

HUBBARDSTON YOUTH BASEBALL
PO BOX 391
HUBBARDSTON, MA. 01452

BOARD OF DIRECTORS/ LOCAL LEADERSHIP

The Hubbardston Youth Baseball program has voluntarily voted to become affiliated and operated under the control of Cal Ripken Baseball. It is operated primarily within their rules, regulations and By-Laws from a league and baseball operations standpoint. There are many local Town issues that are controlled and operated by the group known as Hubbardston Youth Baseball. Some items, but not limited to are, the fields use and maintenance, player registration fees, player and sponsor money control, annual budgets, capital improvements, player recruiting and drafting and so on. Please see the HYB Bylaws, Rules and Regulations for further information.

President

The President is responsible for running all aspects of the organizational and operational aspects of Hubbardston Youth Baseball.

Vice President:

The Vice President is responsible for running all aspects of the organizational and operational aspects of Hubbardston Youth Baseball. Some duties include holding and running meetings, appointing committee members for special projects, Opening Day Emcee & announcements, overseeing the Board of Directors, enforcement of the Bylaws, Rules and Regulations and all duties associated thereof.

Time Commitment: Monthly meetings, some calls made and received, busiest time is try-outs, pre-season, opening day and 1st few weeks of season.

Treasurer:

The Treasurer is responsible for collecting all player and team fees, management of sponsorship donations, making deposits as needed, paying league bills, coordinate with snack shack and equipment manager for supplies, reimbursements and deposits. Monthly financial statements and projected budgets required.

Time Commitment: Monthly meetings, Checking Post Office box, Bank Deposits, coordinating with snack shack, ordering office supplies, postage, paying bills and sending invoices as needed.

Secretary:

The Secretary is responsible for all communication within the league between leadership, staff, coaches, volunteers and players in the program. Minutes of all meetings are generally kept along with all other HYB records, By-laws, Rules and stored in safe keeping and fully accounted for and handed down from year to year as leadership changes.

Time Commitment: Monthly meetings, early season Registration mailings, tryout notices, Team notices, coordinate and communicate all league information to the President and the Board as needed.

Board of Director in charge of Baseball Operations:

The Director of Baseball Operations shall perform the duties of the Vice President in his/her absence or if otherwise not available for any duration of time. The Director of Baseball Operations shall oversee and direct the incoming player registrations, Coaches interests, the Annual Try-out for the major division teams, oversee the major division draft process, team and player selection, seasonal schedules and rosters and generally be on call should problems arise within the baseball programs. Director of Baseball shall also assist the Vice President in the coordination of the annual Coaches meeting, First Aid meeting, Field Days and Opening Day Festivities.

Board of Director in charge of Softball Operations:

The Director of Softball Operations shall oversee and direct the incoming player registrations, the Annual Try-out for the major division players, oversee the major division draft process, team and player selection, seasonal schedules and rosters and generally be on call should problems arise within the baseball programs. The Director of Softball Operations is the primary contact to promote and improve the Softball programs. It would be desirable to grow the program for maximum player and team potential given the size of the community.

Board of Director / Players Agent:

The Player Agent's general responsibility is to represent the player's best interest in all league matters and processes on their behalf. Other responsibilities include overseeing and control of all player registrations and that they are solicited properly to achieve maximum player representation. The Player Agent also assists the Vice President with verifying residency of players and that they meet the age requirements. The Player Agent oversees that all eligible players are allowed the opportunity to try-out for a major team and that the process of the try-outs are reasonable and fair to the participants. The Player Agent is also responsible for

overseeing the draft between the major teams and that the players are fairly represented and selected under the fairest criteria. Also responsible for checking Hubbardston team “game books” randomly to assure all players are getting minimum playing time and at bats per regulations and all pitch count affidavits are being properly tracked and followed. Lastly, the Player Agent assists the Vice President in preparation and submission of all team rosters, player’s lists and coaches list to Cal Ripken Baseball.

Safety Officer:

The Safety Officer is in charge, with coordination of the Equipment Manager of making sure all Hubbardston team equipment used by the children remain in safe working conditions, the fields are safe to play on, the Cori & Sori checks are made for all adult volunteers based on the national search criteria required by Cal Ripken. All game bags and snack shack must have first aid kits and ice packs. Randomly checking team equipment and routines at practices and games is required early to mid-season. Solicitation of the usage and coordination of retrieval of the injury forms and reports with is needed. Follow up with all proper authorities and parties involved in a major injury are needed.

GENERAL VOLUNTEER POSITIONS

Snack Shack Manager: Responsible for having candy, soda and general food stock on hand for resale as a means of additional revenue to offset league debt. Responsible for collecting and accounting for each day’s revenue and coordinating with league treasurer. Oversee sign-up sheet and solicit volunteers to work the shack. Teams playing the games should be highly encouraged to help staff the shack. Snack Shack Manager is responsible for maintaining and overseeing the Safety Manual regulations and safety procedures concerning the Snack Shack during the season when the shack is in use.

Snack Shack Scheduler: A single contact to assist and coordinate all operations of the Snack Shack during games on field 1. The Scheduler is required to solicit volunteers to work the shack on game days as needed. Every game played at field 1 needs someone to sell goods, grill burgers, announce the players and keep the scoreboard. The Scheduler will keep all volunteer positions coordinated and filled with quality personnel for the season.

Snack Shack operators: Anyone willing to help with selling snack shack goods or grilling during games or events. Minimal commitment could be 1 game. Grill Masters needed and usually in demand for each game. Someone who can have some success in cooking hamburgers and hotdogs on a gas fires barbeque grill. The better the burger, the greater the sales! See the Snack Shack Scheduler or the sign-up sheet/schedules posted at the shack in early season.

Game Announcer and Score keepers. The league is always in demand for game announcers, score keepers, snack shack operators and Grill Masters during the Little League and Major Softball games. No professional ability needed. The 2ND floor of the booth does not have the greatest access and therefore limited to those who can climb a ladder. No children please! Its fun and the best seat in the house.

Field Maintenance Manager: The Field Manager is responsible for organization of volunteers and activities prior to the new season concerning trash pick-up, fields raked, infields raked, repaired and prepped for the season. Also needed is setup and repair of the batting cages, dugouts, bases installed, scoreboard and sound system tested & operational, fencing and gates secured, operational and intact. During the season the Field Manager is responsible for the daily maintenance and preparation of the fields to game conditions during the season to assure fields are raked out, lined and ready for play. Can be very involved and time consuming during typical work hours. Fields need to be done for each game, each day on 3 fields. Games are typically played in the evening and weekends. Coordination of make-up games and postponed games with the field scheduler and team coaches involved is mandatory. The Field Manager also needs to coordinate with the Vice President and Treasurer all needed repairs and supplies such as loam, stone dust, chalk or paint for lines and other items that may be needed from time to time. Field Manager is also responsible for making recommendations for long term capital improvements and repairs so that a budget may be worked out accordingly. An annual budget for the fields will be projected and it is the Field Managers role to try to stay within that budget at all times.

Field Schedule Manager: 17 teams on 3 fields and some extra open space. Field scheduler is the central coordinator for all the teams, when to practice and when to reschedule games that are rained out. Not too involved once season is set up. Tee ball plays games on open space and can practice anywhere. Field Scheduler must communicate with Field Maintenance of any changes and practices so there are no problems. General Slots are from 300 to 500, 500 to 700 and 700 to dusk.

Equipment Manager: The Equipment Manager is responsible for off season storing, setup, repair, purchase and delivery of all team bags early in the season as needed. All equipment must be intact and safe according to Cal Ripken Baseball regulations. First aid kits stocked and supplied as needed, equipment purchased or replaced, game books provided, minor League, game balls and any other equipment needed. Equipment Manager will also assist the Vice President and Manager of Baseball Operations with the ordering of all uniforms and supplies necessary after reconciliation of team and player rosters. At the end of the season responsibilities include retrieval of all game bags and equipment to be prepped for the following year. There will be an annual budget projected for supplies, equipment and replacement needs that occur on a regular basis. It is the Role of the equipment Manager to stay within the budget levels. It is also the role of the Equipment Manager to make recommendations as to an equipment replacement plan so that equipment can be replaced over a safe life of the products.

Fundraising Manager: The Fundraising Manager is in charge of overseeing the entire sponsorship campaign and fundraising activities which includes solicitation and acknowledgment of current sponsors as well as ongoing solicitation of new sponsors. The Manager will coordinate with the Vice President, Treasurer and Secretary all activities of the marketing programs, general sales programs, sponsor field signs program and any promotion program developed to thank existing sponsors or solicitation of new ones. From time to time, fundraising events may be held and coordinated through the Manager. Some projects may include car washes, raffles, contest, home run derby's, craft fairs or other venue or project. The Manager must coordinate with the team photo company to assure team sponsors get photos of their annual sponsored teams with their thank you letter. All cash and income must be coordinated with the Treasurer according to acceptable practices.

Team Managers/Head Coach: Basically the head coach is responsible for all the team issues. Draft players during try outs, getting all players into games per rules, condition of fields after every game. Coordinate practices and game rosters. Oversee children's and spectators' safety at all times.

Coaches: Typically 2 coaches are utilized per team. This makes a 3 person coaching staff with the Team Manager. Duties are to assist in running practices and games. Considering the volume of children in the system, each year we are begging for coaches to step up. Please consider it, it is not hard.

Try Out Manager: Annual tryouts for Cal Ripken teams are held typically the week before February vacation. The Tryout Manager will help announce the tryouts and oversee all aspects of the tryout program. Team Managers and Coaches select players by a draft format and notify the players direct. Busiest time is setting up a try-out schedule in early February and during the week of the actual tryouts.

Opening Day Manager: Coordinate all aspects of field day from notices to all teams, players and coaches when opening day is, rain date, coordinate fire and police escort for the Parade to the fields, coordination of the sound systems to announce the teams, invitation to town dignitaries as needed. Busy before season and not so much after.

Technology Manager: Someone or committee to create, update and maintain a website. Must be in a neutral system format so in the event the Technology Manager leaves the post (his child too old to play next year), someone else can have the ability to take over as needed without recourse or difficulty. The advent of email and coordinating information by email is a growing necessity. Ongoing update of email addresses is a priority. Techies please step up!

Picture Day Manager: Typically each year all the teams meet for team photos. This is coordinated on 1 day with the photographer. The Picture Day Manager is responsible for setting up all team shoots and making all announcements so teams are there on time. Please stress that even though a family may not want a photo, the whole team should be there for the sake of the families that do want a photo. Busy prior to Picture day and not much after.

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