

Seal Beach Pony Baseball - 2011 Season

Position Description

Board Positions

President	President shall preside at all meetings of League membership and at all meetings of the Board of Directors; attend all meetings held by regional PONY Baseball, Inc.; ensure that all league personnel are briefed on all rules, regulations, and policies of the Board of Directors and PONY Baseball Inc.; perform such duties and assignments as customarily pertain to the office; assumes the duties of any Board member in that members absence and may countersign checks with the Treasurer.
Vice President	VP/President Elect shall perform such duties as are assigned by the President, shall be an ex officio member of all Standing Committees, and shall perform the duties of the President in the event of the latter’s absence or disability. Shall create and maintain the master calendar of key dates for the year, and propose a Master Calendar for the next year prior to the end of the current season.
Treasurer	Treasurer shall: receive and disburse all funds with the approval of the Board of Directors, collect, deposit, and disperse league funds, be the primary signatory on all checks; keep an accurate account of all funds received and disbursed for the league; submit a financial report at all regular monthly meetings and at such times as may be requested by the President; and is responsible for obtaining league insurance coverage.
Secretary	The Secretary shall have custody of the By-laws, and other records of the league; shall keep an accurate record of the meetings and other activities of the league and of the Board of Directors; shall be responsible for all correspondence on behalf of the league (except sponsor letters); and shall transfer all records and correspondence to any person elected to succeed him/her in that office.
Director of Baseball	Appoint Commissioners to oversee each division under them; organize the player drafts and assist the Commissioners in the creation of teams and selection of Head Coaches; determine the different division’s eligibility parameters, and establish player and league rules based on PONY rules and Seal Beach Specific rules, as well as All-Star (both divisional and tournament teams) parameters and eligibility; assist the Commissioners in organizing the All-Star selection; be responsible for the scheduling of all league games and coordinate any Inter-League games.
Director of Softball	Appoint Commissioners to oversee each division under them; organize the player drafts and assist the Commissioners in the creation of teams and selection of Head Coaches; determine the different division’s eligibility parameters, and establish player and league rules based on PONY rules and Seal Beach Specific rules, as well as All-Star (both divisional and tournament teams) parameters and eligibility; assist the Commissioners in organizing the All-Star selection; be responsible for the scheduling of all league games and coordinate any Inter-League games.
Ways and Means	Shall coordinate sponsorships and other activities as requested by Board. This would include organizing volunteers for the Seal Beach 5k/10k fun run.

Seal Beach Pony Baseball - 2011 Season

Position Description
League Commissioners - Baseball

	T-Ball
	Shetland
	Pinto
	Mustang
	Travel Ball Coordinator

League Commissioners - Softball

	6U
	10U
	12U
	Travel Ball Coordinator

Appointed Committee Chair

Volunteers/Team Parents	Volunteer/Team Parent shall be responsible for the indoctrination and organization of team parents (mom/dad) in support of the organization's activities.
Registration Coordinator	Shall supervise the annual registration of player candidates; assists League Commissioners in coordinating the player draft and the distribution of players among teams; shall maintain any listing of eligible players (or late registered players) not assigned to teams who may be available as replacements; shall supervise the creation of and distribution of preseason flyers.
Tryout / Draft Coordinatoor	Will work with the registration coordinator and the leagues commissioners to schedule the tryout and draft. This would include meeting with coaches to determine the skills and the scoring system for ranking the players and coordinate the draft per Pony and Seal Beach rules.
Equipment Manager	Purchases and maintain all playing equipment utilized by the teams; ensures that all equipment is in a safe condition prior to that equipment or piece being distributed to a team manager; presents an estimated budget for the next year's expenditures; maintains records of all equipment dispersal and requires all managers to sign for all issued equipment; arranges for the return of all equipment; oversees appropriate distribution of used equipment; issues and records distribution of keys to all storage sheds as necessary to coaches and obtains keys at end of season
Uniform Manager	Researches and gathers all competitive bids from suppliers and vendors of uniforms (including tournament uniforms) and submits to the Board for guidance or approval. Arranges for the purchase and distribution of uniforms
Umpire Coordinator	Negotiates and arranges contracts, for submission to and approval by Board, for professional umpires for division play, including tournament play; chairs the Rules Committee; enlists a volunteer to coordinate umpires; organizes an umpire clinic for all umpires; assures that umpires are present for all games, and evaluates their progress during the regular season; documents and presents to the Board any and all umpire-related incidents.

Seal Beach Pony Baseball - 2011 Season

Position	Description
Website Coordinator	Shall be responsible for maintaining an appropriate website for the league and shall update the website with accurate information on a timely basis including regularly updating the site with standings, schedules, events and announcements. All information to be posted to the website must be approved by the Board This position, with approval of the board, can receive payment for services rendered to the league.
Snack Shack Chair	The snack bar chair shall be responsible for the management of the snack bar, staffing, inventory control and purchasing and such other food-related activities as are directed by the Board of Directors.
Disciplinary Actions Committee	Upon receipt of a written request by any member of the league, the board shall have the authority through this committee, to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests of the league.

Special Committees

Sponsorship	Obtain new sponsorships - renew sponsorship. Includes ordering banners, updating the web site and coordination for sponsor plaques and sponsor lists
Trophies	Order all trophies
Schedules - Baseball	Create and maintain schedules which includes scheduling of make up games for Pinto and Mustang.
Schedules - Softball	Create and maintain schedules which includes scheduling of make up games for 8U and older.
Photo Coordinator	Coordinate Photo Day, photo day schedules and distribution of photos - Research and select photographer and packages.
Field Maintenance	Maintain fields and equipment area
Media Liason	Update media (Sun and Seal Beach Daily) with fun and important updates

Event Coordinator

Opening Day	
Pancake Breakfast (Photo Day)	
Dirtbag Night	
Angels or Dodgers Event	
Homerun Contest	
Closing Ceremony	