



RYBSA BOARD | COORDINATOR | COMMITTEE JOB DESCRIPTIONS & EXPECTATIONS

2025 RYBSA Board Positions – Voting Members

President

- Board Member Position – attends monthly Board meetings as a voting member
- Monitors all RYBSA email accounts and respond in a timely manner
- Attends Town/Village meetings as appropriate as representative of RYBSA
- Communicates regularly with all board members, coordinators, and committees to be sure all responsibilities are being met and helps troubleshoot as needed
- Generate agenda for monthly board meetings
- Facilitate meetings to be efficient and on topic
- Liaison with Village of Richfield as needed

Vice-President

- Board Member Position – attends monthly Board meetings as a voting member
- Runs meetings and generates agendas in absence of a *President*
- Assists *President* in addressing issues/concerns as needed
- Follows up on monthly meeting “action items” identified ensuring goals are met
- Regularly checks the PO Box for correspondence, invoices and payments

Secretary

- Board Member Position – attends monthly Board meetings as a voting member
- Record notes/minutes at monthly board meetings
- Posts minutes/action plans following a board meeting
- Works with *Marketing Coordinator* to post minutes to appropriate venue so Board goals and discussions are transparent to families
- Ensures all State/Federal non-profit/501c3/tax exempt documentation is available and up-to-date

Treasurer

- Board Member Position – attends monthly Board meetings as a voting member
- Generate and consistently updates organization financial statement
 - Breakout sources of revenue/expense
- Report on financial situation at board meetings
- Work with Board to determine Season budget & report status at board meetings
- Work with *Registration* and *Volunteer Coordinators* to be sure all fees have been collected and are accurate
- Pay vendors in a timely manner
- Balance organizational checkbook

- Categorize expenditures and income and create a budget
- Work with RYBSA CPA and obtain and secure relevant financial documents (tax exempt status, articles of incorporation, tax returns, etc.) to keep RYBSA in good standing
- Pay employees and facilitate W2 / tax filing at the end of the year (if applicable)
- Work with *Sponsorship Coordinator* to ensure sponsorships are received and recorded
- Investigate any insurance needs or concerns

RAGE Director

- Board Member Position – attends monthly Board meetings as a voting member
- Lead all operations for RAGE program
- Support RAGE Coaching Staff
- Identify ways to improve RAGE/RAGE Fastpitch programs
- Support and communicate with RAGE/RAGE FASTPITCH parents
- Develop or identify fundraising opportunities and work with Fundraiser Coordinator
- Work with *Uniform & Spirit Wear Coordinator* to evaluate RAGE needs

RYBSA Director

- Board Member Position – attends monthly Board meetings as a voting member
- Lead all operations for RYBSA program
- Work with *Registration Coordinator* on website for RYBSA Rec League Sign-up
- Create and work with *Marketing Coordinator* to help distribute registration information
- Support RYBSA Coaching Staff and support and communicate with RYBSA parents
- Identify ways to improve RYBSA programs
- Work with *RYBSA Coordinator*
- Develop or identify fundraising opportunities and work with *Fundraiser Coordinator*
- Work with *Uniform & Spirit wear Coordinator* to evaluate RYBSA Rec League needs

Fields, Grounds, THOR & Equipment Director

- Board Member Position – attends monthly Board meetings as a voting member
- Ensure all field boxes are loaded with proper equipment and in working condition
- Inventory of Field supplies - Field Chalk, Quick Dry, Chalking Machines, Dragging Equip
- Maintain Scoreboard controllers, stock batteries in supplies
- Work with *RAGE & RYBSA Directors* and coaches to determine needs for the season
- Propose Field Improvement programs & needs to Board
- Oversee needs at THOR
 - Create cleaning schedules
 - Purchase cleaning products, paper products
 - Communicate maintenance that needs to be done
 - Schedule yearly fire inspections
 - Stock the First Aid Kit
- Team Equipment Bag preparation including bat, balls, catcher's gear, scorebooks, first aid kit & ice packs
- Work with any Coordinators who need THOR for storage

- Facilitate equipment pickup and drop off dates
- Propose Equipment needs to Board, research Vendors & Pricing and Pay
 - Pitching & fielding machines, Tee ball tees, Ball buckets, Nets, Bats, Balls & Gear

RYBSA Coordinator Positions – Not Voting Members

Concessions Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Oversee the operations of the RYBSA concession stand
- Hold trainings for workers
- Ensure workers are comfortable educating volunteers on stand procedures and policies
- Handle and update POS device
- Establish menu and source concessions stand to appropriate vendors
- Monitor inventory, work with vendors and restock as needed in concession bathrooms
- Work with vendors on timely deliveries
- Monitor equipment and do maintenance as necessary
- Coordinate with RYBSA and RAGE for their tournaments
- Coordinate storage and cleaning of equipment during off-season and be sure stand is clear of RYBSA property at end of year

Scheduling & Village/Community Liaison Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work with *RYBSA Director* and nearby communities to develop Rec League schedule 12 games per division
 - T-Ball - Coed
 - Rookie Level – Boys and Girls
 - Single A, Double A & Triple A - Boys
 - Juniors – Girls
- Work with RAGE coaches to coordinate selection of Heritage Park & Thor practice time slots
- Maintain Heritage Park Master Schedule for the Village & THOR Master Schedule keeping coaches aware of Thor/Heritage field being unavailable
- Communicate with Richfield ROckets on Heritage Park field usage
- Schedule practice days weekly for each team at Heritage Field & THOR
- Schedule game days when schedules received from RAGE coaches
- Update website when fields are open or closed
- Work with Village on the summer schedule and tournaments at Fields
- Coordinate and work with DPW on any issues at Heritage Park
- Develop Community connections & support community interactions
- Work with *Volunteer Coordinator* on any community outreach opportunities

Awards Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Works with board to determine award needs for Rage and Rec League for the season
- Obtains pricing, works with vendors, brings options to Board then purchases awards
- Maintains yearly inventory and storage of awards
- Sends out awards to recipients when necessary

Volunteer Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Oversee scheduling, coordination, and implementation of the RYBSA volunteer process
- Create volunteer shifts through SportsEngine website
- Monitor volunteers on an ongoing basis throughout the season to ensure shifts are being fulfilled and volunteers are completing their requirements
- Reaches out and follows-up with volunteers & coaches as needed
- Send volunteer opportunity e-mails to RAGE & RYBSA families so they see opportunities to meet their volunteering requirements
- Work with *Concessions Coordinator, Rage Tournament Coordinator & RYBSA Director* to assess volunteering needs
- Work with *Marketing Coordinator* to promote any volunteer needs
- Execute an end of season audit to ensure families have satisfied requirements and report those findings to the board
- Work with *Treasurer* to provide information on Volunteer Fee refunds

Uniform & Spirit Wear Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work with *RAGE Director* and *RYBSA Director* for uniforms designs
- Complete Quarterly inventories the uniforms we have in stock (THOR and SHED)
- Gain board approval of uniform colors/designs for season
- Obtain and provide sample sizing for uniforms at registration events
- Order appropriate amount of uniforms (including staff uniforms) for season
- Work to troubleshoot any issue with vendor/families
- Contact for BSN Sideline Store & works with *Marketing Coordinator* to pass along deals

RYBSA Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Works under direction of RYBSA Director
- Monitors registration and assigns teams
- Communicates with coaches throughout season regarding game play, upcoming events and other relevant information
- Communicate with board members any issues or concerns

- Work to find or make tournaments/All Star opportunities both internal and external that would be appropriate for age level and works to assemble teams

Fundraiser Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Identify and develop fundraising opportunities
- Work with *RYBSA & RAGE Directors*, previously have done
 - 2 yearly fundraisers for RAGE, 1 yearly for RYBSA Rec League
- Present fundraiser plan to Board with target dates, financial goals, team/RYBSA benefits
- Roll out fundraiser programs to Coaches and families, main point of contact
- Work with *Marketing Coordinator* to create flyers, distribute & promote fundraiser
- Communicate with *Treasurer* about monies coming in and out from fundraiser
- Present results of fundraiser to Board at conclusion

RAGE Tournament Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work under direction of RAGE Director
- Edit Tournament Flyer & Waivers for Mother's Day, Fastpitch Summer Slam/Boys Bash
- Register and publicize tournaments on the appropriate websites
- Register teams as needed
- Register umpire needs with appropriate websites
- Communicate with teams & umpires attending the tournament
- Communicate with *Village Liaison Coordinator* and Richfield Soccer Club about dates
 - Provide the village with a punch-list 6-8 weeks prior to the tournament
- Communicate with board with teams that are looking at entering our tournament(s) and any potential issues
- Work with *Treasurer* to provide umpire payments
- Create field marshal folders for each field
- Communicate with *Marketing/Social Media Coordinator* to publicize any tournament level openings
- Ensure website and/or app is up to date and ready to go live with tournament pairings

Marketing/Social Media Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Generate marketing materials on a timely basis as dictated by Board
 - Posters, flyers, Banners, E-mails, Social Media Posts
- Monitor and respond to social media messages, inform Board of issues
- Handle all social media posting as dictated by Board/Coordinators
 - RYBSA Registrations, Fundraisers, Sponsors, Tournaments
 - RAGE Tryouts, Fundraisers, Tournaments

- Communicate with coaches, coordinators, and board members to obtain pictures, score updates, event details and other relevant information for Marketing purposes

RAGE Baseball Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work under the direction of *RAGE Director* to assist with all aspects of Baseball program
- Support RAGE Coaching Staff
- Identify ways to improve RAGE programs
- Support and communicate with RAGE parents
- Work with Board and all coordinators to support RAGE program

RAGE Fastpitch Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work under the direction of the *RAGE Director* to assist with all aspects of the Fastpitch program
- Support RAGE Fastpitch Coaching Staff
- Identify ways to improve RAGE programs
- Support and communicate with RAGE Fastpitch parents
- Work with Board and all coordinators to support RAGE Fastpitch program

Umpire Coordinator (RYBSA Only)

- Coordinator Position – attends monthly Board meetings, when applicable
- Hire umpire crew (10-12 umpires)
- Request umpire availability
- Update rules and host umpire training
- Schedule umpires
 - Rookie Boys & Girls (1 per game)
 - A Boys & Junior Girls (2 per game)
- Payroll through concessions stand, work with *Concessions Coordinator*
- Work with *Marketing Coordinator* to promote umpire needs & training
- End of season thank you and follow-up with umpires

Sponsorship Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Has RYBSA & RAGE social media access and is back-up to *Marketing Coordinator*
- Work with Board to determine sponsorship levels/needs for the season
- Send out sponsorship letters in November
- Work and communicate with sponsors
- Obtain and post sponsor logos on website & social media as sponsorship specifies
- Communicate with Board/*Treasurer* regarding sponsorship monies received
- Order appropriate signage to be displayed at THOR & Heritage Park
- Work with *Volunteer Coordinator* to obtain volunteers for put up/take down of banners
- Send thank you letters to sponsors

- Works with *Village Liaison Coordinator* to confirm banner fees, permits and placement
- Oversee shout outs to current sponsors on Social Media
- Works with *Village Liaison Coordinator* to confirm banner fees and placement

Equipment Coordinator

- Coordinator Position – attends monthly board meetings, when applicable
- Work alongside *Fields, Grounds & Equipment Director* to assist with all aspects of role
- Team Equipment Bag preparation including bat, balls, catcher’s gear, scorebooks, first aid kit & ice packs
- Facilitate equipment pickup and drop off dates
- Gather information on equipment needed from coaches
- Research Equipment Vendors & Pricing and pay and coordinate delivery and placement

Registration Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work with Board Members to obtain registration details
- Maintain the website registration site
 - RAGE/Rage Fastpitch Tryouts – by April 1
 - RYBSA Rec League Sign-up – by January 1
 - RYBSA/RAGE Player Training Sessions – RYBSA in summer, RAGE by September 1
- Work with *Marketing Coordinator* to distribute registration information
- Work with *Village Liaison Coordinator* to have Village share program information
- Communicate with Board regarding registration numbers
- Answer registration related emails and help families troubleshoot registration process
- Close registration in appropriate timeframe and share registrations with Board

Skills Development Coordinator

- Coordinator Position – attends monthly meetings, when applicable
- Work with RYBSA and RAGE Directors and Coaches to bring training and/or resources to coaches and players
- Consult coaches to see possible needs for their players
- Research camps for all age levels and share information
- Work with *Registration Coordinator* to post sign-ups for any training sessions scheduled
- Consult Board and *Scheduling Coordinator* for THOR availability
- Work with *Treasurer* to provide payment needed for training sessions
- During the season, provide coaches materials to ensure proper growth and development of skills

RAGE Tryout Coordinator

- Coordinator Position – attends monthly Board meetings, when applicable
- Work alongside *RAGE Director* to assist with all aspects of preparing for RAGE tryouts. This may include, but not limited to:

- Ensure signs are made and placed and registration built at least one month prior
- Have name tags, spreadsheets & print offs ready for each tryout date
- Scheduling tryout dates with Village, secure volunteers to help at tryouts
- Presentation to parents on RAGE & RYBSA while tryouts are going on
- Survey Coaches after try-outs to find out the positives and what needs to be worked on to apply to future tryouts

Board and Coordinator nominations in September terms start in October at Annual Meeting and go for one year

RYBSA Committee Positions – Not Voting Members

RAGE Mother's Day Tournament Committee

- Committee Position – attends monthly meetings/committee meetings, when applicable
- Work under the direction of the *RAGE Director* and *RAGE Tournament Coordinator* to assist with all aspects of preparing for the tournament
- Assist at Mother's Day Tournament by volunteering & reporting issues
- Please See *Tournament Coordinator* role for more information

RAGE Summer Slam Fastpitch & Summer Bash Baseball Tournament Committee

- Committee Position – attends monthly Board meetings/committee meetings, when applicable
- Work under the direction of the *RAGE Director* and *RAGE Tournament Coordinator* to assist with all aspects of preparing for the tournament
- Assist at Summer Slam/Summer Bash tournament by volunteering & reporting issues
- Please See *Tournament Coordinator* role for more information

Concessions Committee

- Committee Position – attends monthly Board meetings/committee meetings, when applicable
- Will work under the direction of the *Concessions Coordinator* & will act as a backup
- Will assist in volunteering at concessions during the summer
- Please see *Concessions Coordinator* role for more information

RAGE Tryout Committee

- Committee Position – attends monthly Board meetings/committee meetings, when applicable
- Will work under the direction of the *RAGE Tryout Coordinator*
- Help to staff each tryout with Board and Coaches
- Please see *RAGE Tryout Coordinator* for more information