

# NCYB Board Positions

## **PRESIDENT- Executive Board**

\* President Cannot Manage Team (regular OR post season) \*

1. Required to attend Monthly HYAA Board Meeting (2 voting seats)
2. Required to attend North Clairemont Rec. Monthly Meeting
3. Required to attend PONY meetings
4. Schedule & Hold Monthly Board meetings (off season bi-monthly)
5. Keep League on track, included but not limited to:
  - ⇒ Manger Selection
  - ⇒ Fall Ball sign-ups
  - ⇒ Spring Ball sign-ups
  - ⇒ Assessments
  - ⇒ Draft
  - ⇒ All-Star selection
  - ⇒ League Program
  - ⇒ Budget
  - ⇒ Maintenance
6. Responsible for Opening and Closing Ceremonies
7. Annual Registration with Pony

## **VICE-PRESIDENT- Executive Board**

1. Purchase/Update/Maintain Proper League Insurance
2. Required to attend North Clairemont Rec. Monthly Meeting if President is unable
3. League Safety Officer
  - Responsibilities Include, but are not limited to:
    - a. Maintaining First-Aid Kits in Snack bar(s) & Dugouts/Sheds
    - b. Ice Packs readily available for injuries
    - c. Check the condition of the playing fields and playing equipment (helmets, bats, and bases) on a regular basis
    - d. Visit team practices to assure the Manager is carrying the necessary paperwork for insurance purposes for his team

- e. Conduct periodic checks of the players' equipment to assure they are wearing the proper gear
  - f. Monitor the game to be sure players are conducting themselves in a safe manner (i.e., while taking infield, the player at the Catcher position is wearing a helmet and face mask).
  - g. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of the NCYB League.
  - h. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance, and reporting. Responsible to promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - i. Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
  - j. Complete the required Live scan/background checks per Pony League Regulation.
4. Secondary contact for practice/game scheduling
  5. Field Rental(s) Management
  6. Point of Contact for Field Maintenance

## **Treasurer- Executive Board**

1. Responsible to Perform all duties regarding Check & Balances
2. Monthly Treasurer Report to be reviewed at monthly meeting
3. Govern that any new signers are updated with the bank.
  - Account Signers
    - a. President
    - b. Vice President
    - c. Treasurer
    - d. Secretary
4. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors
5. Keep records for the receipt and disbursement of all monies and securities of the Local League
6. Approve all payments from allotted funds and draw checks
7. Govern Venmo Account
8. Govern Snack Bar Account
9. Prepare yearly Financial Report
10. Prepare an annual budget
11. Prepare an annual Financial Report
12. Provide all necessary receipts and bank statements to Tax Preparer
  - a. For Fiscal Year October to September
13. Send completed Tax Returns to State and Federal agencies
  - a. via US Mail prior
  - b. Due date on or before February 15th.
14. Note: If different Treasurer elected to position, then it is the responsibility of the prior Treasurer to ensure the above task is completed.

## **SECRETARY- Executive Board**

1. Required to attend NC Monthly Meeting due to MM
2. Appointed Check Signer
3. Appointed Contract/Agreement Signer
4. Creates Agenda for board meetings
5. Distribute Agenda 24 hours prior to board meeting.
6. Responsible to take Meeting Minutes
7. Insure appropriate information is discussed at the appropriate time:  
*Responsibilities include, but are not limited to:*
  - a. Fall ball approvals
  - b. Uniform approvals, (Fall ball, spring, all-star, tournament)
  - c. Manager interviews
  - d. All-Star teams, and discussion
  - e. Spring Registration
  - f. 100 Inning Game
8. Board Roles & Contacts Document Preparation
9. Govern Incomplete Action Items
10. Responsibility to reflect Agenda Items until completion
11. Obtain Meeting Minutes Approval
12. Distribute minutes for Board approval on or before 7 days after meeting
13. Once Approved, forward to Web Master for upload to website

## **Player Agent- Executive Board**

Player Agent may not manage a regular season team  
but may manage a post season team.

1. Get Board approval on new registration form
  - a. Include old format
  - b. Due by: Early November
2. Distribute registration form to Web Master & Public Relations
3. Help Distribute 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 / Kearny Mesa & SD Area
7. Track of number of kids per division to help with Manager counts
8. Assessment Scheduling
9. Draft Scheduling
10. Record Keeper of Player quantity
11. Keep a record of all team rosters (Distribute to Board)
12. Coordinate a manager's meeting to go over the approved Rules
13. Distributor of information to ALL Division Reps
14. Point of contact for league member concerns
15. Responsible to channel concern to appropriate board position
16. Work effectively with spring ball coordinator

## **Public Relations**

1. Weekly E-blast to all NCYB members
2. Weekly Social Media Presence
3. Gather and convey information to appropriate channels as deadlines approach
4. Communications to all platforms of Dates/Timelines  
*Responsibilities include, but are not limited to:*
  - ⇒ Registration for Fall ball
  - ⇒ Registration for Spring Ball
  - ⇒ Fundraising opportunities
  - ⇒ All Stars
  - ⇒ Pictures
  - ⇒ 100 Inning Game
  - ⇒ Turkey Tournament
  - ⇒ Division standings
  - ⇒ Playoffs
5. Program Reach Out – Subject to Board Review
  - ⇒ Team Rosters
  - ⇒ Sponsors (look at budget to know NCYB goal, include list of past sponsors)
  - ⇒ Lifers (7 consecutive years, 3 (pinto/Shetland), 2 mustangs, 2 bronco)
  - ⇒ Jason Taylor Award
  - ⇒ Prior year all stars
6. Blast Registration Info via Email, Text, Social Media platforms
7. Notify Web Master of new Sponsorships
8. Notifications Regarding Field Status
9. Distribute Signs for Registration

### **Director of Facilities for ETNA Field**

1. Responsible for overall upkeep and maintenance of Mt. Etna Baseball Field
2. Organize Tasks needed for Etna location
3. Organize Field Maintenance Day
4. List of Tasks

*Responsibilities include, but are not limited to:*

- i. Field Maintenance
- ii. Mowing Grass
- iii. Weed-Whack Maintenance
- iv. Weed Maintenance
- v. Watering
- vi. Raking
- vii. Edging
- viii. Nail Dragging
- ix. Painting
- x. Mound Building
- xi. Field Maintenance Issues

If beyond, responsibility to contact Vice President

- xii. Tools & Supplies Needed
  - xiii. Work with Public Relations to get word out of status/needs
  - xiv. mow, weed-whack, edge, rake, paint and water on a regular basis to ensure their field is playable year-round.
5. Train Managers & Coaches on Field Prep
  6. Routine Field Checks
  7. Schedule Seeding with Presidents approval
  8. If outside labor is needed secure bids and inform board
  9. Oversee that all sheds and score booths are locked everyday/
  10. Report to board of any field items that need fixing
  11. Maintain list of Locations with corresponding Lock Combinations
  12. Coordinate Field Prep work for tournaments

### **Director of Facilities for HICKMAN FIELD**

1. Responsible for overall upkeep and maintenance of Hickman Complex
2. Organize Tasks needed for Etna location
3. Organize Field Maintenance Day
4. List of Tasks

*Responsibilities include, but are not limited to:*

- i. Field Maintenance
- ii. Mowing Grass
- iii. Weed-Whack Maintenance
- iv. Weed Maintenance
- v. Watering
- vi. Raking
- vii. Edging
- viii. Nail Dragging
- ix. Painting
- x. Mound Building
- xi. Field Maintenance Issues  
If beyond, responsibility to contact Vice President
- xii. Tools & Supplies Needed
- xiii. Work with Public Relations to get word out of status/needs
- xiv. mow, weed-whack, edge, rake, paint and water on a regular basis to ensure their field is playable year-round.

5. Train Managers & Coaches on Field Prep
6. Routine Field Checks
7. Schedule Seeding with Presidents approval
8. If outside labor is needed secure bids and inform board
9. Oversee that all sheds and score booths are locked everyday/
10. Report to board of any field items that need fixing
11. Maintain list of Locations with corresponding Lock Combinations
12. Coordinate Field Prep work for tournaments

### **Parent Auxiliary**

1. Responsible for Lifer Jackets



- Responsibilities include, but are not limited to:*
- a. Confirm Lifers
  - b. Spelling of Names
  - c. Order
  - d. Embroidery
  - e. Present to speaker at Opening Ceremonies
2. Responsible for Candy Fundraiser
- Responsibilities include, but are not limited to:*
- a. Obtain Player contact/Parent info
  - b. Candy Cost Estimates
  - c. Deadlines Communication
  - d. Candy Distribution to Teams
  - e. Collecting Monies / Presents monies to Treasurer
3. Director of 100 Inning Game
- Responsibilities include, but are not limited to:*
- a. Director of 100 Inning Game
  - b. Responsible to Contact Teams for Baskets
  - c. Raffle Basket Presentation
  - d. Raffle Basket Sales
  - e. Vendor Hire /Set-Up
  - f. Gather sponsors for gifts for raffle
4. Responsible for Team Pictures
- Responsibilities include, but are not limited to:*
- a. Manage and Maintain Picture Day
  - b. Schedule and Coordinate pictures
5. Director of Team Parent Meeting
6. Point of Contact for Team Parents
7. Responsible to communicate to Team Parents

### **Procurement Agent**

1. Order Uniforms & Hats For:

*Responsibilities include, but are not limited to:*

- a. Spring Season
  - b. Fall Ball Season
  - c. Memorial Day Tournament
  - d. All-Star Tournament Season
  - e. Practice Shirts
2. Supply Ordering – Included but not Limited to:
- Responsibilities include, but are not limited to:*
- a. Order Scorebooks
  - b. Order Balls
  - c. Order Paint
  - d. Order Chalk
  - e. Order Quick dry
  - f. Order Field Maintenance Products as approved
  - g. Order Catcher gear
  - h. Misc. Field Supplies as Needed
3. Awards Ordering
- a. Rings for Spring Season
  - b. Medals for Spring Season
  - c. Jason Taylor Award
  - d. Rings for Turkey Tournament
4. Fan Gear
- a. Order Gear
  - b. Work with Snack Bar to confirm apparel needs
  - c. Maintain Retail Maintenance
5. Equipment
- a. Check all equipment at the beginning of each season for quality & longevity
  - b. Responsibility to Keep Gear Clean & in working order

**Chief Scorekeeper**

1. Required to have complete Understanding of the Rules & Regulations of NCYB & Pony Baseball
2. Point of Contact regarding Rules & Questions/concerns that may arise
3. Director of Score Keeper Meeting – Beginning of each season
  - a. Provide Expectations & responsibilities of team scorekeepers
4. Responsible for Training new scorekeepers
5. Responsible to ensure completed information is submitted by Home Team via the Official Scorekeeping Book
6. Scorekeeper Tutorial Presentation
  - Responsibilities include, but are not limited to:*
    - a. Teach how to keep score
    - b. Distribute Rules
    - c. Distribute Instructions
    - d. Distribute Team Scorebooks
    - e. Convey Contact Information for questions
    - f. Provide Requirements of a Scorekeeper
7. Coordinate daily with team scorekeepers to receive scores on games
  - a. Received Final Score to Chief Scorekeeper Email
8. Maintain Scorekeeper Contact List
9. Update league website with scores of all games.
10. Track home runs for certificates at end of season
11. Coordinate with Web Master to reflect HR on website
12. Verify Official score book for violations
  - a. report as necessary to appropriate individuals
13. Oversee Team Scorekeepers
  - a. Be Available to answer questions
  - b. Review
14. Update league playoff brackets
15. Coordinate with Web Master to league playoff brackets on website.
16. Update Turkey Tournament brackets
17. Coordinate with Web Master to have the brackets posted on the website.
18. Prepare scorebooks for tournament teams representing NCYB
  - a. Turkey Tournament
  - b. Memorial Day Tournament
  - c. All-Star Tournament
19. Responsible for Executing Home Run Certifications – End of Season

**Chief Umpire**

\*Chief Umpire is unable to manage a team, but is able to coach \*

1. Gather Bids and hire Umpires for:
  - a. Winter ball
  - b. Spring ball
  - c. Tournaments
2. Must be Available Saturdays for Umpire Related Issues
3. Receive & File Complaints
  - a. From Game Umpire
  - b. Mediate if necessary
4. Responsible to Hold a Rules Committee Meeting – Beginning of Season
5. Present Rules to Board for approval
6. Provide approved rules to Webmaster for population to website
7. Coordinate a manager's meeting to review "Approved Rules"

**Snack Bar Manager Supervisor**

1. Schedule volunteer base for Snack Bar shifts
2. Creating and maintaining shifts and tasks on Website
3. Responsible for staffing and hours of operation coverage
4. Recruitment of volunteers for open shifts
5. Maintaining menu & pricing
6. Responsible for keeping Snack Bar shopped and stocked
7. Coordinating with Slush Puppie & Dippin' Dots Vendors
  - a. Beginning of Season
  - b. End of Season
8. Coordination & distribution of Snack Bar Tickets
9. Responsible for Snack bar volunteer training
10. Maintain Cleanliness
11. Opening and closing snack bar
12. Notify board if maintenance is necessary

### **Snack Bar Manager – Etna**

1. Assist Snack Bar Manager in any of their associated duties

### **Snack Bar Manager – Hickman**

1. Assist Snack Bar Manager in any of their associated duties

### **Fall Ball Coordinator**

1. Decide if playing full fall season or clinic based
2. Prepare Registration for Fall Ball Season
3. Work with other leagues that don't host a Fall ball season to recruit players
4. Coordinate managers
5. Roster teams
6. Prepare schedules for Fall ball practices
7. Prepare schedules for Fall ball games
8. Assist with Turkey Tournament

### **Spring Ball Coordinator**

1. Sign Ups/ Registration
2. Coordination of:
  - a. Managers
  - b. Coaches
  - c. Uniform Needs/Size – work with procurement
  - d. Team Moms
  - e. Spring Ball Calendar
3. Notify board members of timelines, events and needs for implementation
4. Communication to board & League for all things spring
5. Overseeing the execution of the following meetings/events/requirements:
  - a. Spring Rules Meeting
  - b. Managers Meeting
  - c. Draft Meeting
  - d. Documentation Required for Spring Season
  - e. Annual Live scan Scheduling
  - f. Jersey Distribution Night – working with Events/Fundraising
  - g. Confirming with Secretary number of registered players to update insurance

### **Tournament Director**

1. Directly responsible to create and oversee NC's annual Turkey Tournament
2. Oversee and Direct all other tournaments provided by NC, or their tournament partner of choice
3. Responsible to be on Site during Tournament
  - a. Note; If Director chooses to appoint someone to cover, it is still the responsibility of the director to oversee.
4. Responsible to collect appropriate documents for said tournament
  - a. Birth Certificate
  - b. Proof of Tournament Insurance
  - c. Confirmation of Rendered Payment
5. Oversee tournament brackets
6. Point of Contact for Tournament
7. Responsible to oversee vendors/accommodations
  - Including, but not limited to:
    - ⇒ Food Vendors
    - ⇒ Trash Pickup
    - ⇒ Apparel Vendors
    - ⇒ Competing Teams
8. Responsible to support bracket scheduling for the league's 100-Inning Game
9. Plan future tournaments for the league with the approval of the Board of Directors.

**Director of Sponsorship**

1. Responsible for gathering the Leagues' sponsorship donations for the year
2. Point of contact for all sponsorship related questions
3. Required to notify treasurer of each new sponsorship
4. Responsibility to update and maintain NCYB website sponsorships levels are updated and relevant
5. Work with Public Relations to ensure Sponsors are in the program
6. Work with Web Master to ensure Sponsors are on the NCYB website
7. Gather correct contact information and update League's sponsorship list
8. Banner Ordering or Sponsors
9. Work with vendors to get banners printed and hung on NCYB fields

### **League Scheduler**

1. Primary contact for practice/game/event scheduling
2. Responsible for creating League Schedule
3. Responsible for creating Game Schedule
4. Responsible for creating Practice Schedule
5. Responsible for adjusting and maintaining changes to league/team schedules throughout the season
  - a. Including but not limited to the following:
    - i. Regular season schedule
    - ii. Fall Ball schedule
    - iii. Schedule practices
    - iv. Changes due to Weather
6. Add season events to the league calendar
7. Coordinate with Snack Bar Supervisor to solidify season schedule

### **Web Master**



1. Update website with League information as necessary
2. Ensure information on the Website is accurate
3. Responsible for League Email Communication
4. Update the website within 72 hours of receipt of the meeting minutes
5. Responsible for creating the online Registration forms
6. Required to meet with the President, Vice President to insure qualifications
7. Responsible for training Chief Scorekeeper on updating the scores on the website.
8. Responsible for creating the online Registration forms

### **Fundraising Coordinator**

1. Responsible for organizing all aspects related to fundraising opportunities
2. Fundraising for 100-Inning Game
3. Fundraising for Jersey Distribution night
4. Fundraiser Dinners
5. Parent's night out Fundraising event
6. Fall ball fundraiser
7. Responsible for adding seasons events to the league calendar
8. Padres Pony Day / USD NC Day / or Local college events

### **Events Coordinator**

1. Responsible for organizing all aspects related to event coordinating
2. Event Coordination for 100-Inning Game
3. Event Coordination for Jersey Distribution night
4. Event Coordination of NCYB Dinners
5. Event Coordination for Parent's night out event
6. Padres Pony Day / USD NC Day / or Local college events

### **Division Representatives**

**Note:** Division Reps are restricted from representing the division their child participates in

### **Shetland & Pinto – Division Rep**

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
  - a. Rules Meeting
  - b. Team Parent Meeting
  - c. Manager Meeting

### **Mustang & Bronco - Division Rep**

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
  - a. Rules Meeting
  - b. Team Parent Meeting
  - c. Manager Meeting

### **Pony – Division Rep**

1. Facilitator between Manager's & Player agent for their respective division
2. Facilitator between Team Parent & Parent Auxiliary for their respective division
3. Facilitator of information between Facilities & their respective division
4. Required to participate in the Umpire Selection Committee
5. Required to participate in the Manager Selection Committee
6. Part of team selections /drafts
7. Must attend the following meetings:
  - a. Rules Meeting
  - b. Team Parent Meeting
  - c. Manager Meeting