



Glen Allen Youth Athletic Association

www.GlenAllenSports.com

President-

President provides vision and directions of the organization with board input and consideration. Works closely with the treasurer to set the course of both short and long term financial stability and planning for the organization. They shall preside at all meetings of Glen Allen Youth Athletic Association. The President shall appoint all operating and special committee chairpersons. All appointments shall be subject to approval by the Executive Board. The President will only vote in the event of a tie. President will have the option to attend all operations meetings and will integrate each program into the overall organization mission and values. The President will serve as the main point of contact with the county and Babe Ruth.

Vice President-

Vice-President shall preside at all meetings of Glen Allen Youth Athletic Association in the absence of the President. The Vice-President shall assume all other duties of any board member in his/her absence or due to resignation or inability to perform. VP will also oversee insurance, Joel Booth scholarship and any background check protocol and privacy issues.

Secretary-

Secretary shall give notice of all regular and specially called meetings. The Secretary shall keep a permanent record of the minutes of all such meetings and shall be custodian of all official records of Glen Allen Youth Athletic Association. Copies of the minutes to any meeting shall be made available to every member upon written request. The secretary shall be made aware of all organization communication (via copy) for record keeping purposes.

Treasurer-

Treasurer shall be responsible for the collection and maintenance of all Glen Allen Youth Athletic Association funds. The Treasurer shall maintain the books and financial records, disburse funds at the direction of the Executive Board, and shall report in detail at regular and special meetings of Glen Allen Youth Athletic Association; or at such time as directed, the financial standing of Glen Allen Youth Athletic Association and prepare a budget annually. The Assistant Treasurer will assist in the duties described above and shall assume all other duties of the Treasurer in his/her absence or due to resignation or inability to perform.

Director of Admin- Serves as a back up to the treasurer. Handles hiring, scheduling and paperwork for any staff- mostly concessions. Serves as back up to concessions director for emergency needs.

Director of Baseball- Oversees all baseball operations to include spring and fall seasons. Organizes clean up days at JBP. Communicates and manages registration deadlines, solicits and seeks approval for managers, organizes and oversees try outs and draft. Forms teams within SIPlay and creates and manages game schedules. Holds manager meeting to communicate expectations and hold managers accountable to expectations. Point of contact for all baseball related correspondence. Responsible for



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communicating with equipment director, director of umpires and concessions as well as ensuring the field matrix is up to date. Organizes and chairs the baseball ops committee who discusses and makes suggestions to be brought to the board for approval. Will provide full recap and report from all baseball ops meetings to the board of directors for insight, direction and ultimate approval. Any changes in operation or protocol and format must obtain board approval. All expenditures should be sent to the President and Treasurer in advance for approval and are possibly subject to board approval.

Needs: SiPlay access, Field Matrix access, Equipment room keys

Asst Director of Baseball Admin- Responsible to help recruit managers and ensuring approvals and background checks are completed. Responsible for division commissioners and ensuring managers and team parents have received proper training on responsibilities. Responsible for cancelling games in SiPlay in the event of inclement weather and rescheduling where appropriate.

Needs: SiPlay access

Asst Director of Baseball Membership- Responsible for players recruiting efforts to ensure growth of the program. Works with the Director of Baseball to identify gaps and plan and implement ways to drive registration numbers. Communicates division sizes and team manager needs throughout the registration process. Works directly with the Director of membership with regard to the registration system.

Needs: SiPlay access

Director of Softball- Oversees all softball operations to include spring and fall seasons. Communicates and manages registration deadlines, select and seeks approval for managers, organizes and oversees try outs and draft. Forms teams within SiPlay and creates and manages game schedules. Holds manager meeting to communicate expectations and hold managers accountable to expectations. Point of contact for all softball related correspondence. Responsible for communicating with equipment director, director of umpires and concessions as well as ensuring the field matrix is up to date. Organizes and chairs the softball ops committee who discusses and makes suggestions to be brought to the board for approval. All items discussed in softball operations must be brought to the board for approval, ops does not have authority to make changes on behalf of the organization.

Needs: SiPlay access, Field Matrix access, Equipment room keys

Asst Director of Softball- Responsible for recruiting managers and ensuring approvals and background checks are completed. Responsible for division commissioners and ensuring managers and team parents have received proper training on responsibilities. Responsible for recruiting efforts to ensure growth of the program. Works with the Director of Baseball to identify gaps and plan and implement ways to drive registration numbers. Communicates division sizes and team manager needs throughout the registration process. Responsible for cancelling games in SiPlay in the event of inclement weather. Works directly with the Director of membership with regard to the registration system.



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Director of Basketball- Oversees all basketball operations. Communicates and manages registration deadlines, recruits, selects and seeks approval for coaches, organizes and oversees try outs and draft. Forms teams within SIPlay and creates and manages game schedules. Holds coaches meeting to communicate expectations and hold managers accountable to expectations. Point of contact for all basketball related correspondence. Works with equipment manager to identify needs. All items discussed in basketball operations must be brought to the board for approval, ops does not have authority to make changes on behalf of the organization. Works with the county to identify space availability.

Needs: SIplay access

Asst Director of Basketball Admin- Responsible for recruiting coaches and ensuring approvals and background checks are completed. Responsible for division commissioners and ensuring coaches have received proper training on responsibilities. Coordinates clock operator schedules and game schedules. Responsible for cancelling games I SIPlay in the event of inclement weather.

Asst Director of Basketball Membership- Responsible for recruiting efforts to ensure growth of the program. Works with the Director of Basketball to identify gaps and plan and implement ways to drive registration numbers. Communicates division sizes and team coach needs throughout the registration process.

Director of Buildings/Grounds- Responsible for all buildings and grounds (other than fields) at JBP. This includes maintenance and repair coordination for shed, concession building, restrooms, pavilion, press boxes, etc. Responsible for communicating field closures to the director of communication by 3PM in the event of inclement weather.

Needs: credit card, keys to all JBP buildings, Field matrix access, musco access, ring camera access, southern states account, Lowes account (\$500 limit), glen allen service station for gas, account for lyme?

Director of Field Ops- Responsible for field maintenance at jbp. Including weeds on fields, mowing schedule, fertilizer, cages and dugouts. Responsible for keeping flower beds weed free and mulched. . Responsible for communicating field closures to the director of communication by 3PM in the event of inclement weather.

Needs: credit card, keys to all JBP buildings, Field matrix access, musco access, ring camera access, southern states account, Lowe's account (\$500 limit), glen allen service station for gas, account for lyme?

Director of Equipment- Responsible for collecting equipment needs across all three sports. Responsible for ordering and distributing uniforms for baseball, softball and basketball. Ensure communication with treasurer and sport directors. Submits wishlist to President for Dicks Sporting goods

Needs: Equipment room key



Glen Allen Youth Athletic Association

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Director of Sponsorship- Responsible for soliciting and securing community sponsors. This includes coordination of spirit nights, hanging of banners and ensuring information is provided to communications for dissemination to membership

Needs: Tax receipts, template for requests

Director of Special Events- Responsible for organizing and implementing all organization special events and fundraisers. This includes opening ceremonies, fundraisers, hosted Babe Ruth tournaments and any other special events.

Director of Communications-The director of communications works closely with the board to determine the best communication method for information. Responsible for posting updates on social media, sending emails and responding to social media messages or forwarding them to the proper owner. Responsible for updating social media and the website for field closures.

Needs: social media passwords, sisplay access and training

Director of Concessions- Point of contact for all things related to concessions. Responsible for staffing, scheduling and supplying all concession needs, including ordering food, inventory and pricing. Must communicate to the treasurer and baseball/softball directors. Manage the recruiting, hiring, training, scheduling and payroll reporting for concession staff. Also responsible for staffing JBP restroom cleaning. Communicates county related issues with Katie Wood.

Needs: sams/restaurant depot card, sysco passwords, clover access, homebase access, stand keys, count contact, matrix access

Director of Membership- Responsible for opening and monitoring registration. Monitoring and approving refunds and collections and reporting refund needs to the treasurer. Regular communication with the board and treasurer. Works closely with each division director and or designated assistants. Reports membership totals, trends and details to the board at meetings. Seeks to promote registration and awareness within the community.

Needs: Sisplay access