



## Wilton Youth Baseball Board Positions 2010-2011

### Executive Board

#### President

- Conduct the league using policies established by the Board of Directors.
- Conduct the league using the rules and regulations of Cal Ripken Baseball, Incorporated.
- Conduct monthly board meetings.
- Communicate to the Board of Directors.
- Investigate complaints or other concerns regarding the league.

#### Vice President

- Perform the duties of the President in the absence or disability of the President. Vice President shall have all the powers of that office.
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

#### Secretary/Publicity Coordinator

- Keep the minutes of the monthly board meetings.
- Collect game recaps and submit to the local newspapers.
- Order end of season and tournament trophies and awards.
- Send league information to local newspapers (registration dates, special events, tournament information)
- Create and send seasonally newsletters to league (sponsors, players and board)
- Create and distribute fliers to area schools for registration.

#### Treasurer

- Receive all monies, and deposit.
- Keep records for the receipt and disbursement of all league monies.
- Approve all payments from allotted funds and draw checks. All disbursements by check must have dual signatures.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

### Board of Directors

#### All-Star Coordinator

- Coordinate the all-star tryout process.
- Prepare the all-star rankings sheet and present to appropriate all-star coaches.

#### Coaching Coordinator

- Represent coaches/managers in league;
- Coordinate mini-clinics as necessary;
- Serve as the contact person for Cal Ripken and its manager-coach education program for the league.
- Communicate with division coordinators throughout season.

#### Concession Stand (“On Deck Circle”) Co-Coordinators (2 to 3 individuals needed for this position)

- Manage the concession stand and all volunteers.
- Maintain the concession stand and meeting all health department regulations
- Open and close the concession stand during all scheduled games.
- Ordering and purchase food and other items used.
- Schedule volunteers to assist in the manning of the concession stand during hours of operation.

### **Fundraising/Sponsorship Coordinator**

- Solicit businesses for new and renewal sponsorships (teams and signs).
- Order banners for new field sponsors.
- Submit to the Board of Directors for approval a list of planned fund raising activities with a schedule.
- Deliver sponsor picture plaques, along with thank you letters and copy of tax certificates.
- Coordinate and organize “Opening Day” festivities.

### **League Information Officer**

- Manage the league’s official home page.
- Manage the online registration process.

### **League Registration Coordinator**

- Coordinate registration period for spring and fall ball (including registration start and end dates and online registration start and end dates).
- Work with Secretary to send releases to local newspapers.
- Determine location for in person registration, coordinate registration volunteers.
- Track registered players by division.
- Responsible for providing Player Agent list of registered players and divisions.
- Responsible for creating spring ball database of player information, contact information and forward to Secretary, and individual division coordinators.

### **Major League Director**

- Represent the Major League within the entire League.
- Check that division is following the house league rules of play.
- Address any parent and/or coaching issues and concerns.
- Communicate with Coaching Coordinator throughout season.

### **Minor League Director**

- Represent the Minor League within the entire League.
- Check that division is following the house league rules of play.
- Address any parent and/or coaching issues and concerns.
- Communicate with Coaching Coordinator throughout season.

### **Player Agent Director**

- Record all player transactions and maintain an accurate and up-to-date record.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- Prepare for the President’s signature and submission to Cal Ripken Headquarters, team rosters, including players’ claimed, and the tournament team eligibility affidavit.

### **Rookie League Director**

- Represent the Rookie League within the entire League.
- Check that division is following the house league rules of play.
- Address any parent and/or coaching issues and concerns.
- Communicate with Coaching Coordinator throughout season.

### **Safety Coordinator**

- Responsible for creating awareness of a safe environment for all participants of entire League.
- Define a process to assure that incidents are recorded, information it sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

### **Scheduling Coordinator**

- Responsible for scheduling of all games.
- Rescheduling of games due to weather.
- Responsible for assigning practice times and fields.

### **T-Ball League Director**

- Represent the T-Ball League within the entire League.
- Check that division is following the house league rules of play.
- Address any parent and/or coaching issues and concerns.
- Communicate with Coaching Coordinator throughout season.

### **Travel Team Coordinator**

- Responsible for working with spring and fall ball coordinators to determine players interested in playing travel ball (obtained from registration form).
- Act as a point of contact for questions regarding travel teams.
- Consult with uniform coordinator to obtain uniforms for all travel players.
- Communicate with Cal Ripken officials on travel schedules and attend meetings as WYB representative.
- Determine coaches and managers from those interested.

### **Uniform/Equipment Coordinator**

- Responsible for researching prices and placing order for equipment and uniforms for fall and spring teams, tournament teams and fall and spring travel teams and placing necessary orders throughout season.
- Make necessary arrangements with the coaching coordinator, league coordinators and travel/all-star coaches for the distribution and collection of equipment while maintaining an inventory of equipment.
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- Maintain a proper inventory of safe equipment as required, replacing unsafe or defective equipment throughout the season.

### **Umpire Coordinator**

- Responsible for recruiting, evaluating, training and selection of umpires.
- Responsible for establishing and assuring that all playing operations are conducted in accordance with the rules and regulations of the league and Cal Ripken Baseball.
- Responsible for communicating new rulings to the Umpires, Managers and Coaches.
- Schedule umpires for major league games, youth umpires for minor league games, and certified umpires for travel and tournament games.

**Step up to the plate and become a Wilton Youth Baseball board member!**