

!!!!!! IMPORTANT REQUEST !!!!!

FROM

A.L.S.E.L Board

The 2010 Board is currently accepting statistician and webmaster bids for the upcoming 2010/2011 Summer/Fall pool seasons. The Deadline for turning in your bid is July 16th 2010. You can do this by placing your written bid in the box @ Broken Spoke or Landshark's by midnight on the 16th or you can send your bid electronically by selecting the Comments or questions for the entire board link on the home page of www.alsel.org. Selecting the link will send your bid directly to all board members. The statistician and webmaster will be selected by cost and ability to perform all the required duties that go with this responsibility. The recipient will be paid on a monthly basis and will be responsible for approximately 250 + players stats in A.L.S.E.L. The fall season will begin sometime in August and finish in March 2011. Please read the **DUTIES AND REQUIREMENTS of A.L.S.E.L. STATISTICIAN AND WEBMASTER** prior to submitting your bid. Please ensure your bid consist of the cost for both Summer and Fall season. The bids will be reviewed by the board and the recipient will be contacted prior to the start of the season.

Thank YOU

2010 A.L.S.E.L. Board

Duties and Requirements of A.L.S.E.L. Statistician

(Experience Preferred / Not Required)

1. Pick up score sheets at Broken Spoke 3 times per week
 - Wednesday – pick up Scotch score sheets
 - Friday – pick up Mixed score sheets
 - Saturday – pick up Women's score sheets
2. Open envelopes
 - Verify amount written on envelope is the amount in the envelope
 - If money in envelope is not correct – contact League Coordinator with information
 - If no score sheet is turned in – contact League Coordinator with information
 - Record money received or not received by team
 - Provide Treasurer with amount of deposit and breakdown:
 - ✓ Multiple Divisions
 - ✓ Sanction Fees
3. As sanction fees are received, provide sanction fee information, (i.e. player's name, address & team), to Treasurer
4. Prepare stats for each division:
 - a computer is required to prepare stats and to send stats electronically to be posted on the website
 - software such as Excel or Access is needed to set up your spreadsheets and prepare stats
5. Send electronic copy of completed stats for posting on website (Specific Time Will Be Set)
6. Copy and place 10 copies of completed stats at Broken Spoke for each division
7. Make deposit once per week at FirstBank Southwest

Notice: This particular position within A.L.S.E.L. will be compensated on a monthly basis. All bids will be considered and the recipient will be determined by cost and ability to perform all duties and requirements listed.

ATTENTION TO DETAIL AND THE ABILITY TO MEET SPECIFIC TIME LINES ARE A MUST.
TRANSPORTATION IS THE STATISTICIAN'S RESPONSIBILITY AS WELL.

Duties and Requirements of A.L.S.E.L. Webmaster

(Experience Preferred)

1. Responsible for updating domain name and hosting at beginning of season.
2. Upload stats to website every week when they are completed by Statistician. Preferably before play begins on Monday night.
3. Upload 9-ball stats weekly also before play on Monday night.
4. Keep up with and upload any pertinent information concerning league, such as meeting minutes, information about upcoming events and meetings, etc.

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