

Attachment to Brentwood Pony Baseball By-Laws

ATTACHMENT A

DUTIES OF STAFF BOARD/COMMITTEE MEMBERS

- **Section 1. Divisional Commissioners:** Responsible for day-to-day management of a Baseball or Softball Age Division. Liaison to the Director Manager/Coaches on day-to-day divisional operations. Responsible for all equipment disbursement and collection from divisional Managers as well as ensuring that all divisional managers adhere to practice and game schedules as well as facility use requirements.
- **Section 2. Equipment Manager(s):** Purchases, inventories, maintains, and disposes of all league equipment, and baseball/softball equipment (hard goods). Issues equipment to teams at the outset of the season, maintains accountability for such, and receives it back again at the close of the season. Regularly inspects equipment and makes decisions on the replacement of worn, damaged, lost equipment. Works closely with the Treasure in Planning for league growth, and the lead time requirement for additional team equipment.
- **Section 3. Director of Registration & Draft:** Responsible for the registration of all players in every league and division through the management of the online registration program. Arranges and oversees the Walk-In registration days. Manages all issues around proper divisional placement of players, and properly communicate to parents, coaches, commissioners, and other Board members. Supplies all lists of available players and returning placed players for the yearly Draft process. Collects and organizes all data compiled during the Draft, to create the final teams. Works with Division Commissioners after the draft to continue to place late-registration players until teams are full. Will arrange for scholarship and payment plan candidates, ensuring that the commitment of repayment is known and signed off on. Will work with other Board members to arrange for volunteer hours of service to be fulfilled by scholarship recipients, as needed for special events throughout the year.
- **Section 4. Communications Director:** Under the immediate direction of the Vice President of Baseball Operations, ensures the proper handling of all inbound and outbound communications with the league, its members, and interested parties. Manages the list of questions into the league to ensure that the appropriate board member is aware of the issue and have returned an appropriate response in a timely manner.

Updates messaging on the website and sends newsletter content to members to make sure that all upcoming events are properly communicated. Manages the FAQ content, to help new members to the league easily find the answers to the most frequently asked questions.

- **Section 5. Webmaster:** Designs, implements, and maintains all electronic league databases, websites, online registration, and forms management. Acts as technology director for league.
- **Section 6. Sponsorship Director:** Solicits Sponsors for all league requirements, including teams, the league directory, league facility location signs, and special events such as Tournament, Dinner Dance, etc. Acts as liaison between the league and the sponsors. Keeps Sponsors informed of league activity and works closely with the Publicity Director and Booster Club to keep Sponsors names continually in the public eye.
- **Section 7. Booster Chairperson:** President of the Booster Club, and their representative on the Board. This job encompasses the mobilizing and directing of parent volunteers in a variety of event support activities, including, but not limited to Opening Day Activities (pictures, BBQ, Opening Ceremony), the Annual Dinner Dance Fundraiser, Annual Golf Tournament, etc. The organization and operation of team Parents in support of individual team activity is perhaps the most significant and difficult task.
- **Section 8. Publicity/Advertising Director:** Supervises and supports the publication of individual game results in the local newspaper on a regular basis for all divisions (recruits and trains individual team Publicity parents for this purpose); responsible for maintenance of league advertising and social media sites; oversees publication of league Newsletter and Annual Player Directory. Ensures that all league events are publicized in various media, and in general acts as the Public Relations focus for the league.
- **Section 9. Training Director:** Responsible for league-wide Manager, Coach, and Player integrated training; schedules clinics as appropriate; provides consistent coaching guidelines for Managers to follow at each level of play. Offers training to teamscorekeepers.
- **Section 10. Fall Ball Director:** Responsible for the operation of the League program (currently Shetland, Pinto, Mustang, Bronco, Pony, and Colt) for off season organized play. This is a mini season run by this Board Member. Player and Manager Selection and approval, game schedules, equipment issue, and season ending tournaments are all functions for which this Board member is responsible
- **Section 11. Registration Financial Director:** Oversees the maintenance of

all league used fields; recruits and supervises volunteer staffing, in conjunction with individual Fields Directors, and Division Reps to accomplish the above; arranges for the purchase & delivery of materials for use in maintaining and upgrading fields facilities; maintains league owned equipment, for use by parent volunteers; performs maintenance as required on bathrooms & facilities.

- Section 12. **Blast Commissioner:** Responsible for day-to-day management of Blast. Liaison to the Director of Blast on day-to-day operations. Responsible for all uniform disbursement and schedule practice times to all teams for the entire season.