/managers and provide a written receipt to the provider of the funds.
6. Turn in all funds received on behalf of Topeka Baseball and Softball Association to the TBSA League Treasurer within 1-3 days of receipt.
7. Assist the TBSA League Treasurer in the collection of any and all funds prior to the league deadline.
8. Coordinate the receipt of uniform orders from the team in his/her respective league
9. Secure the Uniform order from all coaches in Rookie league or 8u Instructional League, reviewing it for completion and accuracy and providing one copy to the Uniform Chairperson within five (5) days of the final registration due date.
10. Act as a liaison between the board members and Coaches/managers.
11. Be available/accessible to the board members and to the coaches/managers in his/her respective league
12. Communicate with the coaches/managers in his/her respective league and represent the ideas and/or concerns of those coaches/managers to the TBSA board.
13. Be responsible for sharing in the decision-making process for Topeka Baseball and Softball Association

Thanks for your HELP!