

President Position Description

The President shall have a two (2) year term of office expiring in odd-numbered years. The President shall have the executive powers of supervision and management of the organization. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Supervise and manage the entire league
- Preside at all organizational meetings as well as Board of Directors meetings
- Appoint committees and committee chairpersons with the approval of the Board
- Suggest for board approval appointments for all board positions that become open prior to the end of that position's term of office
- Monitor the actions of all BYBL participants by using all resources necessary to uphold the bylaws and rules.
- The President is the designated BAC (Bolingbrook Athletic Council) representative for BYBL and therefore needs to attend their meetings which are held the first Tuesday of every month (or designate someone else to attend in their absence)
- Coordinate BYBL's registration with the national Pony organization

- Ensure keys and other sensitive information are retrieved from those members who leave the board
- Notify parties as necessary of alleged misconduct and disciplinary hearings. Oversee disciplinary hearings to ensure compliance with rules and bylaws
- Review any applications received for financial assistance and decide if financial assistance should be approved subject to policies in place. Ensure Player Agent knows of financial assistance decisions on a timely basis and communicates them to the families
- Will be the designated account owner of the BYBL business PayPal account and as such will receive direct communications from PayPal. These should be forwarded to the Treasurer.

Vice President Position Description

The Vice President shall have a two (2) year term of office expiring in even-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Perform the President's duties in the President's temporary disability or absence
- Solicit sponsors, communicate with sponsors, collect sponsorship money from sponsors, and provide sponsor plaques. Work with Equipment Director to assign sponsors to teams.
- Oversee all fundraising activities of BYBL, including establishment of procedures and maintenance/modification as needed
- Provide guidance and oversight as necessary to oversee Travel Director's management of Rampage fundraising
- Attend monthly BAC (Bolingbrook Athletic Council) meetings when the President is unable to attend. They are held the first Tuesday of every month.

- Chairman of the in-house tournament teams, overseeing their schedules and tournaments
- Work in conjunction with the BYBL President to communicate with the park district regarding field and facility improvements, including attending annual park district budgeting meetings
- Communicate league policy to the membership (e.g., at evaluations, lock-in, or other reasons) as necessary
- Work with the Travel Director on the administration, oversight, and supervision of the travel baseball program including Rampage manager evaluation forms
- Chair/oversee the committees lead by the commissioners to develop, maintain, and oversee processes and procedures for the Sunday League and All Star tournament teams as well as provide oversight for those teams during their season
- Solicit bids for photographers and present to board
- Function as an arbitrator for inter-board disputes

Treasurer/Assistant Treasurer Position Description

The Treasurer shall have a two (2) year term of office expiring in odd-numbered years. The Treasurer shall be responsible for all financial matters of the organization. This position has voting privileges.

The Assistant Treasurer shall have a two (2) year term of office expiring in even-numbered years. The Assistant Treasurer shall be responsible for assisting in all financial matters of the organization. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend all monthly board meetings unless excused by the President due to a valid reason
- Prepare and submit to BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

Banking:

- Act as main contact for all banking issues and/or problems
- Order checks as needed

- Reconcile all bank accounts monthly with the exception of the AUX account which is reconciled by the Concessions Director
- Handle bad checks and stop payments as needed
- Handle PayPal account
- Handle financial aspect of online registration system recommended by Player Agent
- Transfer funds as needed between organizational accounts and travel accounts
- Work with Travel Director and Rampage Managers to ensure all fundraising money and registration fees get deposited timely and accurately
- Work with Player Agent to make sure players pay appropriate amount and funds get deposited on a timely basis
- Ensure sponsorships, donations, and any other revenues received get deposited timely in the proper accounts. Give Secretary any documentation received to acknowledge sponsorships and donations.
- Work with Travel Director/Tournament Director to ensure tournament entries are tracked in the order received so proper teams are admitted and declined entry into our tournaments
- Work with Travel Director/Tournament Director to ensure tournament registration fees are returned for declined teams and refunds are issued as needed for teams not properly calculating their entry fee
- Monitor accounts for fraudulent activity; only have 30 days to report it to the bank

Accounts Payable:

- After confirming accuracy as necessary, make sure invoices get paid from proper bank accounts. In doing so, make sure all monetary transactions have appropriate approval in place (Board approval via direct vote or Board approved budget)
- Process check requests from Rampage Managers for tournament entries, training, league fees, etc. Make sure all monetary transactions have appropriate approval in place (Board approval via direct vote or Board approved budget)
- Pay umpires – youth and patched. Establish payroll processing dates with Umpire Director.
- Communicate regularly with other board members to handle payments where invoices are not received (Publicity Director should notify Treasurer when icontract renewal and league lineup fees are due, Travel Director should notify Treasurer when league lineup fees are due, etc).
- After receiving authorization from Commissioners, pay volunteer refunds to coaches and field supervisors.

Administration/Filings:

- Make sure Annual Report gets prepared, signed, and submitted with appropriate fee by 2/1 every year.
- Ensure tax exempt status (different from 501c3) gets renewed as needed with Illinois Department of Revenue
- Work with CPA and ensure annual tax filings are completed and filed annually
- Submit tax documentation to the BAC President in March every year to document our 501c3 status
- Issue/oversee CPA issuing 1099s every January
- Pick up mail from post office regularly – distribute items not needing Treasurer attention
- Submit new IL REG-1 when executive board members change
- Work with Concessions Director to obtain data needed for tax filings with respect to the categorization of concessions revenues and expenses

Financial Oversight:

- Create a budget annually to present to Board for approval; update it as needed
- Work with Travel Director to review Rampage team budgets and suggest changes as necessary.
- Work with Travel Director to create a budget for the entire Rampage organization and obtain Board approval on aforementioned budget
- Ensure financial controls are in place to protect the organization
- Work with Travel Director to oversee financial matters for Rampage ensuring Rampage monies are in compliance with BYBL policies and bylaws
- Help monitor compliance to financial controls and communicate issues as necessary with the Board; make any compliance issues known to Board prior to Rampage Manager elections
- Work with Aux President, Travel Director, and Umpire Director to ensure W9s are present for anyone working for BYBL
- Update and revise the league procedures for financial hardship as necessary
- Ensure league completes audits of financial statements as necessary to be in compliance with all governing bodies
- Supply the Equipment Director details of all Rampage team equipment purchases

Registration:

- Work with Player Agent to ensure every registered player pays the proper fee
- Handle refunds/adjustments as necessary
- Make a recommendation to the board for vote prior to each season regarding the maximum amount allowed for the President to approve as financial hardship
- Work with Player Agent to submit roster of resident/nonresident players each season to the Park District with required fees

Record Keeping:

- Input all transactions in QuickBooks or another bookkeeping system
- Maintain proper records of all income and expenses to satisfy any IRS/IL Department of Revenue inquiries. Keep in mind these records need to be easily transferred as Treasurers change, so paper copies organized logically may be most ideal.
- Work with AUX Pres to ensure proper tax and financial records are kept for Auxiliary

Secretary Position Description

The Secretary shall have a two (2) year term of office expiring in even-numbered years. The Secretary shall be in charge of the records of the organization. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
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- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Handle all aspects of organizing the monthly meetings as well as any special meetings of the Board of Directors:
 - arrangements for a room to meet in,
 - communication of that location to the board (including early notification to the Publicity Director for league dissemination),
 - collection, assembly, and dissemination of board reports to the board prior to the meetings
- Coordinate field duty schedule including proactively ensuring any unfilled spots get assigned for coverage

- Create the important dates document and present to the board for discussion and approval. Make sure it gets approved and shared with the Publicity Director to share with our members.
- Store and track all critical board records and files with the exception of financial records such as tax filings, etc that would be maintained by the Treasurer
- Secure the organization's raffle license annually from Will County
- Create, submit for board approval, and maintain accurate meeting minutes from each board meeting.
- As directed by the President or Vice President, craft communications for any notices (disciplinary hearings, bylaw updates, etc)
- Keep the bylaws updated with any changes that are approved by the membership
- Open motions for discussion and voting according to the procedures established in the bylaws. Announce decisions of motions to the board.
- Maintain a record of current members in good standing at all times
- Send donation receipt letters according to IRS guidelines, following up as necessary to obtain needed information for aforementioned letters
- According to procedures in the bylaws, handle the distribution and collection of annual signed statements from members of the Board that they understand the conflict of interest policy
- Update, maintain, and oversee the league privacy procedures as necessary
- File incident reports when needed
- Handle insurance for the league, both in-house and travel

Publicity Director Position Description

The Publicity Director shall have a two (2) year term of office expiring in odd-numbered years. The Publicity Director shall be responsible for publicizing all general membership matters. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend all monthly board meetings unless excused by the President due to a valid reason
- Prepare and submit to BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Management of all league communications (including Rampage) to membership & the community utilizing Social Media, Newspapers, E-mail blasts, Standard mail, and other methods.
- Maintain e-mail blast contact lists for both in-house and travel. Ensure proper updating & organization to allow targeted blasts to segments of the organization.
- Manage e-mail communication to the league for important events, newsletters, advertisements or at the request of the President or Vice President.
- Manage the updating of BYBL's text advertisement each season in the Bolingbrook Park District activities catalog.

- Update the BYBL website with content relative to the current activities of the organization.
- Work with Travel Director to handle all advertising as it pertains to Rampage tryouts and special events, including (but not limited to)
 - Advertising in online news media
 - Advertising in *The Naperville Sun*, *The Bolingbrook Bugle*, and other print media
 - Advertising on local Rotary bulletin boards
 - Advertising signs via Bolingbrook Signs
 - Advertising on electronic reader boards at the BRAC, the Promenade, etc.
- Maintain a regular presence for both BYBL and Rampage events on social media, such as Facebook & Twitter.
- Coordinate advertising for Spring, Sunday league, Summer tournament teams, and Fall Ball registration using Mailers, Newspaper advertisements, School flyers, Portable signs, Facebook promotions, etc.
- Administer the development & collection of coach evaluation surveys. Report results to board members.
- Represent BYBL at community events to promote awareness of BYBL and build advertising contact lists.
- Work with the Treasurer to ensure accounts such as icontact and league lineup get renewed and paid on time (invoices are not sent to the Treasurer)

Pinto/Mustang Commissioner Position Description

The Pinto/Mustang Commissioner shall have a two (2) year term of office expiring in odd-numbered years. This position has voting rights.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Common duties for all Commissioners:

- Work with the board to establish and enforce coaching expectations
- Work with the board to set up coach training
- Work with Concessions Director as well as the entire board to strategically plan game scheduling to enhance concessions traffic and meet families needs with respect to game times
- Attend or designate another board member to attend Championship game
- Work with the Equipment Director to coordinate the distribution and collection of equipment provided to team managers.
- Keep the concessions stand stocked with incident reports and monitor their submission
- Participate in the preseason manager meeting (both Spring and Fall seasons)
 - Provide division specific content to the meeting chair
- Periodically review coaching performance and compliance
 - Consistently reiterate Code of Conduct principles to coaches, players, families, and fans
 - Attend games to observe and monitor coaches

- Provide coaches with specific feedback and administer corrective measures when appropriate
- Provide divisional coaches with league communications (coaching expectations, operational procedures, League announcements, and requests for information)
- Divisional Liaison
 - First line of contact for divisional coaches, players and families
 - Work with board as necessary to ensure disputes and complaints are handled. Rule based on bylaws, established rules, and provide a non-biased view of the baseball argument. Summarize and escalate issues to the league President and/or Vice President
 - Partner with Player Agent to ensure teams are fairly drafted, trades are equitable, and all contact/medical information is gathered in a timely basis
 - Frequent BYBL facilities to engage families and fans in baseball specific conversations (to solicit informal feedback, gauge general satisfaction)
 - Act as a “voice of reason” when attending league games
- Rules Committee member
 - Participate on the Rules Committee
 - Make recommendations for rule additions/changes/deletions
- Work with the board, player agent, and/or committee to recruit, interview, and recommend for selection coaches that embody the BYBL Code of Conduct.
- Develop a procedure and maintain a process for how volunteer refunds should be handled. Authorize/notify the Treasurer when refund payments should be made.
- Participate in the committees under the oversight of the VP to develop, maintain, and oversee processes and procedures for the Sunday League, All Star tournament teams, and All Star Weekend teams as well as provide oversight for those teams during their season

Duties Specific to Pinto/Mustang Commissioner:

- Prepare and maintain season standings
 - Establish procedures to acquire individual game results
 - Establish process to compile and report divisional standings
- Prepare and maintain practice schedules and game schedules (regular season and post season) including a master field schedule (encompasses all fields allotted to Pinto, Mustang, and 9U/10U travel activities).
- Make sure this schedule (including rescheduled games) is shared with appropriate parties: the Concessions Director, Fields Director, Umpire Director, etc.
- Umpire Liaison
 - Provide initial and updated In-House game schedules to the Umpire Director

- On an annual basis, review Pinto/Mustang level rules for completeness, clarity, and administrative ease
- Integrate with Bolingbrook T-Ball Association as a BYBL ambassador

Bronco Commissioner Position Description

The Bronco Commissioner shall have a two (2) year term of office expiring in even-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare monthly written board reports prior to the monthly board meetings to keep everyone informed as needed
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Common duties for all Commissioners:

- Work with the board to establish and enforce coaching expectations
- Work with the board to set up coach training
- Work with Concessions Director as well as the entire board to strategically plan game scheduling to enhance concessions traffic and meet families needs with respect to game times
- Attend or designate another board member to attend Championship game
- Work with the Equipment Director to coordinate the distribution and collection of equipment provided to team managers.
- Keep the concessions stand stocked with incident reports and monitor their submission
- Participate in the preseason manager meeting (both Spring and Fall seasons)
 - Provide division specific content to the meeting chair
- Periodically review coaching performance and compliance
 - Consistently reiterate Code of Conduct principles to coaches, players, families, and fans
 - Attend games to observe and monitor coaches

- Provide coaches with specific feedback and administer corrective measures when appropriate
- Provide divisional coaches with league communications (coaching expectations, operational procedures, League announcements, and requests for information)
- Divisional Liaison
 - First line of contact for divisional coaches, players and families
 - Work with board as necessary to ensure disputes and complaints are handled. Rule based on bylaws, established rules, and a non-biased view of the baseball argument. Summarize and escalate issues to the league President and/or Vice President
 - Partner with Player Agent to ensure teams are fairly drafted, trades are equitable, and all contact/medical information is gathered in a timely basis
 - Frequent BYBL facilities to engage families and fans in baseball specific conversations (to solicit informal feedback, gauge general satisfaction)
 - Act as a “voice of reason” when attending league games
- Rules Committee member
 - Participate on the Rules Committee
 - Make recommendations for rule additions/changes/deletions
- Work with the board, player agent, and/or committee to recruit, interview, and recommend for selection coaches that embody the BYBL Code of Conduct.
- Develop a procedure and maintain a process for how volunteer refunds should be handled. Authorize/notify the Treasurer when refund payments should be made.
- Participate in the committees under the oversight of the VP to develop, maintain, and oversee processes and procedures for the Sunday League, All Star tournament teams, and All Star Weekend teams as well as provide oversight for those teams during their season

Duties Specific to Bronco Commissioner:

- Prepare and maintain practice schedules and game schedules (regular season and post season) including a master field schedule (encompasses all fields allotted to Pony/Colt, Sunday League, and 11U/12U travel activities).
- Make sure this schedule (including rescheduled games) is shared with appropriate parties: the Concessions Director, Fields Director, Umpire Director, etc.
- On an annual basis, review Bronco level rules for completeness, clarity, and administrative ease
- Establish home field schedule and provide it to appropriate leagues (PAC, GDPBA, SWILA) for scheduling of games
- Attend meetings as necessary for leagues in which we participate

- Sunday League liaison for the league. Set procedures, and work with Player Agent to ensure the league is run smoothly.

Pony/Colt – Palomino/Collegiate Commissioner Position

Description

The Pony/Colt Commissioner shall have a two (2) year term of office expiring in odd-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Common duties for all Commissioners:

- Work with the board to establish and enforce coaching expectations
- Work with the board to set up coach training
- Work with Concessions Director as well as the entire board to strategically plan game scheduling to enhance concessions traffic and meet families needs with respect to game times
- Attend or designate another board member to attend Championship game
- Work with the Equipment Director to coordinate the distribution and collection of equipment provided to team managers.
- Keep the concessions stand stocked with incident reports and monitor their submission
- Participate in the preseason manager meeting (both Spring and Fall seasons)
 - Provide division specific content to the meeting chair
- Periodically review coaching performance and compliance
 - Consistently reiterate Code of Conduct principles to coaches, players, families, and fans
 - Attend games to observe and monitor coaches

- Provide coaches with specific feedback and administer corrective measures when appropriate
- Provide divisional coaches with league communications (coaching expectations, operational procedures, League announcements, and requests for information)
- Divisional Liaison
 - First line of contact for divisional coaches, players and families
 - Work with board as necessary to ensure disputes and complaints are handled. Rule based on bylaws, established rules, and a non-biased view of the baseball argument. Summarize and escalate issues to the league President and/or Vice President
 - Partner with Player Agent to ensure teams are fairly drafted, trades are equitable, and all contact/medical information is gathered in a timely basis
 - Frequent BYBL facilities to engage families and fans in baseball specific conversations (to solicit informal feedback, gauge general satisfaction)
 - Act as a “voice of reason” when attending league games
- Rules Committee member
 - Participate on the Rules Committee
 - Make recommendations for rule additions/changes/deletions
- Work with the board, player agent, and/or committee to recruit, interview, and recommend for selection coaches that embody the BYBL Code of Conduct.
- Develop a procedure and maintain a process for how volunteer refunds should be handled. Authorize/notify the Treasurer when refund payments should be made.
- Participate in the committees under the oversight of the VP to develop, maintain, and oversee processes and procedures for the Sunday League, All Star tournament teams, and All Star Weekend teams as well as provide oversight for those teams during their season

Duties Specific to Pony/Colt – Palomino/Collegiate Commissioner:

- Prepare and maintain practice schedules and game schedules (regular season and post season) including a master field schedule (encompasses all fields allotted to Pony/Colt, Sunday League, and 13U/14U/15U/16U travel activities).
- Make sure this schedule (including rescheduled games) is shared with appropriate parties: the Concessions Director, Fields Director, Umpire Director, etc.
- On an annual basis, review Pony, Colt, Palomino, and Collegiate level rules for completeness, clarity, and administrative ease
- Establish home field schedule and provide it to appropriate leagues (PAC, GDPBA, SWILA) for scheduling of games
- Attend meetings as necessary for leagues in which we participate
- Responsible for turning on and off lights on field 5 through Control Link

Equipment Manager & Assistant Position Descriptions

The Equipment Manager shall have a two (2) year term of office expiring in odd-numbered years. This position has voting privileges.

The Assistant Equipment Manager shall have a two (2) year term of office expiring in even-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

The Equipment Manager and Assistant Equipment Manager will work together to fulfill the responsibilities assigned by the board of directors, including but not limited to the coordination of:

- Coordinate with the board of directors to provide all equipment needed for spring evaluations
- Work with Treasurer regarding equipment budgeting needs
- Ensure uniforms will be available for all teams in advance of picture day
- Coordinate Sponsor information with the Vice president and/or President
- Coordinate with the Player Agent to determine and resolve any special sizing needs

- Coordinate with Commissioners to facilitate distribution of uniforms
- Calculate the number of baseballs need for the coming year. Obtain bids for various brands of baseballs. Obtain BOD approval for the purchase of baseballs.
- Make recommendations to the BOD for equipment purchases following the current state of equipment and the rotational replacement schedule. Obtain input from the Fields Director and the Umpire Director. Obtain BOD approval for purchases.
- Facilitate collection of equipment at season's end
- Obtain uniforms for the Sunday League Teams and In-House All-Star (July) Teams. Coordinate with the BOD to determine the number of teams
- Assist all BOD members in the planning, preparations, and implementation of the All-Star weekend. Order medals/Trophies as needed
- Order participation awards as directed by the BOD. Coordinate with the commissioners distribution
- Work with the Treasurer to obtain information regarding Rampage teams' equipment purchases. Maintain a list by Rampage team of equipment belonging to that team
Work with the Travel Director if a Rampage Manager leaves the program to ensure the equipment is returned to BYBL.

Equipment Manager Only:

- Participate on the Rampage Equipment Committee.
- Assist the Treasurer as necessary to ensure the timely and proper payment of equipment/uniform expenditures.

Assistant Equipment Director Only:

- Participate in and oversee committees as directed by the Events Director

Events Director Position Description

The Events Director shall have a two (2) year term of office expiring in odd-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
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- Chair and/or serve on committees as needed
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Position Specific Responsibilities:

The Events Director will serve as the central point of coordination for all league events which are not specifically related to our primary mission of playing baseball, but which are nevertheless important to the culture of BYBL & Rampage Baseball. These events may include (but are not limited to):

- BYBL Picture Night
- In-house Player Evaluations
- White Sox Lock-in
- All-Star Weekend
- Rampage Tournament(s)
- MLB Pitch, Hit & Run Competition
- Rampage Tryouts
- Cubs Game Outing
- In-Person Registration

- Rampage Uniform Fittings

Some events are very labor intensive & require input from other board members as well as parent volunteers in some cases. The Events Director is not single-handedly responsible for running all events, but rather serves to organize the teams and committees working on these events and to lead their efforts. Thus, this person will:

- Coordinate with the board of directors to assemble committees consisting of the appropriate board members and volunteers for any given event.
 - Coordinate parent volunteers for events, scheduling them with tools such as VolunteerSpot or similar.
- Work with Treasurer regarding budgeting, deposits, and payments for the events.
 - Reserve all facility or park space required for each event with the appropriate organization(s)
 - Obtain all necessary permits, licenses, etc.
 - Coordinate with commissioners the scheduling of attendees for events like Picture Night, Player Evaluations.
 - Coordinate with Publicity Director the promotion of league events & ticket sales.
 - Lead the sale and fulfillment of all tickets for any events which require them.
 - Coordinate with VP the yearly survey to assess the interest in the events we are offering & solicit feedback on improvement.
 - Coordinate BYBL Board of Director presence at these “high profile” events so that there is always a sufficient board presence.
 - Coordinate with Travel Director on the planning of Rampage tournaments, tryouts, and uniform fittings.
 - Coordinate with Assistant Concessions Director and Assistant Equipment Director to solidify and oversee their involvement on committees

Player Agent Position Description

The Player Agent shall have a two (2) year term of office expiring in even-numbered years. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to BYBL Secretary a monthly written board report
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- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Follow procedures to ensure coach candidates (inhouse and Rampage) are background checked (including checking sex offender database) according to the frequency agreed upon by the league. Keep a list of coaches that have passed background checks and the date the check was completed.
- Make recommendations and initiate motions to vote on all inhouse coach candidates on a timely basis (spring, All Star teams, Sunday League, fall teams)
- Ensure coaches receive appropriate feedback based on surveys and/or parent comments received
- Establish and monitor for fairness guidelines for protection of players at player draft

- Oversee and coordinate the selection of players for spring, All Star teams, Sunday League & fall (VP assists with All Star team formation & tournament selection) following established guidelines regarding protection of players
- Work with Commissioners to ensure teams are drafted fairly and are equitable
- Work with Commissioners to recruit quality coaches
- Make sure we do not draft players onto teams beyond our ability to have qualified coaches in place. Ensure players are not drafted unless their registration is paid in full.
- Work with Travel Director related to online registration for Rampage tryouts, Rampage BPD residency to report to Park District
- Coordinate and oversee all aspects of in-house player registration such as:
 - Make recommendations to the board on the appropriate registration vehicles to use (in person dates, online registration).
 - If paper registration forms are being used, make sure they have the needed information and a printed supply is obtained
 - Monitor registration to implement waiting lists as needed
 - Seek needed information from registrations that are incomplete
 - Notify the Treasurer of any payment issues that need to be addressed
 - Work with President regarding any applications for financial assistance that are received and ensure the decision is communicated to the family
 - Communicate and make sure player requests are honored if reasonable (coaches to avoid, etc)
 - Solicit and check birth certificates for age eligibility of any new players
 - Maintain a record of all players (in-house and travel) and their contact information each season including details to indicate if players are residents of Bolingbrook. Work with the Treasurer to make sure a roster including city of residency is submitted on a timely basis to the park district with the appropriate resident/non-resident fees.
 - Monitor registration before it closes to ensure we keep within BAC requirements of having 70% of our players from Bolingbrook.
 - Work with families to make division adjustments as warranted
 - Assist with Player Evaluations by handling the registration of players & assigning of draft numbers. Provide coaches with evaluation materials.
 - Organize pre-draft meetings with all approved, selected coaches to explain the draft process, rules, hand out materials, etc.
 - Work with Equipment Director to determine special uniform needs and provide rosters for participating awards.

- Inform Equipment Manager of the number of players per teams on a timely basis so uniforms can be ready on time.

Director of Fields and Facilities/Assistant Director of Fields and Facilities Position Description

The Director of Fields and Facilities shall have a two (2) year term of office expiring in odd-numbered years. The Director of Fields and Facilities shall be responsible for assuring that all playing fields and other facilities are maintained in a proper manner. This position has voting privileges.

The Assistant Director of Fields and Facilities shall have a two (2) year term of office expiring in even-numbered years. The Assistant Director of Fields and Facilities shall assist in assuring that all playing fields and other facilities are maintained in a proper manner. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Responsible for maintaining fields for in-house and travel baseball games, including dragging and preparing fields for play
- Maintain chalk at each of the fields

- Responsible for determining playability of fields if questionable as well as updating BYBL Hotline
- Responsible for maintenance of field tractors and other equipment
- Work with the President to communicate with the park district regarding our field and facility needs
- Work with the President to make arrangements with the park district regarding the use of the fields for special events such as Rampage tryouts, tournaments, etc
- Work with the President to communicate with the park district concerning overall maintenance of the parks

Concessions Director/Assistant Concessions Director

The Concessions Director shall have a two (2) year term of office expiring in even-numbered years. He/She shall coordinate the operation of concessions. This position has voting privileges.

The Assistant Concessions Director shall have a two (2) year term of office expiring in odd-numbered years. He/She shall help coordinate the operation of concessions and assist the Events Director run events. This position has voting privileges.

Note, only the Concessions Director is bonded and listed on our bank accounts, so that position should be the one handling money issues.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Source, manage, train, and pay contractors to work the concession stand. Ensure all new workers complete a W9 if hired as an independent contractor or have taxes withheld from their checks.
- Maintain records in compliance with legal guidelines for staff and sales

- Establish and maintain policies and procedures to address health and safety issues
- Work with CPA firm to ensure monthly sales tax reports are completed and payments made to proper authorities
- Ensure monetary controls are in place regarding money received in the concession stand
- Deposit money in the bank regularly
- Balance Auxiliary bank account monthly
- Maintain records in compliance with legal requirements with respect to payroll
- Ensure proper licensing is in place with Will County Health Department (for both Concessions President and Vice President)
- Handle the inhouse fundraising when offered as part of spring registration (currently, candy sales)
- Ensure equipment in the concession stand is properly taken care of and maintained
- Take regular inventory of food in the stand and order items as needed
- Ensure expiration dates are adhered to on all food items
- Work with the Commissioners and Events Director regarding game/tournament schedules to set effective hours of operation for the Concession stand. Communicate concession stand hours with the board and league.
- Provide Treasurer records regarding the categorization of concessions revenue and expenses for tax filings

Assistant Concessions Director Only:

- Participate in and oversee committees as directed by the Events Director

Travel Director Position Description

The Travel Director shall have a two (2) year term of office expiring in even-numbered years. The Travel Director shall coordinate all travel team activities. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL Secretary a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

- Conduct meetings with all Rampage managers (monthly)
- Submit minutes from aforementioned meeting to the managers and BYBL Board thereafter
- Collect, inspect, and approve Rampage team budgets annually (with collaboration as needed from the BYBL Treasurer)
- Ensure that Rampage team budgets are updated and posted on team websites by the first of each month
- Work directly with the BYBL Treasurer on a myriad of issues related to fiduciary matters to ensure Rampage monies are in compliance with BYBL bylaws
- Work with the Treasurer to ensure the proper amount of registration fees is collected for each travel player

- Oversee all fundraising activities for Rampage Baseball, including procedures and maintenance/modification as needed (in conjunction with the league Vice President)
- Work directly with the BYBL Vice-President on a myriad of issues related to fundraising to ensure Rampage teams remain within the scope of gaming laws, fundraising procedures, etc.
- Work directly with the Rampage Tournament Director and the Tournament Committee to oversee registrants, including initial contact with all teams who register
- Work directly with the BYBL Player Agent on tasks related to online registration for open tryouts, BPD residency, etc.
- Interview prospective managers and assistant coaches for Rampage Program and make recommendations to the board for approval as warranted
- Work with Rampage coaches and Treasurer to ensure W9s are obtained for anyone hired by Rampage according to established procedures
- Develop initiatives to help the Rampage Program continue to grow and prosper
- Create/monitor the schedule for open tryouts, including (but not limited to) preparing the registration table, securing field space/times with the Park District, securing volunteers to assist during tryouts, subbing for a coach as needed, etc.
- Work directly with BYBL Equipment Manager and/or Rampage Uniform/Equipment Committee to ensure various and sundry matters are tended to re: the purchasing of baseballs, uniforms, helmets, hats, coaches' apparel, and spirit wear
- Supply Publicity Director appropriate information to ensure all advertising is handled appropriately as it pertains to Rampage tryouts and special events, including (but not limited to)
 - Advertising in online news media
 - Advertising in *The Naperville Sun*, *The Bolingbrook Bugle*, and other print media
 - Advertising on local Rotary bulletin boards
 - Advertising signs via Bolingbrook Signs
 - Advertising on electronic reader boards at the BRAC, the Promenade, etc.
- Work with the Publicity Director to monitor and update regularly the Rampage Baseball website, The Rampage Baseball Twitter feed, and the BYBL facebook page
- Work directly with the BYBL Vice-President to examine and assess completed Rampage manager evaluation forms
- Negotiate contract for indoor training facility for the Rampage program during the winter season
- Create/oversee the winter indoor practice schedule for the Rampage program
- Oversee (or delegate) any coach training / inservicing / clinics
- Coordinate (or delegate) the BYBL/Rampage Skills Clinic
- Schedule and/or coordinate "extra" Rampage practice times (e.g., during BYBL player evaluations)

- Work directly with BYBL Player Agent to monitor all criminal background checks for Rampage personnel
- Evaluate all Rampage managers
- Work with the Pony/Colt Commissioner to make sure lights on field 5 are turned on through Control Link for Rampage games
- Provide the BYBL Player Agent with all necessary contact and residency information for families within the Rampage Baseball program
- Work with the Equipment Director to ensure equipment owned by Rampage is returned to BYBL when a Rampage Manager leaves the organization

Umpire Director Position Description

The Umpire Director shall have a two (2) year term of office expiring in even-numbered years. He/She shall be responsible for the oversight of the youth and patched umpires. This position has voting privileges.

Common Duties of all Board Members:

- Conduct all duties and responsibilities according to bylaws and Code of Conduct
- Attend monthly board meetings; prepare and submit to the BYBL a monthly written board report
- Keep up with email and carefully consider motions before placing a vote
- Perform a fair share of board duty at the fields during spring and fall season
- Help out at league events such as All Star Weekend, Rampage tournaments, Lock-In, registration, Player Evaluations, Championship games, etc
- Even when help is not needed, attend as many league events as possible to show board presence and support
- Follow BYBL privacy procedures regarding all sensitive information
- Chair and/or serve on committees as needed
- Maintain written procedures and update them as necessary regarding how the activities of your position shall be carried out

Position Specific Responsibilities:

Regarding the Youth Umpires:

- Solicit, interview, and source youth umpire candidates. The hiring process should include collecting W9s and work permits. Umpires should not be scheduled to work until this documentation is in place.
- Process paperwork in accordance with Illinois Department of Labor guidelines
- Maintain a procedure and rule handbook as well as a training manual
- Secure training/exam facilities. Train youth umpires including giving them an exam they must pass. Grade exam and give umpires the results and feedback prior to letting them work. As part of training, arrange live field practice.

- Solicit feedback from coaches on youth umpire performance. Monitor and evaluate umpires. Administer corrective measures when appropriate.
- Monitor inventory of umpire supplies and equipment throughout the season
- Work with the Equipment Director to order umpire uniforms as needed
- Stock game reports weekly at all fields
- Schedule umpires including rescheduling umpires as availability changes and scheduling coverage for rescheduled games due to rainouts. Monitor the schedule to make sure no games go uncovered
- Track payroll and submit it to the Treasurer bi-weekly according to a pre-arranged payroll schedule
- Collect game reports weekly
- Report to President/VP any issues arising at games so appropriate action can be determined on a timely basis
- Attend games to monitor youth umpires

Regarding the Patched Umpires:

Either directly or indirectly through overseeing the use of an umpire service:

- Source, manage, evaluate, and schedule patched umpires for inhouse and Rampage games, including any tournaments
- Make sure all umpires are properly registered with the IHSA
- Work with the Treasurer to make sure umpires receive the proper payment
- Work with the Commissioners to ensure coverage for any rescheduled games
- Provide feedback to the Board regarding coach performance
- Ensure W9s are obtained prior to umpires working
- Work with the board to determine fair compensation offered
- Evaluate umpires regularly
- Attend games to monitor patched umpires
- Provide umpires with specific feedback and administer corrective measures when appropriate
- Work with Board as necessary to ensure disputes and complaints are handled effectively and fairly. Summarize and escalate issues to the league President/and or Vice President.