

2009/2010 Orangecrest ASA Board of Directors
Duties and Responsibilities

President. The President shall:

- a. Conduct the affairs of the league and execute the policies established by the Board of Directors.
- b. Present a report on the condition of the league at an annual General Membership Meeting.
- c. In coordination with the Treasurer, prepare and submit an annual budget for the approval of the Board of Directors.
- d. Responsible for generating an annual league meeting calendar.
- e. Serves as a liaison with the city's Park and Recreation and ASA Softball.
- f. Ensures all players are registered with ASA Softball.
- g. Responsible for all league personnel ASA registered background checks.
- h. Responsible for securing all bids from Umpire vendors.
- i. Holds all Board Members accountable.
- j. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Vice-President. The Vice-President shall:

- a. Perform the duties of President in the absence or disability of the President.
- b. Responsible for all volunteer snack bar schedules.
- c. Responsible for all practice and game schedules for the league.
- d. Serves as a liaison for inter-league play between OCASA and Board approved outside leagues.
- e. Serves as a general contact person for the community.
- f. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Secretary. The Secretary shall:

- a. Be responsible for the recording of all activities of the local league, the Board of Directors, and the Executive Board.
- b. Give notice as provided herein of all meetings.
- c. Keep the minutes of all meetings of the General Membership and the Executive Board.
- d. Conduct all correspondence not specifically assigned herein to other persons.
- e. Certify Board of Director election results.
- f. Responsible for coordinating all TEAM COORDINATOR duties and functions.
- g. Responsible for generating an annual Board Member on Duty shift calendar.
- h. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Treasurer. The Treasurer shall:

- a. Receive all monies and securities and deposit them in a manner approved by the Board of Directors.
- b. Keep records of the receipt and disbursement of all monies and securities of the league.
- c. In coordination with the league President, prepare and submit an annual budget for the approval of the Board of Directors.
- d. Prepare and file all appropriate tax returns, corporate filings and other such things.
- e. Responsible for developing and maintaining all individual team accounts including all transactions and reimbursements.
- f. Works with Special Event Coordinator on a fiscal budget prior to all events.
- g. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Director of Player Agents/Rules and Protest Chairman:

- a. Record all player transactions and keep an accurate record thereof.
- b. In coordination with the Director of Registration examine the application of each player to assure age compliance.
- c. Maintain accurate and up to date team rosters.
- d. In coordination with the entire Board of Directors, conduct player try-outs and such player drafts as may be instituted by the Board of Directors.
- e. Supervise the ALL-STAR selection process.
- f. Responsible for the review of all protest submissions, selecting a protest committee and chair protest from start to finish.
- g. Assures all league rules are up to date and posted online.
- h. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Safety Officer. The Safety Officer shall:

- a. Promote, through education and information, a safer playing environment.
- b. Develop and implement a written safety plan.
- c. Assure that the league maintains proper liability, accident and officers and directors insurance coverage.

- d. Responsible for following up with all injury/incident reports as they occur.
- e. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Sponsorship/Fundraiser Coordinator

- a. Responsible for developing a Fall Fundraiser for the league.
- b. Responsible for the annual Strike Out Hunger Tournament including promotion, collection and delivery of the canned food drive.
- c. Design and coordinate all league fundraising programs for the year.
- d. Responsible for league fundraising accounting.
- e. Responsible for purchasing, delivering and money collection of annual candy fundraiser.
- f. Aids in all TEAM COORDINATOR functions.
- g. Responsible for all sponsorship "Thank You" letters.
- h. Responsible for silent auction gift basket fundraiser.
- i. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Uniform Coordinator

- a. Responsible for coordinating a budget in conjunction with the Executive Board for uniform selection for the forthcoming season.
- b. Works exclusively with designated vendor on the season uniform project from beginning to end. (Executive Board has final say on vendor recommendation.)
- c. Responsible for all ordering, pick up and delivery to all teams.
- d. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Special Event Coordinator

- a. Responsible for Spring ASA Celebration Day.
- b. Responsible for securing all vendors as needed per event. Responsible for submitting all vendors info to the Executive Board for final approval.
- c. Responsible for all special event labor/volunteer work schedules.
- d. Responsible for securing a team photographer for the spring season with Executive Board approval. Responsible for all team photography communication and schedules. Responsible for the delivery of all photographs.
- e. Responsible for presenting a budget to the Executive Board at least two weeks prior to any league special event.
- f. Works directly with the league TREASURER to strategize a money/change pick up.
- g. Must present a follow up report to Executive Board after each event which includes summaries and receipts.
- h. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Director of Registration

- a. Responsible for all player applications.
- b. Responsible for developing all player sign up procedures. Responsible for all volunteer sign up schedules.
- c. Responsible for developing a registration calendar prior to each season.
- d. Assists all PLAYER AGENTS in assembling Fall Ball teams.
- e. Must attend all age division draft procedures for the purpose of maintaining proper accountability of player selection.
- f. Responsible for application inventory and ordering.
- g. In the event of a short term absence of an Executive Board member the Director of Registration can fulfill the void and has the privilege to vote in their absence.
- h. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

All-Star Coordinator

- a. Responsible for selecting all All-star tournaments for OCASA to participate in. This includes filling out all tournament applications and ensuring all payments are mailed out in a timely manner.
- b. Responsible for player all-star registration which includes player contracts and collection of all fees.
- c. Responsible for All-star manager contracts.
- d. Responsible for coordinating a budget in conjunction with the Executive Board for All-star uniform selection.
- e. Works exclusively with designated vendor on the all-star uniform project from beginning to end. (Executive Board determines all league vendors).
- f. Responsible for all ordering, pick up and delivery to all all-star teams.
- g. Responsible for ordering and distribution of all-star pins. 10 per player for State. 15 per player for Nationals.
- h.

- i. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Equipment/Field Coordinator

- a. Responsible for distribution of team equipment and collection of Manager deposits.
- b. Responsible for collection of team equipment and return of Manager deposit.
- c. Responsible for maintenance of all equipment for safety purposes.
- d. Responsible for ordering all equipment needs for the league.
- e. Responsible for maintaining and prepping all OCASA fields.
- f. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Age Division Player Agent

- a. In conjunction with the Director of Registration and Director of Player Agents/Rule and Protest Chairman assemble fair and balanced teams for Fall Ball.
- b. Select and, if necessary recruit, managers and coaches for age division.
- c. Collect manager and coaches background check forms for each team in division.
- d. In conjunction with the Director of Player Agents/Rules and Protest Chairman assist in Spring tryouts in all age divisions.
- e. Assist in the spring draft process with emphasize in your age division.
- f. Review and approve all player trades within your division.
- g. Chair age division's all-star selection process, including review of possible manager candidates.
- h. Serve as a liaison between the league and managers/coaches and parents.
- i. Serve on protest committee for any protest in said division.
- j. Responsible for fulfilling all Board Member on Duty shifts at the league's designated fields.

Web Coordinator

- a. Maintain league's website with news, articles and league updates.
- b. Responsible for inputting spring league scores for the purpose of posting accurate league standings.
- c. (This position temporarily falls under President).