

Board Members-Definition of Positions

Executive Board (7 positions)

President

The President shall be the General Manager of the League. It shall be the duty of the President to preside at all meetings of the corporation. The President shall attest to all orders upon the Treasury. He/She shall be an ex-officio member of all Committees. The President shall have the power to appoint such committees as deemed necessary. The President shall not have the right to vote at any meeting except to break a tie. The President is a permanent member of the Rules Committee, Draft Committee and the Conduct Committee.

Before a President is nominated and elected they must have served on the FVGSA Board for a minimum of two (2) years and have previously served one year in an Executive Committee position. Should there be no candidates for President with two years board experience, the current Board of Directors may approve a candidate or list of candidates with one year of board experience.

Vice President, Softball Operations

It shall be the duty of the Vice President, Softball Operations, (or the Vice President, Baseball Operations) in the absence of the President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. Should the need arise, the Board of Directors will vote to determine which Vice President assumes the President roll. The Vice-President, Softball Operations will be the liaison/representative between ASA and the league. The Vice President, Softball Operations will also work directly with the Player Agent and Field Coordinator. The Vice-President will oversee all coaches and work with the Safety/Security Coordinator to ensure that background checks are performed on board members, coaches, assistant coaches and team parents. The Vice President is responsible for planning and scheduling the Pitching and Catching Clinics, Hitting and Fielding Clinics, Coaches Clinics and the ACE clinics. The Vice President is a permanent member of the Rules Committee and Conduct Committee.

Vice President, Baseball Operations

It shall be the duty of the Vice President, Baseball Operations, (or the Vice President, Softball Operations) in the absence of the President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. Should the need arise, the Board of Directors will vote to determine which Vice President assumes the President roll. The Vice-President, Baseball Operations will be the liaison/representative between Pony Baseball and the league. The Vice President will also work directly with the Boys Player Agent and Field Coordinator. The Vice-President, Baseball Operations will oversee all baseball coaches and work with the Vice President, Softball Operations and the Safety/Security Coordinator to ensure that background checks are performed on board members, coaches, assistant coaches and team parents. The Vice President is responsible for planning and scheduling the Pitching and Catching Clinics, Hitting and Fielding Clinics, and Coaches Clinics. The Vice President, Baseball Operations is a permanent member of the Rules Committee and Conduct Committee.

Secretary It shall be the duty of the Secretary/Public Relations Rep to keep accurate records of the proceedings of all meetings of the corporation, including meetings of the Board and Regular Membership meetings. The Secretary/Public Relations Rep shall be responsible for all League correspondence, and be the custodian of the League's official documents including the Bylaws of the corporation, Rules, and Meeting Minutes. The Secretary/Public Relations Rep shall be responsible for selecting and securing meeting locations, prepare and distribute the agenda, and make proper notification of said meetings. The Secretary/Public Relations Rep is a permanent member of the Conduct Committee.

Treasurer

It shall be the duty of the Treasurer to have charge of all the money of the corporation and pay all properly attested expenses. The Treasurer shall submit written financial reports at each Board and Regular Membership meetings. The accounts of this corporation shall be audited annually in the month directly following the close of the fiscal year and/or requested in writing by fifty percent (50%) of the Members. The Treasurer shall receive, collect, and deposit and keep accurate records of all monies from all functions such as registrations, fundraising, and league and team sponsorships. The Treasurer is responsible for keeping track of all donations and disbursements of each teams' sponsors. The Treasurer is responsible for the League's Insurance. The Treasurer shall provide an activity sheet of team sponsors to the appropriate Head Coach or Team Mom. The Treasurer is a permanent member of the Conduct Committee.

Umpire in Chief

The Umpire in Chief (herein also called "UIC) shall be responsible to obtain adequate umpires to officiate all league games. The UIC shall schedule umpires for all games and evaluate the performance of all league umpires. The UIC shall also conduct an umpire-training clinic for all league umpires. The UIC is responsible for forming a Protest Rules committee if necessary. The UIC enforces Rules and Regulations, Bylaws and is Chair of the Conduct Committee. The UIC is a permanent member of the Rules Committee and the Conduct Committee.

Head Player Agent

The Head Player Agent will work in coordination with the Baseball and Softball Player Agents. It shall be the responsibility of the Head Player Agent to oversee the assignment of players to teams. They will also be the primary person responsible for handling all player related issues, including but not limited to player additions/drops and changes in player team assignments. The Head Play shall be responsible for scheduling registration locations, dates and times. The Head Player Agent is responsible for providing registration forms and staffing registration locations. The Head Player Agent shall plan and coordinate with the Board regarding the Scholarship Program and will approve all scholarships. The Head Player Agent is responsible for maintaining a complete and current file of all player information and registration forms. Player information shall be kept confidential and not released for reasons other than League business. The Head Player Agent shall ensure all softball players are registered in the USA/ASA computer system. The Head Player Agent shall communicate with the Webmaster to post all relevant information onto the website. The Head Player Agents are responsible for all league marketing activities to drive membership. This includes web advertisements, creation and distribution of school flyers and any other advertisement used to drive membership. The Head Player Agent shall be responsible to direct and/or coordinate all player assessments and the team draft process. The Head Player Agent is a permanent member of the Softball Rules Committee and is the chair of the Draft Committee.

Before an Executive Board Member is nominated and elected they must have served on the FVBSA Board for a minimum of one (1) year. Should there be no candidates with one year of board experience; the current Board of Directors may approve a candidate(s) or list of candidates with less than one year of board experience.

General Board (24 position(s))

Concessions Director

The Concessions Director shall be responsible for and oversee operations of the league snack bar and oversee apparel sales and concessions at all league events. The Concessions Director shall be responsible for the purchase and control of all concessions supplies and inventory. All purchases/orders over \$500.00 must be approved by a majority of the Executive Board prior to procurement. The Concessions Director shall keep inventory of all apparel, snacks, refreshments and supplies for concession stands. The Concessions Director will submit to the Treasurer a monthly inventory, expense and profit report. The Concessions Director will be responsible for coordination of volunteers to staff the apparel and concessions stands during league events and/or games.

Purchasing/Disbursement Coordinator

The Purchasing/Disbursement Coordinator shall be responsible for all league purchases and expense disbursements and, in coordination with league treasurer will assist with the reconciliation of the league bank accounts. The Purchasing/Disbursement Coordinator shall be responsible for the league check book and assist and/or coordinate all major league purchases.

Communications/Events Coordinator

The Communications/Events Coordinator shall be responsible for league marketing, public relation and event coordination. The Communications/Events Coordinator shall be responsible for blasting all league emails from the iContact email marketing system and/or website. They shall also be responsible for all league marketing materials including but not limited to flyers, signs, banners, etc. In addition, they will work with local media to get FVBSA information in local newspapers. The Communications/Events Coordinator Director shall be responsible for the planning and organization of opening and closing ceremonies. They will also obtain bids and oversee the purchase of league awards (i.e. trophies). In addition, they will work in conjunction with the Fundraising /Sponsorship Coordinator to plan and organize fundraising events such as the annual pancake breakfast.

Equipment Manager

The Equipment Manager shall be responsible for obtaining, inspecting, and distributing all softball and baseball equipment prior to the season and again at the close of the season and ensure the security of excess equipment during the official season. The Equipment Manager shall ensure that all equipment is signed out and returned each season through the use of check out sheets and if necessary, the use of equipment deposits. When necessary, the Equipment Manager shall be responsible for the procurement, obtain bids and oversee the purchase of league equipment and field supplies. All purchases/orders over \$500.00 must be approved by a majority of the Executive Board prior to procurement. An inventory shall be conducted at the end of each season and at the end of the fiscal year, an itemized inventory shall be presented to the incoming Equipment Manager. The Equipment Manager should ensure that only a limited number of board members have access to the equipment storage facility. At the end of the fiscal year, or when deemed necessary, the Equipment Manager should ensure that keys, lock and/or combinations are changed.

Field Coordinator

The Field Coordinator shall be responsible for securing facilities for all league functions and, in coordination with league President and Vice Presidents, serve as the liaison with Valley-Wide Recreation. The Field Coordinator shall schedule for all teams the use of fields and facilities to include practices, games, tournaments, clinics, and special events. . The Field Coordinator is responsible for coordinating the game schedule(s) and distributing the complete game schedule to the President and Executive Committee for approval. The Field Coordinator shall work with other board members to arrange for, prepare, and maintain fields and facilities for all tournaments or other special events in which the league is participating or conducting. The Field Coordinator is also responsible for communicating all field closures and coordinating with the Webmaster, Communications Coordinator and other board members to ensure that coaches, parents and players are notified as soon as possible.

Sponsorship and Fundraising Coordinator

The Sponsorship and Fundraising Coordinator shall solicit sponsors for the league and act as a liaison between the league and its sponsors. The Sponsorship and Fundraising Coordinator shall collect and track all league and team sponsorships. The Sponsorship and Fundraising Coordinator is responsible for ordering and delivering sponsor plaques/awards and thank you letters. The Sponsorship and Fundraising Coordinator shall coordinate with the league Treasurer to ensure sponsor receipts are promptly deposited in the league bank account. The Sponsorship and Fundraising Coordinator is responsible for ordering and displaying sponsor banners (when applicable) during the season. The Sponsorship and Fundraising Coordinator is responsible for ensuring sponsors are prominently displayed on the league web site (when applicable) during the season. It is the goal of the Sponsorship and Fundraising Coordinator to obtain enough sponsors for Spring, Fall and All Star Seasons. The Sponsorship and Fundraising Coordinator is also responsible for coordinating all league fundraising activities, The Sponsorship and Fundraising Coordinator shall propose fundraising activities and a budget for each season to the Board for approval and shall conduct such fundraisers in accordance with the policies adopted by the Board. The Fundraiser Coordinator shall work with the Team Parent Coordinators to distribute the fundraising activity to the teams.

All Star Tournament Director

The All Star Tournament Director shall be responsible for planning, organizing and executing the activities associated with "The Wine Country Classic" Softball Tournament hosted by FVBSA. The All Star Tournament Director shall also be responsible for planning, organizing and executing the activities associated with any PONY Baseball All Star tournament(s) hosted by FVBSA. The All Star Tournament Director shall chair an All Star Tournament Committee. The Committee shall begin planning in October and submit their budget and plans to the Board for approval in spring. The Tournament Director shall work with the President, UIC, Field Coordinator, Equipment Manager, Webmaster and any other board members to help execute the activities of the tournament.

All Star Coordinator

The All Star Coordinator shall be responsible for coordinating the All Star tryouts and All Star draft, along with the Player Agents. The All Star Coordinator is responsible for distributing the All Star player and coaches applications to the VPs and Webmaster. The All Star Coordinator shall submit a budget report and a list of recommended tournaments that FVGS and FVPB All Star teams will compete in to the Board for approval in spring. The All Star Coordinator is responsible for ordering All Star uniforms, collecting All Star fees, copies of birth certificates and taking photos of the All Star players for Register USA/ASA and Pony Baseball purposes. The All Star Coordinator is responsible for registering teams to the approved tournaments.

Safety/Security Coordinator

The Safety/Security Coordinator shall work with the league Vice Presidents to ensure that background checks are performed on all board members, coaches, assistant coaches and team parents. Additionally, they shall ensure that softball coaches and team parents are entered in the Register USA/ASA system. They shall be responsible for ensuring that all parent volunteers have current badges evidencing that a background check was conducted. The Safety/Security Coordinator shall be responsible for the acquisition and distribution of first aid kits and ice packs. The Safety/Security Coordinator shall be responsible for conducting safety and security training during the coach and team parent meetings.

Webmaster/League Technology Coordinator

The Webmaster/League Technology Coordinator is responsible for ensuring all information on the league web site is accurate and current. The Webmaster/League Technology Coordinator will also serve as the primary administrator of all league technology. This includes but is not limited to the league website, league domain names, league email and data services, league software accounts, etc. The President and Vice Presidents will serve as a backup to the Webmaster and will have knowledge and access to all technology sites and services managed by the Webmaster/League Technology Coordinator. No other board member should have access to league technology sites without the express written approval from the league President or Vice President(s). The Webmaster/League Technology Coordinator shall also ensure that all league passwords are changed at the beginning of each new fiscal year.

Softball Player Agent

The Softball Player Agent will work very closely with the Head Player Agent. The Softball and Baseball Player Agents shall be responsible for scheduling registration locations, dates and times. The Softball Player and Baseball Player Agents are responsible for providing registration forms and staffing registration locations. The Softball and Baseball Player Agents shall plan and coordinate with the Board regarding the Scholarship Program. The Softball Player Agent is responsible for maintaining a complete and current file of all softball player information and registration forms. Player information shall be kept confidential and not released for reasons other than League business. The Softball Player Agent is responsible for registering all players in the ASA computer system. The Softball Player Agent shall communicate with the Webmaster to post all relevant information onto the website. The Softball and Baseball Player Agents are responsible for all league marketing activities to drive membership. This includes web advertisements, creation and distribution of school flyers and any other advertisement used to drive membership. The Softball Player Agent shall be responsible to direct and/or coordinate all softball player tryouts and the team draft process. The Softball Player Agent is a permanent member of the Softball Rules Committee and the Draft Committee.

Baseball Player Agent

The Baseball Player Agent will work very closely with the Head Player Agent. The Softball and Baseball Player Agents shall be responsible for scheduling registration locations, dates and times. The Softball Player and Baseball Player Agents are responsible for providing registration forms and staffing registration locations. The Softball and Baseball Player Agents shall plan and coordinate with the Board regarding the Scholarship Program. The Baseball Player Agent is responsible for maintaining a complete and current file of all baseball player information and registration forms. Player information shall be kept confidential and not released for reasons other than League business. The Baseball Player Agent is responsible for registering all players in the Pony Baseball computer system. The Baseball Player Agent shall communicate with the Webmaster to post all relevant information onto the website. The Softball and Baseball Player Agents are responsible for all league marketing activities to drive membership. This includes web advertisements, creation and distribution of school flyers and any other advertisement used to drive membership. The Baseball Player Agent shall be responsible to direct and/or coordinate all baseball player tryouts and the team draft process. The Baseball Player Agent is a permanent member of the Baseball Rules Committee and the Draft Committee.

Team Parent Coordinator - PONY Baseball

The Team Parent Coordinator - PONY Baseball, in coordination with the Team Parent Coordinator – Softball, shall be responsible for the acquisition, distribution and collection of team uniforms and will seek bids, organize and schedule team photos and delivery. The Team Parent Coordinator - PONY Baseball, in coordination with the Team Parent Coordinator – Softball shall conduct a baseball team parent meeting at least ten (10) days prior to the start of the season to distribute information concerning league operations to the team parent of each team and continue to act as a liaison between the league and the teams through the team parent. The Team Parent Coordinator- PONY Baseball will work with the Sponsorship and Fundraiser Coordinator to collect team sponsorships and help distribute fundraising activities to each

team.

Team Parent Coordinator – Softball

The Team Parent Coordinator - Softball, in coordination with the Team Parent Coordinator – PONY Baseball, shall be responsible for the acquisition, distribution and collection of team uniforms and will seek bids, organize and schedule team photos and delivery. The Team Parent Coordinator - Softball, in coordination with the Team Parent Coordinator – PONY Baseball shall conduct a softball team parent meeting at least ten (10) days prior to the start of the season to distribute information concerning league operations to the team parent of each team and continue to act as a liaison between the league and the teams through the team parent. The Team Parent Coordinator- Softball will work with the Sponsorship and Fundraiser Coordinator to collect team sponsorships and help distribute fundraising activities to each team.

Head Scorekeeper – PONY Baseball

The Head Scorekeeper – PONY Baseball, in conjunction with the Head Scorekeeper – Softball, shall be responsible for conducting the scorekeeper’s clinics at least ten (10) days prior to the start of the season to train scorekeepers for all teams. The Head Scorekeeper – PONY Baseball shall purchase and distribute the official scorebooks and lineup cards. The Head Scorekeeper – PONY Baseball shall be responsible for keeping a record of all game results and pitchers’ outs. The Head Scorekeeper – PONY Baseball shall work with the Webmaster to ensure that standings and pitchers’ outs are kept current on the website. The Head Scorekeeper shall work with the UIC to validate scorekeeping questions when protests are filed.

Head Scorekeeper - Softball

The Head Scorekeeper – Softball, in conjunction with the Head Scorekeeper – PONY Baseball, shall be responsible for conducting the scorekeeper’s clinics at least ten (10) days prior to the start of the season to train scorekeepers for all teams. The Head Scorekeeper – Softball shall purchase and distribute the official scorebooks and lineup cards. The Head Scorekeeper – Softball shall be responsible for keeping a record of all game results and pitchers’ outs. The Head Scorekeeper – Softball shall work with the Webmaster to ensure that standings and pitchers’ outs are kept current on the website. The Head Scorekeeper shall work with the UIC to validate scorekeeping questions when protests are filed.

Divisional Coordinators – Baseball (4)

The Divisional Coordinators for Baseball work closely with the VP, Baseball. The Divisional Coordinators shall be responsible for all interactions, including administrative and operational matters and dispute resolutions pertaining to the division(s) to which they are assigned. Divisional Coordinators will work with the Player Agents during the draft process. Divisional Coordinators are required to attend some games within their division(s) throughout the season. There shall be four (4) Divisional Coordinators representing the PONY baseball league. Divisional Coordinators may represent more than one division in their respective leagues. Divisional Coordinators will be given their divisional assignments at the beginning of each fiscal year depending upon enrollment and the membership in each division. Divisional assignments may change during the year if approved by the Board.

Divisional Coordinators – Softball (4)

The Divisional Coordinators for Softball work closely with the VP, Softball. The Divisional Coordinators shall be responsible for all interactions, including administrative and operational matters and dispute resolutions pertaining to the division(s) to which they are assigned. Divisional Coordinators will work with the Player Agents during the draft process. Divisional Coordinators are required to attend some games within their division(s) throughout the season. There shall be four (4) Divisional Coordinators representing the ASA girls softball league. Divisional Coordinators may represent more than one division in their respective leagues. Divisional Coordinators will be given their divisional assignments at the beginning of each fiscal year depending upon enrollment and the membership in each division. Divisional assignments may change during the year if approved by the Board.