

Duties of Board of Directors

President - Executive Board

Supervise functions of committees; see that rules, policies, and principles are carried out; conduct league meetings; attend all regional PONY Baseball Inc. meetings or appoint a representative to attend; receive all mail, supplies, and communications from regional PONY Baseball Inc.; prepare all necessary paperwork (ie. League insurance, PONY Baseball Inc. membership, City of Santa Ana Reservations); communicate and keep relations with other Pony League Presidents; oversees game schedules; ensure and assist Treasurer with filing and submitting fiscal year-end financial information; preside over the finances in absence of the Treasurer; countersign checks with Treasurer in purchases over \$250; may make deposits and assist in dispersing league funds; non-voting member, except when breaking tie; may make purchases up to \$300 for league supplies or operating costs; create board meeting agenda and send to secretary 5 days prior to board meeting;

Vice-President of Baseball Operations - Executive Board

Preside in absence of President in all baseball operation roles; carry out duties and assignments that are delegated to him/her by President; assist President in all duties

Vice-President of Field Operations - Executive Board

Preside in absence of President in all field operation roles; carry out duties and assignments that are delegated to him/her by President; assist President in all duties

Treasurer - Executive Board

Collect/receive deposits, and disperse league funds; disperse reimbursement checks; purchase equipment and supplies; primary signature on all checks; keep and compile financial records/reports; prepare league budget monthly; file business non-profit license; file tax forms

Treasurer's Assistant

Assist Treasurer in all duties; assist with all collections; create spreadsheets for tracking and collecting registration fees, team sponsorships, Allstar fees; handle fundraising funds; hold unpaid uniforms until paid; create and send invoices

Secretary

Bring Bylaws and all other records to board meetings; update Bylaws yearly; keep current record of Board/Coordinator contact information; keep accurate record of the meeting minutes and other activities of the League; create a master calendar for all operations, functions, and events; organize and schedule board member on duty (BMOD) list; commissions and maintains League FaceBook; send notices and reminders 48hrs before board meetings with the proposed agenda from the President

Communications Director

Maintains League website; communicate with league members via email blast; responsible for all correspondence on behalf of the League and Board Members

Player Agent(s)

Organize, schedule, and hold league registration; enlist managers; maintain manager contact list;

maintain league roster in all divisions; schedule and supervise player evaluations; conduct player draft; implement player draft procedures; balance strength among the teams; coordinate with Trophy/awards coordinator to order necessary items; assist Allstar Coordinator/Committee in Allstar relations

Safety Officer

Continually monitor playing fields and practice areas to maintain a safe playing environment; log and maintain current record of safety environment of problems and resolutions; post and maintain safety signs; responsible for maintaining a first aid kit and supplies, and make it accessible to everyone; speak about safety policies and procedures, and distribute ice packs and first aid kits to all managers/coaches; report and follow-up with any occurred injury on playing fields and practice area; make accessible Injury Report Forms (accident forms) available for everyone; mid-season, send reminder to all managers of accident forms; during Allstar season, refresh managers of all safety procedures; at board meetings, present all recorded injuries, problems, and resolutions

Chief Umpire(s)

Enlist umpires for Shetland through Pony division; evaluate and train potential umpires; prepare budget for paid umpires; create umpire schedule; ensure umpires are present for all games; ensure umpires arrive 15mins before scheduled game time; responsible for conducting umpire clinics and junior training; distribute rule books to umpires; obtain Santa Ana Pony rules for each division and distribute to umpires; ensure umpires have appropriate uniforms and gear

Coaching/Player Development

Distribute division game rules and regulations to Division Representatives; conduct coach and player clinics; provide new coaches with “sample” practice format; liaison with the Division Representatives; assist managers/coaches seeking assistance with their team

Allstar Coordinator

Create an Allstar Committee; distribute Evaluation Player Forms to managers to rate potential Allstar players; distribute Allstar Consent Forms to managers; organize, schedule, and supervise AllStar evaluations; collect and compile necessary paperwork for Allstars; coordinate with Player Agent(s) and Trophy/Awards Coordinator to order necessary items

Snack Bar Director

Oversee all operations in the snack bar; create volunteer schedule; ensure all shifts are covered; create and post procedures on how to operate the snack bar; ensure the neatness and cleanliness of the snack bar and utensils

Snack Bar Manager

Assist Snack Bar Director; responsible for shopping, stocking, and keeping inventory of all foods, drinks, and supplies; open and prepare snack bar for first game

Equipment Manager

Responsible of distributing and maintaining all playing equipment (i.e. baseballs for all divisions, catcher's gear, catcher's bag, baseball tees, bases); responsible for ordering all playing equipment; ensures all equipment are in safe condition; maintain record of all equipment dispersed and requires all managers' signatures of issued equipment and collect \$100 deposit check for borrowed equipment (checks will be held by Treasurer's Assistant); collect all equipment at the end of the season; instruct managers/coaches how to set up their fields ("home" team sets up AND puts away bases, pitching machine, and portable fence if necessary)

Field Manager

Responsible for the maintenance, improvements, and operation of the playing fields; supervise and coordinate field crew; responsible for ordering necessary supplies for playing fields (i.e. chalk, paint, bases, rakes, brushes, etc); evaluate safety of fields; report any safety issues to Safety Officer; report any field maintenance needs to the Vice President

Auxiliary Field Manager

Responsible for the maintenance, improvements, and operation of the auxiliary playing fields (Rosita, Adams, Windsor); supervise and coordinate field crew; evaluate safety of fields; report any safety issues to Safety Officer; report any field maintenance needs to the Vice President

Field Reservations and Practice Scheduler

Maintain a working relationship with the City of Santa Ana Parks and Recreation Reservation Office; create practice slots and availabilities; conduct selection process for practice schedules; continuous communications with managers regard practice schedules

Fundraising and Sponsorship Director

Communicate with businesses/companies for sponsorships and promote League; distribute donations letters; coordinate with Advertising/Banners Coordinator to order banners; set-up Family Fundraising Dinner Nights

Member-at-Large

Assist all Board Members in all duties

Duties of Coordinators

Apparel

Maintain inventory of apparel items; schedule and conduct apparel sales; select apparel distributor

Division Representative

Liaison between the team and board members; assist managers/coaches in need; pass information from the league to the managers

Event Coordinators

Coordinator all events for the league (ie, Family Fun Day, Angel Day, Opening Ceremony, etc) from start to finish

Head Scorekeeper

Schedule and conduct a Scorekeepers clinic at least twice in a season

Standings

Communicate with managers and maintain scores of all teams; enter information onto the website

Team Parent Coordinator

Liaison between all team parents and board members; update team parent periodically of league events

Uniform Coordinator

Select uniform distributor; create team names for the league; order and distribute uniforms

Yearbook / Historian

Research a yearbook company; take pictures during league events (for posting for league social media)