

## **Article III – Directors & Elected Positions, Duties, and Powers**

### **Section 1. PRESIDENT.**

- a) Preside at all league meetings.
- b) Assume full responsibility for the operation of the association.
- c) Appoint all committees and supervise the activity thereof.
- d) See that the association adheres to the rules, regulations and policies of Babe Ruth League, Inc.
- e) Attend all Ripken meetings for District and State tournaments.
- f) Be sure the charter application or continuation form is submitted to Babe Ruth Headquarters.
- g) Be responsible for local league protests and disputes (it is highly recommended a local league president not be connected with any team such as a manager or coach and not be an umpire of his league).
- h) Review finances with Treasurer.
- i) Conduct the affairs of the CPYA and execute the policies established by the Board of Directors.
- j) Represent the CPYA regarding all matters or issues involving the association and the surrounding community.
- k) Communicate to the Board such matters or issues deemed appropriate, and offer recommendations as may tend to promote the welfare of the CPYA.
- l) Present a year-end report at the annual meeting describing the condition of the association, and introducing tentative proposals for the upcoming year.
- m) Prepare and submit an annual budget to the Board of Directors by the first monthly meeting of the year (November), and be responsible for the proper execution thereof.
- n) The President shall be in charge of being the escalation point on top of all major league fundraising activities coordinating closely with the Fundraising Director.
- o) Create and agree the calendar with the Secretary

### **Section 2. VICE PRESIDENT.**

- a) Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- b) Shall secure practice fields outside of the CP complex (PV West, Coble Park, etc.).
- c) Perform other duties as are customarily incident to the office of Vice President.
- d) Shall be in charge of the initial field scheduling assigning divisions to fields on a recurring basis for the spring and fall seasons. The VP should work with the Directors of Baseball and Softball to assign fields for travel teams when available during the rec season, and then for the summer months. The VP will be responsible for the overall master schedule of field usage at CP, inclusive of when tournaments will be run.
- e) Shall be in charge of ensuring all activities related to spring and fall ball (registration thru game activities) are handled in the proper fashion at the right time.

### **Section 3. SECRETARY.**

- a) Records the minutes of all meetings and distributes minutes of previous meetings.
- b) Responsible for sending out notice of regular and special meetings
- c) Maintains an official record of the league's activities, correspondence, and other necessary files.
- d) Notifies all officers of election and the names of newly elected members of the Board and performing such other duties as this office may require.
- e) Prepare and manage all correspondence not otherwise specifically delegated.
- f) Perform other duties as are customarily incident to the office of secretary as well as the duties of publicity director.
- g) Shall be in charge of organizing and running League Day, securing outside dignitaries and organizing the league commissioners and travel teams for all activities during the day of the event (Slugfest, fundraising, activity coverage, etc.)
- h) Shall be in charge of all league communications, promoting upcoming events, reminder of deadlines, and decisions reached at league meetings.

#### Section 4. TREASURER.

- a) Signs checks (should be one of "two signatures" required), dispenses league funds as approved by league officers, reports on the status of league funds, keeps financial records, and assumes the responsibility for all local league finances.
- b) Prepare an annual budget and financial report, under the direction of the President, with input from the Board, for submission to the Board.
- c) Receive all monies and securities, and deposit in a depository approved by the Board.
- d) Keep all records of receipt and disbursement of all monies and securities of the CPYA, including the Snack Stand, approve all payments from allotted funds and draw check therefore in agreement with policies established in advance of such actions by the Board.
- e) In February, apply for and pay for the Ripken charter thru Babe Ruth in Trenton.
- f) File the league's tax return by May 15th
- g) Responsible for obtaining proper accident and liability insurance coverage for the protection of the league players and volunteers. Completes insurance applications, maintains records of injuries and incidents, and is also responsible for filing claims with the insurance companies.
- h) Perform other duties as are customarily incident to the office of treasurer as well as the duties of insurance coordinator.
- i) Orders all trophies required for the spring season.
- j) Order and distribute the league raffle tickets to the commissioners
- k) Shall be responsible for ensuring there is picture day coverage, finding a volunteer to develop the master schedule for all teams across all divisions. This may require assistance from the league commissioners to make the schedule work.

#### Section 5. BASEBALL DIRECTOR

- a) Coordinates annual league registration and try-outs, presides at player and team manager selection meetings, supervises and coordinates the draft of players, facilitates all

tournament related activities including try-outs, selection of players, selection of coaches, selection of tournaments, and administration of team rosters and ID cards.

- b) Ensure a fair and balanced league schedule and prepare for submission to the board.
- c) May not be an elected league commissioner.
- d) Fulfills duties of clinic and camp coordinator
- e) Must attend all Ripken District and State level tournament meetings.
- f) Coordinates the ordering of uniforms for all travel teams (hats, shirts, pants if desired, socks, belts).
- g) Sets the tryout dates for the tournament teams and will alert the league secretary & website for league wide communications..
- h) Organizes and runs CP's coverage of the Carnival Parking during the annual event.
- i) Assigns the baseball travel teams practice nights for the fields allocated by the VP.

#### Section 6. SOFTBALL DIRECTOR

- a) Coordinates annual league registration and try-outs, presides at player and team manager selection meetings, supervises and coordinates the draft of players, keeps up-to-date records of team rosters, check's player's eligibility, facilitates all tournament related activities including try-outs, selection of players, selection of coaches, selection of tournaments, and administration of team rosters and ID cards.
- b) Ensure a fair and balanced league schedule and prepare for submission to the board.
- c) May not be an elected league commissioner.
- d) Coordinates the ordering of uniforms for all travel teams (visors, shirts, shorts if desired, socks, belts).
- e) Sets the tryout dates for the tournament teams, and will alert the league secretary & website for league wide communications.
- f) Works closely with the Baseball Director on CP's coverage of the Carnival Parking.
- g) Partners with the baseball director on camp and clinic coordination.
- h) Assigns the softball travel teams practice nights for the fields allocated by the VP.

#### Section 7. CONCESSIONS DIRECTOR

- a) Secure enough personnel for operation of snack stand.
- b) Secure necessary supplies for snack stand.
- c) Maintain records of purchases.
- d) Make the necessary arrangements for revenues to be turned over to Treasurer.
- e) Submit an annual financial plan to the President in early November for inclusion in the annual budget cycle. Submits a year-end financial budget report at the November meeting for snack stand revenues. Report out financial progress throughout the season on sales and volunteer fees paid out.
- f) Reimbursement of volunteer fee to the families covering the stand for their first turn of the season

#### Section 8. EQUIPMENT DIRECTOR

- a) Operates under the supervision of the Treasurer.

- b) Ensure each baseball and softball league is equipped with the proper uniform attire (shirts provided for a maximum of 3 coaches per team).
- c) Responsible for ensuring equipment is adequate and safe for each baseball and softball league.
- d) Responsible for end-of-season inventory and proper storage of equipment.
- e) Procure and distribute equipment, uniforms, and adequate supply of baseballs or softballs for all rec teams. Submit in early November proposed expenditures for the upcoming league year for league approval at the November meeting.

#### Section 9. FUNDRAISING DIRECTOR

- a) Evaluate league needs and prepare fundraising campaign
- b) Select a product or program that will be easy to sell to raise funds needed.

#### Section 10. SPONSORSHIPS DIRECTOR

- a) Coordinate all sponsorships for the league, including those on the website, league signs, backs of jerseys, and for other fundraising activities such as the golf outing.
- b) Should this be combined with the Fundraising position? This really needs to be a team thought
- c) Solicit sponsors for field signs and teams to cover expenses.

**Comment [M&CI1]:** Should the Sponsorship and Fundraising positions be combined into a single position again>

#### Section 11. COMPLEX SUPERVISOR

- a) Responsible for field maintenance and facility management.
- b) Prepare a list of field improvements for improvement and/or safety.
- c) Facilitate preparation for annual Rotary Carnival.
- d) Submit in early November proposed expenditures for the upcoming league year for league approval at the November meeting.
- e) Submit in early November proposed expenditures for the upcoming league year for league approval at the November meeting. Inclusive should be a plan for the work that needs to be done during the league year, which fields should be closed when, etc.
- f) Coordinate all complex open and close activities in March and November

#### Section 12. WEBSITE DIRECTOR

- a) Keep our web site up to date by posting upcoming events, important announcements, registration forms, game schedules and results, etc.
- b) Coordinate all league registration activities on the website, including Spring signups, fall ball, fundraising events (such as a golf outing), etc.
- c) Assist the coaches with the loading of rosters, scheduling of games, and running of tournaments
- d) Create any necessary league signup activities such as League Day coverage, coverage at Dicks Sporting Goods, Carnival Parking, etc.
- e) Coordinate with the League Secretary on any league wide communication emails

### Section 13. UMPIRE CHIEF

- a) Be responsible for securing the umpiring service for the season, and negotiating the price per game umped
- b) Communicate to the umpire service when umpires are required. Coordinate this information for all Majors baseball games (regular season and post season), non-pool play playoff games in baseball minors, and all travel team scrimmages and tournaments. Check on when Connie Mack needs umpires.
- c) Capture and collect feedback from coaches on the quality of the umpires to provide to the service lead
- d) Capture and collect feedback from the umpire service on the sportsmanship of the CP coaches and parents during league activities.
- e) Investigate alternate umpiring developmental services (i.e. high school students) for Minors regular season and pool play games
- f) Coordinates a clinic in the pre-season for minors coaches to ump their own games should a developmental service not be available

### Section 14. LEAGUE COMMISSIONERS

Baseball: Connie Mack, Major, Minor, Rookie, Pony, Quick Ball

Softball: Senior, Major, Minor, Rookie, T-Ball

- a) Adhere to the guidelines and standards provided by the director.
- b) Responsible for assembling teams and coaches, including the online rostering on the website prior to the season starting; keeps up-to-date records of team rosters, check's player's eligibility
- c) Responsible for setting up the practice and game schedules prior to the season starting
- d) Hold meeting with the coaches prior to the season starting to set expectations, go over the rules, and schedule/draft; included would be discussing the player ratings and as a group look to calibrate as necessary
- e) Make decisions regarding cancellations and update the website accordingly
- f) Communicate all uniform and field needs to the necessary board members
- g) Work in coordination with the other commissioners on player development and field availability/needs
- h) Maintain equipment in the shed(s)
- i) Distribute the raffle tickets to the head coaches in advance of league day (recommend at 1<sup>st</sup> practice)
- j) Conduct clinics to help new players transition up from lower divisions in the spring and fall (recommended for majors and minors at minimum)
- k) .
- l) Responsible for all scorebooks to ensure accurate records are kept for each game.
- m) Responsible for the scheduling of Slugfest hitting schedules for their divisions
- n) Secure the necessary number of umpires for effective officiating of the games : for baseball majors, prepare the league schedule when umpires are required, and submit to the umpire chief. For baseball minors, create a schedule for coaches/parents umpiring the

regular season and pool play games; submit a schedule when paid umpires are required for elimination playoff games to the umpire chief.

- o) For baseball majors, the commissioner is responsible for handling the ordering of the bats for the 12U graduates to present at the end of season. (ensure prior approval from Treasurer for the expected spend).
- p) For baseball/softball majors, minors, and rookie: collect player evaluations at the end of each season to prepare for the next spring draft.