

# LEAGUE STRUCTURE

## JUNIOR PROGRAM OPERATIONS COMMITTEE

**DIRECTOR**  
(ELECTED 3 YRS - BOD)

**ASST. DIRECTOR/FIELDS**  
(ELECTED 2 YRS)

**ASST. DIRECTOR/ORDERS**  
(ELECTED 2 YEARS)

**FUNDS COORDINATOR**  
(ELECTED 2 YEARS)

- The **Director of the Junior Program** will sit on the **Board of Directors (BOD)** and hold the position for a 3-year-term as stated in the Board of Directors page of these By-Laws.
- **ASST. DIRECTOR/FIELDS, ASST. DIRECTOR/ORDERS and FUNDS COORDINATOR** will serve 2-year-terms. Elections for these positions will be held every EVEN year beginning at the end of September, 2014. The new term for these positions will begin in October of 2014 for the 2015 baseball season. (future elections will take place in September of the following years: 2016, 2018, 2020, etc.)
- **BASIC RESPONSIBILITIES AND DUTIES OF THE ELECTED POSITIONS OF THE JUNIOR PROGRAM.**
  - **JUNIOR PROGRAM DIRECTOR. (JPD)** The Jr. Program Director will sit on the Board of Directors and adhere to the duties and responsibilities as set forth in the BOD page of these By-Laws.
  - **ASST. DIRECTOR/FIELDS. (AD/F)** The person serving in this position will be in charge of the fields in which the Jr. Program Teams utilize to include, Boyertown Park, Boyertown Area School District, Morning Star Fellowship, Douglass Township, Helping Hands, Inc., New Hanover Lutheran Church and Washington Township, and any additional fields. This person will report to and work closely with the V. President/Fields of the BOD. They will submit to the V. President/Fields and Junior Program Director a detailed report in September of each year as to what supplies are needed to complete field work for the upcoming season. They will work within a BOD approved yearly budget. This person will have the authority to close fields when the weather deems necessary. This person will also work closely with the division commissioners to assure proper use and care of the fields by the individual coaches. The Asst. Director/Fields will also be responsible for keeping inventory of all field needs such as: infield mix, lime, bases/pitching rubbers, tractor supplies, etc.
    - Proper chain of command for items needed during the season which may not be covered under the BOD approved Budget: INDIVIDUAL COACHES will alert Division Commissioners if they know of supplies needed; DIVISION COMMISSIONERS will alert AD/F of needed supplies; ASST. DIRECTOR/FIELDS will notify PROGRAM DIRECTOR of the proposed needs. PROGRAM DIRECTOR will alert BOARD OF DIRECTORS to get additional spending approval. At the time of approval OR denial, JPD will inform the AD/F to proceed or not; if approved, the AD/F will work with the AD/O to make those purchases.
  - **ASST. DIRECTOR/ORDERS. (AD/O)** This person will answer directly to and work closely with the Vice President/Orders of the BOD and the Junior Program Director. They will prepare and submit to V.P./Orders an itemized, detailed list of things needed for the Junior Program in September of each year. They will work within a BOD approved yearly budget. The ASST. DIRECTOR/ORDERS will not have the authority to place orders for the Junior Program unless specifically instructed by the VP/O of the BOD. Items needed by the Jr. Division include but are not limited to: T-Shirts; Hats; Coaches Shirts; Team Signs; Field Equipment and Supplies. Though other volunteers in the Jr. Program may have authority to purchase needed and BOD approved supplies and equipment those purchases should be reported to the Asst. Director/Orders and Program Director to assure knowledge of said purchases. (Exception only to TOURNAMENT DIVISION)
  - **FUNDS COORDINATOR. (FC)** The Funds Coordinator of the Junior Division will work closely with and answer to the League Treasurer and the Junior Program Director. Though this person will not have check signing privileges, they will be responsible for obtaining and distributing checks for the Junior Program when needed. i.e. umpire fees, team mom expenses for fundraising, refreshment stand expenses, etc. This person will also collect monies for deposit from the Junior Program when needed. i.e.

fundraising income, refreshment stand deposits, tournament team deposits, and any monies that come in to the various committees. Detailed financial records must be kept by the FC and given to the League Treasurer on a monthly basis to allow reconciliation of the bank statements. The Funds Coordinator of the Junior Program will assist in preparing the yearly budget with the League Treasurer.

- **EVALUATED POSITIONS IN THE JUNIOR PROGRAM:** (the following positions are not “elected” positions within the Junior Program but are deemed “evaluated positions”. These positions will be evaluated at the end of September of each year by the BOD. Any problems and/or concerns regarding a volunteer’s position will be discussed and handled at that time. If the volunteer holding an evaluated position wishes to resign, they must do so in writing / e-mail by the September meeting of the Board of Directors of that current year. Said resignation must be submitted to the JUNIOR PROGRAM DIRECTOR.) The volunteers for these positions are appointed by the JUNIOR PROGRAM DIRECTOR and approved by the BOARD OF DIRECTORS.
  - **TOURNAMENT COORDINATOR.** The Tournament Director of the Junior Program will answer directly to the LEAGUE TOURNAMENT DIRECTOR and the JUNIOR PROGRAM DIRECTOR. This person will assist and be responsible for all aspects of the BMBL Tournament Division as directed by the League Tournament Director.
  - **SCHEDULE COORDINATOR.** This person will be in charge of compiling the schedules of and for each division in the Junior Program. i.e. T-ball; Knee-hi; Minor and Major. They will also work closely with the JPD and the Division Commissioners to develop a practice schedule for each division prior to the start of the regular season. This person answers directly to the Junior Program Director.
  - **SPONSOR COORDINATOR.** The Sponsor Coordinator will be in charge of contacting potential business sponsors in the Boyertown area for individual team sponsors and billboard sponsors. Their primary goal will be to fill all junior division teams with a sponsor’s name. Any additional team sponsor candidates will be assigned to our senior division teams first and then to our tournament teams. The Sponsor Coordinator answers directly to the Junior Program Director. This person shall keep an itemized accounting of all sponsors support received. Monies collected by the Sponsor Coordinator should be submitted to the Junior Program Funds Coordinator for deposit in a timely manner once solicitation begins. The JPD will oversee the transfer of monies to assure that deposits are made efficiently. The amount charged to potential sponsors for either team sponsorship or billboard sponsorship shall be reviewed and approved by the BOD on a yearly basis.
  - **REFRESHMENT STAND COORDINATOR.** This person will be in charge of both refreshment stands at the Boyertown Park. i.e. Mackey Field Stand and Main Stand below the Rohrbach Field. They will coordinate volunteers to help run the stand. They will coordinate the purchase of supplies needed to stock the stands. Checks that are needed by the RSC should be requested thru the Funds Coordinator. Any monies that need deposited should be done thru the Funds Coordinator. The Refreshment Stand Coordinator must keep a detailed and itemized accounting for all income and expenses pertaining to the refreshment stands for review on a yearly basis by the BOD. Said accounting must be submitted to the Junior Program Director by September of each year.
  - **TEAM MOM COORDINATOR.** The Team Mom Coordinator of the Junior Program will work closely with the Team Mom Coordinator of the Senior Program to coordinate fundraising efforts, distribution of league generated information, etc. This person will be in charge of all fundraising efforts for the Junior Program. They will solicit for and recruit individual team moms to represent each team in the Junior Program. They will hold meetings as needed to assure the best communication between BMBL and the parents/families of the League. The Team Mom Coordinator will answer to the Junior Program Director. Any checks needed and/or monies for deposit will be handled thru the Funds Coordinator in a timely manner following team mom events.
  - **DIVISION COMMISSIONERS.** Each Division (T-ball; Knee-hi; Minor and Major) will have a Commissioner. The Commissioners will be in charge of their respective divisions in the following areas: appointment of coaches, management of coaches, schedules (in cooperation with the Schedule Coordinator), compiling of teams, parent management when needed, assist the AD/Fields with work days, etc., The Division Commissioners will answer directly to the Junior Program Director.

- **UMPIRE COORDINATOR.** The Umpire Coordinator will be in charge of soliciting the league membership for volunteer umpires. Managing the Umpire Association. Organizing and running the Umpire Clinic which is held in April of every year. Working with the Funds Coordinator when and if umpire monies are needed during the Junior Division regular season or play-off tournament. The umpire coordinator will answer directly to the Junior Program Director.
  
- **OPERATIONS COMMITTEE MEMBERS AT LARGE.** The at-large members of the Operations Committee will be invited to attend monthly operations committee meetings, join in program discussions, etc. These members will be expected to assist in league functions such as (but not limited to) BMBL sponsored tournaments, field work days, opening day, etc.