

# **BFP BOARD OFFICERS AND DUTIES**

## **1. PRESIDENT**

- a) The President shall preside at all meetings of the General Membership and the Board of Directors. He/she shall also be an ex-officio member of all committees except the Nominating Committee.
- b) Shall coordinate and administer the rules, policies and principles of Benicia Fastpitch Girls Softball.
- c) Shall appoint all members of the various committees except the Nominating Committee.
- d) Shall be responsible for securing fields for play through the City of Benicia and USA Softball USA SOFTBALL Affiliation.
- e) Shall be responsible for providing a roster to the Sports Advisory Committee/City of Benicia if requested.
- f) Shall be responsible for all press releases and television appearances.
- g) Shall be responsible for the printing and distribution of all league information.

## **2. EXECUTIVE VICE-PRESIDENT**

- a) Shall assist the President and in the absence of the President, shall perform the duties of the President.
- b) Shall be the parliamentarian.
- c) Shall be in charge of coordinating opening and closing day ceremonies.
- d) Shall coordinate the picture taking activities of the organization.
- e) Oversee USA Softball USA SOFTBALL administration and all background checks.
- f) Shall head the Nominating Committee.
- g) Oversee fundraising.
- h) Will be in charge of putting together a disciplinary committee, one that is approved by the Board when needed and such disciplinary committee will deem out any necessary punishment as deemed necessary.

## **3. COMMISSIONER**

- a) Shall assist the President with representing the league to the Department of Parks and Community Services, BUSD, and the City of Benicia.
- b) He/She shall serve as an advisor to the organization
- c) He/She shall cast the tie-breaking vote at any time such a need may arise on board issues.

## **4. SECRETARY**

- a) The Secretary shall keep an accurate record of the proceedings and activities of all meetings of the General Membership and the Board of Directors and shall maintain minutes of all meetings.
- b) Shall conduct all necessary correspondence of the Benicia Fastpitch Softball League.
- c) Shall notify all officers and members of their appointment to committees.
- d) Shall send out notices of meetings.
- e) Shall schedule all Board meetings (including special meetings).
- f) Assist Player Rep with USA SOFTBALL Registration and Background Checks.

## **5. TREASURER**

- a) The Treasurer shall receive all monies for the league and deposit it in the name of the Benicia Fastpitch Softball League in a bank approved by the Board of Directors.
- b) Shall keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
- c) Shall give a written report at the 1st meeting of each month and a complete written annual report to the Board of Directors at the end of each calendar year.
- d) Shall prepare and submit the league budget to the Board of Directors for action prior to the start of each playing season.
- e) The Treasurer shall receive all monies for the league and deposit it in the name of the Benicia Fastpitch Softball League in a bank approved by the Board of Directors and shall keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
- f) The Treasurer shall receive all team collected fundraising monies and deposit it in the name of the Benicia Fastpitch Softball League in a separate "Team Sponsor Funds" account at a bank approved by the Board of Directors and shall keep an itemized account of team sponsorship receipts and disbursements.

## **6. PLAYER REPRESENTATIVE**

- a) The Player Representative shall be the agents of all the players in the league.
- b) Shall be informed of all grievances between players, parents and/or team management.
- c) Shall be responsible to maintain a log of all grievances.

## **7. DIVISION VP's**

- a) The Division Vice Presidents shall supervise all the activities of their divisions.
- b) Shall receive and coordinate information received from the teams of the divisions.
- c) Shall attend all managers' meetings.
- d) Shall be responsible for Team Parents in their division.
- e) Shall receive official protests from their division managers for presentation to the Board.
  - 1) All protests submitted to the Coordinator must be accompanied by an administrative fee of an amount set in the Rules and Regulations. This fee will be returned to the protesting manager in the event the protest is upheld. If, after a hearing, the protest is not upheld, the fee will be deposited in the league's checking account.
- f) Shall review the schedule of practices and games for their divisions.
- g) Shall be responsible for all grievances between managers, coaches, players and parents in their division and communicate with the Player Representative.

## **8. REGISTRAR**

- a) Shall be responsible for the selection of all league teams in.
- b) Organize and run all drafts for each division.
- c) Shall keep a current file of all the registration cards of the league.
- d) Shall be responsible for advising and notifying USA SOFTBALL of new teams, new members and deletion of teams or members.

## **9. UMPIRE-IN-CHIEF (UIC)**

- a) The Umpire-In-Chief shall be responsible for coordination and scheduling of umpires for each game. The UIC with Board approval may use an outside source for scheduling of umpires.
- b) Shall serve on the protest committee and rules committee.
- c) Shall preside over all playing rules and score keeping clinics.
- d) Shall review all umpires' qualifications and abilities on an on-going basis.

## **10. FIELD DIRECTOR**

- a) The Field Coordinator shall be responsible for the condition and safety of all fields and field equipment.
- b) Shall be responsible for overseeing the maintenance of practice fields on a weekly basis.
- c) Shall oversee the field preparation for all games for all age divisions and/or assigning individuals for field preparation for all games.
- d) Shall be responsible for maintaining sufficient gas for the ATV field maintenance vehicle.
- e) Shall be responsible for all Managers and or coaching staff to receive proper training for field maintenance.
- d) Shall be responsible to create field preparation instructions and guidance.
- a) Shall be responsible for storing all field equipment, maintaining the equipment and obtaining approval for replacement when needed.
- b) Shall organize work parties for maintaining said fields.
- c) Shall be responsible for field preparation for all games for all age divisions and/or assigning individuals for field preparation for all games.

## **11. EQUIPMENT MANAGER**

- a) Shall be responsible for the condition and safety of all playing equipment.
- b) Shall be responsible for inventory and storage of all league equipment.
- c) Shall be responsible for making sure that each team has sufficient amount of equipment to practice and playing games.
- d) Shall be responsible for the "Trade In and Trade Up" program.
- e) Shall be responsible for distributing and tracking BCP (and or any other facility) keys.
- f) Shall be responsible for purchasing game balls and field supplies throughout the season.

## **12. SNACK BAR DIRECTOR**

- a) Shall be in charge of the snack bar and all related duties.
- b) Shall be in charge of scheduling Board members snack bar duty.
- c) Shall be in charge of inventory management and purchasing.
- d) Shall be responsible to submit detailed reports of profit and loss related to the all snack bar transactions to treasurer.

## **13. MASTER SCHEDULER**

- a) Shall make and have approved by the Board all practice templates prior to the draft.
- b) Shall make and have approved by the Board all game schedules prior to distribution.
- c) Shall review umpire schedule with Umpire-In-Chief or send game schedule if using an outside source for scheduling umpires.
- d) Shall distribute game schedules to all Managers and Board Members.
- e) Shall be the person contacted in the event of a request to reschedule a game by managers and will notify all parties involved of any rescheduled games. Rescheduling of games shall follow Benicia Fastpitch Softball League Rules and Regulations.
- f) Shall Schedule All Star Tournament games in the event Benicia Fastpitch Softball holds an All-Star Tournament.

## **14. UNIFORM MANAGER**

- a) Shall quote and purchase all league supplied uniforms.
- b) Shall quote and purchase all league supplied trophies and pins.
- c) Shall quote and purchase all sweatshirts for fundraising purposes.
- d) Shall coordinate with Sponsor Resource for all sponsorship plaques.
- e) Shall be responsible for the distribution of uniforms to all teams.

## **15. TROPHY COORODINATOR**

- a) Shall quote and purchase all league supplied trophies and pins.
- b) Shall coordinate with Sponsor Resource for all sponsorship plaques.

## **16. WEBMASTER**

- a) Shall be responsible for maintaining all league websites
- b) Shall be responsible for operating the league drafting system
- c) Shall be responsible for updating and maintaining all web forms and surveys
- d) Shall be responsible for providing web analytics for potential sponsorship packets

## **17. TEAM PARENT COORDINATOR**

- a) Shall be responsible to provide training and guidance to all team moms
- b) Shall be a resource to all team parents
- c) Shall be responsible to communicate all league communication to all team parents
- d) Shall schedule and host at least (1) team parent meeting at the beginning of the season

## **18. COACHES ADVISOR**

- a) Shall be responsible to provide training and guidance to all managers & coaches
- b) Shall be a resource to all managers and coaches
- c) Shall be available (by request) to oversee at least one practice of each teams to assure teams are receiving the proper training/practice
- d) Shall attend all team managers & coaches' meetings
- e) Shall be responsible to host at least 1 coaches clinic per season

## **19. SPONSORSHIP/FUNDRAISING COORDINATOR**

- a) Shall be responsible for maintaining a list of all sponsors.
- b) Shall assist teams in obtaining sponsors when needed.
- c) Shall be responsible for purchasing and distributing appreciation plaques for each sponsor at the end of each season.
- d) Shall be responsible for collecting and coordinating any sponsorship or fundraiser.

## **20. COMMUNICATIONS DIRECTOR**

- a) Shall be responsible for all email communications to our general membership
- b) Shall be responsible for all social media accounts (Instagram, Facebook, Twitter)
- c) Shall be responsible for creating graphics for all digital and print media

## **21. OUTLAWS DIRECTOR**

- a) Shall be responsible for all aspects of the Outlaw Traveling Team Program & Committee

## **22. TOURNAMENT DIRECTOR**

- a) Shall be responsible for the planning, scheduling and coordinating all matters related to league sponsored tournaments.
- b) He/She will submit a tournament budget to the treasurer, solicit and oversee subcommittee chairpersons
- c) Submit a financial report after each tournament
- d) He/She will answer directly to the President and Executive Board of Directors

*\*\*Specialty Committees to be formed Annually and led by corresponding chairperson/ manager/ director. All board members are expected to join at least (1) Committee per season to include (but not limited to):*

- Rules Committee (*President*)
- Opening Ceremony Committee (*Executive VP*)
- Closing Ceremony Committee (*Executive VP*)
- Scheduling Committee (*Master Scheduler*)
- Outreach Clinics Committee (*Outreach Coordinator*)
- Outlaw Committee (*Outlaw Director*)
- Uniforms Committee (*Uniform Manager*)
- Spring Fling Event Committee (*Sponsorship/ Fundraising Coordinator*)

*\*\*\*General Responsibilities of Benicia Fastpitch Board Members: In addition to the above listed duties, it is expected that Board Members shall equitably share in the responsibilities necessary to facilitate the smooth operation of the league. This includes duties at games and other functions where they will be responsible for opening, obtaining equipment, turn lights on/off, overseeing the snack bar, closing up, and trash pick-up. Executive Board shall consist of the President, Vice President(s), Commissioner, Secretary and Treasurer\*\*\**