

Friends of Brookings Baseball

2020 Points Requirements and Position Descriptions

Note: These requirements and position descriptions are only applicable to the 2020 season.

Level	Regular Season Points Requirement	Tournament Points Requirement
Spring High School*	0	0
Summer Juniors (Ages 7-8)	10	20
Summer Minors (Ages 9-10)	10	20
Summer Majors (Ages 11-12)	10	20
Summer 14u (Ages 13-14)	50	20
Summer Jr. Legion/Class "A" 16u (Ages 15-16)	20	20
Summer Sr. Legion 18u (Ages 17-18)	20	20

*For the 2020 season, there will be no home games, and consequently no associated duties, due to construction at Bob Shelden Field.

Notes:

Maximum required points per family: 150 points

Points are valued at \$5.00 per point

Coaching exemptions only apply to the player being coached; points must still be earned for siblings playing on other teams

Points cannot be double counted (e.g., tournament points do not count as regular season points and vice versa)

Unearned points at the end of the season will result in the points and commitment check being cashed and the value of the unearned points being retained by Friends of Baseball

Points are accumulated from September 1, 2019 to August 30, 2020

1. Executive Board (All Executive Board positions are voting members of the Board of Directors)

a. President

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Provide overall direction to FOB in accordance with the organization bylaws
- iii. Chair meetings of FOB Board of Directors
- iv. Manage key relationships with other groups, including the City of Brookings and Park and Recreation Department, and negotiate contracts and agreements on behalf of FOB
- v. In conjunction with the Board of Directors, determine all meeting agenda items and provide this list to the Secretary for publication.

b. Vice President

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Serve in place of the President when the President is unable to carry out his/her responsibilities
- iii. Serve as point of contact for any Code of Conduct violations
- iv. Complete special projects as assigned by the President
- v. In conjunction with the Board of Directors, determine all meeting agenda items and provide this list to the Secretary for publication

c. Secretary

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Maintain an official written record of Board of Directors and other meetings of the organization and communicate them to the membership
- iii. Perform other clerical duties as assigned by the President
- iv. Compile and publish meeting agendas on website no less than 1 week prior to a scheduled meeting
- v. Compile and publish meeting minutes on website no less than 2 weeks after a scheduled meeting

d. Treasurer

- i. Points allotment: Exempt from regular season points and tournament points
- ii. Registration fees will be reimbursed at the end of the season assuming duties have been accomplished
- iii. Completely and accurately maintain the finances of the organization, including checking accounts, savings accounts, certificates of deposit
- iv. Maintain direct contact with accountant
- v. Make deposits and pay bills, invoices, and reimbursements on a timely basis
- vi. Develop and carry out a system to provide, collect, and deposit cash to and from concession stands and admission gates at all home games and home tournaments

- vii. In collaboration with the Assistant Treasurer, must ensure cash bags are prepared and available for all home games at all locations and each day and location for tournaments
- viii. Ensure all tax documents are prepared and filed on time
- ix. Provide a report of the organization's finances at monthly FOB Board of Directors meetings
- x. Arrange for an annual audit of the organization's finances, and provide an annual Treasurer's Report Invoice
- xi. Ensure collection of all billable items by issuing invoices to advertisers

e. Marketing & Communications Director

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Maintain an official written record of Board of Directors and other meetings of the organization and communicate them to the membership
- iii. Coordinate all fundraising activities
- iv. Coordinate development and publication of annual program
- v. Perform other clerical duties as assigned by the President

2. *Directors (All Director positions are voting members unless compensation for services are received)*

a. Registration Director

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Coordinate and oversee the annual registration process for all players
- iii. Recommend annual registration and participation fees to the Board of Directors
- iv. Set registration time frames to allow for adequate time to hire paid coaches based on number of teams
- v. Prepare and distribute team information to coaches and Team Coordinators
- vi. Establish procedure for distribution of season passes
- vii. Provide a monthly director report at board meeting

b. Points and Participation Director

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Coordinate DIBs system for volunteers
- iii. On an annual basis, with recommendations from the Participation and Points Committee, review the points system and make recommendations to the Board of Directors on changes to drive the necessary and desired level of participation of families
- iv. Ensure communication of points earned and fees owed by each family
 - 1. Present outstanding balances to Treasurer for invoicing and cashing of deposit checks
 - 2. Coordinate the collection of such fees on a timely basis
- v. Provide a monthly director report at board meeting

c. 8U (Juniors) Level Director

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
- iii. Serve as liaison between coaches, parents, and the Board of Directors
- iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- v. Assist with recruitment of volunteers for regular season and tournament vacancies
- vi. Assist with collection of outstanding fees owed to the organization
- vii. Assist with age level tournaments
- viii. Provide monthly report at board meetings

d. 10U (Minors) Level Director

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
- iii. Serve as liaison between coaches, parents, and the Board of Directors
- iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- v. Assist with recruitment of volunteers for regular season and tournament vacancies
- vi. Assist with collection of outstanding fees owed to the organization
- vii. Assist with age level tournaments
- viii. Provide monthly report at board meetings

e. 12U (Majors) Level Director

- i. Points allotment: Exempt from regular season points, must earn tournament points

- ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
 - iii. Serve as liaison between coaches, parents, and the Board of Directors
 - iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
 - v. Assist with recruitment of volunteers for regular season and tournament vacancies
 - vi. Assist with collection of outstanding fees owed to the organization
 - vii. Assist with age level tournaments
 - viii. Provide monthly report at board meetings
- f. 14U (Bombers) Level Director**
- i. Points allotment: Exempt from regular season points, must earn tournament points
 - ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
 - iii. Serve as liaison between coaches, parents, and the Board of Directors
 - iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
 - v. Assist with recruitment of volunteers for regular season and tournament vacancies
 - vi. Assist with collection of outstanding fees owed to the organization
 - vii. Assist with age level tournaments
 - viii. Provide monthly report at board meetings
- g. 16U Level Director**
- i. Points allotment: Exempt from regular season points, must earn tournament points
 - ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
 - iii. Serve as liaison between coaches, parents, and the Board of Directors
 - iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
 - v. Assist with recruitment of volunteers for regular season and tournament vacancies
 - vi. Assist with collection of outstanding fees owed to the organization
 - vii. Assist with age level tournaments
 - viii. Provide monthly report at board meetings
- h. 18U Level Director**
- i. Points allotment: Exempt from regular season points, must earn tournament points
 - ii. Coordinate and schedule team and individual pictures with pre-designated local photographer
 - iii. Serve as liaison between coaches, parents, and the Board of Directors
 - iv. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
 - v. Assist with recruitment of volunteers for regular season and tournament vacancies
 - vi. Assist with collection of outstanding fees owed to the organization
 - vii. Assist with age level tournaments
 - viii. Provide monthly report at board meetings
- i. Assistant Treasurer**
- i. Points allotment: Exempt from regular season points and tournament points
 - ii. Reports to: Treasurer
 - iii. Serve as assistant to Treasurer, learning their day-to-day operations
 - iv. In collaboration with the Assistant Treasurer, must ensure cash bags are prepared and available for all home games at all locations and each day and location for tournaments
 - v. Will take over as primary Treasurer at expiration of past Treasurer's term
 - vi. Additional duties to be defined

3. *Coordinators, Managers, Assistants (All coordinators, managers, and assistants are non-voting members)*

- a. Team Coordinators**
- i. Points allotment: 10
 - ii. Only majors and minors traveling teams and U13 through U18 teams (spring and summer)
 - iii. Reports to: Level Director of their age group.
 - iv. Serve as the key communication link for all team-related communication between coaches and parents
 - v. Inform the Coaching Director of concerns or matters needing attention or Board of Directors input
 - vi. Collect any missing registration paperwork from players/parents

- vii.* Coordinate all hotel reservations for tournaments requiring a stay and collect money for payment
 - viii.* Collect and wash team uniforms at multi-day tournaments
 - ix.* Coordinate check-out and check-in of all uniforms
 - x.* Update Friends of Baseball website with relevant information, including team announcements, game results, etc.
 - xi.* Work with Points and Participation Director to ensure that all worker shifts are filled
- b. Baseball Discount Card Manager (ages 13-18)**
- i.* Points allotment: 20 Points
 - ii.* Reports to: Director of Marketing and Communications
 - iii.* Find businesses interested in being part of our baseball card
 - iv.* Coordinate the creation and printing of the baseball card
 - v.* Organize the distribution/collection of cards to the FOB families
 - 1.* Distribute cards to parent coordinators who will then provide them to parents of those teams
 - vi.* Work to ensure the selling of baseball cards (setting up incentives for players)
 - vii.* Organize the selling of cards at games/tournaments
- c. Hy-Vee Receipt Manager**
- i.* Points allotment: 10 points
 - ii.* Reports to: Director of Marketing and Communications
 - iii.* Promote the Hy-Vee Receipt program to all FOB families
 - iv.* Organize and carry out a system to collect receipts, turn them in to Hy-Vee, and collect money
- d. Media & Public Relations Coordinator**
- i.* Points allotment: Exempt from regular season points, must earn tournament points
 - ii.* Reports to: Director of Marketing and Communications
 - iii.* Coordinate and communicate information to the general public through local media to maintain a positive public awareness and image of FOB
 - iv.* Arrange for results of games and tournaments to be published in local media
 - v.* Distribute information to all members of FOB and to local media related to items of local interest, including weekly schedules, upcoming events, fundraising opportunities, etc.
 - vi.* Assist the Tournament Director in publicizing FOB-sponsored tournaments
 - vii.* Maintain Friends of Baseball website with relevant and up-to-date information
 - 1.* May arrange for website to be updated by outside resource per Board approval
 - viii.* Provide a monthly director report at board meeting
- e. Concessions Manager and Bob Shelden Field Concessions Coordinator**
- i.* Points allotment: Exempt from regular season points and exempt from tournament points
 - ii.* Registration fees will be reimbursed at the end of the season assuming duties have been accomplished
 - iii.* Establish concession menu and pricing annually
 - iv.* Determine sources of concession items based on selection, price, and availability
 - v.* Possess knowledge of safe food preparation, handling, serving, storage, etc
 - vi.* Attend food safety training as needed
 - vii.* Train other concessions coordinators on same practices
 - viii.* Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures
 - ix.* Advise and provide guidance to other Concessions Coordinators to ensure consistency at all concession facilities
 - x.* Provide necessary information for creation of worker signups at all facilities
 - xi.* Address any equipment needs at all facilities
 - xii.* Establish Bob Shelden Field concessions as primary pickup location for supplies for other concessions facilities
 - xiii.* Provide a monthly director report at board meeting
- f. Mickelson Field Concessions Coordinator**
- i.* Points allotment: Exempt from regular season points and exempt from tournament points
 - ii.* Reports to: Concessions Manager
 - iii.* Coordinate with Bob Shelden Concessions Coordinator to order supplies as needed
 - iv.* Arrange for pickup of supplies at Bob Shelden Field Concessions

- v. Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures

g. Four Fields Concessions Coordinator

- i. Points allotment: Exempt from regular season points and exempt from tournament points
- ii. Reports to: Concessions Manager
- iii. Coordinate with Concessions Manager to order supplies as needed
- iv. Arrange for pickup of supplies at Bob Shelden Field Concessions
- v. Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures

4. *Youth Baseball Coaches, Assistant Coaches, Coordinators, Statisticians*

a. Head Coach (Majors, Minors, Juniors, Traveling)

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Reports to: Youth Baseball Director and Youth Baseball Assistant Director
- iii. Points exemptions for coaching only apply to the player being coached; points must still be earned for siblings playing on other teams
- iv. Reports to Director of Operations and Assistant Director of Operations
- v. Organize and run a youth team, including all practices and games
- vi. In Majors division, participate in annual drafting of players

b. Assistant Coach (Majors, Minors, Juniors, Traveling)

- i. Points allotment: Exempt from regular season points, must earn tournament points
- ii. Reports to: Team Head Coach
- iii. Maximum of 2 points-earning assistant coach per team
- iv. The Head Coach must designate the 2 points-earning coaches prior to the first scheduled game
- v. Points exemptions for coaching only apply to the player being coached; points must still be earned for siblings playing on other teams
- vi. In conjunction with head coach, organize and run a youth team, including all practices and games

5. *Game-Day Operations*

a. Concessions Stand Worker

- i. Points allotment: 5 points per hour (shifts are scheduled in 2 or 3-hour blocks)
- ii. Work a shift at any of the concessions stands
 - 1. Children age 13 and older can work in the concessions and earn points, but must work with their own parent or guardian

b. Gate & Ticket Sales Worker

- i. Points allotment: 5 points per hour (shifts are scheduled in 2 or 3-hour blocks)
- ii. Work a shift at any gate
 - 1. All workers must be 18 years of age or older

c. Public Address Announcer

- i. Points allotment: 10 points per game
- ii. Serve as public address announcer during games at Bob Shelden Field or Erv Heuther Field
 - 1. Should arrive a minimum of 15 minutes prior to the game
 - 2. Gather lineups from both teams
 - 3. Shift ends when game is complete or ended by the umpire (e.g., weather)
 - 4. Keep an official scorebook
 - 5. Workers must be age 16 or older, and conduct themselves in a professional manner at all times

d. Scoreboard/Music Operator

- i. Points allotment: 10 points per game (shifts end when the game ends)
- ii. Operate the scoreboard at Bob Shelden Field, Mickelson Field, or Erv Heuther Field
 - 1. Should arrive a minimum of 15 minutes prior to the game to turn on equipment
- iii. Play music and advertising during in-game downtime at Bob Shelden Field
 - 1. Workers must be age 13 or older
 - 2. Players in the dugout cannot operate the scoreboard and earn points for their family in which they are participating

6. *Other Opportunities*

a. Board of Directors Assignments

- i. Points allotment: TBD

- ii. The Board of Directors, at their discretion, may award points for assignments not listed in this document.

7. Paid Positions (All paid positions are non-voting and do not earn points)

a. Spring Coaching Director

- i. Reports to: Executive Board
- ii. Serves as Spring Varsity Head Coach
- iii. Under guidance from Executive Board and Board of Directors, establish and communicate philosophies for development, competitiveness, and playing time for each level
- iv. In conjunction with Summer Coaching Director, recruit paid coaches for ages 13 and up for both spring and summer seasons
 - 1. Coaches who are recruited will be presented to the Executive Board for final approval and offering of employment
- v. Provide guidance and serve as a resource for all FOB paid and volunteer coaches
- vi. Investigate and recommend disciplinary action to the FOB Board of Directors on all matters involving personal conduct of coaches
- vii. Serve as FOB representative to SD High School Baseball Association
- viii. Serve as FOB representative to SD Class A Baseball
- ix. Provide a monthly director report at board meeting

b. Summer Coaching Director

- i. Reports to: Executive Board
- ii. Serves as Summer Senior American Legion Head Coach
- iii. Oversees all paid summer coaches (ages 13-18)
- iv. Under guidance from Executive Board and Board of Directors, establish and communicate philosophies for development, competitiveness, and playing time for each level Recruit and hire paid coaches
- v. In conjunction with Spring Coaching Director, recruit paid coaches for ages 13 and up for both spring and summer seasons
 - 1. Coaches who are recruited will be presented to the Executive Board for final approval and offering of employment
- vi. Provide guidance and serve as a resource for all FOB paid and volunteer coaches
- vii. Investigate and recommend disciplinary action to the FOB Board of Directors on all matters involving personal conduct of coaches
- viii. Serve as FOB representative to American Legion organization
- ix. Provide assistance at FOB-sponsored tournaments when available
- x. Provide a monthly director report at board meeting

c. Youth Baseball Director

- i. Reports to: Executive Board
- ii. Coordinate all 9u-12u tournaments
 - 1. Serve as primary FOB contact prior to and during tournament
 - 2. Game scheduling
 - 3. Worker scheduling
 - 4. Facility preparations
 - 5. Work with Concessions Coordinator to ensure adequate food and drinks are available
 - 6. Work with Umpiring Coordinator to schedule umpires and handle any disputes with players, coaches, or fans
- iii. Coordinate selection of 9u-12u traveling teams
- iv. Assign 9u-12u traveling team coaches
- v. Complete registrations and work with Treasurer to facilitate payment for entry into all 9u-12u traveling team tournaments
- vi. Collect traveling team payments from all players unless granted a waiver by the FOB board
- vii. Coordinate distribution (and collection as appropriate) of traveling team jerseys and equipment
- viii. Ensure all FOB protective gear is functional
- ix. Supervise Youth Baseball Assistant Director
- x. Work with Youth Baseball Assistant Director to secure in-house team sponsorships

d. Youth Baseball Assistant Director

- i. Coordinate in-house activities for 7u-12u teams
 - 1. Coordinate player allocations
 - 2. Assign in-house team coaches
 - 3. Develop game and facility use schedules
 - 4. Work with Umpiring Coordinator to schedule umpires and handle any disputes with players, coaches, or fans
 - 5. Ensure fields are properly prepared for use (e.g., pitching machines, mounds, etc.)
 - 6. Ensure all FOB protective gear is functional
 - ii. Coordinate with Cubs and Bandits for skill development clinics
 - iii. Work with Youth Baseball Director to secure in-house team sponsorships
 - iv. Coordinate distribution (and collection as appropriate) of in-house team jerseys and equipment
 - v. Assist with coordination of 9u-12u tournaments
- e. **Umpiring Coordinator**
- i. Schedule all umpires for all spring home games; Bombers, Bullets, Chutes, and Bandits home games; and any 13u or higher tournaments hosted by FOB
 - ii. Provide training for youth umpires prior to them being used for any league or tournament games
 - iii. Work with Youth Baseball Director to schedule umpires for 9u-12u tournaments
 - iv. Work with Youth Baseball Assistant Director to schedule umpires for 7u-12u in-house games