



COLGAMLP Adult League: Fall 2026 Committee Roles & Responsibilities

To reduce the workload carried by one person and make the Fall 2026 season run smoothly, the duties of running the COLGAMLP adult league this season are divided into five committee roles below. These assignments are specific to Fall 2026. Each role reports to and is supported by the Commissioner (Doug), who retains final oversight and decision-making authority. Committee members are not expected to work in isolation, will receive training and instruction from Doug if requested, and conduct regular check-ins with the Commissioner to keep everyone aligned.

1. Finance & Administration Lead

Manages the league's money and paperwork so funds are tracked accurately, and the league stays financially healthy and compliant.

- Maintain the season budget and track income and expenses against it
- Oversee registration payments and reconcile Venmo/Zelle payment logs
- Handle record keeping for league finances, including receipts and statements
- Manage league insurance policy, renewals, and claims if needed
- Report financial status to the Commissioner upon request, monthly, and at season's end

2. Registration & Communications Coordinator

Owns the player-facing information pipeline, from signing up to staying informed all season.

- Build and maintain the registration form, confirming it captures clear, sufficient player info (completed)
- Open, monitor, and close registration, including any caps or waitlists
- Keep the website and GroupMe updated with current league information
- Respond to player questions and route issues to the right committee member
- Send season announcements, reminders, and schedule updates
- Flag registration trends or player concerns to the Commissioner

3. Logistics Manager

Secures and schedules the physical spaces and supplies the league needs to operate each week.

- Coordinate court availability and scheduling with Cooper Creek, Phenix City, and other venues
- Track court conditions (lines, lighting, surface) and report issues that need attention
- Purchase and manage league equipment and supplies (balls, shirts, signage)
- Monitor night match logistics, including time slots shared with general rec play
- Coordinate venue needs for any special events or makeup matches
- Alert the Commissioner early to any capacity or scheduling conflicts

4. Competition & Format Director

Designs and runs the on-court competitive structure, from divisions to weekly results.

- Set and manage skill divisions, including draft format and team assignments
- Coordinate the Elite Division format and integration with other divisions
- Track scores, standings, and match results throughout the season
- Resolve scheduling conflicts and matchup disputes during the season
- Recommend format adjustments season to season based on player feedback
- Share standings and competitive updates with the Communications Coordinator

5. Social Events Coordinator

Builds the bench of people helping run the league and keeps the community connected beyond match play.

- Organize draft night for Commissioner, Committee Members, and Team Captains
- Organize end of season celebration social event
- Manage trophy procurement

These five roles are the structure for Fall 2026 only, not a permanent org chart. Responsibilities can shift between committee members as skills and availability change, and the Commissioner will coach committee members, revisit, and reassign this structure each season as needed.