

Position: Permit Coordinator of Long Beach Heartwell Fastpitch (LBHFP)

Role Summary: The Permit Coordinator for LBHFP is responsible for securing and managing permits for all league activities, including practices, games, tournaments, and special events. This role involves liaising with local authorities, parks and recreation departments, and other relevant entities to ensure that all league activities are conducted legally and smoothly. The Permit Coordinator ensures that all facilities used by the league are properly scheduled and that all necessary documentation is in place.

Key Responsibilities:

1. Permit Acquisition:

- ☐ Identify and secure permits required for league activities, including fields for practices, games, and tournaments.
- ☐ Prepare and submit permit applications to relevant authorities, ensuring all necessary information and documentation is provided.
- ☐ Maintain an up-to-date calendar of all permitted activities and ensure that all league events have the appropriate permissions.

2. Liaison with Authorities:

- ☐ Serve as the primary point of contact between the league and local authorities, parks and recreation departments, and facility managers.
- ☐ Develop and maintain positive relationships with these entities to facilitate smooth permit acquisition and management.
- ☐ Communicate any permit-related issues or requirements to the board and other league officials.

3. Scheduling and Coordination:

- ☐ Coordinate the scheduling of fields and facilities to avoid conflicts and ensure optimal use of resources.
- ☐ Work with coaches and team managers to schedule practices and games in accordance with permitted times and locations.
- ☐ Adjust schedules as needed in response to permit availability, weather conditions, or other factors.

4. Compliance and Documentation:

- ☐ Ensure that all league activities comply with the terms and conditions of the permits obtained.
- ☐ Maintain organized records of all permits, applications, and related correspondence.
- ☐ Monitor adherence to any specific rules or regulations associated with the use of permitted facilities.

5. Communication:

- ☐ Inform board members, coaches, and team managers of permit statuses, schedules, and any changes that may occur.
- ☐ Provide clear instructions and guidelines on the proper use of permitted facilities to ensure compliance and avoid any issues.

- ☐ Address any permit-related questions or concerns from league members promptly.

6. Conflict Resolution:

- ☐ Handle any disputes or issues that arise related to permits, including conflicts with other organizations or facility managers.
- ☐ Work to find equitable solutions that maintain the league's access to necessary facilities.

7. Event Support:

- ☐ Assist in the organization and permitting of special events, such as tournaments, clinics, and ceremonies.
- ☐ Ensure that all special events have the required permits and are planned in accordance with local regulations.

Qualifications:

- ☐ Strong organizational and administrative skills.
- ☐ Excellent communication and interpersonal abilities.
- ☐ Ability to manage multiple tasks and deadlines effectively.
- ☐ Experience in working with local government agencies and understanding of permitting processes is preferred.
- ☐ Knowledge of softball or sports league operations is a plus.
- ☐ Commitment to the mission and values of LBHFP.

Time Commitment:

- ☐ The Permit Coordinator is expected to commit time to ensure all league activities have the necessary permits. This role may require additional hours during peak periods, such as the beginning of the season and during tournament planning.

Term:

- ☐ The term of the Permit Coordinator is typically defined by the league's bylaws and is subject to re-election or reappointment by the board or membership.