

EAST LONG BEACH PONY BASEBALL

Member of PONY Baseball, Inc.

Board of Directors/Auxiliary Board Position Descriptions

POLICY / PURPOSE STATEMENT

The Board of Directors of East Long Beach Pony Baseball (ELBPB) has adopted the following position descriptions for each of their board positions. The positions and descriptions described here are not necessarily all inclusive. The descriptions are intended to provide the main purpose of each role and some guidance for general responsibilities. Additional responsibilities may be required as necessary to completely fulfill the obligations of each position.

These descriptions are not intended to supercede any positions and/or descriptions included in the *ELBPB Constitution* and/or *ELBPB Approved By-Laws*.

I. EXECUTIVE BOARD

- A. **President** - Serves as the Chief Executive Officer of the League; presides at all meetings of the League membership and at all meetings of the Board of Directors; is an ex-officio member of all standing and special committees and shall perform such other duties as are normally associated with the office of President.
- B. **Vice President** - Performs such duties as may be assigned by the President; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President.
- C. **Secretary** – Has custody of the Constitution and Bylaws, and all other records of the League; keeps an accurate record of the meetings and other activities of the League and of the Board of Directors; is responsible for all correspondence on behalf of the League and transmits all records and correspondence to any person elected to succeed him or her in that office.
- D. **Treasurer** - Receives and disburses all funds with the approval of the Board of Directors; keeps an accurate account of all funds received and disbursed for the League; submits financial reports at meetings and at such other times as may be requested by the President; compiles an annual report of League finances; provides the books of the League and such other documentation as requested for the annual audit and transmits all financial records to any person elected to succeed him or her in that office.
- E. **Player Agent** - Supervises the annual registration of player candidates, tryout sessions and distribution of players among League teams and maintains listing of eligible players not assigned to teams who may be available as replacement players; serves as an escalation point in handling issues that may arise related to players and their teams.

II. LEAGUE COMMUNICATIONS

- A. **Publicity Director** - Responsible for news media relations and the general publicizing of League activities and special events; publishes press releases for every special league wide event or accomplishment; responsible for interfacing with the webmaster for the East Long Beach Pony Website.
- B. **Auxiliary President** – Leads the Auxiliary Board in the planning and execution of events and activities throughout the season. Serves as meeting chairperson for Auxiliary Board, conducting regularly scheduled meetings and reporting status of plans and submitting budgets to Board of Directors for auxiliary events and activities.
- C. **Sponsorship Coordinator** - Responsible for developing and maintaining a program designed to solicit sponsors for each season, as well as solicit sponsors to support tournaments, raffles, and other fund raising activities the League engages in throughout the season; responsible for offering proper gratitude on behalf of the League in writing, to all donors and to award such plaques or items to donors that the Board of Directors shall prescribe.

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III. BALLPARK OPERATIONS

- A. **Field Director** – Responsible for the general preparation, maintenance, development and improvement of all playing facilities owned, leased or used by the League and shall make recommendations to the Board of Directors for suggested or needed expenditures in this area of operation.
- B. **Snack Bar Director** - Provides a clean and fully stocked Snack Bar; reports itemized disbursements to the Treasurer; acts as supervisor of the Snack Bar staff; sets forth a schedule by team for staffing the Snack Bar. The Snack Bar Director must complete Food Handlers Managers course.
- C. **Member-At-Large** – Special duties as assigned throughout the season by the Board of Directors.

IV. BASEBALL OPERATIONS

- A. **Tournament Director** - Responsible for planning and overseeing all tournaments that are hosted by East Long Beach Pony; tournaments include any East Long Beach Pony sponsored tournaments, official PONY sanctioned tournaments and any other tournaments as prescribed by the Board of Directors; responsible for overseeing the All-Star selection process.
- B. **Statistician** – Collects scorecards from the field on a daily basis; maintains win/loss records of all teams by Division; posts said records in a prominent location each week; makes certain official scorebooks available in the Snack Bar prior to each and every game; conducts training clinics for team scorekeepers prior to start of regular season.
- C. **Chief Umpire** - Obtains suitable umpires for the League as directed by the Board of Directors; shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors; the Chief Umpire shall make every effort to register all umpires with PONY.
- D. **Division Directors** - Act as the liaison between the League and Managers and:
 - 1) Oversee each team in their Division to make certain that all Managers are performing their duties in accordance with ELBPB Rules and Regulations;
 - 2) Confirm that each Manager has made an initial contact with every player on his team within five (5) days of the draft, and further, has established and begun a practice schedule;
 - 3) Prior to Opening Day, each Director shall hold a meeting with his Managers, which shall be open to Managers of each division;
 - 4) Shall have the full responsibility for the control and supervision of their Division and shall be the first Officer to be consulted in the event of a problem or dispute;
 - 5) A Division Director shall not manage or coach a team within his Division without the express approval of the Board of Directors;
 - 6) In the event a Division is without a Director, it shall be incumbent upon the President and Vice President to recruit said director.
- E. **Fall Ball Director** - Responsible for planning and coordinating all aspects of the Winter Ball season for all divisions.
- F. **Equipment Director** - Responsible for ordering and purchasing of playing equipment for the League, the distribution of equipment among the League teams, the collection, inventory and storage of equipment during the off-season and preparation of such reports and suggestions as needed by the Board of Directors for budgetary action

V. AUXILIARY BOARD (NON-BOARD OF DIRECTOR POSITIONS)

- A. **Opening Day Chairperson** – Responsible for planning, coordinating and handling all Opening Day activities. This includes coordinating vendors for the day.
- B. **Picture Day Chairperson** – Responsible for securing picture vendor, scheduling vendor for picture day, disbursing picture packets to teams in advance of picture day, planning and scheduling teams for pictures, coordinating with teams on day of, and delivering pictures to teams when they arrive. Responsible for securing 3 (three) sealed bids from picture vendors and submitting those said bids to the ELB Board of Directors for review and approval.

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- C. **Pancake Breakfast Chairperson** – Responsible for planning the Pancake Breakfast on Picture Day. Should work directly with Picture Day Chair in planning events for the day. Responsible for ensuring that all supplies, chairs, grills are ordered through Snack Bar Director. Needs to coordinate deliveries prior to day, organize set up and clean up of event and secure any vendors/booths for the day.
- D. **Charity Event Director** – Responsible for planning, coordinating and handling the Charity Event to be held at ELB in April. Responsible for suggesting charities to ELB Board for consideration. Responsible for creating, planning and organizing all events and activities for that day.
- E. **Team Parent Liaison** – General Liaison to team parents. Responsible for putting together and distributing the team parent handbook. Conducts Team parent meeting at beginning of season. Will be the main source of information for team parents and is required to communicate with them throughout season.
- F. **Trophy Chairperson** – Responsible for ordering and distributing trophies and awards at league's end. Also responsible for ordering and distributing All Star tournament awards as directed by the Tournament Director. Responsible for securing 3 (three) sealed bids from trophy vendors and submitting those said bids to the ELB Board of Directors for review and approval.
- G. **Uniform Chairperson** – Responsible for securing 3 (three) sealed bids for the league uniforms. Responsible for submitting bids to Board of Directors for review and approval. Responsible for coordinating, ordering and disbursing league uniforms prior to season. Also responsible for coordinating post season All Star uniforms with the Tournament Director. Must be available to be at Draft Day to coordinate managers' uniform selection and ordering.
- H. **Snack Bar Assistant** – Assists the Snack Bar Director with the operation of the snack bar, including assistance with ordering, stocking, inventory, and snack bar schedules.
- I. **ELB Merchandise Coordinator** – Coordinates procurement and sale of ELB merchandise throughout the season. Maintains tracks and organizes inventory of ELB Merchandise and reports sales of merchandise to Auxiliary President for presentation to the Board. Responsible for securing 3 (three) sealed bids from merchandise vendors and submitting those said bids to the ELB Board of Directors for review and approval.
- J. **League Photographer** – Responsible for taking and submitting photos of all divisions throughout the Season, including fall ball. Photos shall be uploaded to USB flash drive and shared with Yearbook Committee at least twice a month during regular season. This position is also responsible for leading the Yearbook Committee.
- K. **Snack Bar Coordinator** – Responsible for allocating and facilitating the team snack bar shifts.
- L. **Yearbook Coordinator** – Responsible facilitating the creation of the league yearbook. Each team will have a page in the yearbook. The chair is also responsible for ordering and distributing the yearbook at league's end. Responsible for securing 3 (three) sealed bids from vendors and submitting those said bids to the ELB Board of Directors for review and approval.
- M. **All Star Coordinator** – The league All Star coordinator would be responsible for gathering the necessary player and manager paperwork to complete the Pony Tournament Eligibility Affidavits. This includes the completion of the All Star Books, completion of the affidavits and team registration with Pony and ordering All Star patches. The coordinator would assist the uniform chair and the tournament director and snack bar coordinator with shifts needed to work during tournaments held at ELB.