

WARRINGTON YOUTH BASEBALL
BOARD OF DIRECTORS – POSITION DESCRIPTIONS
(Revised 10/2/13)

President (Executive Board Member) - Duties of the President is described within the limits of the rules and regulations, and within the league constitution, giving the president the ability to oversee the affairs of all elements of the league.

The President is the officer with whom Cal Ripken National Organization maintains contact. The President also represents the league in the District organization. The President must know the regulations under which Cal Ripken operates and in authorizing the annual application for charter, binds all members of the league to observe the regulations.

The President presides at league meetings, and assumes full responsibility for the operation of the league. The President receives all mail, supplies and other communications from Cal Ripken Headquarters. The President is an ex-officio member of all committees.

Vice President (Executive Board Member) – The Vice President presides in the absence of the President, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the President. Coordinates coach evaluation process with Travel and Age Division Directors.

Treasurer (Executive Board Member)- Manages the finances of WYB, including regular reporting to the Board on the financial condition of WYB. Issues checks for expenses as approved by the Board. Collects registration fees for WYB and tournaments, monies raised by fundraisers, and donations from sponsors and corporate matching gifts. Ensures timely filing of Federal and State tax forms. Responsible for League Charter and Insurance update each year and provides proof of insurance to coaches as requested.

Secretary (Executive Board Member) - The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, and maintains a record of league's activities.

Travel Director/Cal Ripken Liaison (Executive Board Member) – Responsible for WYB Travel Team and Tournament Team activities. Attends all Travel League and Cal Ripken meetings throughout the year. Coordinates Travel Coach Selection, Travel team and Cal Ripken Team Tryouts, Travel and Tournament Team Uniforms, and pre-season coaches meeting. Coordinates and collects coaches' evaluations for Travel and Tournament Team Coaches.

Age Division Directors – Manages the day to day activities of their respective Division. Handles coach selection and assignments, organizes and run the preseason coaches' meeting, organizes and run player draft (in those divisions where there is a draft) or organizes teams for ages without a draft. Addresses any player, parent, and/or coach concerns for their respective division. Reviews & updates the

Division's playing rules prior to March 1st of every year, and submits requested changes to the Board for review and approval during the March meeting each year. Oversees the coach background checks for coaches in age division, collects Volunteer information from coaches and provides to Volunteer Coordinator for issuing refunds as appropriate. In age divisions where there are travel teams, is part of the travel coach interview and recommendation process.

Director of Fall Baseball – Responsible for organization of Fall Ball Activities including working with Director of Registration on player registration, selection/assignment of coaches, preparation of team rosters or organization/running player drafts, coordinating uniform purchase with Uniform Director, development of schedule along with Director of Scheduling, and day to day operation of fall ball program.

Director of Umpires – Responsible for coordinating with Age Division Directors, Scheduling Director, Tournament Directors, and Travel Director umpiring needs –and working with umpire services for both in-house, travel and tournament baseball. Ensures that updated schedules are provided to umpiring services.

Director of Fields – Responsible for coordinating and overseeing all WYB field improvements and ongoing field maintenance activities. Obtains bids from potential vendors and recommends contractors to the board for contracting. Responsible for ensuring that all field maintenance materials are in stock including infield mix, conditioners, lime, lining paint, bases, pitching rubbers, etc. Ensures that the field maintenance and other field contractors are performing activities as contracted, and that fields are maintained in a safe and high quality condition suitable for in-house, travel and tournament games.

Director of Equipment – Responsible for evaluating equipment needs, recommending equipment purchases, and purchasing equipment. Organizes and maintains WYB equipment room in orderly condition, prepares team equipment bags, and issues and collects equipment from coaches for the spring, summer and fall season.

Director of Fundraising – Responsible for leading and coordinating fundraising efforts for WYB.

Director of Sponsors – Responsible for leading and coordinating the effort for obtaining sponsors for WYB. Includes coordination with the Director of Uniforms on uniform sponsorship details.

Director of Volunteers – Responsible for the organization and coordination of the volunteer program for all of WYB. Includes developing and suggesting policies and procedures to the Board of Directors for approval. Responsible for coordinating with the Age Division Directors on explanation and direction of the program, collection of all volunteer names for issuance of refunds, and coordination of volunteer refunds.

Director of Code of Conduct – Responsible for maintaining the Player, Parent, and Coach code of conduct; ensuring that each player, parent and coach has signed and submitted a code of conduct form prior to the start of the season; and maintaining a 4 person code of conduct committee, approved by the Board of Directors for dealing with any and all code of conduct issues. Responsible for organizing

and presiding over all code of conduct meetings with individuals in violation of WYB rules and regulations.

Director of Registration - Directs all registration activities, both online & in-person, as well as advertisement of same. Manages upload of rosters to National Organization Website.

Picture Day Director – Responsible for recommendation and hiring of photographer for the Spring Season, and coordination of picture day activities and picture distribution.

Director of Player Safety- Coordinates all safety activities including supervision of A Safety Awareness Program, ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to the Board of Directors.

Tournament Director – Responsible for leading the organization and operation of all tournaments run by WYB (invitational and Cal Ripken). Duties include working to obtain volunteers/staff; implementing the policies and rules of the tournament; interacting with the person overseeing the facilities; instructing the staff and coordinating internal communication; coordinating event finances; and overseeing scheduling, statistics, communication, promotion, marketing, and participant recognition.

Uniform Director – Responsible for selection and recommendation of spring and fall in-house uniforms for board approval. Coordinates with vendors on obtaining pricing and purchasing of uniforms. Responsible for distribution of uniforms to Age Division Directors and Coaches.

Website Manager (Director) - Runs the league website. Sends e-mail communications to entire organization as directed by the board. Posts these same communications to the home page, if requested. Provides a mechanism for Coaches to input game scores. Uploads contributed photographs. Maintains the league history.

Director of Coaching Certifications – Responsible for ensuring that each Head Coach in WYB's inhouse program and each Head and Assistant Coach in WYB's Travel and Tournament Programs have completed that Cal Ripken Coaching Certification.

Warrington Township Liaison (Director) – Regularly attends Warrington Township Park and Recreation meetings, as well as other Township meetings as deemed appropriate by the WYB Board of Directors. Provides feedback to the township on WYB needs, and reports back to the Board of Directors on Warrington Township updates and issues. Advocates for WYB with Warrington Township.