

RTJBL Executive Board and Voting Council Positions

I. The President

The President shall:

- Preside at all League meetings, with the exception of any issue/meeting deemed to be a conflict of interest (as defined above)
- Be familiar with the activities of all Executive Board members and the activities within their Chain of Command
- Serve as primary Liaison with the Township Committee by attending the relevant town meetings and building the proper relationships with the Mayor, the Township Committee, Township Recreation Director and the Whitehouse Athletic Association (property owners of the fields at Railroad Avenue)
- Serve as the primary Liaison to all Babe Ruth Association Meetings
- Be responsible for all correspondence including league charters and registration of players with the Babe Ruth Association
- Appoint any open Voting Council seats *

* Nominations for Appointments shall be discussed with the Executive Board prior to actual Appointment.

II: Executive Vice President of League Operations the Executive Vice President of League Operations shall, in the absence or disability of the President, perform the duties of that Office. In addition, the Executive Vice President of League Operations shall be responsible for: Oversight of all activities of each League Oversight of the Manager Selection Process & League Drafts, as run by the League Director.

- Conducting a Pre-Season meeting with League Directors to review such things as rules, conduct, expectations, clarifications, issues, ideas and the welfare of our members, players, and their families Conducting the Annual Manager's Meeting in March to review their responsibilities and expectations. This meeting will be part of the regular Monthly March meeting

Provide a conduit for all Operational issues from League Director's to the Executive Board. The flow of communication should be from players or their families to their Managers, then to the League Directors. Directors then present the issues to the Executive VP for resolution or further investigation attending at least two games at each League level during the season to monitor League Operations. Investigating all operating issues by obtaining facts for expeditious presentation to the Exec. Board.

Shall be responsible for overseeing, understanding and contributing to the activities of the:

- League Directors
- Player Agent and Evaluation Chairperson

III: League Secretary/ Vice President of Administration the League Secretary – Vice President of Administration shall be responsible for:

- Monthly Meeting administration (i.e. agendas, minutes, attendance)
- Executive Board meeting administration including minutes
- Administration of “Special Meetings” with the exception of any meeting which may present a conflict of interest. (in that event, Administration falls upon the President, then Executive VP) Oversight and maintenance of the By-Laws.

- Coordination of Insurance for:

- Accident
- Liability
- Board Liability
- Fire Insurance

- Maintaining the league Website with current information
- Updating the League Hotline (daily, as necessary) for an accurate and timely flow of information
- Shall be responsible for overseeing, understanding and contributing to the activities of the:
- Public Relations and Information Chairperson

IV: Vice President of Facilities, Equipment and Scheduling the Vice President of Facilities, Equipment and Scheduling shall be responsible for maintenance of each practice/playing field as well as the management of activities required in scheduling for the utilization and availability of these facilities. These activities include:

- insuring that all facilities meet applicable standards for safety and health and that all required inspections are performed successfully
- annual Spring Clean Up Day and
- annual Winterizing Day in the fall
- playing field maintenance including grass, mounds and infield dirt
- parking lot and surrounding property maintenance
- general field maintenance (e.g. bases, fencing, etc.)
- snack stand maintenance (including bathrooms)
- ensuring that all vendors providing service to the League are properly insured
- acquiring, storing and maintaining field equipment and supplies (e.g. rakes, liners, lime, field dry)
- electric scoreboard maintenance
- assuring that practice and game schedules are accurately prepared and issued
- ensuring that umpires and the required equipment are available for League activities
- ensuring that umpires are properly trained and familiar with RTJBL Local Rules as well as the Babe Ruth rules of play, and that they apply them fairly and without bias (to the best of his/her knowledge)
- All “work for hire” in excess of \$2,500 is to be awarded by obtaining 2 or 3 estimates for the required work. All expenditures must receive prior approval by the Executive Board (and to the extent applicable, the Voting Council in accordance with Article VII).
- Shall be responsible for overseeing, understanding and contributing to the activities of the:
- Equipment Chairperson
- Chief of Umpires
- Scheduling Chairperson

V: Treasurer /Vice President of Financial Affairs the Treasurer has general responsibilities related to the financial management of the League. These include:

- Maintaining all financial records of the League for examination by any member of the League
- Ensuring that two authorized signatures are provided on each League check in excess of \$2500
- Ensuring that the League meets all of the requirements placed upon it by the Internal Revenue Service and the State of New Jersey, including the maintenance of the League's status as a tax-exempt organization
- At the last meeting of the financial year (October), provide a budget for the following year that will be voted on by the Voting Council. The budget should focus on what the league will need financially to operate in the new fiscal year, including:
 - Projected Revenue by subject (e.g. Sponsors/Signs, Fundraisers, Registration)
 - Projected Expenses by subject (e.g. Field Maintenance, Snack Stand Supplies)
 - Providing a monthly financial report for the membership that identifies the following information
 - by date of activity: {income by appropriate subject, payment of bills by appropriate subject, vendor
 - the status of fund raisers, the status of Snack Stand finances, funds that have been designated for League approved ventures, current cash available for League business}
 - Release monthly financial statements to all members of the Executive Board for review Oversight of all activities of the following Voting Council Members
 - Snack Stand Chairperson

VI. Vice President of Tournament Baseball and Training the Vice President of Tournament Baseball and Training is responsible for the following:

- Coordinate all aspects of training (i.e. Manager, Coaches, Player clinics), prior to, during, and after the season.
- Offer proposals to the Executive Board on how to best offer these clinics. Clinics can be subsidized through the league or offered to members as a per cost basis. For outside clinics or camps try to secure the best price for the League and its members
 - Liaison between Cal Ripken/Babe Ruth District Commissioner and Travel Managers
 - Act as a central point of contact for the dissemination and collection of documents and information needed by the Travel managers and the League including collection of travel manager applications for presentation to the Board, travel roster submission to Cal Ripken, birth certificates, Cal Ripken ID cards and patches.
 - Provide Travel managers with District and Summer Tournament opportunities for their selection
 - Provide a conduit for all Operational issues and/or player/parent grievances from Travel Baseball to the Executive Board
 - Organize league run travel tryouts
 - Work with appointed travel manager in travel team selection
 - Running all aspects of the Summer Tournament if applicable through the oversight and appointment of a Summer Tournament Committee
 - Oversight of all activities of travel managers

VII. Vice President Sponsorship and Special Events the Vice President of Sponsorship and Special Events shall be responsible for:

- Securing sponsorships for the league, with assistance from sponsorship chairpersons.
- Developing a sponsorship opportunities for solicitation
- Coordinating the designation of sponsors with the Teams in each League to assure sponsors are aligned with the Team/League requested
- Coordinating Team names with the Equipment Chairperson to assure that uniforms are printed with the proper sponsorship names
- Hanging and maintaining the signs in good condition during the season. Insuring all signs are placed on the proper field prior to the start of the season
- Presenting any new ideas for events or sponsorship opportunities to the Board
- All special events such as the opening day parade Updating the Leagues Web Site for special events and sponsors
- Oversight of all activities of the following Voting Council Members
- Readington and Tewksbury Sponsorship Chairpersons

SECTION 3: Activity Chairpersons

Several functional areas have been identified as Voting Council positions. These positions shall be filled by election, or, in the event there are no nominees, the positions shall be filled by Presidential appointment with approval of the Executive Board. The list of functional area chairs will include the following:

1. Scheduling Chairperson

This position is responsible for the following:

- The RTJBL Master Game Schedule
- The Pre-Season Practice Schedule
- The post-opening day Practice Schedule
- Coordinating any spring or summer travel games
- Re-arranging rainouts and other postponements at all fields and all Leagues This Chairperson coordinates activity with the Chief of Umpires to assure that umpires arrive as scheduled and does not arrive for canceled games.

This Chairperson is responsible for reporting their activities to the Vice President of Facilities, Equipment and Schedules.

2. Chief of Umpires

The Chief of Umpires working with the Scheduling Chairperson is responsible for:

- Securing Carded umpires at the approved fees designated each season by the Exec. Board. This can be done with the help of a league approved umpire scheduler and if necessary this umpire scheduler can be paid for their time as approved in the annual budget
- Securing boys/girls (14 years or older) to umpires plate and bases at the approved fees reviewing playing rules for each division with umpires
- Developing and executing an approved plan for umpire training
- Be available at all times by email or cell phone during the season to resolve umpire problems
- Providing frequent feedback to umpires from the Managers and Executive Board

This Chairperson is responsible for reporting their activities to the Vice President of Facilities, Equipment and Schedules.

3. Equipment Chairperson

This position shall be responsible for control and management of the League's playing equipment. The Responsibilities include:

- Maintaining an inventory of each RTJBL item
- Organizing equipment in the equipment trailer
- Seeing to the repair of equipment
- Dispensing and collecting equipment from the Managers
- Acquiring new equipment whose purchase has been approved
- Acquiring Uniforms based on the number of registered players
- Serve as the primary contact for equipment needs for the League managers

This Chairperson is responsible for reporting all activities to the Vice President of Facilities and Equipment.

4. Snack Stand Chairperson the Snack Stand Chairperson shall be responsible for management of the League's snack stands. If necessary to run the snack stand more efficiently this person can be paid for their time as approved in the annual budget if necessary, this includes:

- Negotiating vendor contracts for supplies and presenting them to the Executive Board for approval
- Ensuring that the snack stand is equipped with supplies for the regular and travel season
- Maintaining a clean and functional facility (including arranging for equipment repairs as necessary)
- Maintaining records of sales and expenses, including using a point of sale system
- Assuring receipts are deposited in the League's Bank Account on a timely basis
- Working closely with the Treasurer to assure fiscal accountability
- Appointment with Executive Board approval a Snack stand scheduler to schedule workers throughout the season.

This Chairperson is responsible for reporting all activities to the Treasurer—VP of Financial Affairs.

5. Public Relations/Information Director the Public Relations and Information Director, should preferably have professional experience in the area of PR or Marketing

- Responsible for collecting information to promote each month to submit to newspapers and other forms of media throughout the entire year. The concept is to keep the leagues name out there as much as possible for new families to see and for business and potential sponsors to be aware of
- Responsible for keeping the league involved with social media, and getting families involved with using social media to help promote league and it's events
- Any questions that the director cannot answer will be forwarded to the specific league person to answer. The information director should stay cc-d on any back and forth so he is assured that the question was answered in a timely manner
- EB members can also have access to this account if they feel that is helpful
- The Executive Board will give the PR/Info chair a generic infoRTJBL@xxxx, email address. Families will use this as the main point of contact for any league questions or activities. This Director is responsible for reporting all activities to the Vice President of Administration

6. Player Agent and Evaluation Chairperson

This position shall be responsible for:

- Updating the League's registration form for prior approval before use by the majority of the Executive Board, including travel forms
- Keeping track of previous seasons manager rankings for players
- Staffing the registration days for rec and travel tryouts with help of League Directors.
- Working with VP of administration to get evaluation forms ready for evaluations or tryouts
- Distributing and collecting the player evaluation forms
- Preparing the post evaluation data to pass off to League Directors.
- Developing the annual post season player evaluation form for League Directors
- Maintaining a data file of the registrants and the associated information from registration to identify missing registrants from prior year's enrollment to trigger follow-ups by the League.
- Assuring accountability of registration payments in cooperation with the Treasurer

This Chairperson is responsible for reporting all activities to the VP of Operations

7 and 8. Sponsorship Chairperson two positions, Tewksbury and Readington

This position shall be responsible to secure Team Sponsors and signage for the fields. Responsibilities include:

- Work with VP Sponsorship and Special Events to develop a plan to solicit team and sign sponsors
- Work with VP Sponsorship and Special Events to develop a solicitation letter and distributing them by January prior to each season
- Coordinating new signs for new sponsors
- Coordinating the designation of sponsors with the teams in each League (assuring sponsors are aligned with the Team/League that they've requested)
- Coordinating Team names with the Equipment Chairperson to assure that uniforms are printed with the proper sponsorship names
- Hanging and maintaining the signs in good condition during the season
- Insuring all signs are placed on the proper field prior to the start of the season
- Develop and coordinate league fundraisers and special events, i.e. Patriots ticket sales, movie night
- Working with the Treasurer on all financial matters

This Chairperson is responsible for reporting all activities to the VP Sponsorship and Special Events

SECTION 4: The League Directors - There are 8 League Directors (see list below) who are responsible for working with coaches in their respective Divisions to assure the League is run in accordance with the League By-Laws and philosophies. Their duties include:

- Each League Director is responsible for all aspects of the operation of their division
- Answering any member questions prior, during or after season for their division
- Attending and help schedule coaches to assist in the evaluations for their division, working with player agent to organize such evaluations
- Recommend managers and coaches to VP of Ops for confirmation based on manager/coaches applications. See article VIII manager selection committee if necessary
- Organize and run team drafts for division. Including getting pre-draft evaluation spreadsheet from player agent and working with managers prior to draft day to slot all players accordingly
- Reviewing League Rules with the coaches and making sure they are enforced
- Help equipment chair distribute uniforms if necessary
- Conducting at least one status meeting with Team Managers in the first 30 days of the season to discuss any concerns
- Attending at least 1 game for each coach in their League to observe the Manager's conduct and Managerial skills
- Providing an end of year status report to the Exec. VP of Operations including recommendations
- Making sure Managers present trophies to their teams at the season's end
- Making sure Managers present sponsors their plaques
- Making sure Managers return equipment at the end of the year
- Communicating key dates to Managers and confirm that they will be at or be represented at the mandatory League meetings

The Director's below are to present their activities and issues to the Executive VP of Operations

- Babe Ruth League Director
- Major 70 Director
- Major 60 Director
- Minors AAA Director
- Minors AA Director
- Rookie 2 Director
- Rookie 1 Director
- Little Slugger Director