

# Brookings Friends of Baseball Points Requirements and Points-Earning Positions

Approved 12/31/2018

Points Requirement Table			
Note: Points requirements listed below are <i>PER PLAYER</i>			
<i>Level</i>	<i>Regular Season Points</i>	<i>Required Tournament Points</i>	<i>Total Points Required</i>
Spring High School	30	0	30
Summer Juniors (Ages 7-8)	0	0	0
Summer Minors (Ages 9-10)	50	30*	50 or 80*
Summer Majors (Ages 11-12)	50	30*	50 or 80*
Summer 14u (Ages 13-14)	60	30	90
Summer Jr. Legion/Class "A" 16u (Ages 15-16)	60	30	90
Summer Sr. Legion 18u (Ages 17-18)	90	0**	90

**Notes:**

- \* Players on 9u, 10u, 11u, and 12u traveling teams must earn an additional 30 points per player at either of the home traveling team tournaments. Players that are not on traveling teams are not required to earn the additional 30 points.
- \*\* Currently, there is no FOB-sponsored home tournament for the Sr. Legion team, as such they are not required to earn additional tournament points.
- 1. Maximum points required per family: 150 points
- 2. Points are valued at \$5.00 per point.
- 3. All summer points requirements carry mandatory tournament participation as part of a family's required point total, unless noted. The value listed above under tournament points is the minimum number of points that must be earned during ANY home tournament; however, families are strongly encouraged to earn their tournament points in the tournament(s) that their team(s) are playing in. Board members who are exempt from earning points must still earn required tournament points unless specifically exempted from doing so in their position description.
- 4. Points are accumulated from November 1, 2018 to October 31, 2019.
- 5. Points-related questions should be directed to the Participation and Points Director.
- 6. All participants are required to submit a points deposit check, dated November 1, 2019, in the amount of their required points multiplied by \$5.00 (Maximum amount: \$750.00). If all points have been earned, the deposit check will be shredded (or returned, if requested) following the conclusion of the points-earning period. If the appropriate number of points have not been earned, the deposit check will be cashed and the family will be issued a refund check corresponding to the number of points earned multiplied by \$5.00.

**Executive Board (Voting Board of Directors Members)**

**1. President**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Provide overall direction to FOB in accordance with the organization bylaws
- c. Chair meetings of FOB Board of Directors
- d. Manage key relationships with other groups, including the City of Brookings and Park and Recreation Department, and negotiate contracts and agreements on behalf of FOB
- e. In conjunction with the Executive Committee, determine all meeting agenda items and provide this list to the Secretary for publication

**2. Vice President**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve in place of the President when the he or she is unable to carry out his/her responsibilities
- c. Serve as the point of contact for any Code of Conduct issues
- d. Complete special projects as requested by the President and/or the Executive Committee

**3. Secretary**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Maintain an official written record of Board of Directors and other meetings of the organization and communicate them to the membership
- c. Compile all agenda potential agenda items and provide to Executive Committee for agenda determination.

- d. Compile and publish meeting agenda on website prior to scheduled meetings
- e. Publish meeting minutes on website following scheduled meetings
- f. Complete special projects as requested by the President and/or the Executive Committee

**4. Treasurer**

- a. **Exempt from registration fees - must pay fees up front, then, upon successful completion of responsibilities, registration fees will be reimbursed**
- b. Points allocation: Exempt from all points requirements, including tournament points
- c. Completely and accurately maintain the finances of the organization, including checking accounts, savings accounts, certificates of deposit
- d. Coordinate with Marketing and Communications Director regarding issuance of invoices and collection of all billable items
- e. Develop and implement a system to provide, collect, and deposit cash to and from concession stands and admission gates at all home games
- f. Make deposits and pay bills, invoices, and reimbursements on a timely basis
- g. Maintain direct contact with accountant
- h. Ensure all tax documents are prepared and filed and that all taxes due by the organization are paid on time
- i. Arrange for an annual audit of the organization's finances and provide an annual Treasurer's Report
- j. Provide a report of the organization's finances at monthly FOB Board of Directors meetings

**5. Marketing & Communications Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Coordinate scoreboard sponsorships
- c. Coordinate ad book sales
- d. Coordinate tournament sponsorships
- e. Coordinate with Discount Card Manager, Cookie Dough Manager, and Hy-Vee Receipt Manager on fundraising efforts
- f. Coordinate with Treasurer on invoicing and collection of receivables
- g. Coordinate with the Media and Public Relations Manager on all internal and external communications on behalf of FOB

*Directors (Voting Board of Directors Members)*

**1. Assistant Treasurer**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Assist the Treasurer in all aspects of their duties
- c. Complete duties as assigned by the Treasurer
- d. Provide monthly report at board meetings in the absence of the Treasurer
- e. Will take over Treasurer position upon expiration of their term

**2. Participation and Points Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Oversee and ensure the participation of families in the support and operation of FOB and FOB-sponsored activities
- c. Provide oversight and day-to-day management of DIBS points-management system
- d. On an annual basis, review the points system and make recommendations to the Board of Directors on changes to drive the necessary and desired level of participation of families
- e. At the conclusion of the points-earning period (October 31, 2019), provide a list of outstanding points balances to the treasurer for reconciliation with points deposit checks
- f. Provide a monthly report at board meeting

**3. Registration Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Coordinate and oversee the annual player registration process
- c. Recommend registration time frames to allow for adequate time to hire paid coaches based on number of teams
- d. Prepare and distribute team information (binders) to Team Coordinators or coaches
- e. Communicate team registration information with coaches
- f. Provide a monthly report at board meeting

**4. 8U (Juniors) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve as a liaison between coaches, parents, and the Board of Directors

- c. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- d. Assist with FOB-sponsored tournaments where this age group is playing
- e. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- f. Provide monthly report at board meetings

**5. 10U (Minors) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve as a liaison between coaches, parents, and the Board of Directors
- c. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- d. Assist with FOB-sponsored tournaments where this age group is playing
- e. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- f. Provide monthly report at board meetings

**6. 12U (Majors) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve as a liaison between coaches, parents, and the Board of Directors
- c. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- d. Assist with FOB-sponsored tournaments where this age group is playing
- e. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- f. Provide monthly report at board meetings

**7. 14U (Bombers) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve as a liaison between coaches, parents, and the Board of Directors
- c. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- d. Assist with FOB-sponsored tournaments where this age group is playing
- e. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- f. Provide monthly report at board meetings

**8. 16U (Jr. Varsity, Fr/So, Chutes and Bullets) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Serve as a liaison between coaches, parents, and the Board of Directors
- c. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- d. Assist with FOB-sponsored tournaments where this age group is playing
- e. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- f. Provide monthly report at board meetings

**9. 18U (Varsity and Bandits) Level Director**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Coordinate maintenance, repairs, and winter storage of FOB vehicles
- c. Serve as a liaison between coaches, parents, and the Board of Directors
- d. Assist in recruitment to fill vacant worker positions (e.g., concessions, gate, field maintenance, etc.) for regular season and FOB-sponsored tournaments as requested
- e. Assist with FOB-sponsored tournaments where this age group is playing
- f. Resolve any issues or concerns between coaches, parents, or players within a level, and raise matters unable to be resolved to the Board of Directors
- g. Provide monthly report at board meetings

***Coordinators and Managers***

**1. Concessions Coordinator / Bob Shelden Field Concessions Manager**

**a. Exempt from registration fees - must pay fees up front, then, upon successful completion of responsibilities, registration fees will be reimbursed**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Board of Directors
- c. Serve as primary concessions coordinator
- d. Establish concession menu and pricing
- e. Determine sources of concession items based on selection, price, and availability and place all orders
- f. Possess knowledge of safe food preparation, handling, serving, storage, etc
- g. Attend food safety training as needed
- h. Train other concessions managers on food safety practices
- i. Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures
- j. Advise and provide guidance to other concessions managers to ensure consistency at all concession facilities
- k. Address any equipment needs at all facilities
- l. Establish Bob Shelden Field concessions as primary pickup location for supplies for other concessions facilities

**2. Mickelson Field Concessions Manager**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Concessions Coordinator
- c. Coordinate with Concessions Coordinator to order supplies as needed
- d. Arrange for pickup of supplies at Bob Shelden Field Concessions
- e. Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures

**3. Four Fields Concessions Manager**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Concessions Coordinator
- c. Coordinate with Concessions Coordinator to order supplies as needed
- d. Arrange for pickup of supplies at Bob Shelden Field Concessions
- e. Ensure that all safety procedures are followed and check in during the season to maintain proper adherence of procedures
- f. as requested by coaches

**4. Media and Public Relations Manager**

- a. Points allocation: Exempt from regular season points, but must earn tournament points as described in the Points Requirement Table
- b. Reports to Marketing and Communications Director
- c. Coordinate and communicate information to the general public through local media to maintain a positive public awareness and image of FOB
- d. Arrange for results of games and tournaments to be published in local media
- e. Distribute information to all members of FOB and to local media related to items of local interest, including weekly schedules, upcoming events, fundraising opportunities, etc.
- f. Assist the Tournament Director in publicizing FOB-sponsored tournaments
- a. Maintain Friends of Baseball website with relevant and up-to-date information

**5. Discount Card Manager (Bandits, Chutes, Bullets, and Bombers only)**

- a. Points allocation: if position is filled by 1 person, that person will be exempt from regular season points, but must earn tournament points as described in the Points Requirement Table; if filled by 2 people, each will be allotted 45 points
- b. Reports to Marketing and Communications Director
- c. Recruit businesses interested in being included on the cards
- d. Coordinate the creation and printing of the baseball card
- e. Organize the distribution of cards to the FOB families
- f. Work to ensure the selling of baseball cards (i.e., setting up incentives for players)
- g. Organize the selling of cards at games and tournaments

**6. Volunteer Manager**

- a. Points allocation: 45 points
- b. Reports to Participation and Points Director
- c. Ensure all staffing needs for needs for concessions, gate, and press box have been filled
- d. Identify vacant staffing needs in the DIBS system and communicate those needs to FOB families
- e. Coordinate with Level Directors to fill vacant staffing needs for FOB-sponsored tournaments
- f. Coordinate with coaches, coaching directors, and the Director of Operations on any cancellations, postponements, or other scheduling changes and communicate those changes to FOB families

7. **Cookie Sales Manager (Majors, Minors, and Juniors only)**
  - a. Points allocation: 30 Points
  - b. Reports to Marketing and Communications Director
  - c. Organize the distribution and collection of cookie dough materials and money
  - d. Organize the delivery of frozen cookie dough
8. **Hy-Vee Receipt Manager**
  - a. Points allocation: 30 points
  - b. Reports to Marketing and Communications Director
  - c. Promote the Hy-Vee receipt program to all FOB families
  - d. Organize and carry out a system to collect receipts, turn them in to Hy-Vee, and collect money
9. **Press Box Manager**
  - a. Points allocation: 30 points
  - b. Reports to Director of Baseball Operations
  - c. Conduct training for all press box workers, including scoreboard, PA, scorebook, video display
  - d. Ensure scoreboard and PA are functioning properly
  - e. Ensure a supply of scorebooks are available
  - f. Recommend equipment repairs and replacements to Board of Directors
  - g. Maintain a neat and orderly press box

#### *Team Staff*

1. **Head Coach (Majors, Minors, Juniors, Traveling)**
  - a. Reports to Director of Baseball Operations
  - b. Points allocation: Regular season head coaches are exempt from regular season points, but must earn tournament points as described in the Points Requirement Table; Traveling team head coaches are also exempt from both regular season and tournament points.
  - c. Organize and run positive practices to develop skills in all players
  - d. Coach players in games with a positive attitude
  - e. Participate in annual drafting of players (Majors)
  - f. Coordinate distribution of jerseys and hats
  - g. Communicate with parents
2. **Assistant Coach (Majors, Minors, Juniors, Traveling)**
  - a. Reports to Head Coach
  - b. Regular season assistant coaches are exempt from regular season points, but must earn tournament points as described in the Points Requirement Table; Traveling team assistant coaches are also exempt from both regular season and tournament points.
  - c. Maximum of two points-earning assistant coaches per team
  - d. Assist head coach in organizing and running positive practices to develop skills in all players
  - e. Assist head coach in games with a positive attitude
3. **Youth Baseball Publicity Manager**
  - a. Reports to Director of Baseball Operations
  - b. Points allocation: 75 points
  - c. Using information provided by team coaches, generate, and distribute game reports to local media
  - d. Publish game reports to website
4. **Team Coordinators (Bandits, Chutes, Bullets, and Bombers only)**
  - a. Points allocation: 45 points
  - b. Collect any missing registration paperwork
  - c. Coordinate check-out and check-in of all uniforms
  - d. Coordinate all hotel reservations for tournaments requiring a stay and collect money for payment
  - e. Collect and wash team uniforms at multi-day tournaments
  - f. Update website(s) upload game results onto website after each game
  - g. Coordinate with coaches on team communications
5. **Game Changer Operator (Spring Baseball, Bandits, Chutes, Bullets, and Bombers only)**
  - a. Points allocation will be determined by the Executive Committee upon recommendation of a coach or director
  - b. Must be fully trained on use of Game Changer

#### *Game-Day Operations*

1. **Concessions Stand Worker**
  - a. Points allocation: 10 points per shift (shifts are scheduled in two-hour blocks)
  - b. Work a shift at any of the concessions stands
  - c. Children age 13 and older can work in the concessions and earn points, but must work with their own parent or guardian

## **2. Gate & Ticket Sales Worker**

- a. Points allocation: 10 points per shift (shifts are scheduled in two-hour blocks)
- b. Work a shift at any gate
- c. All workers must be 18 years of age or older

## **3. Public Address Announcer**

- a. Points allocation: 10 points per game (shifts end when the game ends)
- b. Serve as public address announcer during games at Bob Shelden Field
- c. Public address announcers also should keep an official scorebook
- d. Workers must be age 16 or older and conduct themselves in a professional manner at all times

## **4. Scoreboard and Music Operator**

- a. Points allocation: 10 points per game (shifts end when the game ends)
- b. Operate the scoreboard at Bob Shelden Field or Mickelson Field
- c. Play music and advertising during in-game downtime at Bob Shelden Field
- d. Workers must be age 13 or older
- e. Players in the dugout cannot operate the scoreboard and earn points for their family in which they are participating

### ***Other Opportunities***

#### **1. Attend a Board Meeting**

- a. Points allocation: 5 points per family, per meeting up to a maximum of 30 points
- b. Attend and participate in any board meeting as scheduled by the Board of Directors

#### **2. Selling Discount Cards**

- a. Points allocation: 5 points for every 5 discount cards sold above the 5-card requirement

#### **3. Board allotted points**

- a. The FOB Board of Directors has the right to allot points to individuals for special efforts not included in this document

### ***Paid Positions***

#### **1. Spring Coaching Director**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Executive Board
- c. Serves as Spring Varsity Head Coach
- d. In conjunction with Summer Coaching Director, recruit paid coaches for ages 13 and up for both spring and summer seasons
- e. Provide guidance and serve as a resource for all FOB paid and volunteer coaches, including conducting an annual coaching clinic
- f. Investigate and recommend disciplinary action to the FOB Board of Directors on all matters involving personal conduct of coaches
- g. Provide a monthly director report at board meeting

#### **2. Summer Coaching Director**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Executive Board
- c. Serves as Senior American Legion Head Coach
- d. Oversees all paid summer coaches for ages 13 and up
- e. In conjunction with Spring Coaching Director, recruit paid coaches for ages 13 and up for both spring and summer seasons
- f. Provide guidance and serve as a resource for all FOB paid and volunteer coaches, including conducting an annual coaching clinic
- g. Investigate and recommend disciplinary action to the FOB Board of Directors on all matters involving personal conduct of coaches
- h. Coordinate with Director of Baseball Operations on oversight of summer tournaments for ages 13 and up
- i. Provide a monthly report at board meeting

#### **3. Director of Baseball Operations**

- a. Points allocation: Exempt from all points requirements, including tournament points
- b. Reports to Executive Board
- c. Coordinate and schedule all FOB-sanctioned youth baseball (ages 12 and under) activities
- d. Communicate any youth baseball-related updates to parents and coaches
- e. Appoint all youth baseball head coaches for regular season and traveling teams
- f. Provide a roster of all youth baseball head and assistant coaches for regular season and traveling teams to the Participation and Points Director as soon as they have been selected

- g. Train and oversee all youth baseball volunteer coaches on proper practice routines and drills, game management, and all other aspects of coaching
- h. Schedule all umpires and serve as chief umpires during games
- i. As necessary, arrange for assistance to coordinate practices, conduct tryouts, and handle the aforementioned responsibilities
- j. Establish procedure for all equipment, including ordering, repairing, and replacing
- k. Organize, conduct and publish the results of any youth baseball (ages 12 and under) tryouts and drafts
- l. Organize, conduct and publish the results of selection of any youth baseball (ages 12 and under) traveling teams
- m. Serve as liaison with Brookings Parks and Recreation Department for all field maintenance and preparation needs
- n. Serve as Tournament Director for all Brookings-hosted tournaments
- o. Responsible for the overall operation of all tournament activities
- p. Manage brackets, post scores and communicate standings, and manage tournament schedule
- q. Get schedule to Participation and Points Director and Volunteer Manager as soon as possible
- r. Resolve concerns and disputes as they arise
- s. Coordinate with Participation and Points Director and Volunteer Manager to ensure all worker positions are listed in the DIBS system and assist with recruitment of volunteers
- t. Coordinate with Marketing and Communications Director and Media and Public Relations Manager on publicity for all FOB tournaments
- u. Recruit teams as necessary to ensure full participation