

Andover Baseball Association

Director Position
Job Descriptions
Updated 2024

PRESIDENT:

1. Presides at all meetings of the Corporation and the Board of Directors.
2. With the Treasurer signs all written contracts and obligations of the Corporation.
3. Serve as initial escalation point for Age Director's and notify the Disciplinary Board if needed. This includes policy for ejections from games and league.
4. Overseeing the Financial responsibilities of ABA and ensuring timely communication of financials to the Board and membership.
5. Responsible for the review of year-end financials for the year in which he/she was acting president.
6. Updates the non-profit status with the Minnesota Attorney General each January
7. Makes sure that all board members have access to review the yearly financials against taxes being prepped for submittal to both the federal and state. The Form 990 tax form requires Board approval before submittal.
8. Under the direction and with the approval of the Board of Directors, appoints the Chairperson of any needed Committees.
9. Determine and set registration fees, with Board of Directors approval, based upon all actual costs and inclusion of details necessary to cover all costs, including general fund allocations, with Board approval by November.
10. With the board's approval, the President will ensure that proper insurance coverage is in place for the association, its members, and board members.
11. Request the treasurer to deposit the check (amount to be determined by budget decisions) into the escrow account (field supplies, etc.) with the City of Andover.
12. Communicate with MYAS about the tournaments that ABA will be hosting. Per ABA Board Vote.
13. Works with all directors reviewing the status of age programs and communicating the needs of the association.
14. Oversee program enhancements and key initiatives:
 - a. Celebrations
 - b. Field Appropriations
 - c. Tournaments Responsibilities include:
 - a. Securing dates with MYAS and House Directors
 - i. Determine how many directors are needed at each
 - ii. Send the schedule out to the board
 - b. Update the Tournament schedule each year.
15. Communicates with the City and school district on a variety of issues.
 - a. Request fields for summer and fall from the city and school district based on scheduling needs.
 - b. Request fields for tournaments from the city and school district.
 - c. Secure any facilities needed for ABA use.
 - d. Request porta potties for summer and fall baseball fields based on usage through the city.
 - e. Coordinate field maintenance with the city.
16. Coordinate for concessions and facilities services with board approval through the city.
17. Verifies with the Volunteer Director the submission of background checks for all coaches and ABA Directors in the association through the Trusted Coaches Process.

18. Distributes keys to the appropriate ABA Directors and maintain a master list of who has what keys.
19. Distribute the agenda for upcoming meetings 1 week prior to the meeting date.
20. Responsible for the security of the ASN facility and fields.
21. Sets codes for ASN Building and work with equipment director for all field codes.
22. Distribute keys for ASN Building to appropriate board members each season starting in January.

VICE PRESIDENT:

1. Perform all duties of the ABA President in the absence of the ABA President.
2. Handle day to day programming issues as they arise.
3. Set-up someone to take the pictures, location for the pictures, and to be present on each picture night.
4. Maintain and distribute contact information for members of the Board of Directors.
5. Maintain By-Laws, Policies and Procedures, and Minutes relating to the Corporation. Policy and Procedures, as well as the final monthly financials reports, in a secure area.
6. Maintain past player and coaching information.
 - a. Number of years played or coached
 - b. Tracking any misconduct issues for players or coaches as needed
 - c. Tracking Board Member years of service and any misconduct issues as needed
7. Verify player registration and payment year over year with the Communication and /or Registration Director.
8. Distribute meeting minutes no later than one week after Board meetings.
9. Send the board meeting minutes to the Communications/Registration Director for posting to the website for membership access.
10. Management of andovebaseball.org domain and board member email assignments (Gmail Suite)

TREASURER:

1. Keep account of all money received by him/her and deposit the same in the name of the Corporation in such depository designed by the Board of Directors.
2. Present a Financial Statement each month to the Board of Directors. Including a list of all checks issued and its purpose along with all debit charges. Each month a starting and ending balance will be submitted along with a list of outstanding invoices and checks. Present a detailed Financial Statement each month to the Board of Directors.
3. At the first Board of Directors meeting of each fiscal year, submit detailed financials for audit by all board members to begin the new fiscal year.
4. Complete and work with an outside Accounting firm to submit to the Internal Revenue Service each year all appropriate tax forms for non-profit organization by the April 15th deadline. If extension is needed report to board no later than the March meeting.
5. Submit the tax prep for approval no later than March to review with all board members prior to submittal to government agencies.
6. Coordinate with all Directors to submit their Annual budgets by November, which will be presented in the January meeting for approval.

7. Pick up and distribute, to the appropriate Board members, the mail that is delivered to the ABA PO Box.
8. With the President, sign all written contracts and obligations of the Corporation.
9. Provides cashboxes as needed for ABA-sponsored functions, including tournaments or special events.
10. Track registration and payment of players year over year. Report any non-payments to Vice President.
11. Coordinate with Age Directors to mail in registration forms, fees and any necessary gate fee checks.
12. Keep an updated yearly overall budget per fiscal season.
13. Mail checks to all paid workers no later than seven (7) days after the Volunteer Director send the spreadsheet.

9-14-YEAR-OLD TRAVELING DIRECTOR:

1. Determine Traveling tryout dates.
2. Plan an ABA Traveling Parent meeting, communicate the date, and secure the location.
3. Order and coordinate Traveling Registration yard signs and banners with help from board members
4. Select the Travel tryout evaluators verifying validity for the player evaluation and ranking process with the Board prior to travel tryouts
5. Communicate scrimmage dates and locations to Scheduling /Umpire to secure fields as needed.
6. Create Traveling coach interview processes with President and communicate to selected coaches.
7. Communicate coaches to Volunteer Director. Total 4 Credits Per Team: Head Coach, Assistant Coaches and Team Manager.
8. Coordinate player selection with the President.
9. Maintain accurate rosters for each team and communicate any changes to the Volunteer, Communications/Registration, Uniform and Equipment Director
10. Communicate with Uniform and Equipment Directors on the number of teams and assist as needed with uniform and equipment distribution.
11. Communicate to Volunteer Director, Communications/Registration Director players not selected for travel teams.
12. Complete all ABA Traveling Team applications/registrations for Gopher State Baseball League (GSBL) with MYAS.
13. Review that all ABA Travel teams have signed up for 3 tournaments at the appropriate age level and Gopher State Tournament of Championship if teams qualify.
14. Coordinate with Treasurer to mail in registration forms, fees and any gate fee checks that are needed.
15. Attend GSBL meetings.
16. Conduct a field grooming session with all Coaches on fields with filed boxes including ASN. (AGE Directors)
17. Review batting cage etiquette with all Coaches. (Age Directors)
18. Work with other age Directors on:
 - a. Coach and Player development on needs of the Travel teams for off season development

19. Collect and summarize coach evaluation results
 - a. Give coach evaluation summary to each coach
 - b. Distribute and collect player evaluations
20. Coordinate a post-season coaches meeting to determine needs and improvements for the following season.
21. Request fields for traveling tryout dates from Andover Football Association.
22. Plan for and order recognition awards for all teams in the age groups:
23. Assist with photo night.

13YO -SANDLOT IN HOUSE DIRECTOR: (2024 Proposal to Separate 13-15 & 16-21)

1. Determine the number of teams at each age.
2. Secure head coaches for each team.
3. Communicate all coaches to the Volunteer Director. Total 4 Credits Per Team: Head Coach, Assistant Coaches and Team Manager.
4. Plan and run coaches' meetings and plan evaluations and assemble draft sheets.
5. Present information to your age groups at the In-House Parent Meeting.
6. Maintain accurate rosters for each team and communicate any changes to Volunteer, Communications/Registration, Uniform and Equipment Director
7. Communicate with Uniform and Equipment Directors on a number of teams and assist as needed with uniform and equipment distribution.
8. Plan Anders Flaa Mid-Season tournament communicating needs to Volunteer and Facilities Directors.
9. Coordinate Sunday Sandlot league and End of Season tournament.
10. Create and distribute brackets for age appropriate tournaments.
11. Know the rules for your age groups. Be prepared to settle disputes or forward them to the Board of Directors.
12. Attend MYAS meetings and work with the Scheduling Director for field allocations.
13. Conduct a field grooming session with all Coaches on fields with field boxes including ASN. (AGE Directors)
14. Review batting cage etiquette with all Coaches. (Age Directors)
15. Work with other age Directors on:
 - a. Coach and Player development on needs of the Travel teams for off season development
16. Collect and summarize coach evaluation results
 - a. Give coach evaluation summary to each coach
 - b. Distribute and collect player evaluations
 - c. Coordinate a Post Season coaches meeting to determine needs and improvements for the following season
17. Plan for and order recognition awards for all teams in the age groups:
 - a. Tournament awards
 - b. Trophies, medals, and etc.
18. Complete and submit registration forms for teams advancing Rec State prior to the deadline.
19. Coordinate with the Treasurer to mail in registration forms, fees and any gate fee checks that are needed.
20. Assist with photo night.

9-12-YEAR-OLD IN HOUSE DIRECTOR:

1. Determine number of teams at each age.
2. Secure head coaches for each team.
3. Plan and run Draft and Coach's meeting.
4. Present information to your age groups at In-House Parents meeting.
5. Communicate coaches to Volunteer Director.
6. Communicate with Purchasing Director on number of teams and assist as needed with uniform and equipment distribution.
7. Work with other Age Directors to plan A-Town Mid-Season Classic, MYAS Rec State and All-Star games.
8. Maintain accurate rosters for each team and communicate any changes to Volunteer, Communications/Registration, Uniform and Equipment Director
9. Communicate with Uniform and Equipment Directors on number of teams and assist as needed with uniform and equipment distribution.
10. Create and distribute bracket for age appropriate tournaments.
11. Know the rules for your age groups. Be prepared to settle disputes or forward them to the Board of Directors.
12. Conduct a field grooming session with all Coaches on fields with filed boxes including ASN. (AGE Directors)
13. Review batting cage etiquette with all Coaches. (Age Directors)
14. Work with other age Directors on:
 - a. Coach and Player development on needs of the Travel teams for off season development
15. Collect and summarize coach evaluation results
 - a. Give coach evaluation summary to each coach
 - b. Distribute and collect player evaluation at end of season.
 - c. Coordinate a Post Season coaches meeting to determine needs and improvements for the following season.
16. Complete and submit registration forms for teams advancing to the Rec State Championships.
17. Coordinate with Treasurer to mail in registration forms, fees and any gate fee checks that are needed.
18. Work with surrounding communities to coordinate league play and determine rules.
19. Assist with photo night.

Teeball - 8 YEAR OLD IN HOUSE DIRECTOR:

1. Determine the number of teams at each age.
2. Secure head coaches for each team.
3. Communicate all coaches to Volunteer Director. Total 4 Credits Per Team: Head Coach, Assistant Coaches and Team Manager.
4. Assemble teams.
5. Plan and run Coach's meeting.
6. Present information to your age groups at the In-House Parents meeting.
7. Know the playing rules for your age groups. Be prepared to settle disputes or forward them to the President.
8. Maintain accurate rosters for each team and communicate any changes to Volunteer, Communications/Registration, Uniform and Equipment Director.
9. Communicate with Uniform and Equipment Directors on number of teams and assist with uniform and equipment distribution as needed.
10. Conduct a field grooming session with all Coaches on fields with filed boxes including ASN. (AGE Directors)
11. Review batting cage etiquette with all Coaches. (Age Directors)
12. Work with other age Directors on:
 - a. Coach and Player development on needs of the Travel teams for off season development
13. Collect and summarize coach evaluation results
 - a. Give coach evaluation summary to each coach
 - b. Distribute and collect player evaluations
 - c. Coordinate a Post Season coaches meeting to determine needs and improvements for the following season
14. Work with other age Directors on end of season tournament for T-ball through 12-year-old and the All-Star Event
15. Create and distribute brackets for age-appropriate tournaments.
16. Plan for and order recognition awards for all teams in the age groups.
 - a. End of Season participation awards
 - b. Tournament awards.
 - c. Trophies, medals, and etc.
17. Assist with photo night.

REGISTRATION DIRECTOR:

1. Content, distribution and reporting on annual membership survey(s) (SurveyMonkey)
2. Content updates on andoverbaseball.org homepage (SportsEngine)
3. Provide Coaches with documentation on how to maintain team web pages.
4. Create and maintain online registration for all levels of Andover Baseball. January through March 1 for In House. April through May for Sandlot, Travel tryouts starting August 1st and Travel squads October through December.
5. Content and management of andoverbaseball.org website (SportsEngine) including the following:
 - Edits to existing content (rates, board members, ABA calendar/mtgs, programs)
 - Setting-up pages for all teams
 - Granting page access to team coaches/managers
 - Setting up team rosters (travel only)

COMMUNICATIONS DIRECTOR:

1. Management of ABA email subscriber lists for in-house, travel and Sandlot (MailChimp)
2. Content and distribution of weekly (& ad hoc) Emails to ABA membership (MailChimp)
3. Ongoing Facebook posts on updates, news and miscellaneous content
4. Facebook campaign development, execution and management for travel, in-house and Sandlot registrations
5. Backup management of andoverbaseball.org website (SportsEngine) including the following:
 - a. Edits to existing content (rates, board members, ABA calendar/mtgs, programs)
 - b. Setting-up pages for all teams
 - c. Granting page access to team coaches/managers
 - d. Setting up team rosters (travel only)

FUNDRAISING/MARKETING DIRECTOR:

1. Develop and manage all fundraising efforts for the organization
2. Seek Sponsorship Opportunities among community companies
3. Coordinate other advertising activities for in-house registration (signage, community bulletin, student newspaper, etc.).

VOLUNTEER DIRECTOR:

1. Coordinate all volunteer checks with registration for House and Travel programs.
2. Verify that all checks have been turned in.
3. Follow up with all members via email or phone who have not sent in their volunteer checks. Reporting any issues to Age Directors and the President.
4. Coordinate Volunteer opportunities with Directors and Concessions Service and enter them into the DIBS program on the website. Examples of volunteer opportunities are listed below:
 - a. Traveling Tryouts
 - b. Equipment Handout/Return
 - c. Tournaments
 - d. Celebration Night
 - e. Concessions, etc.
5. The Volunteer Director is responsible for volunteer coverage at all tournaments. If the tournament is not filled, the Volunteer Director is responsible for hiring help.

6. Update volunteer status on DIBS to give people credit for their volunteer time.

7. Work with all Age Directors to obtain a list of Houses and Traveling coaches.
8. Coordinate and monitor Trusted Coaches background checks and training.
9. Provide Treasurer with volunteer checks that need to be deposited if volunteer hours have not been met By September 30th.
10. Pick up and distribute, to the appropriate Board members, the mail that is delivered to the ABA PO Box.
11. Fiscal audit of volunteer fulfillment in September of each season.
12. Coordinate with the ABA Board to determine staff levels needed based on tournament requirements.
13. Coordinate the submission of background checks for all Coaches and Directors in the association using the Trusted Coaches program. Report any issues to the President.

UNIFORM DIRECTOR

1. Maintain accurate inventory of all uniforms and uniform accessories. Finalize each season by October meeting.
2. Present recommendations to the Board of Directors during the off season for uniform order quantity and cost, including Coach's shirts, All Star T-shirts, board and appreciation apparel.
3. Distribute all uniforms to players and Coaches.
4. Maintain a clean and orderly uniform storage area.
5. Maintain an accurate inventory of all apparel that is sold as a fundraiser for ABA.
6. Work with vendors to establish Andover Baseball apparel merchandise to be sold online.
7. Work with the Treasurer to determine a budget and secure deposit for uniforms.
8. Request budget for upcoming travel program by November prior to season.
9. Request budget for upcoming in-house season by March 1st based on approximate teams for May.
10. Work with coaches and players for any uniform replacement needs.
11. Order Trophies for all ages after coordinating with age directors.

EQUIPMENT DIRECTOR:

1. Inventory all baseball equipment in an organized manner:
 - a. Catching gear (mask, chest protector, shin guards, mitt)
 - b. Practice equipment (hitting tees, hitting nets)
 - c. Baseball (practice and game balls)
 - d. First aid kits
 - e. Miscellaneous (Scorebook, throw down bases, Coaches board, Pitching board)
2. Determine what replacement baseball equipment should be purchased. Bring recommendations and costs to board by December.
3. Work with board to determine what field equipment should be purchased.
4. Issue team baseball equipment for all teams in program, including:
 - a. Create team baseball equipment bags for all teams, based on level
 - b. Complete inventory of what is given to each coach (will be confirmed when returned)
 - c. Establish adequate amount for equipment deposit, and receive team baseball equipment deposits from each Coach/designee
 - d. Hold deposit checks until equipment return date
5. Work with Coaches and Directors to replace and/or provide equipment as needed.
6. Receive equipment back from Coaches on equipment return date:

- a. Return/shred the check when the inventory is confirmed
- 7. Give check to Treasurer for deposit if equipment is not returned or has been damaged.
- 8. Maintain a clean and orderly equipment storage area.
- 9. Work with Volunteer Coordinator for equipment hand out and return.
- 10. Work with Companies regarding donation activities.
- 11. Inventory field boxes and prepare to have them stocked at the beginning of the season. Coordinate with President and City.
- 12. Set new lock combination codes and distribute to appropriate Directors. This includes:
 - a. All field boxes/cages
 - b. ASN closet key lock box
 - c. Batting cages
- 13. Organize ASN building and closet, inventory equipment to determine repair/purchase needs.

TOURNAMENT DIRECTOR:

- 1. Coordinate and manage 9-12 In-House All Star League
- 2. Coordinate Fall Baseball program through MYAS
- 12. Work with other age Directors on end of season tournament for T-ball
- 13. Create and distribute bracket for age appropriate tournaments.
- 14. Plan for and order recognition awards for all teams in the age groups.
- 15. Assist with photo night.
- 16. Ensure that tournament and events are taken care of.
 - a. Fun Fest Parade
 - b. Booth at Fun Fest
 - c. FLAA and end of season celebration give a ways, entertainment, etc.
 - d. Collect donations and distribute to participants

SCHEDULING/UMPIRE DIRECTOR:

- 1. Communicate with House/Rec Directors to get input for assembling season schedules, Andover and Anoka where applicable. Usually after registration is nearly complete and team numbers are close to finalized.
- 2. Make formal request to the Park and Rec Commission for regular season and tournament. Must be done in late December
- 3. Assemble and distribute season game and practice schedules for T-Ball through 12-year-old divisions to appropriate Age Directors.
- 4. Assemble and distribute House/Rec tournament schedules to appropriate Age Directors.
- 5. Tournament field requests by 3rd Friday in December
 - Workout schedule with Softball Association
- 6. Maintain a Master Field schedule for all House/Rec and 9-14 Traveling teams. This needs to be done prior to the scheduling sessions for the GSBL and NSBL scheduling sessions.
- 7. Distribute scheduled dates to coaches so they can schedule their games.
- 8. Attend the GSBL and NSBL scheduling sessions to answer Coach's questions about the Master Field schedule and input scheduled games.
- 9. Distribute Game schedules that require umpires, to the Rum River Umpire Association so they can assign Umpires to cover the games.
- 10. Distribute Tournament/Celebration Night schedules that require umpires, to the Rum River Umpire Association so they can assign Umpires to cover the games.

11. Communicate with the 9-14 Travel Director and all House/Rec Directors to establish their preferred method of being contacted for field requests by coaches.
12. Answer all field requests within 48 hours of receipt. Maintain an Email file of requests received to validate receipt of them and your responses.
13. Act as Liaison between ABA and Rum River Umpire Association.
14. Distribute Umpire schedule and phone numbers for all ABA sponsored Tournaments
15. Review and approve all umpire invoices per month and report to board at monthly meetings.
16. Review and forward all umpire billing to the Treasurer for payment
17. Provide annual summary of Umpire billing to board.
18. Attend and present at House and Travel parent meetings.
19. Be available to answer Coach and Umpire questions about rules.
20. Facilitate field and registration for the fall ball program with ABA coaches with teams.
21. Submit complete fall schedules to Parks Department for field maintenance by July deadline.

MEMBER AT LARGE:

1. Assist with projects to support the board as necessary

ALL BOARD MEMBERS:

1. Attend monthly Board meetings. You are expected to attend at least nine monthly board meetings. This is required to ensure the board's continued progress.
2. Enforce all laws, rules, and regulations of the Corporation.
3. All board members are required to sign a Conflict-of-Interest clause.
4. All board members are to review financials monthly.
5. All board members are to review the previous months' minutes monthly.
6. All Board members are to review end of fiscal year financials and Form 990 for tax submission.
7. Be responsive to questions from members of the community.
8. Attend at least 2 parent meetings/coaching clinics.
9. Participate in communities as needed to assist the Board.
10. All members are responsible for no less than 3 days at Andover hosted tournaments, responsibilities include:
 - Answering Questions
 - Updating Tourney Machine
 - Volunteer Check-In
 - Groom & Chalk Fields as needed.
11. Support putting up and taking down advertisements as needed to promote ABA
12. Travel Tryout Support
13. Be Accessible! Be Supportive! Have Fun!