

2018/2019 NCYB Board Positions

PRESIDENT- Executive Board

1. Schedule Monthly meetings
2. Help keep League Board on track for deadlines (Include deadlines from respective positions)
 - Manger Selection
 - Fall Ball sign-ups
 - Assessments
 - Draft
 - All-Star selection
 - League Program
 - Budget
3. Organize- Opening and Closing Ceremonies
4. Order Trophies & Jason Taylor award (Include contact info and sizes)
5. Attend PONY meetings (where, who to contact)
6. Register with Pony, (are there codes, or directions)
7. Insure new signers are at the bank. President, Vice President, Treasurer, & Secretary (Bank Contact info)
8. President cannot manage a team (regular season or post season)
9. North Clairemont Rec meeting
10. Hickman Meeting (2 voting seats)
11. Schedule Monthly meetings
12. Help keep League Board on track for deadlines (Include deadlines from respective positions)
 - Manger Selection
 - Fall Ball sign-ups
 - Assessments
 - Draft
 - All-Star selection
 - League Program
 - Budget
13. Organize- Opening and Closing Ceremonies
14. Order Trophies & Jason Taylor award (Include contact info and sizes)
15. Attend PONY meetings (where, who to contact)
16. Register with Pony, (are there codes, or directions)
17. Insure new signers are at the bank. President, Vice President, Treasurer, & Secretary (with minute) (Bank Contact info)
18. *If they are President they should not manage a team
19. North Clairemont Rec meeting
20. Hickman Meeting (2 voting seats)

VICE-PRESIDENT- Executive Board

1. Purchase League Insurance
2. League Safety Office- make sure first aid kits are in all score booths, and wherever else seems necessary
3. Game/Practice Schedule
4. Field Schedule
5. Assist in gathering sponsors, advertisers, and donations (include list from previous year for a starting point)
6. Insure new signers are at the bank. President, Vice President, Treasurer, & Secretary
7. Help with gathering Sponsors for the program, and league
8. Attend HYAA meetings (2 voting seats)

Treasurer- Executive Board

1. Check book info
2. Bank Log-in info
3. Quick-books info
4. CPA contact and Tax return time line
5. Snack-Bar records
6. W-9 info
7. Compile Budget in July with existing Board
8. Present Budget to new Board
9. Report out against Budget at each meeting
10. Insure new signers are at the bank. President, Vice President, Treasurer, & Secretary
11. Help with gathering Sponsors for the program, and league

SECRETARY- Executive Board

1. Create Agenda for board meetings. Distribute 24 hours prior to board meetings. Insure appropriate information is discussed at the appropriate time. (compile date from respective positions)
 - Fall ball approvals
 - Uniform approvals, (Fall ball, spring, all-star, tournament)
 - Manager interviews
 - Spring opening ceremonies
 - All-Star teams, and discussion
 - Closing Ceremonies (trophies, awards)
 - Board Nominations
 - Spring Registration
2. Ensure that board members provide a status update on action items assigned to them by keeping those items on the agenda until confirmed as completed
3. Keep meeting minutes
4. Distribute minutes for Board approval 3 days after the board meeting
5. After Minutes are approved give to Web Master for upload to website
6. Insure Board Contact information is given to Web Master for accurate information on the website
7. Insure new signers are at the bank. President, Vice President, Treasurer, & Secretary (with minute) *Secretary is the one that is the keeper of the bank signature
8. Help with gathering Sponsors for the program, and league

Player Agent- Executive Board

1. Get Board approval on new registration form (include old format) Should be done by Early Nov, at the latest
2. Distribute registration form to Web Master and Public Relations
3. Help get distribution to local schools (include instructions on school board)
4. Work with Web Master to get registration on the website.
5. Schedule in person sign ups
6. Help distribute signs around Clairemont
7. Keep Board informed on number of kids per division to help with Manager counts
8. Schedule Assessments
9. Schedule Drafts
10. Keep a record of all kids in the league
11. Keep a record of all team rosters (Distribute to Board)
12. Coordinate a manager's meeting to go over the approved Rules
13. Be the distributor of information to all Division Reps
14. Point of contact for league member concerns and channel to the appropriate board position
15. Help with gathering Sponsors for the program, and league. Add shirt sizes to registration- this information is given to Procurement for ordering.
16. Player Agent may not manage a regular season team, but may manage a post season team.

Public Relations

1. Weekly E-blast to all NCYB members
2. Gather information as deadlines approach (get dates from respective positions)
 - Registration for both Fall ball and Spring Ball
 - Fundraising opportunities
 - All stars
 - Pictures
 - Division standings
3. Program: *should be seen by board before printing
 - Gather team rosters
 - Sponsors (look at budget to know NCYB goal, include list of past sponsors) Be the keeper of info, but all board members should help
 - Lifers (7 consecutive years, 3 (pinto/Shetland), 2 mustang, 2 bronco)
 - Jason Taylor award
 - Prior year all stars
4. Get Registration in Clairemont News, UT (include contact info, and deadlines)
5. Notify Web Master as Sponsors come in to update the website
6. Help get distribute to local schools (include instructions on school board)
7. Help distribute signs around Clairemont (information on ordering more if needed)

Director of Facilities

1. Organize task for Facility Supervisors (Mt Etna & Hickman)
2. Organize Field Maintenance day, with list of tasks, and tools/supplies that will be needed
3. Train Managers & Coaches on proper field prep
4. Check on fields daily
5. Schedule Seeding with President approval
6. If outside labor is needed secure bids and inform board (include list of companies we have used in the past)
7. Water/ Mow where needed
8. Oversee that all sheds and score booths are locked everyday/ (list of combinations for locks)
9. Help with gathering Sponsors for the program, and league
10. Attend North Clairemont Rec Meeting
11. Gather assistance for field prep during tournaments
12. Create list of tasks for Field Maintenance day

Parent Auxiliary

1. Fundraising
 - Candy (get contact info & deadlines, and estimates from the year prior) , collect money, tally prizes and distribute
 - 100 inning game, vendor set-up, gathering baskets from the teams
 - Pony Day at the Padres or Local college events
 - Team Picture - this is an all-day event for this position, be there to help with the flow of teams
 - Fundraiser dinners
 - Parent's night out (Print tickets, field selling, early that night for more selling of tickets)
 - Fall ball fundraising.
 - Other Fundraising ideas
2. Team Parent Meeting
 - Include contact info, and sample info that needs to be distributed
 - Distribute information to the Team Parents as decisions are made with the board
3. Help with gathering Sponsors for the program, and league
4. Gather sponsors for gifts for raffle
 - Thank you notes
 - Keep records for next volunteer
5. Facebook
 - Update as information is distributed.

Procurement Agent

1. Order uniforms
 - Spring
 - Winter
 - Tournament
 - All-Star
2. Order Balls
3. Order Paint
4. Order Catcher gear
5. Order other field supplies as needed
6. Order Fan Gear for sale. Work with Snack bar on quantities and sizes
7. Order Practice shirts
8. Help with gathering Sponsors for the program, and league
9. Keep equipment, clean and in working order

Chief Scorekeeper

1. Order Score books
2. Member of the Rules Committee. Understand the rules of NCYB and Pony Baseball for the benefit of being able to help understand scorekeeping questions arise.
3. Hold Score keeper meeting. The primary focus is to go over the responsibilities of individual team scorekeepers, provide assistance in the method of keeping score, making sure information is submitted to the Chief Scorekeeper at the end of a home team's respective game. During the session, a tutorial is presented to scorekeepers who are new to the job.
 - Distribute Rules
 - Distribute Instructions
 - Distribute Team Scorebooks
4. Coordinate with team scorekeepers to receive scores on games. Accessible via Email, Text, Phone to provide games results in timely manner. (typically 25 primary team scorekeepers) ask for secondary scorekeepers as well.
5. Develop scorekeeper contact list.
6. Update league website with scores of all games.
7. Track home runs and coordinate with Web Master to have them reflect on website.
8. Verify Official score book for violations (and report to appropriate individuals)
9. Oversee the team scorekeeper's responsibilities and to try and answer questions and concerns that occur with games.
10. Update the league playoff brackets and coordinate with Web Master to have them posted on website.
11. Update Turkey Tournament brackets and coordinate with Web Master to have the brackets posted on the website.
12. Prepare scorebooks for tournament teams representing NCYB in the Memorial/All-Star Tournaments.
13. At the end of league post season and tournament play, certificates are prepared for players who hit home runs during the season and Memorial Tournament. Certificates are presented by the league president during closing ceremonies.
14. Support the activities of the league as a member of the Board of Directors.

Chief Umpire

1. Gather Bids and hire Umpires for Winter ball, Spring ball, Tournaments, (and whatever other games the league plays)
2. Should be accessible at a minimum on Saturday for Umpire related issues
3. All complaints against any umpire shall be communicated through the Chief umpire and with the direction of the President shall proceed as necessary
4. Hold a Rules committee meeting prior to the start of the season
5. Present Rules to the League Board for approval & distribute to Manager & Coaches
6. Give Rules to Web Master to be loaded to the website.
7. *Chief Umpire should not Manage a team
8. Help with gathering Sponsors for the program, and league
9. Coordinate a manager's meeting to go over the approved Rules

Snack Bar Supervisors

1. Schedule staff to work in snack bar (include example)
 - How much staff is needed and what hours work best
2. Have snack bar stocked (Costco membership and log-in info)
3. Keep it clean

Fall ball Coordinator

1. Registration for Fall ball
2. Work with other leagues that don't host a Fall ball season
3. Coordinate and gather managers and roster the teams
4. Prepare schedules for Fall ball practices and games
5. Help get Sponsorship Banners as sponsors come in, coordinate with Field Rep to get hung.
6. Assist with Thanksgiving Tournament with Tournament Director

Tournament Director

1. Oversee and run the annual Thanksgiving Tournament. This is the league's biggest fundraising baseball tournament of the year.
2. Oversee the brackets/scheduling of the league's post-season tournament.
3. Support the bracket scheduling for the league's 100-Inning Game.
4. Plan possible future tournaments for the league with the approval of the Board of Directors.

Division Reps (Shetland/Pinto/Mustang/Bronco/Pony)

1. The facilitator between Manger's and Player agent for their division
2. The facilitator between team parent and Parent Auxiliary for their division
3. The facilitator of information between Facilities and their division
4. Part of Umpire Selection committee
5. Part of Manager selection committee
6. Part of team selections /drafts
7. Must attend Rules committee, team parent meeting, manager meeting
8. Division Reps may not represent the division their player participates in.

Field Maintenance Supervisors

Both the Mt Etna and Hickman locations shall have Facilities Supervisors who shall be ultimately responsible for the overall upkeep of both North City sites.

1. He/She shall work with the Facilities Supervisor to ensure all necessary maintenance and repair is done on their specific field.
2. He/She shall mow, weed-whack, edge, rake, paint and water on a regular basis to ensure their field is playable year-round.
3. He/she shall work with Facilities Supervisor to provide training to league volunteers on the proper preparation, watering, and general upkeep of the fields
4. Hickman Facility Supervisor shall attend monthly HYAA meeting when President or VP cannot.

Web Coordinator

1. He/She will update website with League information
2. He/She will insure information on the Website is accurate
3. He/She will update the website within 72 hours of receipt of the meeting minutes
4. He/She will assist in creating the online Registration forms with the Player Agent, and Fall ball coordinator.
5. He/She will meet with the President, Vice President to insure qualifications.
6. He/She will assist in training the Chief Scorekeeper on updating the scores on the website.

Director of Sponsorship

1. He/She will be responsible for gathering the Leagues' sponsorships for the year
2. Gather information and work with Public Relations to insure they are in the program
3. Work with Web Master to insure they are on the website
4. Gather correct contact information, and update League's sponsorship list
5. Work with vendors to get banners printed and hung on NCYB fields