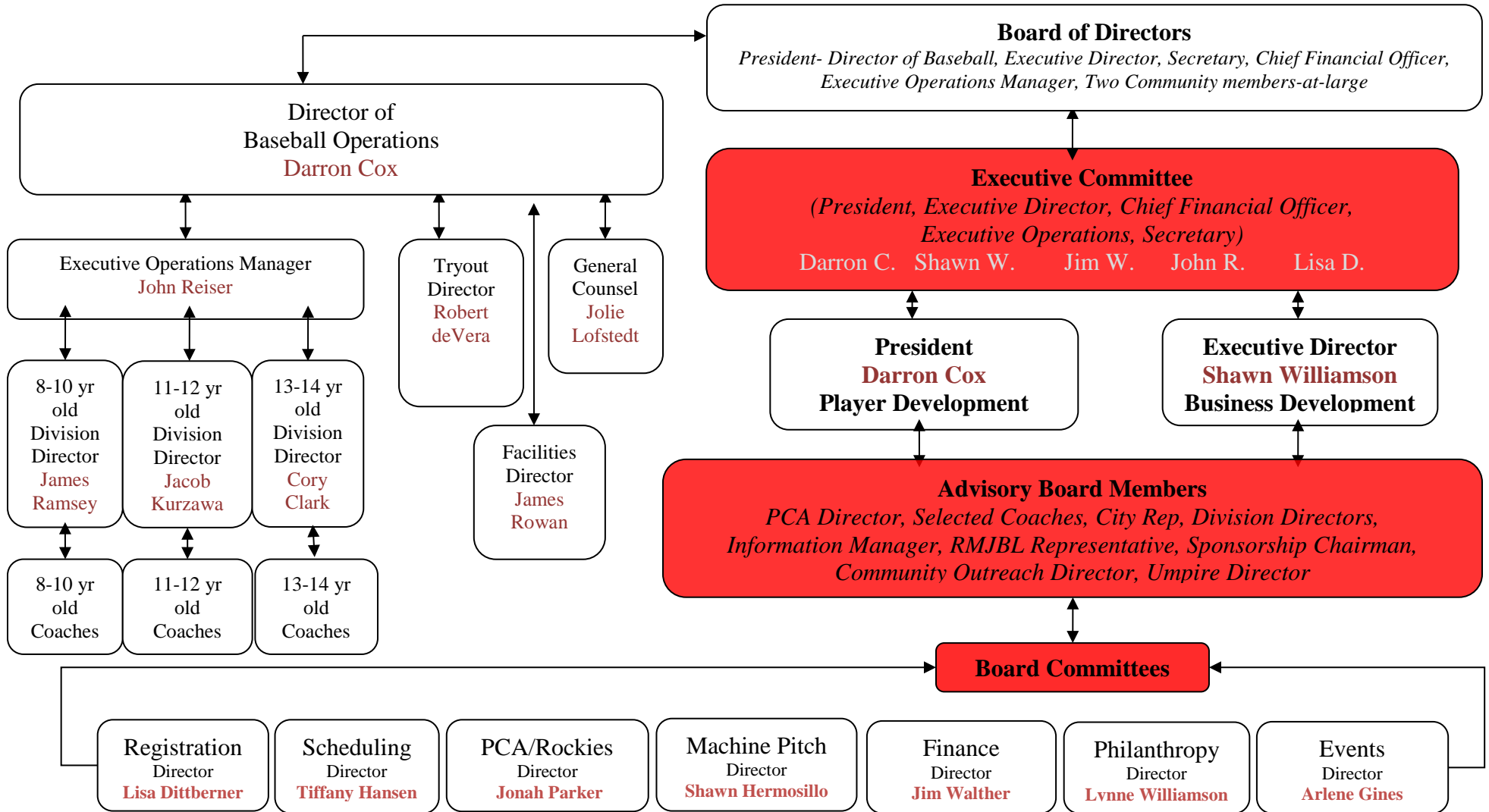




# Thunder Baseball Organization 2018/2019



# Thunder Baseball League

## 2018/2019

### Board of Directors

<i>President-Director of Baseball Operations</i>	<b>Darron Cox</b>
<i>Executive Director</i>	<b>Shawn Williamson</b>
<i>Secretary</i>	<b>Lisa Dittberner</b>
<i>Chief Financial Officer</i>	<b>Jim Walther</b>
<i>Executive Operations Manager</i>	<b>John Reiser</b>
<i>Community member-at-large</i>	<b>Robert deVera</b>
<i>Community member-at-large</i>	<b>James Ramsey</b>

## **Thunder Baseball League Table of Organization**

**12/13/2018**

**Board of Directors:** The Board of Directors voting members consists of the President, Executive Director, Secretary, Chief Financial Officer, Director of Baseball Operations, Executive Operations Manager, and two Members from the public at large. This group of people is elected by the members, who have decision-making authority, voting authority, and specific responsibilities.

**Directors** are the members of a board of directors. Directors must be individuals. Directors can be owners, managers, or any other individual elected by the owners of the business entity. Directors who are owners and/or managers are sometimes referred to as inside directors, insiders or interested directors. An advisory group is a group of people selected (but not elected) by the person wanting advice. An advisory group has no decision-making authority, no voting authority, and no responsibility. An advisory group does not replace a board of directors; in other words, a board of directors continues to have authority and responsibility even with an advisory group.

**Executive Committee:** The Executive Committee consists of the President, Executive Director, VP of Finance, Executive Operations Manager, and Secretary. The Executive Committee serves as the business operations decision making team. The Executive Committee may meet on a quarterly basis to discuss matters of business and to review/develop the organizational business plan.

**President (Darron Cox):** The President is the guiding visionary and part of the executive decision-making process in all matters of the organization and reports to the Board of Directors. The President serves as the tie breaking vote for all matters before the Board of directors ending in a tie. The President oversees the organizational structure and flow with both the Executive and Baseball Operations. The Director of Baseball Operations and the Executive Director answer to the President. The President answers to the Board of Directors regarding all motions approved by the Board.

**Executive Director (Shawn Williamson):** The Executive Director (ED) is part of the executive decision-making process and reports to the Board of Directors. The ED manages the business side of league operations and executes the vision of the Board of directors regarding any motions approved by the Board. The ED is acting representative for the league in absence of the President and oversees the day to day work flow of the organization. The ED oversees keeping accountability for organizational tasks and processes. The ED facilitates all Board of Director meetings. Both the President and ED are responsible for representing the League at all RMJBL meetings or finding a replacement representative in case of a conflict.

**Director of Baseball Operations (Darron Cox):** The Director of Baseball Operations oversees the day to day tasks and functions of Baseball Operations and reports to the Board of Directors. This includes any decisions and contacts involving Baseball processes for the coaches, teams, and/or families. The director of Baseball Operations, in consultation with the President, oversees organizing and facilitating the Baseball instructional components for coaches, players, and/or parents. The Director of Baseball Operations oversees the work of and provides guidance to the Executive Operations Manager and three Division Directors.

**Executive Operations Manager (John Reiser):** The Executive Operations Manager reports to the Board of Directors. The Operations Manager is responsible for the following with support from committee chairs:

- Facility and equipment management
- Researching and ordering of baseball supplies
- Uniform selection and Ordering
- Assistant to Chief Financial Officer
- General Field Maintenance (outside of city) – contact with City rep
- Distribution and Collection of Equipment for teams
- Storage, inventory, and replacement of used equipment
- Coordinating effort for marking/lining fields without this service
- Resolves issues escalated by the Division Directors

**Secretary (Lisa Dittberner):** The Secretary works closely with the President, Executive Director and reports the Board of Directors. The Secretary has the responsibility of the following components:

- Chairing the Scheduling committee
- Board meeting Minutes
- Oversees the scheduling of games and practice times for all teams

- Scheduling special events and “picture day”
- Oversees the scheduling of umpires for all Fall season games
- Working with the City on field costs and contracts
- Collecting and organizing documentation for RMJBL
- Oversees registration for all players
- Maintaining and updating Thunder website
- Liaison between TBL and Uniform supplier
- Oversees the Scholarship Committee

**Chief Financial Officer (Jim Walther):** The Chief Financial Officer answers to the President, Executive Vice President, and the Board of Directors. The Chief Financial Officer is responsible for all financial transactions of the league including but not limited to the following:

- Chairing the Finance committee
- Annual financial reports
- Monthly financial statements
- Organizational Tax filing and documentation
- Bank account management with Bookkeeper
- Auditing the financials and verification of business processes
- Maintaining non-profit status
- Confirming taxes are filed yearly.

**Webmaster/Information Manager (Lisa Dittberner):** The Information Manager answers to the President, Executive Director, and the Board of Directors. The Information Manager is responsible for all public communications and internal communications processes including:

- Chairing the Public Relations committee
- Web Site postings and development
- League based E-mails
- Coaches communications regarding League information
- Communications with Families
- Calendar of League Events (Web)
- Advertising and Public Relations

**Members from the Public at Large: (Robert deVera and James Ramsey):** There are two Board Members from the public at large who sit on the Board of Directors. These members are there to represent the public view and provide checks and balances for decision making of the Board with respect to the public’s desire. They are elected onto the Board for a two-year term. These members are considered voting members. Two members are elected.

**Advisory Board Members:** An advisory group is a group of people selected (but not elected) by the person wanting advice. An advisory group has no decision-making authority, no voting authority, and no responsibility. An advisory group does not replace a board of directors; in other words, a board of directors continues to have authority and responsibility even with an advisory group. The Advisory Board Members are those

members assigned to support the Thunder Baseball League through consultation and support using their area of expertise. Advisory members carry out tasks as assigned by the Board of Directors. Advisory Board members are nominated and voted upon by the Board of Directors and serve a two-year term. Advisory Board members do not have voting rights within the board but are expected to attend Board meetings upon request. These members must attend a majority percentage of the Board meetings or they lose their position as an Advisory Board member.

**Tournament Director: (Shawn Williamson):** The Tournament Director coordinates with the scheduler to ensure dates are reserved for tournaments, communicates with RMJBL regarding RMI event, and organizes Thunder Baseball Leagues annual Susan G. Komen of Colorado tournament. Secures Broomfield and Westminster fields for both events. Recruits site directors for each of the tournaments and coordinates details with the tournament chairmen.

**General Counsel: (Jolie Lofstedt):** The General Counsel is responsible for reviewing business transactions and primary objective to ensure the company is operating within the law always. The Board needs to make her aware of all transactions the company is engaged in. This will ensure limited risk exposure to the company, personnel, and the company's public image.

**Fall Ball Director: (Shawn Williamson):** The Fall Ball Director is the guiding visionary for the Thunder League Fall ball program. This director reports to the director of Baseball Operations, works closely with the Executive Director and Secretary in setting up league play. Responsible for coordination with Umpire director and coordinates with the scheduler to ensure field availability. The Fall Ball director oversees the organizational structure and flow of the competitive baseball program.

**Tryout Director: (Robert deVera):** The Tryout Director is responsible for directing the tryout process for Thunder Baseball League. This director reports to the director of Baseball Operations, works closely with the Executive Director and Secretary in setting up Tryout dates and reserving fields. The Tryout director oversees the organizational structure and flow of the competitive baseball Tryout program.

**Division Directors: (Jacob Kurzawa, James Ramsey, & Cory Clark):** The Division Directors are responsible for resolving any conflicts between Coaches and parents before, during, and after the season. These Directors will mediate any issues that occur on or off the field and are the first level when communication between the parents and the Coach breaks down. If the Division Directors cannot solve the issues, the issue will be documented and submitted in written form to the Executive Operations Manager to review for final resolution.

**Facility Director: (James Rowan):** This position is the guiding visionary for the association's use of the indoor facility. The director will align with Darron Cox of Thunder Baseball Academy (TBA) and the TBL board on projects and activities to be completed. The objective is to keep the Thunder baseball facility in excellent condition.

- Acting as the Project Manager on building upgrade projects

- Creates budget estimates for desired projects and present for approval
- Manage and/or execute projects approved by TBA and/or TBL
- Developing and managing a maintenance budget for the facility
- Procure necessary materials and present receipts for reimbursement monthly
- Execute agreed upon work orders in a timely fashion
- Meet monthly with Darron to create work order list and review prior month activity
- Provides necessary tools to complete work orders

**Director of Community Outreach: (John Hansen):** The Director of Community Outreach (DCO) is a member of the Advisory Board and the guiding visionary for the Thunders Community Outreach Program. The Director of Community Outreach for TBL is a member of the Advisory Board. TBL Community Outreach has three main charitable local partners in Broomfield FISH, A Precious Child, and Broomfield Habitat for Humanity. Susan G. Komen Colorado Foundation will be our national partner. Additional partners can be added at the direction of the membership with the approval of the Board of Directors. The DCO has several key roles in ensuring TBL is an integral part of the Broomfield community. These include but not limited to:

- Creating the overall strategy for the league
- Plans, coordinates, and directs Outreach events in the local community
- Presents and promotes the team’s community relations programs in a manner that creates interest by community and public sponsors
- Serves as the primary contact external for TBL
- Proves updates on all community relations initiatives to the BOD and members

**Tryout Director: (Robert deVera):** The Tryout Director coordinates with the registrar to ensure dates are reserved for tryouts, communicates with BOD regarding scheduling and coordinates volunteers. Organizes head coaches to ensure stations are set up and the tryout process runs smoothly.

**Umpire Director: (Jeff Leonard):** The Umpire Director coordinates with the Executive Director and BOD to ensure umpires are trained. Recruits youth players fourteen years or older and administers north area training programs with RMJBL or designated league.

**RMJBL Representatives: (Eric Mather, Chad Kolbe, and Alfred Ledesma):** Responsible for representing TBL in a professional manner and attending monthly RMJBL board meetings. The representative will help inform the TBL board of current events. TBL President and/or Executive Director are expected to attend these meetings at least once per year. Adherence to RMJBL code of conduct during meetings is required.

**Committees:** Committees are created to address any major tasks that need to be maintained or accomplished. The committees are typically chaired by a member of the Board of Directors or the Advisory Board. “Ad Hoc” committees can be created to accomplish specific time limited tasks or information gathering for the Board of Directors. Chairs are assigned by the Board of Directors. Members of committees do not have to be Board members. Any individual can be nominated for a committee by any Board member. All Committee members carry out the tasks necessary to accomplish

committee objectives. The Committee Chair is responsible for the accountability of its members to complete necessary tasks.

**Events Director: (Arlene Gines-Chad Kolbe):** The Events Chairmen is responsible for and coordinates special events such as, but not limited to “Opening Day Ceremony”, “End of Season Celebration”, etc. The Board expects attention to detail and promotes a high-quality event. Events should have a theme and inspire good memories for all. Events such as: **8-9’s Opening Day; Day at the Colorado Rockies; Tournament SGK**

- Ability to communicate effectively, both verbally and in writing
- Ability to input, data using computers and any applicable software
- Ability to establish and follow priorities
- Ability to plan, organize, prioritize & coordinate the duties of tournaments
- Excellent problem-solving skills
- Work independently or as part of a team
- Prepare materials for tournaments
- Must be highly motivated and organized
- Be able to effectively work under time lines, and gracefully handle the stress of youth sports

**Registration Coordinator: (Shawn Williamson):** The Registration Coordinator is responsible for understanding TBL’s online registration administration tool, submitting RMJBL rosters, city rosters, tracking payments in accounts receivable and reviewing scholarship applications. Qualified scholarship applications will be presented to the Board. Full or partial scholarships for spring season registration fees are awarded based on parent volunteer time with Thunder, city of Broomfield residency, financial hardship, employment history, multiple family members playing baseball, BOD positions, etc.

**Scheduler Director: (Tiffany Hansen):** The Scheduler answers to the Secretary, Executive Director and the Board of Directors. The Scheduler is responsible for and coordinates spring and fall registration. This person is responsible for providing direction of the Board regarding fees, umpire scheduling process, and important dates. The Scheduler manages the process for signing the contract with the city, submitting rosters for both the city and RMJBL, and all indoor/outdoor practices and game fields. Answers calls/emails for TBL; peak scheduling window end February - mid March for games; weekly schedule updates due to City; high availability during inclement weather with access to update website with last minute updates; highly proficient with Excel.

**Positive Coaching Alliance (PCA) Director: (Jonah Parker):** The PCA Director is a board member who guides the process of creating an organizational culture that promotes the kind of behavior and values that the league wants to see in its players, coaches, parents and fans.

- Assemble a board subcommittee to accelerate the implementation of the culture-shaping effort, and to maximize the positive impact.
- Make PCA an agenda item at every coach’s meeting so that our positive coaching initiative remains top of mind!

- Plan, schedule and promote our PCA workshops. Live workshops: Select date(s), promote workshops – set up an RSVP system, order materials for workshops, attend the workshops, follow-up with attendees after the workshops for their feedback/comments.
- Online workshops: Set a deadline for workshop completion, promote the training, refer to PCA’s coach certification database to check coach attendance.
- Work with our webmaster to update our web site. A PCA page on our web site sends a clear message that Honoring the Game is a priority in your organization.
- Communicate with our PCA Representative throughout the year to ensure that you’re getting the most from your PCA partnership.
- Nominate a coach in our organization for PCA’s Annual Double-Goal Coach<sup>®</sup> Award (nominations due in November).

**Philanthropy Director: (Lynne Williamson):** The Philanthropy Chairman is responsible for helping guide the vision of Thunder in community events.

**City Representative: (Tiffany Hansen):** The City Representative is responsible for keeping a good working relationship with the city of Broomfield.

**Machine Pitch (MP) Director: (Shawn Hermosillo):** The MP Director is responsible for managing Thunders (in-house) program. Coordinates with Brighton or other areas to ensure practice, game, and end of season tournaments are scheduled. Works with Thunder Scheduler to ensure fields are available. Maintains current MP specific rules and educates coaches/managers on how to set up, break down, and store the Jugs machine. Responsible for maintaining equipment specific to the program.

**Sponsorship Director: (Shawn Williamson):** The Sponsorship is responsible for generating new sponsors and maintaining approved existing sponsors. The goal is to help keep the cost of registration and indoor facility rental time to the membership at a reduced cost. The Chairman helps in the promotion of the “Wall of Fame”, Company Banners, and Company logo placement on the website.

**Bookkeeper: (TBD):** The Bookkeeper answers to the CFO, Executive Director, and the Board of Directors. The Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions.

- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends. Collects debts.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Maintaining the financial records of TBL using QuickBooks and League Athletics
- Maintaining supporting documentation of any recorded transaction
- Processing invoices, receipts, refunds and securing all financial records



**Board of Directors Meetings:** Board meetings are held monthly (typically the 3<sup>rd</sup> Sunday of each month), and are open to the public. Board meetings can be changed with at least forty-eight hours (48) notice and are not typically held in June or December. The Executive Director sets the agenda and presides over Board of Directors meetings. Only those defined above as Board of Directors Members can vote on motions presented to the Board. The President may take any issue to Executive Committee for conversation behind closed doors as necessary. The Executive Committee consists of the President, Executive Director, Secretary, Chief Financial Officer, and Executive Operations Manager.

**Thunder Baseball Vision, philosophy, and Principles:**

- Family / community oriented with a spiritual and moral base
- Foster growth and opportunities as people first and players second
- Community driven
- Offer opportunities for all to participate in the League, no matter what their financial or social circumstances
- Social Emotional development of players
- Teach players how to learn and advance independently not just provide instruction on finite baseball skills
- Winning is secondary to development of the individual and team philosophy which will in turn lead to success
- Promoting good character developing young players skills in a positive manner and preparing for high school baseball and beyond

\*\*\*\*Opportunities to seek grant funding to build a national model including facilities, training for players, family members, and coaches based on the above principles.