

Operations Manager

The Operations Manager is responsible for scheduling at the LYB Complex and fields assigned to LYB by the county of Henrico. Responsibilities include:

- Creates practice schedule for the season and notifies teams.
- Sets up team schedules, rain make up games and notifies Umpire Chief for those games.
- With input from other members of the Board, creates a calendar of events for that season to be approved before finalizing.
- This position is responsible for communicating to team managers and/or Divisional Reps the dates for rescheduled games, etc.
- This position may interface with various county officials on the use of other Henrico County fields.
- This position interfaces with other leagues in our District (Sandston, Varina, etc.) to schedule games.

This position will be required to be in the rotation for Board Member on Duty. While on Board Duty, each board member on duty must open and close the facility; hang the flags on game days; be available to handle incident reports; respond to inquiries from parents, players, etc. and periodically walk the complex to make sure everything is running smoothly. This position must also comply with the Conflict of Interest Policy on file with the IRS and the Virginia State Corporation Commission.

I _____, accept the responsibilities and requirements of the position of Operations Manager as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

Signature

Date