

BHBL Jr. Baseball

Job Responsibilities

2017-2018

OFFICERS AND EXECUTIVE BOARD OF DIRECTORS

- OFFICERS: The Commission Officers will consist of the President, Executive Vice President, Secretary and Treasurer.
- EXECUTIVE BOARD OF DIRECTORS: The Executive Board of Directors shall consist of Officers, Vice President of Junior Division, Vice President of Senior Division and Director Capital Improvements.
- The duty of each member of the Executive Board of Directors is as follows:

President

1. Responsible for the overall operation of the league and execute the established policies;
2. Presides at monthly meetings and reports league activities;
3. Communicates with the Executive Board, Board of Directors and other members of the league as deemed appropriate. Makes suggestions to improve/promote the welfare of the league.
4. Responsible for the conduct of the league in strict conformity to the policies, principles, rules and regulations of commission-affiliated leagues as agreed to under the charter conditions and also this Constitution and By-Laws;
5. Executes in writing his/her name for league contracts and leases as may be required once prior approval from the Executive Board is granted.
6. Designates other officers to execute duties/activities as needed for the league to function.
7. Investigates complaints, irregularities, and conditions detrimental to the league and reports to board as circumstances warrant;
8. With assistance from the Treasurer, Executive Vice President, Vice President of the Junior and Senior Divisions, prepares and submits an annual budget to the Executive Board, and is responsible for the proper execution thereof;

9. With assistance from the player agent, examines the application and proof of age documents of every player candidate and certified to residence and age eligibility before the player is accepted for tryouts and selection;
10. Assigns committees as needed for the purpose of league business;
11. Responsible for insuring that required background checks of all volunteers has been completed and filed with the league;
12. Oversees public relations between the league, the public, town officials, state officials and public school officials;
13. Responsible for making other decisions as stated in this Constitution and By-Laws;
14. In the event a board position is not filled, will take on that responsibility or delegate it to others.

Executive Vice-President

1. In the absence or desirability of the President, is authorized by the President or Executive Board to so act, the Executive Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office;
2. Shall coordinate with the Vice President of Junior and Vice President of the Senior Division as needed so that the overall operation of all leagues in consistent with the Commission Constitution & By-Laws along with the rules and regulations of each respective league.

Secretary

1. Responsible for recording the activities of the league and maintaining appropriate files, mailing lists and any other league records;
2. Maintains a list of all league members, voting members, board members, and gives notice of all meetings to the membership. Coordinates with the webmaster for placing meeting dates, news, articles, etc. on the league's website;
3. Prepares minutes of league meetings and forwards the approved minutes to the webmaster for placing on the website;
4. Conducts all correspondence not otherwise specifically delegated in connection with league meetings, including votes and resolutions;
5. Notifies members of their election appointments.

Treasurer

1. Performs all duties that are customarily incident to the office of the Treasurer or as may be assigned by the Executive Board;
2. Receives all funds and deposits same in a depository location approved by the Executive Board;
3. Keeps records for the receipt and disbursement of all funds and securities of the league. Forwards all payment to vendors and other previously approved by the Executive Board;
4. Provides all information needed to perform an annual audit by an audit committee;
5. Responsible for coordinating with team sponsors for the purpose of receiving funds.

Vice-President of Junior Division

1. Manages, supervises, and coordinates with the Commissioners of the Majors, Minors, Farm, Instructional and Tee-Ball;
2. Obtains names and other additional information of individuals who would like to manage the Majors, Minors, Farm, Instructional and Tee-Ball teams. Submits to the President, a list of managers for each team for approval based upon the criteria stated herein. Once approved by the President, contacts each person selected to manage a team. All individuals not selected will also be contacted for common courtesy;
3. Meets with all managers or delegates that responsibility to the Commissioners of each division prior to the start of the season, to discuss the rules and regulations and the league By-Laws;
4. Schedules fields for practices and coordinates with the Director of Capital Improvements as needed to make certain fields are available.

Vice-President of Senior Division

1. Manages, supervises and coordinates with the Commissioners of Babe Ruth, travel baseball, Mickey Mantle, and Connie Mack;
2. Responsible for scheduling player evaluations, this includes time and location;
3. Obtains names and other additional information of individuals who would like to manage the senior division. Submits to the President, a list of managers for each team for approval based upon the criteria stated herein. Once approved by the President, contacts each person selected to manage a team. All individuals not selected will also be contacted for common courtesy;

4. Meets with all managers or delegates that responsibility to the Commissioners of each division prior to the start of the season, to discuss the rules and regulations and the league By-Laws;
5. Schedules fields for practices and coordinates with the Director of Capital Improvements as needed to make certain fields are available.

Director of Capital Improvement

1. Overall responsibility of maintaining the fields and structures at Indian Meadows and all other fields used by the league;
2. Coordinates all fieldwork events, including scheduling. Coordinates with the webmaster in placing work event times on the website for assistance by volunteers;
3. Coordinates with Equipment/Uniforms Director for the purpose of the maintenance of the clubhouse. Assists in discarding equipment and uniforms that are no longer needed or in poor condition.
4. Maintains all maintenance equipment so that they are in proper working order;
5. Develops league maintenance guidelines for the purpose of establishing proper procedures to maintain the field and the clubhouse. Guidelines will be forwarded to the Executive Board for comment and ultimate approval;
6. Authorized to spend funds as needed for low cost maintenance items within the budget established by the Executive Board;
7. Informs the Executive Board of major expenditures, which will require board action;
8. Coordinates with the league's Safety Officer to insure that the fields comply with the league's Safety Policy.

Additional Responsibilities

- The Executive Board shall establish and amend the league By-Laws and local rules, discipline managers, coaches, players and parents/guardians in such situations deemed necessary, approve expenditures as requested by the President and establish the annual registration and Fall baseball fees.
- The President, with approval from the Executive Board shall have the authority to appoint standing committees to expedite league business as seen fit. Potential committees may include, but not limited to nominating committee, membership committee, finance committee, managers' committee and auditing committee.

BOARD OF DIRECTORS

- The Board of Directors shall consist of the respective league Commissioners (Tee-ball, Instructional, Farm, Minors, Majors, Fall Ball Divisions and Travel Director; Commissioners At-Large, Head of Baseball Equipment/Uniforms, Head of Fundraising, Head of Umpiring, Coaching Director, Head of Scheduling (Junior and Senior Divisions), Tournament Director and Head of Publicity/Webmaster, Player Agent, Safety Officer.
- The duty of each member of the Board of Directors as follows:

Commissioners of Tee-ball, Instructional, Farm, Minors, Majors, and Travel Director

1. Responsible for working with each manager of their respective division in assuring that the rules and regulations of their respective league and the league Constitution and By-Laws are being followed by all.
2. Responsible for making sure each manager follows the local playing rules noted herein as applicable. Advises the President, Executive Vice President and Divisional Vice-President where rules and regulations are not being followed.
3. Responsible to assemble managers and coaches when a special meeting is called.
4. Responsible for making sure managers/coaches meet their commitments.
5. In addition, Commissioners are responsible for the following:
 - Maintenance of respective fields
 - Mow
 - Field is lined
 - Putting out and taking in bases (tee-ball field)
 - Chalk in dugouts (all fields except tee-ball)
 - Drag the field (all fields except tee-ball)
 - Distribution and collection of equipment
 - Distributing
 - Trophies
 - Pictures
 - Fundraising information
 - Sponsorship plaques
 - Scheduling of field use for games and practices, if needed

Player Agent

1. Records all player transactions and maintains an accurate up to date record;
2. Receives and reviews application for player candidates and assists the President in checking residency and age eligibility;
3. Conducts the player draft and all other player transactions, including selection meetings;
4. Responsible for scheduling players' evaluations who are interested in playing in all divisions. This includes establishing the time and location of the tryouts;

Safety Officer

1. Responsible for the implementation of the league's safety policy;
2. Responsible for communicating the league's safety procedures with members of the league;
3. Inspect all playing areas for holes, damage, class or other foreign objects;
4. Coordinates with the Director of Capital Improvement to insure that all fences, dugouts and other areas are in good condition;
5. Coordinates with team managers in the event of an injury to a player. Obtains injury report and follows-up as needed with the injured player. Notifies insurance carrier of all reported injuries.
6. Handles all accident claims promptly and maintains all records pertaining to injuries, including any claims for liability;
7. Responsible for conducting a safety clinic with all managers and coaches prior to the start of the season.

Commissioners' At-Large

The Commissioners' At-Large does not have a specific responsibility. However, they will assist as needed on various league functions/activities as requested by the President, including being members of committees designated by the President.

Head of Concession

1. Responsible for assuring that all food items comply with applicable health and safety standards;
2. Responsible for coordinating the maintenance of all equipment in the concession area;
3. Responsible for or delegating coordination with vendors and ordering food, drinks, snacks, etc.;
4. Establishes cost for each food, drinks, snacks, etc. with the approval from the Executive Board;
5. Coordinates with team managers who identify a specific team contact and develop a schedule for volunteers to work in the concession. Posts the schedule with the concession area;
6. Responsible for coordinating the opening and closing the concession.
7. Responsible for financial management of concession activities including verifying/balancing funds received. Coordinates with the league's treasurer for depositing said funds.

Head of Fundraising

Responsible for fundraising activities authorized by the Executive Board.

Head of Umpiring

1. Responsible for providing umpires at all league game and tournaments.
2. Recruits, supervises, and acts as league representative of the umpires.
3. Responsible for implementing umpire training.

Coaching Director

Responsible of providing training for managers and coaches in developing the tools and skills needed to meet the league's objectives.

Heads of Scheduling (Junior and Senior Divisions)

Responsible for developing schedules for league games in each division and coordinating with the managers as needed for re-scheduling of games not played due to weather conditions.

Tournament Director

1. Arranges, manages, and supervises all league tournaments;
2. Notifies the league of possible participation in tournaments sponsored by other communities.

Head of Publicity/Social Media

1. Manages the League's social media;
2. Posts important information of league's activities on social media;