

ERAA Baseball Policy for Board of Directors as of November 6, 2022

The intent of this document is to provide a summary of the voting board positions, non-voting board positions and committees. Job descriptions can be found in the addendum.

This policy was created to provide guidance as of November 6, 2022. Future Directors will not be bound by this document and can amend or discontinue board positions or committees following election or appointment.

Board of Directors

As stated in the bylaws, the Board will consist of five elected officers (Director, Assistant Director, Assistant Director, Secretary and Treasurer). The bylaws also allow for up to a maximum of eighteen members.

The Assistant Director roles will focus on oversight of two segments: Assistant Director-Operations and Assistant Director-Player Experience.

The remaining Board members with a vote will be appointed by the Director and include the following two-year term positions:

Tournament Chair
Equipment Chair
Fundraising Chair
Tryouts Chair
Player Development Chair
Coach Committee Chair
Team Manager Chair
Marketing, Communications and Recruiting Chair

In addition, and in accordance with the bylaws as amended November 6, 2022, at least two non-voting General Members will be appointed annually. It is also anticipated that the ERHS Varsity Coach or named delegate will participate in monthly board meetings and certain committees. The ERHS Varsity Coach or named delegate will be a non-voting position.

Committees

In addition to the standing committees in the bylaws (Executive, Finance, Governance and Nominating), the following committees are envisioned:

1. Tournament Committee

- a. The Tournament Committee shall consist of, at a minimum: the Director, the Assistant Director-Operations, the Treasurer, the Team Manager Chair, members dedicated to specific tasks such as concessions, fields and on-site coordination. The Tournament Chair is designated as the Chair.
- b. The Tournament Committee is responsible for all aspects of the ERAA-hosted tournaments and shall have the power to act on tournament-related, time-sensitive matters. At the next regular or special meeting of the Board, the Tournament Chair shall make a report of its activities since the last Board meeting; however, any action upon which a third party may have relied may not be modified or rescinded.

2. Operations

- a. The Operations Committee shall consist of, at a minimum: the Director, the Tournament Chair, the Equipment Chair, the Fundraising Chair and the Tryouts Chair. The Assistant Director-Operations is designated as the Chair.
- b. The Operations Committee is expected to maintain oversight of the ERAA-hosted tournaments, equipment maintenance and purchases, tryout logistics, (in conjunction with the Assistant Director-Player Experience and Coach Committee Chair) and fundraising. This working committee will also work with the Communications Chair and Treasurer as needed for execution.

3. Player Experience

- a. The Player Experience Committee shall consist of, at a minimum: the Director, the Player Development Chair, the Coach Committee Chair, the Team Manager Chair and the ERHS Varsity Coach or Delegate. The Assistant Director-Player Experience is designated as the Chair.
- b. The Player Experience Committee is expected to maintain oversight of the ERAA player, coach and parent experience. This working committee will also work with the Communications Chair and Treasurer as needed for execution.

ERAA Baseball Director

Assistant Director
Operations

Tournament Chair

Equipment
Chair

Fundraising Chair

Tryouts
Chair

Assistant Director
Player Experience

Player
Development
Chair

Coach Committee
Chair

Team Manager
Chair

ERHS Coach or
Delegate*

Treasurer

Secretary

Marketing,
Communications &
Recruiting
Chair

General
Member*

General
Member*

* Non-Voting Member

Addendum - Job Descriptions

Board position: Assistant Director-Operations

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Oversight of the ERAA Baseball operations which includes oversight of logistics and equipment
- Chair the Operations Committee, which consists of the Tournament Chair, Equipment Chair, Fundraising Chair and Tryouts Chair
- Perform the duties of the Director in the event of the inability of the Director to act and when so acting, shall have all the powers of and be subject to all the responsibilities upon the Director

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Strong leadership skills

ERAA member interaction: Yes

Interaction with outside organizations:

- East Ridge High School baseball program
- City of Woodbury
- Woodbury Athletic Association (WAA)
- Player and/or coach training and/or conditioning organizations

Board position: Assistant Director-Player Experience

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Oversight of the ERAA player, coach and parent experience
- Chair the Player Experience Committee, which consists of the Player Development Chair, Coach Committee Chair, Team Manager Chair and East Ridge High School Varsity Coach or delegate
- Perform the duties of the Director in the event of the inability of the Director to act and when so acting, shall have all the powers of and be subject to all the responsibilities upon the Director

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Strong leadership skills
- Enjoys being the face of ERAA Baseball

ERAA member interaction: Yes

Interaction with outside organizations:

- East Ridge High School baseball program
- Player and/or coach training and/or conditioning organizations

Board position: Coach Committee Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Build, enhance and maintain coach guidelines
- Assist coaches with practice and game strategy
- Provide training opportunities to coaches (e.g., mentoring for new coaches, best practices, annual coaches meeting)
- Host regular meetings throughout the season to give coaches the opportunity to connect with and learn from one another and to ensure coaches are aware of key dates and deadlines
- Solicit feedback from coaches and implement improvements to ensure coaches have the right knowledge and resources to be successful
- Monitor practices and games to ensure player development techniques are being taught
- Manage the annual background check and required training process for all head and assistant coaches
- Chair the Coach Advisory Committee

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Desire to support coaches so they can reach their highest potential

ERAA member interaction: Yes

Interaction with outside organizations:

- East Ridge High School baseball program
- Player training and/or conditioning organizations
- Trusted Coaches or other background check/required training vendor

Board position: Director

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Manage ERAA Baseball program
- Manage ERAA Baseball board, including monthly board meetings
- Enable board members to fulfill their roles
- Promote ERAA Baseball and drive participation
- Ensure the goals and guidelines are being followed by our coaches, players and members
- Represent the ERAA Baseball program with the ERAA Board

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Strong leadership skills
- Ability to work well with others
- High level of personal ethics and integrity

ERAA member interaction: Yes

Interaction with outside organizations:

- Umpire association
- Minnesota Youth Athletic Services (MYAS)
- Training facilities
- East Ridge High School baseball program
- Other associations
- Other community partners

Board position: East Ridge High School (ERHS) Varsity Coach or Delegate

Length of term: Two-year term

Voting rights: No

Description of duties:

- Act as a liaison between the ERHS baseball program and ERAA Baseball program
- Recommend and implement opportunities for the two baseball programs to connect on a regular basis (e.g., youth night, mentor/mentee opportunities) with the intent of providing leadership opportunities to the ERHS players and growing a long-lasting love of baseball for the ERAA players
- Share best practices amongst the baseball programs (e.g., fundraising opportunities)
- Identify common interests and recommend opportunities for the two baseball programs to mutually benefit (e.g., improved batting cages for both programs to utilize)

Preferred qualifications:

- Strong communication skills
- Strong relationship-building skills

ERAA member interaction: Yes

Interaction with outside organizations:

- ERAA Baseball program

Board position: Equipment Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Responsible for overall operations of the ERAA Baseball equipment
- Coordinate sourcing and management of:
 - Uniforms: Recruits uniforms coordinator responsible for team and tryout uniforms
 - Team equipment (e.g., baseballs, catching equipment, tees, bow nets, L-screens first aid kits)
 - Budget: Works with Treasurer and Fundraising Chair to secure budget for additional equipment needs identified throughout the year

ERAA member interaction: Yes

Interaction with outside organizations:

- ERAA uniform vendors
- ERAA equipment vendors

Board position: Fundraising Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Responsible for overall operations for all fundraising activities, including volunteer recruitment, fundraising and sponsorship opportunities for ERAA Baseball
- Leads Fundraising Committee
 - Develop annual fundraising strategy (e.g., merchandise sales, special events, sponsorship opportunities)
- Lead Volunteer Program
 - Develop volunteer recruiting strategy (e.g., tournament volunteers)
- Lead Sponsorship Partner Sales
 - Seek sponsor partners that align with ERAA Baseball's values and mission
- Works closely with Assistant Director-Operations
- Works closely with Tournament Chair for event sales and partner opportunities
- Works closely with Coach Committee Chair, Team Manager Chair and Marketing, Communications and Recruiting chair for special events

Preferred qualifications:

- Demonstrated partnership and sales experience working with volunteers, sponsors and fundraising

ERAA member interaction: Yes

Interaction with outside organizations:

- Outside vendors and partners

Board position: General Member

Length of term: One-year term

Voting rights: No

Description of duties:

- Attend monthly board meetings
- Volunteer to serve on at least two committees (one being the Tournament Committee)

Preferred qualifications:

- Desire to learn about the board and to actively participate where needed
- Desire to take on a specific position after one year as a General Member

ERAA member interaction: Depends on the committees the General Member has volunteered to serve on

Interaction with outside organizations:

- Depends on the committees the General Member has volunteered to serve on

Board Position: Marketing, Communications & Recruiting Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Manage social media channels
- Update www.eraamn.com baseball webpages
- Assist Board members with drafting and distributing email communications
- Create and maintain a communication calendar

Preferred qualifications:

- Marketing or communications experience
- Strong communication skills
- Strong organization skills
- Attention to detail

ERAA member interaction: Yes

Interaction with outside organizations:

- SportsEngine

Board position: Player Development Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Build, enhance and maintain training and conditioning programs
- Assist coaches with player development techniques
- Monitor practices and games to ensure player development techniques are being taught

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Baseball and/or strength training knowledge
- Desire to develop all players to their highest potential

ERAA member interaction: Yes

Interaction with outside organizations:

- East Ridge High School baseball program
- Player training and/or conditioning organizations

Board position: Secretary

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Schedule board meetings (e.g., monthly board meetings, annual meetings and special board meetings)
- Track board members' attendance at meetings
- Take notes and disseminate all meeting minutes to the Board
- Be the keeper of official board documents, including bylaws, handbook and meeting minutes

Preferred qualifications:

- Strong organization skills
- Strong communication skills
- Intermediate computer skills

ERAA member interaction: No

Interaction with outside organizations: None

Board position: Team Manager Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Recruit and maintain one team manager for each ERAA Baseball team
- Disseminate information to team managers to share with their respective teams; information includes topics such as key dates and deadlines, DIBS shifts, collection of required player documentation, tournament coordination, youth night and other association and team events
- Host regular meetings throughout the season to give team managers the opportunity to connect with and learn from one another and to ensure team managers are aware of key dates and deadlines
- Solicit feedback from team managers and implement improvements to ensure team managers have the right knowledge and resources for their respective teams to be successful
- Work closely with Tournament Chair leading up to tournaments to assist with identifying volunteer gaps for ERAA tournaments
- Work closely with Treasurer around reimbursements for tournament entry fees, gate fee disbursements for State tournaments and team party budgets
- Coordinates all details related to scheduling, communicating and coordinating team photos with a third-party vendor
- Work with Coach Committee Chair to harmonize communications to the groups

Preferred qualifications:

- Strong communication skills
- Strong organization skills
- Strong attention to detail
- Desire to support team managers so they can best assist their teams with operations

ERAA member interaction: Yes

Interaction with outside organizations:

- Sunshine Photography or other team photo vendor

Board position: Tournament Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Responsible for overall operations of the annual ERAA Classic Tournaments (AAA, AA and A), including everything from registering teams and determining pools to recruiting volunteers, securing field space and managing the tournament budget
- Responsible for general management of sites being utilized for the tournament, including resolving any issues, working with concession leaders and site coordinators and serving as point of contact for umpires and medical professionals
- Organize all volunteer related activities, including communication plans, volunteer management and volunteer sign up
- Manage concession inventory and determine meal plan for concessions, distribute equipment, assist in placing orders and arranging delivery of food, serve customers and train volunteers
- Ensure each field and game is prepped and ready to go
- Manage the labeling and sorting of trophies and/or T-shirts as well as delivering trophies to all appropriate locations
- Collect and manage money from concessions and work with the Treasurer to deposit into the bank
- Deliver equipment and supplies needed to sites pre-tournament; collect and return all items post-tournament; advise the delivery/runner volunteers throughout the tournament

Preferred qualifications:

- Experience managing multiple projects and/or a youth tournament
- Strong organization skills
- Strong leadership skills

ERAA member interaction: Yes

Interaction with outside organizations:

- Minnesota Youth Athletic Services (MYAS)
- Umpire association
- Other associations (coaches/travel coordinators) during the registration process

Board position: Treasurer

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Keep and compile all written financial records for ERAA Baseball
- Present a written report of ERAA Baseball finances at each meeting
- Pay all approved bills for expenditures and issue receipts when applicable
- Responsible for keeping necessary documents current with ERAA Baseball's financial institution
- Ensure proper accounting is followed for any association matters involving fund transfers
- Issue refunds and reimbursements upon request

Preferred qualifications:

- Accounting knowledge
- Strong attention to detail

ERAA member interaction: Yes

Interaction with outside organizations:

- Other associations
- Financial institution

Board position: Tryouts Chair

Length of term: Two-year term

Voting rights: Yes

Description of duties:

- Responsible for overall operations for the annual ERAA Baseball tryouts, including everything from coordinating player field assignments, tryout plans, data collection, determining pools, recruiting volunteers, securing field space and managing the overall process

Preferred qualifications:

- Experience managing multiple projects and/or a youth tryout session
- Strong attention to detail

ERAA member interaction: Yes

Interaction with outside organizations:

- Independent tryout evaluator
- City of Woodbury
- Woodbury Athletic Association (WAA)