



Board of Directors

The **Board of Directors** is the governing body of the Broadneck Baseball and Softball Club. Comprised entirely of volunteers, the Board is responsible for the overall strategic direction, management, and financial health of the league. All Board members are expected to work together to ensure a positive, safe, and organized experience for all players, coaches, and families.

Core Responsibilities for All Board Members:

- **Fiduciary Duty:** Act in the best financial interest of the league. This includes approving budgets, overseeing fundraising, and ensuring all funds are used appropriately to support the league's mission.
- **Governance and Policy:** Adhere to and enforce the league's bylaws, rules, and code of conduct. Participate in the regular review and update of these policies to ensure the league operates smoothly and fairly.
- **Strategic Planning:** Contribute to the long-term vision of the club. This includes discussions on facility improvements, program expansion, and community engagement.
- **Active Participation:** Attend all scheduled board meetings and actively participate in discussions and decision-making. Be prepared to dedicate time outside of meetings to fulfill individual role responsibilities.
- **Conflict Resolution:** Work collaboratively to address and resolve issues that arise within the league, including disputes between coaches, parents, or players.
- **Community Advocacy:** Represent the Broadneck Baseball and Softball Club in the local community, promoting its mission and values. Serve as a positive role model for sportsmanship and teamwork.
- **Commitment to Positive Conduct:** Board members are expected to uphold the highest standards of integrity, professionalism, and mutual respect. We value constructive dialogue, ethical decision-making, and a collaborative spirit in all our interactions.
- **Event Support:** Be available to assist with and support key league events, such as Opening Day, fundraisers, and championship games.

Qualifications and Expectations:

- Must be a dedicated volunteer with a passion for youth sports.
- Possess strong communication and collaboration skills.
- Be willing to commit the necessary time and effort to fulfill both the individual role and the collective responsibilities of the Board.
- Maintain a high level of integrity and professional conduct at all times.

All current board positions are listed below. All Executive Committee members are highlighted in **BLUE** and are as determined by the current bylaws: **President, VP Baseball, VP Softball, Secretary, Treasurer, Registrar, Player Agent, and Operations.**

President

The **President** is the chief executive officer of the Broadneck Baseball and Softball Club (BBSC) and is responsible for the overall management and direction of the league. This individual is the primary public face of the organization and the primary responsibility is to preside over the BBSC Board.

Responsibilities:

- Preside over all league and board meetings.
- Serve as the main point of contact for the league, communicating with the community, other leagues, and governing bodies.
- Oversee all league operations and oversee the board
- Ensure the board and volunteers are meeting their responsibilities.
- Approve all expenditures and contracts in coordination with the Treasurer.
- Appoint committee members and other non-elected volunteer positions as needed.
- Represent the league at all official functions.
- Customer relations (parent interactions, player interactions, responding to email, etc.)
- Coordinate league schedule, and ensure timelines are met (maintenance, financial, etc).
- In coordination with registrar and VPs, submit all required documentation for biannual Anne Arundel County Parks and Recreation reaccreditation.
- Oversight and approval of BBSC branding applications - rec and travel uniforms, apparel, marketing materials.

Time Commitment:

- Significant (4+ hours per week off season and 8+ during playing seasons); including monthly board meetings and regular communication throughout the season and off-season.

Skills Needed:

- Strong leadership, communication, and organizational skills.
 - Experience with community organizations or sports leagues is a plus.
 - Ability to delegate tasks and motivate a team of volunteers.
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Vice President of Baseball Operations

The **Vice President of Baseball Operations** is responsible for all aspects of the baseball program, from player registration to game-day operations. Serves as the Interim or Acting President of the Organization in the absence of an elected president and/or as the President requires due to absence.

Responsibilities:

- Manage the baseball player draft, team formation, and player placement.
- Oversee and schedule all baseball practices and games.
- Coordinate with the Field Maintenance Director to ensure fields are safe and playable.
- Coordinates with the Equipment Manager all baseball-related equipment, including ordering, distribution, and collection.
- Address any baseball-specific issues, such as player or coach disputes.
- Customer relations (parent interactions, player interactions, responding to email, etc.)
- Ensures all applicable patron fees have been collected appropriately.

Time Commitment:

- Substantial commitment, particularly during the active baseball season. (3+ hrs during the offseason, 7+ hours during the season).

Skills Needed:

- Extensive knowledge of baseball rules and fundamentals as well as a working knowledge of running a youth sports program.
 - Strong organizational and problem-solving skills.
 - Ability to work with coaches, parents, and players.
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Vice President of Softball Operations

The **Vice President of Softball Operations** is responsible for all aspects of the softball program, from player registration to game-day operations.

Responsibilities:

- Manage the softball player draft, team formation, and player placement.

- Oversee and schedule all softball practices and games within the league (BBSC) and coordinate game schedules with co-op (NCCGSL)
- Coordinate with the Field Maintenance Director to ensure fields are safe and playable.
- Coordinates with the Equipment Manager all softball-related equipment, including ordering, distribution, and collection.
- Address any softball-specific issues, such as player or coach disputes.
- Customer relations (parent interactions, player interactions, responding to email, etc.)
- Ensures all applicable patron fees have been collected appropriately.
- League representative in NCCGSL. (Attend meetings, email correspondence between leagues, and paperwork)

Time Commitment:

- Substantial commitment, particularly during the active softball season. (3+ hrs during the offseason, 7+ hours during the season).

Skills Needed:

- Extensive knowledge of softball rules and fundamentals.
- Strong organizational and problem-solving skills.
- Ability to work with coaches, parents, and players.

Registrar

The **Registrar** is responsible for managing all player, coach, and volunteer registrations for both the baseball and softball programs.

Responsibilities:

- Set up and manage the online registration system for each season.
- Answer questions from parents regarding the registration process.
- Maintain accurate and up-to-date player, coach, and volunteer databases.
- Ensure all necessary paperwork, such as birth certificates and waivers, are collected and filed.
- Create and provide team rosters to coaches and the board.
- Ensures all applicable patron fees have been collected appropriately.

Time Commitment:

- Heaviest workload during the registration periods, with ongoing maintenance throughout the season.

Skills Needed:

- Exceptional organizational skills, work ethic and attention to detail.
 - Comfortable with online database management and spreadsheet software.
 - Strong communication skills.
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Secretary

The **Secretary** is the official record-keeper for the Broadneck Baseball and Softball Club, ensuring that all board activities and decisions are properly documented.

Responsibilities:

- Record accurate minutes of all board and general league meetings.
- Distribute meeting minutes to board members in a timely manner.
- Maintain the official records and documents of the league, including bylaws, policies, and historical data.
- Handle league correspondence and official communications as directed by the President.
- Customer relations (parent interactions, player interactions, responding to email, etc.)
- Ensure board members and league officials are in compliance with existing by-laws.

Time Commitment:

- Attendance at all board and general meetings, plus time for transcription and distribution of minutes.

Skills Needed:

- Excellent writing and note-taking skills.
 - Highly organized with an eye for detail.
 - Proficiency with word processing software.
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Treasurer

The **Treasurer** is responsible for managing the financial health of the Broadneck Baseball and Softball Club.

Responsibilities:

- Manage all league bank accounts and financial records.
- Prepare and present monthly financial reports to the board.
- Create and manage the annual league budget.

- Handle all league income and expenses, including paying invoices and managing accounts receivable.
- Oversee the annual financial audit and tax filings.
- Customer relations (parent interactions, player interactions, responding to email, etc.)

Time Commitment:

- Consistent commitment throughout the year, with a heavier workload during budget creation and tax season.

Skills Needed:

- Strong financial management and accounting skills.
 - Proficiency with financial software (e.g., QuickBooks).
 - High level of integrity and attention to detail.
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Fundraising Director

The **Fundraising Director** is responsible for developing and executing fundraising initiatives to support the league's financial needs.

Responsibilities:

- Create and manage a fundraising plan for the season.
- Organize and run fundraising events, such as raffles, sponsorships, or special events.
- Recruit and manage a team of fundraising volunteers.
- Secure sponsorships from local businesses and community partners.
- Work with the Treasurer to track and report all fundraising income and expenses.

Time Commitment:

- Flexible, but requires consistent effort in the months leading up to and during fundraising events.

Skills Needed:

- Enthusiasm and strong interpersonal skills.
 - Creative thinking for developing new fundraising ideas.
 - Ability to motivate others and build relationships with community partners.
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Webmaster

The **Webmaster** is responsible for the design, maintenance, and content updates for the league's official website.

Responsibilities:

- Manage the league's website, ensuring it is secure and easy to navigate.
- Update the website with current league information, including schedules, news, and events.
- Work with board members to post important announcements and information.
- Ensure the website is a valuable resource for parents and coaches.
- Manage the league's social media presence (if applicable).

Time Commitment:

- Weekly updates are often needed, with more frequent updates during the season.

Skills Needed:

- Experience with website management platforms (e.g., WordPress, Squarespace).
 - Basic graphic design and content creation skills are helpful.
 - Attention to detail and an ability to maintain consistent information.
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Scheduler

The **Scheduler** is responsible for creating and managing the practice and game schedules for all baseball and softball teams. This role requires meticulous organization and attention to detail to ensure all teams have fair access to field time.

Responsibilities:

- Create and distribute the official practice and game schedules for all divisions.
- Coordinate with the Field and Maintenance Director to ensure field availability.
- Manage scheduling conflicts and adjust as needed throughout the season.
- Communicate with coaches and the board about any changes or updates to the schedule.
- Work with other local leagues to schedule inter-league games.

Customer relations (parent interactions, player interactions, responding to email, etc.)

- Submit all permit requests via Anne Arundel County Parks and Recreation
- Submit initial game schedules to the appropriate umpire coordinator.
- Point of Contact for in-season "league-wide" communications with umpire coordinators.

Time Commitment:

- The heaviest workload is before the season starts, with ongoing adjustments and communication throughout the season.

Skills Needed:

- Exceptional organizational skills and attention to detail.
 - Ability to work with scheduling software or spreadsheets.
 - Strong communication and problem-solving skills.
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Field and Maintenance Director (Operations)

The **Field and Maintenance Director** is responsible for the overall care and maintenance of the league's baseball and softball fields. This role is critical for ensuring players' safety and providing a quality playing experience.

Responsibilities:

- Oversee the preparation and maintenance of all fields, including dragging, chalking, and lining.
- Coordinate with coaches and team volunteers to ensure pre- and post-game field duties are completed.
- Manage the inventory of field maintenance equipment and supplies.
- Identify and address any safety concerns or maintenance issues on the fields.
- Work with the board to plan and execute any major field improvement projects.
- Customer relations (parent interactions, player interactions, responding to email, etc.)
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Time Commitment:

- Consistent presence is needed, especially on game days and during key maintenance periods.

Skills Needed:

- Knowledge of field maintenance and groundskeeping.
 - Ability to perform physical tasks and operate equipment.
 - Strong organizational skills.
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Equipment Manager

The **Equipment Manager** is responsible for the inventory, distribution, and collection of all league-wide baseball and softball equipment.

Responsibilities:

- Order and purchase new equipment as approved by the board.
- Organize and maintain an accurate inventory of all league equipment, including balls, catcher's gear, and first-aid kits.
- Distribute equipment to coaches at the beginning of the season.
- Collect and inspect all equipment at the end of the season to assess needs for the following year.
- Ensure all equipment meets safety standards.

Time Commitment:

Most work occurs at the start and end of each season, with occasional check-ins in between.

Skills Needed:

- Strong organizational skills and attention to detail.
 - Ability to lift and transport equipment.
 - Knowledge of baseball and softball equipment is helpful but not required.
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Social Media & Advertising Director

The **Social Media & Advertising Director** is responsible for creating and managing the league's online presence on social media platforms. This role is key to engaging with the community and promoting league activities.

Responsibilities:

- Create and post engaging content on the league's official social media channels (e.g., Facebook, Instagram).
- Share important announcements, game highlights, and photos from the season.
- Monitor comments and messages and respond to inquiries in a timely and professional manner.
- Promote upcoming events, registration deadlines, and fundraising initiatives.
- Ensure all social media content aligns with the league's mission and policies.
- Responsible for developing and implementing BBSC's social media strategy.
- Collaborate with the Board of Directors and coaches to engage and grow our online community.

- Coordinate traditional advertisement (banners, lawn signs, etc) promoting BBSC programs.

Time Commitment:

- Requires consistent attention throughout the week, particularly during the active season.

Skills Needed:

- Experience with social media platforms and content creation.
- Strong writing and communication skills.
- An eye for photography and visual content.

Player Agent

The **Player Agent** is responsible for overseeing all matters related to player eligibility, selection, and well-being. This individual acts as an advocate for the players and ensures that all league policies and rules are followed, particularly during the team formation process. *Note: The Player Agent is prohibited from managing, coaching, or umpiring in the division over which they have authority to avoid conflicts of interest.*

Responsibilities:

- **Player Eligibility:** Assist the President and Registrar in verifying player birth records and residence to ensure all players meet eligibility requirements.
- **Player Selection:** Organize and conduct all player tryouts and assessments. Oversee the player draft process to ensure it is fair, balanced, and in accordance with league rules.
- **Team Formation:** Work closely with the Vice Presidents of Baseball and Softball to determine the number of teams needed in each division and manage the team formation process.
- **Player Roster Management:** Maintain accurate and confidential player rosters. Address any player transfers, replacements, or releases during the season in compliance with league regulations.
- **Player Advocacy:** Serve as a point of contact for parents and players regarding concerns or issues. Act as a liaison between players/parents and the Board of Directors, ensuring that all player concerns are heard and addressed appropriately.
- **All-Star Selection:** Oversee the process for selecting All-Star and tournament teams, ensuring a fair and transparent process.
- **Player Pool:** If the league utilizes a player pool to fill in for absent players, the Player Agent is responsible for managing the pool and assigning players on a rotating basis.
- Customer relations (parent interactions, player interactions, responding to email, etc.)

Time Commitment:

- A significant workload during the pre-season (player registration, tryouts, and drafts).
- Ongoing commitment throughout the season to handle player issues, roster management, and All-Star selections.

Skills Needed:

- Thorough knowledge of league rules, especially those pertaining to player eligibility and team formation.
 - Exceptional organizational and communication skills.
 - Ability to remain impartial and confidential.
 - Experience with conflict resolution and a passion for advocating for young athletes.
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Travel Program Director

The **Travel Program Director** is responsible for overseeing all aspects of the club's competitive travel baseball program. This role serves as the primary liaison between the club's board, travel team coaches, and the parents of travel players.

Responsibilities:

- **Program Oversight:** Establish and enforce policies, rules, and standards for all Broadneck travel baseball teams.
- **Coach Selection:** Work with the board to recruit and approve all travel team head coaches.
- **Tryouts:** Organize and manage the annual travel team tryout process, ensuring it is fair, transparent, and consistent across all age groups.
- **Communication:** Serve as the main point of contact for travel team coaches, parents, and players. Facilitate communication and resolve any issues or conflicts that may arise within the travel program.
- **League & Tournament Coordination:** Manage relationships with external travel leagues and tournament organizations. Ensure that Broadneck teams are registered and compliant with all external league rules.
- **Financial Management:** Work with the Treasurer and individual travel teams to set and manage team budgets, ensuring all financial obligations (e.g., league fees, tournament fees, umpire costs) are met.
- **Facilities & Equipment:** Coordinate with the Equipment Manager and Field and Maintenance Director to ensure travel teams have access to necessary equipment and fields for practices and games.
- **Player Development:** Work with travel coaches to ensure a consistent philosophy of player development, sportsmanship, and positive team culture is maintained throughout the program.

Time Commitment:

- Significant time commitment, particularly during the tryout period and throughout the fall and spring/summer travel seasons. This is often a year-round position.

Skills Needed:

- Extensive knowledge of competitive travel baseball, including rules, leagues, and tournaments.
 - Strong leadership, communication, and organizational skills.
 - Experience with conflict resolution and a high degree of integrity.
 - Ability to work effectively with coaches, parents, and external organizations.
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Uniform Coordinator

The **Uniform Coordinator(s)** is responsible for managing the entire uniform process for the Broadneck Baseball and Softball Club. This includes ordering, inventory, and distribution of all uniforms for players and coaches.

Responsibilities:

- **Vendor Management:** Work with an approved uniform vendor to select and order all player and coach uniforms for the season, including jerseys, hats/visors, and socks.
- **Sizing & Data Collection:** Coordinate with the Registrar to collect accurate uniform sizes for all registered players and coaches.
- **Ordering:** Place all uniform orders in a timely manner, ensuring that the correct sizes, quantities, team colors, and sponsorship logos are included.
- **Inventory Management:** Receive, sort, and organize the uniform shipment. This includes a thorough count to ensure all items have been delivered correctly.
- **Distribution:** Plan and execute the uniform distribution to coaches or team managers before the start of the season.
- **Problem Resolution:** Handle any uniform-related issues that arise, such as incorrect sizes, missing items, or quality control problems.
- **Post-Season:** Collect any reusable uniform items (e.g., specific All-Star uniforms) at the end of the season and maintain an inventory for future use.

Time Commitment:

- The heaviest workload is concentrated in the weeks leading up to the season and during uniform distribution. There may be a small amount of work post-season for collections.

Skills Needed:

- Excellent organizational skills and attention to detail.

- Strong communication skills to liaise with the vendor, board members, and coaches.
- Ability to handle and sort a large volume of items.
- Basic understanding of inventory management.

Baseball Representatives (3) and Softball Representatives (2)

Responsibilities:

The Program Representative serves as the primary voice and advocate for the Baseball program within the larger organization. These Board members are responsible for the strategic oversight of their specific program, ensuring it operates within the organization's budget, bylaws, and mission. They act as the liaison between the Board of Directors and the program's participants, parents, and volunteer coaches.

Time Commitment:

- Consistent commitment, particularly during the active playing season. (1+ hrs during the offseason, 5+ hours during the season).

Skills Needed:

- Detailed knowledge of baseball/softball rules and fundamentals.
- Strong organizational and problem-solving skills.
- Ability to work with coaches, parents, and players.