**Lebanon Youth Baseball Association**

**Duties of Officers and Volunteers**

 **Executive Positions, must be a member of the board**

**President- Jason Gunn (Term ends 8/2026)**

* Oversight of all League activities
* Accountability to all action items
* Fulfill roles necessary for successful execution of the League
* Will preside at all meetings of the or pertaining to the League including monthly Board meetings and will oversee all critical issues or appoint a designated representative to act on his behalf.
* Responsible for the conduct of the League in strict conformity to the Rules and the Local Rules, as agreed to under the conditions of charter issued to the League
* Represents the best interest of the league in interfacing with Cal Ripken National Headquarters, Cal Ripken State officials, other city Cal Ripken Leagues, and the City of Lebanon and Lebanon Recreation Department
* Attend and represent the League at all state and district meetings
* Presents a report of the condition of the League at the first board meeting of each season
* Investigates complaints, irregularities, and conditions detrimental to the League and reports them to the Board
* Shall (with the assistance of the Treasurer) prepare and submit an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof
* Appoints special committees, as he/she deems necessary. These committees are advisory, unless empowered otherwise by the Executive Board
* Responsible for conducting the affairs of the League and for executing its policies established by the Board
* Assure that all necessary permits are attained to allow the efficient operation of the league
* Provides professional and timely communications to all Board members
* Presides over all award ceremonies for post-season tournaments or recognition events
* Utilizes the league website to communicate and update all league participants
* Responsible for putting into use all changes to the By-Laws, and Rules of Competition as presented to him by the Secretary after majority vote of the Board of Directors
* Designates in writing other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts, leases and related documents and obligations.
* Shall have the authority to take whatever action deemed necessary in the event of an "emergency situation", or an occurrence that is detrimental to the welfare of the children. In the event it is necessary to take such "immediate action". In any such case, the President shall, within 24 hours, notify the League’s Board members of this action
* Responsible for entering and updating league charter with National headquarters
* Secure playing fields for Intro. and Rookie leagues

**Vice-President- Terence O’Neil (Term ends 8/2027)**

* Responsible to assume Presidential roles if President is unable to
* Oversee all divisional activities
* Will preside at all meetings in the absence of the President and will take over the office of the President should the President be unable to fulfill his duties for any reason
* Responsible for the conduct of the division in strict conformity to the Rules and the Local Rules, as agreed to under the conditions of charter issued to the League
* Shall assist the President in all phases of the administration and operation of the League as well as such other duties as may be assigned by the President or the Board
* In the absence of the President, or in the event of his/her inability or refusal to act shall perform the duties of the President and when so acting shall have all the powers of that office
* Responsible for coordinating Opening Day and Closing Day ceremonies as well as scheduling of games for the ensuing season.
* Responsible for managing the relationship between the league and the umpires.

**Secretary- Tiana Morse (Term ends 8/2027)**

* Will give notice and keep minutes of all meetings.
* Retain / Maintain coaches code of conduct
* Shall record the activities of the League, maintain appropriate files, lists, and necessary forms, such as Bylaws, amendments, Charter, insurance, mailing lists, rosters for a period of no less than three (3) years
* Shall give notice of all meetings to all Board members at least one week in advance
* Shall keep the minutes of membership and Board meetings, and record all revisions and amendments of the Bylaws
* Shall be responsible for the distribution of the minutes of the previous meeting within one week after the last scheduled meeting as well as posting them to the league website
* Shall be responsible for maintaining and distributing the current Bylaws and its amendments, and shall advise the Board in reviewing and/or revising the Bylaws
* Shall provide coordination and administrative assistance in the day to day league operations to include league sign up, try outs, team rosters, schedules, etc
* Shall notify Members, Directors, Officers and committee members of their election or appointment
* Shall be responsible for policing proper protocol in all board activities, voting, etc.
* In the absence of the Secretary during league business, the President shall appoint another board member to temporarily handle responsibilities of the Secretary including recording of all Board voting, minutes of meeting, and action items

**Treasurer- Robin Parker (Term ends 8/2026)**

* Oversee and handle all league finances and financial transactions
* Execute all league payments
* Maintain league checking account
* Oversee execution of league expense policy and procedure
* Create league financial statements and reports
* Will be responsible for the collections and disbursement of league funds
* Will keep proper financial records, file all necessary insurance forms and submit financial statement to the Board of Directors
* Shall receive all monies and securities, and deposit the same in a depository approved by the Board
* Shall keep a detailed record of all income and disbursements of all monies and securities to the League and prepare and present all reasonable financial reports as requested by the President or the Board
* Shall pay all duly authorized expenditures of the League and present a monthly income and expenditure report at the Board meetings submitting a copy to the President and Secretary
* Shall be responsible for collection of all sponsorship, registration, concession and fund-raising money
* Shall issue checks to vendors, league officials, directors, and/or coaches for all invoiced products or services. All disbursements by any member of the board of directors should be in accordance with the league’s documented financial policy as approved by the board of directors.
* Balance checking account on monthly basis
* Shall prepare a monthly report of the League's financial status and an annual report of all receipts and disbursements for submission to the Board
* Shall oversee the preparation and maintenance of tax-exempt status reports and income tax filings with an accountant and/or agent that is properly licensed in the State of New Hampshire and work with the President to prepare an annual league budget
* Will work with Umpire Coordinator for payments made for officiating
* Will oversee Concession Coordinator to manage concessions at both Logan and Smith field

**LYBA positions, can be are not required to be member of the board**

**Web Site Coordinator/Registrar- Open Position**

* Coordinate all player registration, open and online
* Upload seasons (Spring/Fall) and tournament rosters
* Conducts annual league registration
* Coordinates with Director of Player Development the execution and documentation of all drafts
* Maintains league web site, www.lebanonyouthbaseball.com
* Helps with online issue for entire league

**Player/Coach Development Director- Open Position**

* Work with Registrar regarding new recruits, player assignments
* On boarding process of new players
* Player Agent
* Grievance Committee Chair – Player / Coach issues
* Organize & Execute tryouts – league / individuals
* Evaluations (safety issues, et al…)
* Presides at player selection meetings
* Supervises and coordinates the transfer of players
* Organize, oversee, and execute all elements of annual player draft in accordance with league policy
* Working with Skills Coordinators, will arrange with knowledgeable baseball sources from local high schools, and/or colleges, and/or local professional teams to conduct an instructional clinic for all players within the league
* Working with Skills Coordinators, will arrange with knowledgeable baseball sources from local high schools, and/or colleges, and/or local professional teams to conduct an instructional clinic for all Managers / Coaches within the league.
* Presides at player selection and draft meetings
* Provides the board with the number of teams needed
* Approves promotions to other divisions
* Supervise the League's annual registration and draft procedure
* Shall ensure that all Bylaws, Rules of Competition and Guidelines are enforced in matters concerning assignment of players to team rosters including transfers and late additions
* Shall act as the arbitrator for all disputes between a player (or player’s parents) and the League
* Shall serve on the Protest Committee
* Shall participate in the manager and coach interview and selection process.
* Works with the Secretary in prepare official team and tournament rosters, including related documentation and verification data, as may be required from time to time under applicable rules
* Shall be responsible for conducting the player voting, manager selection and announcement of All-Star team members of their respective league
* Responsible for the purchase, distribution, and coordination of league uniform needs including All Star uniforms

**Media and Communications Director- Open Position**

* Oversee webpage coordination with social media (Facebook, twitter…)
* Communicate with local news publication
* PR campaign
* Work with Fundraising for coordination of sponsors
* Will promote the League in its best image to the public in order to encourage the community interest needed in carrying out its full goals
* Will collect news, (including league standings, scores and upcoming games) and present it to the local newspaper.
* Responsible for communication of tryouts via all news media and schools

**Field Manager and City Liaison- Ryan Morse (Board Member, Term ends 8/2026)**

* Shall oversee the maintenance of both Logan and Smith fields and coordinate all field projects and work.
* Interact with city employees on all league related activity including but not limited to: field upgrades, field maintenance, league representation at city meetings, mayoral meetings.
* Shall be responsible, at the direction of the President, for annually renewing facility use permits, the Charter, renew insurance coverage and maintain correspondence with Cal Ripken League, Inc. headquarters with help from President and Treasurer.
* Develop budget for field expenditures to be approved by Board
* Coordinate with vendor trash pick-up and Port-o-Johns at Smith and Logan fields

**Concessions Director- Open Position**

* Responsible for the coordination, management, and staffing of Cal Ripken concessions including league activities, league regular season play, and league post season play.
* Works with All-Star teams when applicable to ensure integrity of Cal Ripken concessions assets & training of non-league staff
* Responsible for training of staff for proper concession stand operations including all activities for the proper opening and closing of concession stand, restrooms, and associated equipment
* Responsible for the purchase, sale, and merchandising of LYBA branded products

**Fundraising Director- Open Position**

* Responsible for managing the annual fundraisers
* Responsible for all sponsorships and working with league sponsors on league events
* Builds relationships with all league sponsors before and after donation
* Responsible for all tracking of league sponsor’s contact information
* Other duties as assigned by the league president

**Equipment Manager- Jessica Nordman (Board Member, Term ends 8/2026)**

* Manage all equipment pertaining to Lebanon Youth Baseball
* Purchase equipment as needed
* Develop budget for equipment expenditures to be approved by Board
* Annual Inventory of all equipment
* Purchase all needed equipment exclusively

**Division Coordinators- Open Positions Newly appointed yearly**

* **Intro to Baseball**
* **Rookie**
* **Minor**
* **Major**
* **Summer Developmental**
* **12U All-Star**
* **10U All-Star**
* **8U All-Star**
* To establish a list of potential Managers and Coaches for their level and make recommendations to the VP (who will in turn seek approval from Full Board)
* Assignment of players (Majors, Minors, Rookies & T-Ball)
* Facilitating Draft with Registrar (Majors, Minors, All-Stars)
* Evaluation and training of all Managers and Coaches
* Interaction with Parents, Players, Coaches & Managers to rectify any issues before escalation to the President or Vice-President

**Grant Coordinator- Open Position**

* Finds and writes grants supporting LYBA
* Writes grants for special projects as needed by LYBA
* Past grants include: Mascoma Savings bank, Byrne foundation grants, MUSCO, MLB…

**Safety Officer- Open Position**

* Sets up first aid kits at beginning of each season for all Divisions
* Distributes First aid kits to all division at time of equipment distribution, and collection
* Maintains first aid kits, under direction of equipment manager(s)
* Locates and writes grants to improve safety in league

**Umpire Coordinator- Open Position**

* Coordinates all umpires under direction of Division coordinators
* Sets up and coordinates all umpire training
* Life Support training
* Cal Ripken Umpire clinics

**3 Pitch Tournament Director- Open Position** (Wehave been unable to host this tournament for several years)

* Coordinates dates, times, and invitations to annual 3 Pitch tournament for 12U
* Works with Division Coordinators for field use and scheduling
* Works with Umpire Coordinator to set Umpires schedule and rate of pay/game
* Provides budget to Board for approval
* Collects and sets fee to play rates
* Works with Concessions Director to set up any special/extra concessions needed
* Coordinates all volunteer positions needed

**Howard Logan Tournament Director- Open Position** (Wehave been unable to host this tournament for several years)

* Coordinates Dates, times, and invitations to annual tournament for 10U
* Works with Division Coordinators for field use and scheduling
* Works with Umpire Coordinator to set Umpires schedule and rate of pay/game
* Collects and sets fee to play rates
* Works with Concessions Director to set up any special/extra concessions needed
* Coordinates all volunteer positions needed

**Cal Ripken State Cal Ripken Tournament Directors- Open Positions Newly appointed yearly**

* Coordinates Dates, times for annual Cal Ripken tournament Trail team hosted tournaments for 8U/10U/12U
* Works with Division Coordinators for field use and scheduling
* Works with Umpire Coordinator to set Umpires schedule and rate of pay/game
* Provides budget to Board for approval
* Collects and sets fee to play rates
* Works with Concessions Director to set up any special/extra concessions needed
* Coordinates all volunteer positions needed
* Maintains all needed documents for Cal Ripken sponsored Tournaments

**Picture Coordinator- Open Position**

* Coordinates annual picture taking of the Leagues’ players and teams, select photographer and ensure timely and efficient distribution of pictures