

Central Niagara Baseball & Softball Association, Inc.

BY-LAWS Exhibit D DIRECTOR DUTIES

Director House League

- A. Recruit and recommend to the Board, Coordinators and Coaches for each age bracket with-in house league Baseball and Softball.
- B. Oversee and ensure smooth operations of house league to include but not limited to; coaching selections, registration, birth certificates, player rankings, drafts, standings, playoffs, etc....
- C. Coordinate with other Directors to ensure smooth league operations.
- D. Be visible and available to your coordinators and coaches.
- E. Ensure timely submittal of league schedules to the appropriate directors.
- F. Maintain yearly operating budget and present needs annually to Board.
- G. Not limited to the above.

Director All-Stars/Travel Teams

- A. Recruit and recommend coaches to the Board for each age bracket for baseball and softball.
- B. Assess each age group for proper league placement.
- C. Research and recommend preferred leagues to the Board (Clarence, Metro, Boys of Summer, etc...).
- D. Oversee the try-out process ensuring compliance with per-determined rules for selecting teams.
- E. All players on travel teams must be registered to play within CNBSA and fall within our sanctioned boundaries and age requirements.
- F. Work with other Directors to ensure smooth league operations.
- G. Maintain yearly operating budget and present needs annually to Board.
- H. Not limited to the above.

Director Communications

- A. Handle the writing and coordination of all press releases & media coverage on behalf of the organization.
- B. Build, coordinate and maintain the organizations website for functionality and content.
- C. Maintain communication with our membership, coaches and board through the organizations website, electronic mail and traditional means.
- D. Proof read, edit and approve all communication(s) to our general membership.
- E. Share the content of all communications with the board allowing 72 hours for comment and feedback prior to distribution.

- F. Provide updates and status reports monthly to the Board.
- G. Work with other Directors to ensure smooth league operations and website content.
- H. Maintain yearly operating budget and present needs annually to Board.
- I. Not limited to the above.

Director Challenger Teams

- A. Recruit and recommend coaches to the Board for each age group involved in program.
- B. Coordinate with other directors to ensure smooth league operations.
- C. Work with parents, caregivers and social workers when appropriate to ensure proper documentation is collected and that all special needs are understood and accommodations are made including each participants right to privacy in accordance with the law.
- D. Maintain yearly operating budget and present needs annually to Board.
- E. Not limited to the above.

Director Player Development/Coaching Certification

- A. Facilitate coaching certification program utilizing league resources and personnel.
- B. Organize player development curriculum for baseball and softball.
- C. Facilitate off and in season player clinics.
- D. Facilitate relationship with area school coaches Starpoint, Niagara Wheatfield School and other participating area schools.
- E. Establish and follow through on yearly player rankings/assessments.
- F. Coordinate batting cages and facilities for use.
- G. Provide tips and educational pieces for web site periodically.
- H. Maintain yearly operating budget and present needs annually to Board.
- I. Not limited to the above.

Director Umpires/Rules

- A. Facilitate umpire training and certification program in compliance with Sanction.
- B. Work with Director of Coaching Certification on rules seminars.
- C. Schedule umpires for all games.
- D. Mentor and coach umpires as they develop.
- E. Facilitate and oversee discussions on rule interpretations.
- F. Provide tips and rule interpretations for web site periodically.

G. Maintain yearly operating budget and present needs annually to Board.

H. Not limited to the above.

Director Field Operations

A. Communicate with each town grounds and maintenance supervisors on pre-season field conditions and needs.

B. Work with area fire halls, schools and other facilities to ensure additional fields of play are available, safe and playable for the coming season.

C. Hire and manage staff of part-time field maintenance personnel as needed.

D. Ensure proper communication, collaboration and cooperation with each town.

E. Ensure field conditions are safe and playable for each game.

F. Communicate with coaches/coordinators when fields are not playable.

G. Maintain yearly operating budget and present needs annually to the Board.

H. Not limited to the above.

Director Equipment/Supplies

A. Maintain inventory and control of league equipment and uniforms

B. Monitor equipment and uniform condition for safety and playability.

C. Acquire and negotiate with all equipment & uniform suppliers.

D. Coordinate pre-season distribution and post-season equipment/uniform returns.

E. Maintain yearly operating budget and present needs annually to the Board.

F. Not limited to the above.

Director Concessions

A. Maintain up to date permits and ensure compliance with health department requirements.

B. Maintain and monitor product inventory and rotation.

C. Acquire and negotiate with all food contractors, equipment suppliers, etc....

D. Facilitate and manage volunteers for staffing.

E. Maintain yearly operating budget and present needs annually to the Board.

F. Not limited to the above.

Director Fundraising & Sponsorships

A. Coordinate & facilitate 3 league wide, fundraising activities annually with Board input and approval.

B. Maintain and grow league sponsorship program using various avenues to raise money.

C. Coordinate with Volunteer Committee, volunteer needs for fundraising events.

- D. Work with the Board to maintain smooth fundraising activities and success.
- E. Share updates and needs monthly with the Board.
- F. Brainstorm new ideas annually.
- G. Maintain yearly operating budget and present needs annually to the Board.
- H. Not limited to the above.