



Anaheim Youth Baseball Club Board Descriptions

Excerpt from Anaheim Pony Baseball Bylaws

Article IV: Duties of the Board of Directors

The following describes as guidelines, the general duties and responsibilities of each Director. Duties and responsibilities also described in the standing rules assuring more current updated listings. Any given Director, at the request of the President, may perform special duties. All Board Members are required to assume the responsibilities of Field Commissioner, as scheduled.

A. President

1. Presides at league meetings and assumes full responsibility for the operation of Anaheim Youth Baseball Club (AYBC).
2. Receives all mail, supplies and communications from Pony Baseball, Inc.
3. Ensures that all League personnel are briefed on all rules, regulations and policies of Pony Baseball, Inc., and AYBC.
4. Represents AYBC in all league matters.
5. Perform such duties and assignments as customarily pertain to the office.
6. Assume the duties of any Board Member in that member's absence.
7. Assists with the counting of Snack Bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial officer present.
8. Assists with player registration.
9. May countersign checks with the Treasurer.

B. Vice-President

1. Presides over meetings and performs other presidential duties in the absence of the President.
2. Serves as the presidential aide, and carries out such duties and assignments as the President may direct.
3. Serves as an ex-official member of all committees.
4. Obtains field permits.
5. Prepares duty rosters, and all practice, pre-season, and regular season playing schedules for all divisions.
6. Establishes, maintains, and distributes a field commissioner schedule.
7. Assists with the counting of snack bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial officer present.
8. Chairs the Disciplinary Action Committee (DAC).
9. Acts as the league historian. Ensures historical records are passed to each Board of Directors.
10. Coordinates purchase and delivery of trophies and pins.
11. Coordinates participation in Memorial Day Tournaments.
12. Coordinates yearly field reconditioning with city personnel.
13. Coordinates AYBC winter ball.
14. Assists with player registration.

C. Secretary

1. Records and maintains minutes of all meetings in great detail for member to review upon request. Minutes must be approved by the President and Vice-President within 48 Hours of each board meeting.
2. Issues notice of regular and special meetings.
3. Sends out correspondence concerning AYBC matters, including sponsor Thank You letters.
4. Distributes copies of minutes of previous Boards Meetings at each meeting.
5. Prepares a Calendar of all AYBC events and activities.
6. After the annual elections, sends a roster of the Board of Directors to the Secretary of State.
7. Prepares league charter documentation.
8. Processes Insurance claims and yearly renewal.
9. Assists with the count and collection of snack bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial officer present.
10. Assists with player registration.

D. Treasurer

1. Maintains AYBC financial records, prepares budgets, and submits financial reports at each board meeting. All financial records will be available to current league members and will be posted on the league's website.
2. Collects, deposits, and disburses AYBC funds and is the primary signatory on all checks. Maintains all bank records and reconciles all bank accounts monthly to the bank statements within ten (10) of receipt.
3. Assists with the count, collection, and deposit of snack bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial officer present. Deposit of Snack Bar receipts into the bank will occur within five (5) days of collection.
4. Maintains a complete roster of all league sponsors.
5. Assists in receiving all mail, supplies and communications from Pony Baseball, Inc.
6. Tracks all signups including deposits and receipts.
7. Ensures taxes are filed each year by September 1st.
8. Assists with player registration.

E. Public Relations Coordinator

1. Coordinates edits and is responsible for the distribution of the AYBC newsletter which is published monthly on the league's website.
2. Coordinates and is responsible for the printing and distribution of AYBC flyers for player registration.
3. Prepares and distributes all AYBC literature as necessary.
4. Coordinates and is responsible for planning of Opening/Closing Day and all other public relations activities.
5. Coordinates all local and national press releases including advertising for player registration.
6. Coordinates printing and distribution of annual yearbooks.
7. Assists with player registration.
8. Coordinates all activities in which AYBC is represented.
9. Coordinates printing and distributions of all league banners.

F. Player Agent Coordinator

1. Makes preparations for try-outs, and conducts the annual player draft.
2. Maintains team rosters for each team in all divisions throughout the season.
3. Organizes and coordinates procedures for managers and coaches, including recruitment, training, and replacement.
4. Organizes and coordinates all Coaches and Managers Clinics.
5. Represents managers, coaches and individual players in all WAYBA matters.
6. Must call and preside over periodic managers and coaches meetings.
7. Organizes and coordinates annual First Aid Clinic for all managers and coaches with the safety coordinator.
8. Organizes All-Star selection, certifications, and verifications of eligibility for all divisions.
9. Coordinates Annual All-Star Classic games for all applicable divisions.
10. Implements draft procedures.
11. Notifies Divisional Player Agent of any player transfers, replacements, hat picks, or vacancies.
12. Assists with player registration.

G. Equipment Manager/Groundskeeper

1. Purchases and maintains all playing equipment, including, but not limited to, scorebooks, chalk, game balls, etc. *****All purchases must be approved by the President and in accordance with the budget.
2. Ensures that all teams are adequately and safely equipped.
3. Presents to the Board an estimated budget of next year's expenditures.
4. Arranges for the return and storage of equipment during the off-season.
5. Maintains records of all equipment dispersals and require managers to sign for all equipment issued and returned.
6. Submits pre-season and post-season inventory reports to the Board of Directors.
7. Ensures the fields are adequately and safely equipped.

H. Umpire-in-Chief

1. Enlists paid and volunteer umpires.
2. Assures that umpires are present for all games, and evaluates their progress and performance during the season.
3. Prepares and submits a budget to the Board.
4. Organizes an Umpire Clinic for managers, coaches and prospective volunteer umpires.
5. With Board approval, may establish umpire participation requirements.
6. Chairs the Decisions Committee upon appointment by the league President.
7. Chairs the Rules Committee.
8. Publishes new rulebooks and distributes to all managers, coaches and Board Members.

I. Team Parent Coordinator

1. Coordinates and organizes league Team Parents.
2. Coordinates scorekeeping meetings.
3. Coordinates AYBC fundraising activities.
4. Coordinates and organizes the taking and distribution of AYBC team pictures.
5. Distributes sponsor plaques.
6. Assists with player registration.
7. Prepares parent package each season. Ensures package is posted on league website.

J. Snack Bar Manager

1. Assigns personnel to work in the snack bar during all league games.
2. Purchases all food and supplies for the snack bars at Brookhurst and Pearson Parks.
3. Ensures the neatness and cleanliness of the snack bar and utensils.
4. Ensures the snack bar is opened one (1) hour prior to the first (1st) game scheduled.
5. Assists with the count and collection of snack bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial officer present.

K. Snack Bar Manager-Assistant

1. Assists and assigns personnel to work in the snack bar during all league games.
2. Assists and purchases all food and supplies for the snack bars at Brookhurst and Pearson Park.
3. Assists and ensures the neatness and cleanliness of the snack bar and utensils.
4. Assists and ensures the snack bar is opened one (1) hour prior to the first (1st) game scheduled.
5. Assists with the count and collection of snack bar receipts, which shall be counted at least once a day during league play with at least one (1) other financial office present.

L. Divisional Player Agents

1. Perform and assist in whatever duties the Player Agent Coordinator directs.
2. Verifies eligibility of all players for All-Stars through waivers signed by parent/guardians and manager attendance records.
3. Verifies all absences with the players' parent/guardian within 72 hours.
4. Represents managers, coaches and individual players in WAYBA divisional matters.
5. Must call and preside over periodic managers and coaches meetings.
6. Provides team standings for their respective divisions to the webmaster for posting on the website.
7. Audits scorebooks to ensure WAYBA rules are being followed.
8. Collects bi-weekly attendance records from managers.
9. Passes out, collects, and verifies each All-Star waiver.
10. Must notify all managers within their division prior to any hat pick or transfer.
11. Ensures that their divisional try-outs have been coordinated and rated.

M. Assistant Directors

1. Whenever an assistant to any Director is authorized to sit as a Board Member, he/she will assist the primary Director as necessary to perform the duties of office.

N. Field Commissioners

All Board Members and managers are required to assume the responsibilities of Field Commissioner, as scheduled.

1. Opens equipment sheds one (1) hour prior to the first scheduled game of the day.
2. Ensures that both teams prepare fields before games.
3. Should notify the snack bar manager if the snack bar is not properly staffed. The field commissioner will assist the snack bar manager in finding emergency replacement workers if needed.
4. Assigns each team proper scorebooks from the snack bar and distributes game balls to umpires.
5. Maintains discipline on and off the field, and enforces AYBC Rules and Regulations.
6. Ensures that only authorized personnel are in the snack bar.

7. Ensures that both teams clean the stands and dugout areas after each game.
8. Ensures that trash cans are emptied on each shift.
9. Remains on each shift until a replacement relieves him/her or another Board Member covers the shift, regardless of scheduled time.
10. Ensures all closing responsibilities are completed.
11. Must fill out a Field Commissioners report and notify the proper Director within 48 hours of any unusual circumstance and/or problem.
12. May not assume any other duties (i.e. manager, coach, scorekeeper, etc.) during his/her shift as Field Commissioner.
13. Ensures that the baseball fields are SAFE and playable prior to the start of each game. If the fields are unsafe due to rain, lightning, etc., the field commissioner will cancel the current games and advise the Player Agent Coordinator, so that a decision can be made regarding subsequent games. The Field Commissioner should also notify managers, Umpire-in-Chief, and snack bar volunteers upon cancellations of games.
14. Ensures that the snack bar is properly closed after the last game of each day.
15. Verifies that only coaches of record are on the playing field. If any coaching substitutions are made, the Field Commissioner needs to be notified.

O. League Auditor

1. Review all income and expenses on a monthly basis.
2. Review bank reconciliation and bank statements on a monthly basis.
3. Review snack bar receipts and deposit on a monthly basis.
4. Ensure financial policies outlined in the by-laws are followed by the board of directors.

P. Registration Coordinator

1. Makes preparations for and supervises player registration.
2. Maintains the master waiting list for each division and assigns players from such list as needed to fill team rosters according to AYBC rules.
3. Notifies Player Agent Coordinator of any player transfers, replacements, hat picks, or vacancies.
4. Maintains all registration Applications.
5. Distributes copies of registration applications to all divisional player agents.
6. Coordinates registration funds pick-up with Treasurer or (1) other financial officer.

Q. Webmaster

1. Maintains league website with the help of the Board of Directors.
2. Maintains league e-mail accounts and distributes emails accordingly to all Board members.
3. Assigns team pages during the Winter/Spring seasons.
4. Posts team standings for all divisions.
5. Posts meeting minutes and financial statements after any scheduled meeting.
6. Ensures currency of domain registration/website hosting services.

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