



# SCCBRL Volunteer Positions

(You may hold more than one position)

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## Coaches

- Run practice and training as appropriate for your team (usually once and up to three times a week as needed)
- Manage teams on game day
- Prep the field for your home games
- Make fair and equitable game rosters
- Designate or serve as score keeper
- Communicate wins/losses to the League
- Cooperate in rescheduling any necessary games
- Serve as liaison between the League and parents
- Attend scheduled League meetings (usually once a month)
- Assist with League fundraising and League Business
- Serve as good role model for your players

## Uniforms

- Once rosters confirmed with sizes and numbers – organize and order by team. Three coaches shirts per team.
  - Majors/Minors
    - Shirts (names and numbers), Pants, Hats, and Socks
  - Rookie
    - Shirts (numbers), Pants and Hats
  - T-Ball
    - Shirts (numbers), Hats
- Order shirts, hats, and socks with CIA Printing, Renee Howard, Pomeroy, PA – she assembles by team
- Order pants through Anaconda – on-line
- Pick-up and Distribute Uniforms
- Coordinate tournament team uniforms in June and order

## Umpires

- Determine returning umpires
- Once Minors / Majors schedules completed – schedule umpires for games
- Minor / Major schedule should include umpire and contact information
- Umpires are paid \$40 per game (Rick Palmer \$30 per game)
- Submit umpire's invoices to Treasurer for payment once season is complete

## Website

- Input schedules at the beginning of the season
- Update Minor / Major games throughout Spring Season
- Update information throughout season on and off

## Rosters – (this can be done by division)

- Input registration into Rosters
- Coordinate between T-ball, Rookie, Minors, and Majors

- Start to assemble current season rosters
  - If returning T-ball, Rookie and Minor place on same team
  - All Majors get drafted each year all go to assessments
  - When placing new T-ball and Rookie kids on teams try to spread-out ages
  - New Minors are placed in draft and go to assessments
- Compile new Minors / Majors into Assessment sheet and send to coaches for assessments
- Compile “draft” sheet for coaches in order to draft
- Once rosters are completed – distribute to coaches for review
- When rosters are finally finalized forward to coaches, board members, and “uniform person”
- Upload rosters into OneCall
- Upload rosters into Babe Ruth League site

#### Equipment Manager

- Store equipment throughout year
- Confirm equipment is safe for play (helmets, catchers gear)
- Purchase items needs to field teams
- Distribute equipment to coaches
- Purchase game balls for entire season
- Receive equipment back from coaches at end of season

#### Field Manager

- Confirm use of Highland, Parkesburg, Layton, Sadsbury, and Westwood fields
- Review condition and necessary repairs in December
- Gather materials necessary for field repairs where appropriate
- Coordinate repairs with appropriate party
- Schedule and coordinate field maintenance sessions
- Solicit Field Crew assistance

#### Field Crew

- Attend scheduled field maintenance sessions
- Weed, rake, shovel, paint and prep as needed

#### Schedules

- Coordinates practice nights between T-ball, Rookie, Minor and Majors
- Prepares game schedule for all divisions for the season (we have a computer system that completes)
- Communicates with person in charge of Umpires regarding Minor / Major games
- Coordinates post –season and tournament schedules

#### Tournament

- Coordinate try-outs
- Coordinate coaches
- Once rosters completed – upload Tournament rosters to Babe Ruth site
- Coordinate for uniforms
- Communicate with Cal Ripkin rep about schedules, binder, etc. (Marc has this detail)
- Communicate with “scheduler” about practice fields available for practices

#### Insurance / Register Teams

- Once rosters are finalized registered all teams with Babe Ruth Headquarters and purchase insurance – all is on-line and simple.

### Fundraising Chair

- Coordinate League Fundraisers and Co-Chairs

#### Opening Day Chair (goal \$500)

- Make sure the opening remarks thank the team sponsors
- Organize a concession stand for the day, (donuts, pretzels, Gatorade)

#### Business Sponsorship Chair (goal \$5K)

- Acquire sponsorships from local businesses for Fall, Spring, and Tournament Teams
- Write Thank you notes and encourage connections from sponsor's to teams
- Make sure a time to present Thank you plaques are presented

#### Krispy Kreme Chair (Net sales \$11K)

- Coordinate schedule for order
- Negotiate price with owner
- Distribute the appropriate forms to all teams
- Collect orders/money
- Place Order
- Distribute donuts on pick up day at Sadsbury Pavillion

### Commissioners (one for each division)

- Assist as needed with Rosters
- Resolve occasional disputes
- Serve as mandatory field crew at least two Spring Saturday's as scheduled

### **Board Positions (Should not be a Coach)**

#### Secretary

- Takes meeting minutes
- Sets up one call system and provides passwords as necessary
- Manages Correspondences with league
- Schedules Opening Day Parade w/Parkesburg

#### Treasurer

- Verifies income and expenditures
- Ensures that price comparisons were made for major items
- Makes deposits within one week
- Pays bills in a timely manner
- Purchases league Insurance
- Files the taxes

#### Vice President

- Coordinates the Commissioners
- Coordinates Opening Day Festivities w/Fundraising Coordinator
- Oversees the Tournament team needs
- Serves as Board point of contact for Field and Equipment Mgr
- Serves as President in the President's absence
- Make sure coaches are informed, trained, and have completed necessary certification

## President

- Preside all League Meetings
- Assume full responsibility of SCCBRL
- Appoint committees and supervise
- See the league follows as the rules
- Be sure charter application / continuation forms are completed
- Be responsible for local league protests and disputes
- Review finances with Treasurer

# SCCBRL

## Fiscal Year Calendar July 1 to June 30

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### July

- End Spring Season (March to June)
- Start Fall Season (September to October)
- Pay all invoices associated with Spring season

### August

- Continue preparation for Fall Season
- Uniforms for Fall should be ordered

### September, October, November

- Start and End Fall Season
- Prepare for Spring Season
- Set Registration Fees
- Coordinate dates for registration – total 4 Saturdays 9 a.m. to 1 p.m. starting the 2<sup>nd</sup> Saturday in January and ending by 2<sup>nd</sup> Saturday in February
  - 2-days at Parkesburg Hall - contact Wendy / Jim Thomas at Parkesburg Borough
  - 2-days at Sadsbury Township building - contact Township Secretary
- Create “Sign-up Flyer” with above information
- Coordinate date for Assessments at SwingAway
- Coordinate date for Draft
- Confirm coaches for next season
- Set Fundraising targets

### December

- Get “Sign-up Flyer” approved by Coatesville Area School District’s Athletic Director
- Get copies of flyer for CASE Elementary Schools and Octorara Elementary School’s
- Distribute flyers to school for distribution at beginning of the new year
- Confirm dates, times, etc. for Registration

### January

- Be sure flyers are in schools
- Send OneCall of registration form to previous year players
- Have sign-ups
- Confirm Opening Day
- Confirm Fundraising activities for the year
- Begin soliciting for team sponsors

### February

- Finalize registrations
- Assessments and Draft
- Complete Rosters
- Order uniforms by end of February

- If having parade in Parkesburg – confirm with Borough Manager

### March

- At Meeting distribute coaches agreement
- Distribute equipment to Minors / Majors by March 15<sup>th</sup> - get check
- Minors / Majors start practice when weather nice
- After March 15<sup>th</sup> distribute equipment to T-ball / Rookie coaches - get check
- T-ball / Rookie practice starts at end of March
- All uniforms should be ordered

### April

- Distribute uniforms
- All teams should be practicing
- Order flags if doing Parade
- Finalize Opening Day
- Upload rosters (esp Minor / Major) to Babe Ruth site – will need for tournament teams
- Pictures should be scheduled for Saturday after Opening Day –

### May

- Order trophies before Memorial Day weekend
- Pictures should be in – distribute
- Confirm Closing Day

### June/July

- Distribute trophies at June meeting (if ordered in time)
- Playoffs
- Arrange for equipment return
- Babe Ruth League District and State Tournaments

### Each Month

- Check email account for messages
- Check post office box
- Pay bills