



EAST RIDGE BASEBALL



BOARD STRUCTURE AND ROLES

EFFECTIVE DECEMBER 12, 2023

DIRECTOR*: DAVE HIEB

ASST. DIRECTOR - OPERATIONS:
STEPHANIE KRAFT

ASST. DIRECTOR - PLAYER EXPERIENCE:
CHAD ROBIDA

**TOURNAMENT
DIRECTOR**

JENNIFER TIBOR

EQUIPMENT CHAIR*
HEATH REEDY

FUNDRAISING CHAIR*
SEAN IVORY

TRYOUTS CHAIR*
MATT DUNCOMB

**PLAYER
DEVELOPMENT CHAIR**

DAVE FRANCIS

**COACH COMMITTEE
CHAIR***

ROB MAGUIRE

**TEAM MANAGER
CHAIR**

KARI SCHMITZ

**ERHS VARSITY
COACH/DELEGATE†**

BRIAN SPROUT

TREASURER
CRYSTAL RYLICKI

SECRETARY*
BRIAN DANIELS

**MARKETING, COMMUNICATIONS
AND RECRUITING***
MAREA ANDERSON

GENERAL MEMBERS* ‡
CHRIS BOTTARO, MITCH PUTNAM, KYLE SCHROEDER, JON ORELLA

APPAREL COORDINATOR†
OPEN

‡ NON VOTING MEMBER

*TERMS EXPIRING IN 2024

- DIRECTOR
- SECRETARY
- MARKETING, COMMUNICATIONS, & RECRUITING
- PLAYER DEVELOPMENT CHAIR

- COACH COMMITTEE CHAIR
- EQUIPMENT CHAIR
- FUNDRAISING CHAIR
- TRYOUTS CHAIR

THE POSITIONS OF DIRECTOR, ASSISTANT DIRECTORS, SECRETARY AND TREASURER ARE STAGGERED FOR EACH ELECTION YEAR ON A ROTATING BASIS.

- DIRECTOR/SECRETARY - EVEN YEARS (2024, 2026, ETC)
- ASSISTANT DIRECTOR/TREASURER - ODD YEARS (2023, 2025, ETC)



EAST RIDGE BASEBALL

BOARD OF DIRECTORS

UPDATED NOVEMBER 2023



| OFFICE | | EMAIL | TERM |
|---|-----------------|----------------------------|---------------------|
| DIRECTOR | DAVE HIEB | DAVE.HIEB@ERAAMN.COM | NOV 2023 - NOV 2024 |
| ASST DIRECTOR - OPERATIONS | STEPHANIE KRAFT | STEPHANIE.KRAFT@ERAAMN.COM | NOV 2023 - NOV 2025 |
| ASST DIRECTOR - PLAYER EXPERIENCE | CHAD ROBIDA | CHAD@ERAAMN.COM | NOV 2023 - NOV 2025 |
| SECRETARY | BRIAN DANIELS | BRIANDANIELS@ERAAMN.COM | NOV 2022 - NOV 2024 |
| MARKETING, COMMUNICATIONS, & RECRUITING CHAIR | MAREA ANDERSON | MAREA@ERAAMN.COM | DEC 2022 - NOV 2024 |
| TRYOUTS CHAIR | MATT DUNCOMB | MDUNCOMB@ERAAMN.COM | DEC 2022 - NOV 2024 |
| PLAYER DEVELOPMENT CHAIR | DAVE FRANCIS | DAVE.FRANCIS@ERAAMN.COM | DEC 2023 - DEC 2025 |
| FUNDRAISING CHAIR | SEAN IVORY | SEANIVORY@ERAAMN.COM | DEC 2022 - NOV 2024 |
| COACH COMMITTEE CHAIR | ROB MAGUIRE | ROB@ERAAMN.COM | DEC 2022 - NOV 2024 |
| EQUIPMENT CHAIR | HEATH REEDY | HEATH@ERAAMN.COM | DEC 2022 - NOV 2024 |
| TEAM MANAGER CHAIR | KARI SCHMITZ | KARI@ERAAMN.COM | DEC 2023 - NOV 2025 |
| TOURNAMENT CHAIR | JENNIFER TIBOR | JENNIFER@ERAAMN.COM | DEC 2023 - NOV 2025 |
| ERHS VARSITY COACH | BRIAN SPROUT | BSPROUT12@GMAIL.COM | |
| APPAREL COORDINATOR | OPEN | | |
| GENERAL MEMBER | CHRIS BOTTARO | CHRIS.BOTTARO@ERAAMN.COM | DEC 2023 - NOV 2024 |
| GENERAL MEMBER | JON ORELLA | JON.ORELLA@ERAAMN.COM | DEC 2023 - NOV 2024 |
| GENERAL MEMBER | MITCH PUTNAM | MITCH.PUTNAM@ERAAMN.COM | DEC 2023 - NOV 2024 |
| GENERAL MEMBER | KYLE SCHROEDER | KYLE@ERAAMN.COM | DEC 2023 - DEC 2024 |



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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
- Create and maintain registrations on SportsEngine
- 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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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)



EAST RIDGE BASEBALL



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



EAST RIDGE BASEBALL



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