Zimmerman Youth Baseball Association

Board Positions & Responsibilities

President

- Responsible for overall operation of the program
- Oversees finances of the association
- Sets up and conducts monthly board meetings
- Approves payments over $1000.00
- Delegates responsibilities
- Reviews monthly bank statements
- Holds a position on the ZAYAA board
- 2 year term

Vice President

- Fills in for President when absent
- Similar duties as President
- 2 year term

Secretary

- Responsible for keeping meeting minutes and getting them to the Web Master
- Gets meeting minutes approved by board to post.
- Prints meeting agendas
- Keeps board members contact list up to date
- Keeps tracks of members start dates and terms
- Sends out monthly meeting notices
- Writes resolutions
- Special request or projects needed for the association
- 2 year term

Registration Coordinator

- Manages the league's online registration process.
- Ensures that league rosters are maintained on the site.
- Assigns administrative rights to the league volunteers and teams.
- Ensures that league tryout and evaluation dates are communicated to the community.
- Serves as primary contact person for registration issues.
- Participates in activities and events held by the association; ex. Tryouts, evaluations, tournaments, etc.
- 2 year term

House Director

- Grades – 4th, 5/6th, 7, 8/9th grade team
- Setup house evaluations date – to be completed after travel tryouts, also let high school coach know date.
- If coaches available – decide coaches from available list or recruit coaches from players families
- Hold evaluations with coaches in attendance

    1. Have coaches pick teams
    2. Uniform fitting for players – parent present (mother if possible)
    3. Registration director posts teams on website
    4. Have coaches call players within a two days of evaluations
    5. Order uniforms and arrange for pickup when complete then deliver to coaches.

- Notify Elk River/Rogers of number of 4, 5/6 grade teams and coaches for scheduling
- Notify MYAS – Northstar league on number on teams 7, 8/9 and get registration paid
- Send completed schedule for all teams to Umpire coordinator – Currently Dan F.
- Work with Elk River/Rogers House Directors and Coordinators, review rules for 4, 5/6 grade teams
- Handle any house related player/coach/parent issues
- Interact with board on behalf of House teams.
- 2 year term

Treasurer

- Responsible for funds coming in and going out of the association.
- All deposits, including Tournament, Registration, Fundraising and miscellaneous monies and keeping accurate records in QuickBooks and in hard copy.
- Track Online NGIN deposits in QuickBooks and in hard copy.
- Paying all bills in a timely manner after the appropriate board member has approved the invoice and recording the payments in QB.
- Assists outside auditor/accountant of ZAYAA in tax preparation every May.
- Retrieves the mail from the P.O. Box and sorts accordingly.
- File form 990 annually and file forms 1099 if there are umps that are paid more than $600 per calendar year.
- Obtain and pay for permits and licenses that are needed for special events.
- Keeps all past financial records and maintains current financial records and reports this information to the board.
- Maintain monthly bank statements and reconcile all accounts with copies going to the president. Complete general bank account maintenance. President and treasurer can sign checks.
- Produce financial reports upon request and have a current income statement or balance statement for each meeting.
- On NGIN, our online website, each child's account needs to be maintained as people pay their fees. Unless paid online initially, all registration fees, travel fees, clinic fees and try-out fees have to be individually noted on the child's NGIN account. This is done manually and can be time consuming as people pay throughout the season.
- Monitor Insurance needs and maintain a relationship with the insurance broker. Shop for the best pricing annually.
- Keep the board regularly informed of key financial events and concerns.
- The treasurer must have financial literacy, attention to detail and neat and accurate record keeping.
- Develop an annual budget (work in progress) and compare the actual revenue and expenses incurred against the budget.
- Overall financial responsibility for the organization.
- 3 year term.

Tournament Director

- Organize home Travel Tournament(s) for each age group
- Help Directors organize home tournaments for their respective age groups
- Post Travel tournament on MYAS tournament site
- Develop tournament flyer
- Reserve all field and building locations with the City and 728 school District
- Develop tournament webpage, rules and brackets
- Coordinate Tournament Umpires with outside service
- Work closely with Volunteer Coordinator for Tournament help
- Coordinate, reserve or order trophies, equipment, toilets, trailers, tents, etc…
- Order and pickup all necessary food, beverages and ice
- Handle all team registrations and field all disputes at tournament
- Create tournament sub-committee's as necessary
- Minimum 2 year term, 1 year training of incoming Director

Fundraising Director

- Coordinates fundraising events
- Assists with volunteer coordinator/special events
- 2 year term

Volunteer Coordinator/Special Events

- Coordinates volunteers for baseball events
- Posts volunteer opportunities on DIBS
- Coordinates pictures and picture distribution
- Coordinates with vendors to order photo plaques for each sponsor
- Assists with coordinating special events
- Gets all volunteer and special events posting to Web Master
- 2 year term

Field Coordinator

- Schedule all fields for practice and games
- Schedule all games and practices for every night of the week for all available fields
- Coordinates schedule with Area 728, Community Education and, the MBA
- Works in conjunction with the Park Board and the city of Zimmerman and attends meetings as to field issues that impact the association
- Coordinates with Web Master to get on site
- 2 year term

Equipment Manager

- Inventories equipment and orders additional gear, inspects and repairs/ replaces any damaged gear
- Gives copy of inventory to Treasurer
- Coordinates with Registration coordinator, Sponsorship coordinator and President to determine the need for amount of travel and house shirts, hats and sponsors names to be used
- Gets equipment to travel teams to distribute at tryouts
- Distributes equipment to house teams and Majors/Minors teams
- Distributes any additional equipment needed throughout the season
- Sets up equipment turn in dates and gets them posted on the website
- 2 year term

Minors and Majors Director

- Set up games and practice schedules for Minors and Majors leagues
- Keep standings for Minors and Majors
- Collect mail-in registrations
- Obtain a copy of the computer registration spreadsheet from vendor
- Answer all registration questions
- After registration board determines how many teams there will be and then order uniforms.
- 2 year term

Travel Director

- Set preseason clinic dates and reserve gym with community ed.
- Line up instructors for the clinic
- Order t-shirts for clinic
- Coordinate volunteers, equipment, and oversee clinic(make sure it stays on time)
- Schedule tryout times, dates, and reserve the gym with community ed.
- Make sure equipment is at tryouts (work with equipment coordinator)
- Schedule Boyceball instructors to come evaluate tryouts
- Set up drills for tryouts
- Determine rankings from the evaluators results
- Determines Travel coaching staff (with President)
- Delivers evaluation scores to coaching staff and makes sure coaches understand rankings
- Determine which class teams are supposed to be in; A, AA, or AAA
- Petition teams to Gopher State Baseball if they are in the wrong class
- Determine number of travel teams in all levels(A, AA, and AAA)
- Alter or upgrade uniforms based on feedback from prior season
- Reserve the Lions building with the city for uniform fittings
- Schedule and run uniform fittings
- Deliver team uniform info to Champlin Athletics
- Discuss problems and answer all questions regarding travel baseball
- 2 year term

Sponsorship Coordinator

- Contacts all past sponsors via correspondence in early January
- Makes personal contact with potential new sponsors and past sponsors that didn't respond to mailings
- Gets sponsor info to the board ASAP
- Keeps potential sponsor list updated with current address and contact person
- 2 year term

Uniform Coordinator

- Select Uniform Designs
- Scheduled Uniform Fittings
- Work with Vendor for Uniform Orders an Issues
- Order Youth Clinic Shirts
- Order Coach Shirts and Hats
- Sell Excess Shirts and Hats
- 2 year term

Web Master

- Set up email contact system and forward messages to board members that duties are assigned to
- Keep website up to date and add request from board members for items listed on web
- Post team standings
- Maintain phone line
- 2 year term

At Large

- Assist in Planning and Implementing Baseball Activities and Events
- 2 year term