2015 West Garden Grove Youth Baseball
Executive Board Descriptions

updated 1/2015

The term begins on September 1 and ends on August 31. You will begin all duties on 9/1/14 and complete them on August 31, 2015. This includes being available during tournament play and Winter Ball.

The following is a brief description of the responsibilities for each position on the Executive Board. These responsibilities can be amended throughout the season to guarantee an efficient running league.

Be available to help with any questions members may have about the league.

You will need to be able to attend Executive Meetings which will be held once a month on a Tuesday.

You will be asked to volunteer at all live registrations, field prep for opening day and tournaments and volunteer at events held throughout the season and post-season.

All female executive board members are required to volunteer to help either open (at 4:00 pm on the weekdays or 8:00 am on Saturday) or close (usually around 7:30 pm) the snack shack one day a week. Opening duties include assisting the shift by starting to prepare any food that requires heat (chili, hot dogs, churros, etc.), making sure all the candy and coolers are stocked, getting the money out of the safe, etc. Closing duties include assisting the shift by cleaning up, making sure everything is shut down properly, counting the money, taking inventory and making the bank deposit.

All male executive board members are required to sign up for "security duty" during the games. This includes, but is not limited to:

Opening shifts – Set out trash cans, raise flags, unlock restrooms, open safe for Snack Shack workers, assist in setting up fields (if needed), empty trash during shift, if needed. Gate patrol for handicap members

Middle shifts (Saturday) – Gate patrol for handicap members. Empty trash if needed.

Closing shifts – Gate patrol for handicap members. Make sure all equipment is put away empty all trash and take to bin, lower flags, lock restrooms, lock FM room, shed and Equipment Room. Wait for and escort closing aux member to her car and then follow closing aux member to the bank to make the deposit.

President –

Secure Permits and works with GGUSD.
Security system contact.
Responsible for obtaining League insurance coverage.
The President shall preside at all meetings of the League membership and at all meetings of the Board of Directors; attends all meetings held by regional PONY Baseball, Inc.;
Receives all mail, supplies any communications from PONY Baseball, Inc.;
Insures that all League personnel are briefed on all rules, regulations, and policies of the Board of Directors and PONY Baseball, Inc.;
Performs such duties and assignments as customarily pertain to the office; assumes the duties of any Board member in that member's absence;
Countersigns checks with the Treasurer.
Ensures Treasurer submits fiscal year-end financial information to the league tax preparer by October 1.
The President shall make decisions based on his/her determination of what is in the best interests of the League overall, not just a single player, manager, coach, team or parent.
The President may not act as a Manager of any team, Pinto level or above, without majority approval of the Board.

The President is a non-voting member of the Board, and any WGGYB subcommittees/meetings on or in which he/she may be participating, except when a tie vote occurs and needs to be broken.
It is the full discretion of the President whether or not to present a manager's interest form at the Manager Voting Meeting.
Attends all-star voting
Attends draft
Conduct Manager Meeting prior to Opening Day
Practice Field Assignments
Member of Standing Rules Committee
Member of the Disciplinary Committee
Must have served at least 1 year on the Executive Board as past or current member. If they have not served at least 1 year as then a majority approval of the Board is required.
The president should personify the best public image in reflection to the community at large.

Auxiliary President – (POSITION AVAILABLE)
Coordinates open day activities
Coordinates and supervises the operation of the Snack Shack
Presides over all Auxiliary meetings;
Coordinates all events during regular season and post season. E.g., player appreciate day, pancake breakfast, 50/50, etc.
Coordinates and supervises any other duties mutually agreed upon with the Board or League President.

First Vice President –
Creates and maintains Schedule including regular season and playoffs.
Coordinate league photo day
Coordinate closing day ceremonies
Orders trophies and assembles at closing ceremonies

Second Vice President (POSITION AVAILABLE)
Responsible for registration; both spring and fall
Supervise the creation of and distribution of preseason flyers announcing registration for Spring and Fall baseball seasons. Includes advertisement with local schools and obtaining approval from GGUSD.
Must attend all in-person registration dates.
Determines and coordinates fundraising or offset registration costs. I.e., World's finest chocolate, etc.
Notifies and works with Player Agent to place all late sign ups.
Organizes and keeps all registration paperwork including birth certificates and proof of residency and distributes a complete copy to Player Agent and President for the draft.
Winterball Coordinator

Player Agent
Conduct tryouts and facilitate the draft.
Responsible for all league rosters during regular season and post season.
Must be present for all-star voting.
Shall supervise the annual registration of player candidates
Manage player draft and the distribution of players among teams;
Shall maintain any listing of eligible players (or late registered players) not assigned to teams who may be available as replacements.
First point of contact from Safety Officer when a player is injured. Must follow up with parents regarding medical release, etc.
Member of Standing Rules Committee
Member of the Disciplinary Committee
Ensures must play rules are being met. If not, notifies the Manager in violation and the President
Must have served at least 1 year on the Executive Board as past or current member. If they have not served at least 1 year as then a majority approval of the Board is required.
Responsible for collecting all-star commitment forms from all players
Must observe a practice (10-15 minutes) of every team before the season starts so the PA can see and note the players for safety and to introduce him or her to the newer managers and parents.

Safety Officer –
Shall continually monitor the playing fields and practice areas either directly or by report to appraise any conditions which may need correction to maintain a safe playing environment;
Shall notify the Board and/or General Manager(s) of such conditions, so that they may be evaluated and acted upon in a timely manner;
Responsible for maintaining a first aid kit, and supplies, and organizing any formal first aid training deemed necessary for members of the League;
Should be notified immediately of any injury occurring at our playing fields or practice areas, and assist the parents with any insurance questions or paperwork;
Files all medical claims on behalf of the League membership;
Files incident reports with the Player Agent and Secretary for any and all accidents;
Orders and maintains trash bins and porta potties
Receive and coordinate training for all board members on the AED.
Perform background checks on all volunteers

Chief Umpire –
Coordinate and secure umpires for all games during the regular season and any tournament games (if applicable).
Negotiates and arranges contracts (subject to Board approval) for professional umpires for Pinto, Mustang, Bronco, and Pony division play, including tournament play;
Chairs the Rules Committee;
Assures that umpires are present for all games, and evaluates their progress during the regular season;
Documents and presents to the Board any and all umpire-related incidents.
Member of the Disciplinary Committee

Secretary –
Shall retain custody of the WGGYB Local Rules, Constitution and Bylaws, and all other records of WGGYB
Shall keep an accurate record of the meetings and other activities of WGGYB and of the Board of Directors
Shall be responsible for all correspondence on behalf of WGGYB (except sponsor letters) and shall transfer all records and correspondence to any person elected to succeed him/her in that office.
Assembles materials for managers (WGGYB Local Rules, Constitution and Bylaws, etc.) and provides a digital copy to the Information Officer to upload to the WGGYB website.
Assists in the design of any forms or flyers necessary for WGGYB.
Must attend all Board Meetings.
Creates and keeps sign in sheets for all meetings.
Responsible for keeping a record of distribution of keys for the WGGYB facility to board members (including gate, snack shack, equipment room and field maintenance shed)
Responsible for securing a meeting space and send announcement to Board members.
Compiles all-star voting and rankings and keeps for one year.
Collects and distributes keys to the complex

Treasurer –
Shall receive and disburse all funds with the approval of the Board of Directors;
Collects, deposits, and disperses League funds and is the primary signatory on all checks;
Maintains all receipts
Is the main contact for the Bank
Receives all mandatory sponsorship monies and communicates with purchasing agent and President on which teams have and have not paid
Shall pay any all invoices and reimbursements within 3 days of receipt
Shall keep an accurate account of all funds received and disbursed for the League;
Shall submit a financial report at all regular monthly meetings and at such times as may be requested by the President;
Shall provide copies of the month end bank statement to the league President and Secretary;
Shall submit fiscal year-end financial information to the league tax preparer by October 1

Purchasing Agent –

Purchases and maintains all playing equipment utilized by the teams;
Ensures that all equipment is in a safe condition prior to that equipment or piece being distributed to a team manager;
Presents an estimated budget for the next year's expenditures;
Maintains records of all equipment dispersal and requires all managers to sign for all issued equipment; arranges for the return of all equipment;
Oversees appropriate distribution of used equipment.
Researches and gathers all competitive bids from suppliers and vendors of uniforms (including tournament uniforms) and submits to the Board for guidance or approval;
Arranges for the purchase of uniforms; confirms collection of team sponsor money prior to distributing uniforms

Information Officer –

Manages the on-line registration process
Responsible for communicating current league information via the league's official email account, website, facebook page and twitter handle.
Responsible for updating and maintaining the WGGYB web site, facebook page and twitter handle.
Respond to any questions posted to the
Including but not limited to posting:

- Scores/standings from the Head Scorekeeper;
- Sign-up information and game/event schedules from the First Vice.
- Snack shack information, general announcements.
- Sponsor information from Sponsorship Coordinator
- Official league documents from Secretary.

Immediately informs President of any slanderous postings on the WGGYB facebook page or twitter handle.
Works with the Yearbook Coordinator by providing any photos that members have posted onto the WBBYB facebook page
Creates a social media posting calendar for the WGGYB facebook page
Respond in a timely manner to questions posted to the WGGYB social media accounts/handles and email account (consult President or any board member as needed).

Chief Scorekeeper –

Responsible for obtaining all game results and posting them on the standings board in a timely manner;
Shall make sure that there is an adequate supply of scorebooks available and that they are being filled in correctly and accurately;
Review scorebooks immediately for incomplete paperwork and communicate by the next day to Player Agent and President of any rules violation.
Communicates scores to IO for posting on website. Reviews for accuracy of the standings
Shall schedule and present mandatory scorekeepers clinics for all scorekeepers.

Field Maintenance Coordinator –

Shall coordinate general field operations and maintenance for all fields;
Responsible for contacting and negotiating with vendors and suppliers for field services on behalf of the League;
Budgets for upcoming field changes, improvements and repairs;
Coordinates with Division Coordinators for the pre-season, mid-season and tournament season field clean-up;
Along with the President, determines field playability.
Must open the FM room, give specific instructions to the teams and attend all field maintenance days in its entirety.

Sponsorship Coordinator –
Responsibilities:
SPONSORSHIPS
Create Sponsorship Opportunities for the league
Manage Team by Team Sponsorship Responsibilities
Spear-Head all Sponsorship efforts that are league related
Lead Fulfillment process of sponsorships
Primary contact for all sponsorship interests. All leads should go to the person holding this position.

SPECIAL EVENTS
Create Special Events that create revenue for the league
No involved in NON-REVENUE driven event planning
The Goal of this portion of the position is to create revenue for the league, while gathering the Community together for fun events

Tournament Coordinator –(POSITION AVAILABLE)
Coordinate all post-season tournaments that WGGYB hosts
Work with First Vice to create a schedule
Determine weekend pre-sanctioned tournament dates
Create and distribute flyers or information about any hosted tournaments
Coordinate with Purchasing Agent on post-season uniforms
Obtain all necessary documentation from all-star players and present to Pony International
Along with Treasurer, collects All-Star fees

Division Coordinators –
Recruit prospective team managers and coordinates interviews of new managers with the Board if needed;
Disseminates information to managers regarding the operation, activities and rules of the League;
Notifies managers of any schedule changes after conferring with the Head Umpire;
Serves as the first person consulted with respect to any problems associated with a team, manager, coach, player or parent;
Informs Player Agent immediately of any problems received
Recommends any action to be taken by the Board with respect to the above;
Assists managers with any issues or questions that arise regarding a team;
Represents their division on the Board of Directors during the regular, Fall and tournament seasons;
Must attend Mandatory Managers Meeting

Commissioners may not act as Managers in the division which they represent without majority approval of the Board of Directors.