

Job Descriptions (revised June 2002)

President

President of Hartselle Dixie Baseball shall be responsible for the overall operation of Hartselle Dixie Baseball and shall act as the Chairperson of the Board of Directors; shall preside at all meetings; shall see that the organization adheres to the rules and regulations and policies as set forth in the By Laws and in other referenced documents; shall assure that each officer is aware of the duties and responsibilities of their office; shall bring all disputes and protests to the Board for consideration; shall appoint, audit and be a standing member of all committees but shall not be a chairman of any committee; and shall countersign checks for the league. Additionally the President shall be responsible for communications between Hartselle Park and Recreation (except those assigned to other board members) and shall work closely with the Vice Presidents with regard to all post season play, including all Stars and Post Season Tournaments. Further, the President shall be the contact with all organizations outside Hartselle Dixie Baseball on matters which do not fall within the specific responsibilities of other Board members.

Treasurer

Treasurer shall be responsible for maintaining fiscal integrity and assumes responsibility for all corporation finances; shall sign checks and disburse funds as approved by the Board or as is necessary to meet the routine cost-of-business. Routine cost of business is defined as league fees, insurance, post office box rental, phone bills and power bills or any other bills that are incurred on a monthly basis. Treasurer shall also disburse funds for major purchases such as baseballs, equipment, appliances etc. Purchases of over \$150.00 in cost shall not be approved without a quorum of the Board. The Treasurer shall prepare a yearly financial report and may be called upon at any time to give an update of our financial status. The Treasurer should also be available during post-season tournaments that Hartselle hosts to assist in collecting gate fees, and handling and disbursing funds as needed.

Secretary

The Secretary shall call all Board members and notify them of meetings. In addition the Secretary shall record and publish the minutes of all meetings; maintain an official record of all Board of Directors' meetings and activities; shall maintain the official roster of officers and committee chairpersons; shall help prepare coaches packets, folders and handouts and assist Vice Presidents with sign up information and procedures. Further, the Secretary shall assist all-star coaches by providing proper forms for the credentials meeting after regular season ends and be present for all meetings including drafting or drawing of regular season teams as well as all-star team selection. The Secretary should also be available during post-season tournaments that Hartselle hosts to assist in collecting gate fees, and handling and disbursing funds as needed.

Equipment Manager

Equipment Manager as a voting member of the board shall attempt to be at all meetings and may be asked to assist with the drafting or drawing of teams. Equipment Manager shall be responsible for inventorying all existing equipment for the coming year and shall make recommendations for purchasing replacement equipment or new equipment as necessary. Equipment Manager will be responsible for distributing equipment to each team. Appropriate records will be kept of distributed equipment. Equipment manager shall be in charge of purchasing baseballs (usually in the fall) for the new season, but should seek board approval for such expenditures. Used game baseballs are to be collected by the Equipment Manager and stored to be given out for practice balls to coaches the following year along with their equipment. Equipment Manager should also make sure that all fields are supplied with baseballs prior to the start of any baseball game and that scorebooks are available to scorekeepers. Managers of teams (head coaches) are to turn their equipment in each year for inventorying and repair or replacement by the Equipment Manager.

Player Representative

Player Representative shall conduct a draw for teams in the 5/6 and 7/8 age groups and shall conduct a draft for teams 9/10, 11/12, and 13/14 age groups. Please refer to Hartselle Dixie Baseball Draft Procedures for details concerning drafting and drawing of teams. Player Representative shall not be a coach of any team while he serves in this capacity due to a possible conflict of interest. The Player Representative shall act without favor in dealing with adults and players; shall insofar as it is legal and possible, maintain balance of strength among the teams. Disputes between parents and coaches or players and coaches shall be brought before the Board for action and decisions. Player Representative is to act in the best interests of the player in question and should always act in the best interests of all players involved in this program.

Mother's Auxiliary President

Mother's Auxiliary President shall have authority over the day to day operations of the concession stands. There should be a Vice-President in each age group that works in coordination with the President. There should also be a Secretary/Treasurer for Mother's Auxiliary that signs checks and keeps up with the finances of Mother's Auxiliary. Mother's Auxiliary President shall be responsible for staffing the concession stands either with volunteer workers (parents) or if parents should rather pay for someone to work in their stead-Mother's Auxiliary President shall staff the concession stands with qualified paid workers. Further duties include but may not be limited to inventorying equipment at the beginning and end of the baseball season and having things repaired or replaced when necessary; stocking the concession stand with food/drinks to sell; setting prices based on cost so that a reasonable profit is made; arriving early to see that concession stands are opened as soon as possible and that the cook shack is open and burgers/fries/hot dogs/chicken, or whatever are being prepared for the first game. Provide team drinks at a discounted rate, provide a free drink per game to scorekeepers. Make arrangements to pay umpires and scorekeepers. Attempt to insure that money collected for concessions is counted and signed off on by two people after closing the concession stand every night. Mother's Auxiliary is responsible for making sure that the concession stand is clean and sanitary at all times. Mother's Auxiliary should also make sure that the Concession Stands are open for business during regular scheduled games, games rescheduled as a result of rain outs, and post season tournament play. Mother's Auxiliary is also responsible for baseball pictures and any fundraising e.g. candy sales to offset sign up fees, chili suppers, bar-b-ques or anything else concerning fundraising for the league.

Vice Presidents

After being elected to Vice President of any Dixie Youth or Dixie Baseball league your first duty is to be present at all sign-ups. Sign-ups are scheduled by the board every year and may be held during the week or on Saturdays. The Secretary will give you explicit instructions and will have all the material that you need to register players.

After all sign-ups are completed, the players for each league are counted and the number of teams in each age group is determined. Following that, there is a meeting of the board to pick coaches. Those interested in coaching should sign up at registration when they register their child to play. Those that have not followed league rules and policies or those that we have had multiple complaints on may not get a team if we have others to choose from. All is discussed and the coaches are chosen.

When you compile your list of coaches, you will call each one of them and set up a time for drawing or drafting teams. You should be prepared to have coaches sign up for practices on the night that the drawing or draft takes place. A large sized calendar works well for practice scheduling. After the time changes to daylight savings time around the first of April you will be able to schedule longer practice longer practice times for each team. Please MAKE SURE that all coaches have an equal opportunity to sign up for practices.

Coaches will soon be asking for their game schedules, and those will be prepared as soon as possible to accommodate work schedules and school activities for coaches and players. You will have copies made and give them to each coach. Also, keep one copy of the schedule in the press box. It is also helpful if you make

a telephone list for your coaches so that they may contact you or each other if needed. Keys to the equipment shed will be provided to coaches that need pitching machines for practice.

The Vice President must hire a person to keep the books during ball games. It is also a good idea to have someone else trained to do the job in case of illness or other absence by the main scorekeeper. Pay for the scorekeepers is half of what an umpire make for that age group. Vice Presidents are responsible for supervising the scorekeepers. Please stress to scorekeepers that they MAY NOT have more than one other person with them in the press box. If that person causes distractions, they will have to leave the press box.

The V.P. is responsible for signing the pay vouchers for umpires and scorekeepers. Please note, this means that VPs need to be present when the final game of the night ends. Umpires and scorekeepers are paid in the concession stand by Mother's Auxiliary representatives following the last game they work.

About mid-season the VP is responsible for ordering trophies. In 5/6 and 7/8 year old age groups a trophy is awarded for every child that is placed on a team. The 7/8 and up age groups receive trophies designated as "first place" for the team of the age group with the best overall record (note: there is no "first place in 5/6). If, in the 7/8 and 9/10 age group there are "American or National League" winners, there will be a trophy for the "American or National" team with the best record that did not win "first place" for entire age group. While we do try to get the best price for trophies, it has always been our policy to try to do business in Hartselle if possible. After all, those that sell trophies sometimes sponsor teams and it's nice to reciprocate by giving them some business if we can do that. If parents wish to purchase trophies, then they are to do that in addition to and independent of the league trophy.

After league play is concluded, all-stars will be chosen in all age groups except 5/6. There are written rules and regulations about choosing all stars. The league VP should contact the Player Representative, the Secretary and the President when the meeting to draft All Stars is set. The Secretary will provide each All-Star coach with information that they need in order to comply with Dixie Baseball rules on tournament play. The VP should be prepared to accompany the All-Star coaches to the credentials meeting wherever it is held. That meeting occurs usually right after the regular season ends. You will be made aware of the date of that meeting. All paper work on each All Star child must be in proper order at that time. Paper work includes: Certification of Birth Form or Birth Certificate, Tournament Team Affidavit, Parental Authorization and Medical Release Form and a Certificate of Insurance.

During the regular season or during tournaments that we host Vice Presidents are expected to be at the ball field when teams in their age group are playing games. If you cannot be there, please make sure that another VP or another board member with keys is filling in for you. VP's usually are at the fields 30 minutes prior to the start of the first game. You must unlock the gates, open the press box, turn on the scoreboard and make sure you have scorekeepers in place. Vice Presidents may fill in for one another, but this should be the exception rather than the rule.

VP's re-schedule rain out games. This means contacting the umpires, coaches of teams involved, Mother's Auxiliary President or VP so that concessions will be open AND, you must contact Parks and Recreation to make sure the fields are lined and ready for play. When re-scheduling rain outs, please check with other age groups that use the same concession stand and attempt to schedule those at the same time if at all possible. Opening the concession stand for a single game is not desirable, but we do want concessions open when games are being played.

Vice Presidents who find we are to host tournaments in their age group after the regular season are expected to be the tournament director for such tournaments or find a qualified person to substitute for them. Anyone substituting for a VP as tournament director must be approved by the Board of Directors of Hartselle Dixie Baseball.

Vice Presidents in 5/6 and 7/8 may check with their coaches about how to handle giving out trophies. Some in the past have preferred to give out trophies at their team parties and others prefer having theirs given out immediately following their last regular season game with each child having his/her name called out over the intercom as they receive their trophy.

Rained Out Game(s) - What to do.

1. Immediately call all coaches whose games have been canceled and determine if they can use a pre-scheduled Rain-Out Date.
2. When you get a game re-scheduled you should make sure that both coaches know the time/date etc. Then call the President of the league to inform him/her. Be reminded that umpires **MAY** charge more per game if they are asked to call a single game on a particular field. In other words, if more than one game is rained out, try to schedule both games on the same night. If only one game is rained out, try to schedule it before or after regularly scheduled games on a Saturday. It's best to re-schedule all rained out games **As Soon As Possible**.
3. Determine with the President who will call the Head Umpire and Parks and Recreation. Head umpires need to schedule people to call the games and Parks and Recreation needs to know which fields to get ready and by what time.
4. Call your scorekeeper and call the Mother's Auxiliary president so that they will have workers at the concession stand for the game.