

Southeast Valley Baseball Association

League Stakeholders & Roles, Job Definitions

League Role	Definition
Executive Board	Responsible for the overall operation of the league. People within this role have voting rights to serve as the final decision-makers of any proposed changes to league operations and to administer conflict resolutions. The Executive Board consists of five members, each with one vote.
Board Directors	Responsible for heavily contributing to league operations. People within this role must own a specific job role(s), attend Board meetings, participate in League activities throughout the season and be a good League representative to players, families and the community.
Directors at Large	Responsible for providing feedback and input from players, families and the community for Board consideration. Optional attendance of Board meetings: feedback can be shared in person or via electronic means. Serve as a good League representative to players, families and the community.
Division Commissioner	Responsible for division facilitation of: practice schedules, division communication, conflict-resolution, rain make-up scheduling - including website schedule updates, communication with Division Board Representative on any conflicts, suggestions and notifying of schedule changes.

Executive Board Member Jobs	Definition
President	Serves as the lead authority for Southeast Valley Baseball Association. Includes: <ul style="list-style-type: none"> Leading Executive Board and supporting Board Members Chairing Board meetings Championing League purpose and values to players, families and the community Liaison with Charter organization Signator for contracts Signator for payments, alone or with Treasurer
President-elect	Shadows President with the objective of seamlessly succeeding to that position when the President role is vacated.
Chief Operations Officer (Admin)	Oversees all League operations. Responsible for managing Board Members to ensure job completion.
Treasurer	Manages financial position for Southeast Valley Baseball Association. Includes: <ul style="list-style-type: none"> Budget tracking Signator for payments, alone or with President
Secretary	Facilitates meeting agenda. Attends all Board meetings, taking attendance and notes. Distributes meeting notes to all attendees.
Executive Board Director	Appointed by Executive Board when the President-elect role is vacant or two of the Executive Board roles are done by one person, e.g. Secretary and Treasurer. Serves as a voting member of the Executive Board while fulfilling Board Member role as identified.

Southeast Valley Baseball Association

League Stakeholders & Roles, Job Definitions

Board Director Jobs	
Jobs	Definition
All-Star Director	Administers the required paperwork to establish SEV teams for All-Star play. Coordinates team uniforms, Cal Ripkin patches and yard signs.
Awards Director	<p>Responsible for selecting, ordering and managing special event, regular-season and tournament awards.</p> <p>Includes:</p> <ul style="list-style-type: none"> Quantity estimates (base upcoming year estimates off of previous year actuals) Vendor selection based on cost negotiation/availability/quality/selection/etc... Receiving order and varifying order accuracy Storing awards until needed Arranging transportation of awards to award venue for special event, regular-season and tournament. Storing or disposing of extras <p>Responsibilites start beginning of October.</p>
Equipment Director	<p>Responsible for managing all League equipment needs.</p> <p>Includes:</p> <ul style="list-style-type: none"> Reviewing existing equipment before each season to ensure usability: <ul style="list-style-type: none"> Field Equipment = pitching machines, pitching machine balls, game balls, bases, chalk machine, chalk Player Equipment = batting helmets, catcher's gear (helmet, chest plate and knee pads) Working with Treasurer to replace/repair any damaged or exhausted equipment Ensuring equipment sheds are clean and organized Preparing team equipment bags: batting helmets, catcher's gear, game balls Arranging distribution to team coaches Managing equipment needs that arise during the season Collecting equipment bags at the end of the season Storing equipment <p>Responsibilites start beginning of February or sooner based on equipment procurement lead times.</p>
Event Director	Responsible for coordinating special events, like pre-season batting practice, team pictures and home run derby.
Field Director	<p>Responsible for securing and maintaining fields.</p> <p>Includes:</p> <ul style="list-style-type: none"> Developing relationship with city and county representatives Securing fields for League use throughout the year Preparing fields for play prior to season start: Setting-up fences, etc... Communicating to Division Commissioner field requirements: i.e. Bear Park must have equipment stored after last game of the day. Maintaining contact with city and county representatives throughout the season to ensure good working relationship: address any issues they've received Working with Equipment Manager to address any field equipment needs: i.e. out of chalk at a field Working with Equipment Manager to store field equipment at the end of the season <p>Responsibilites start January when the season schedule is determined.</p>

Southeast Valley Baseball Association

League Stakeholders & Roles, Job Definitions

Public Information Director	<p>Responsible for League mass communication via sevalley.com website, social platforms and community PR.</p> <p>Includes:</p> <ul style="list-style-type: none"> Working with President to receive website and social media site access Working with website administrator (EPIC) to learn website functions Working with Executive Board to identify messaging needs Crafting message(s) and gaining Executive Board approval on message(s) Publicizing approved message(s) <p>Responsibilities start January when the season schedule is determined.</p>
Registration Director	<p>Responsible for registration database: works with database to establish registration criteria, dates, team sizes. Manages database fields and functionality.</p>
Rocky Mountain School of Baseball Director	<p>Coordinates with SEV Coaches and Rocky Mountain School of Baseball (RMSB) to establish RMSB teams to play on Saturdays.</p>
Schedule Director	<p>Responsible for setting-up schedules at the beginning of the season, distributing them to coaches and Division Board Representatives, maintaining current schedules on website (requires coordination with Division Board Representative and/or Division Commissioner for rain make-ups).</p>
Snack Shack Director	<p>Responsible for the operations of the Snack Shack at Draper Park.</p> <p>Includes:</p> <ul style="list-style-type: none"> Securing permits with the city Stocking snack supplies for sale Hosting space for League items needing player pick-up <p>Responsibilities start TBD to secure permits with the city in time for season opener.</p>
Sponsorship Director	<p>Responsible for arranging sponsorship support.</p> <p>Includes:</p> <ul style="list-style-type: none"> Identifying potential companies for sponsorship Preparing sponsorship packages and pricing Selling the sponsorship package Working with Treasurer to receive and deposit sponsorship payment Working with Public Information Manager to fulfill sponsorship obligations of sponsorship awareness Maintain sponsor relationship <p>Responsibilities start beginning of October.</p>
Team Mom Director	<p>Liaison between the League and teams' designated Team Mom</p> <p>Includes:</p> <ul style="list-style-type: none"> Hosting a meeting of all the designated Team Moms to share League information. <ul style="list-style-type: none"> - Important dates, Fundraising, score-keeping, sevalley.com resource, Team Snap, etc... <p>Responsibilities start after the Draft.</p>
Tryouts/Draft Director	<p>Manages Tryouts by working with Executive Board to determine Tryout format/stations, provide Tryout Roster, direct volunteers and help answer parent, coach, player questions.</p>

Southeast Valley Baseball Association

League Stakeholders & Roles, Job Definitions

Umpire Director	<p>Responsible for managing umpires for regular-season and post-season play.</p> <p>Includes:</p> <ul style="list-style-type: none"> Recruiting umpires, including working with the state umpire association Training umpires Scheduling umpires Paying umpires <p>Responsibilities start February.</p>
Uniform Director	<p>Responsible for acquisition, distribution and management of regular-season, Rocky Mountain School of Baseball and All-Star uniforms.</p> <p>Includes:</p> <ul style="list-style-type: none"> Quantity and size estimates (base upcoming year estimates off of previous year actuals) Vendor selection based on cost negotiation/availability/quality/selection/etc... Receiving order and verifying order accuracy Packaging for team delivery Arranging distribution to team coaches Helping coaches/players with uniform exchanges Logging and storing extras <p>Responsibilities start beginning of October.</p>