

All Board members are required to undergo an annual background check which should be submitted to the Safety Coordinator prior to the commencement of the season's activities. Existing background checks remain in effect through fall ball.

A. Board Member Duties:

1. **President.** The President in cooperation with the Secretary shall establish the agenda for all duly noticed Board Meetings. When present, the president shall preside over Board Meetings. The President will only vote when a tie exists after calling for a second vote. The President shall immediately suspend any individual from further League participation for inappropriate adult behavior pending the outcome of the entire Board's action. The President is responsible for all League assets. The President will countersign with the Secretary or Vice President, all League checks. The President may become a team staff member.

2. **Vice President.** The Vice President shall, in the absence of the President, preside over Board meetings. The Vice President shall immediately suspend any individual from further League participation for inappropriate adult behavior pending the outcome of the entire Board's action. The Vice President is in charge of the Fall Ball Program. The Vice President is in charge of all fundraising programs and events. The Vice President will countersign with the President or Secretary all League checks. If the Safety Director has not been appointed by January 1st, the Vice President will be the interim Safety Director until the Board appoints a Safety Director. The Vice President may become a team staff member.

3. **Treasurer.** The Treasurer is the League's Chief Financial Officer. The Treasurer must make certain that the League has a federal tax identification number on file with the Internal Revenue Service. The Treasurer will establish methods by which standard accounting principles will be used for League financial transactions. The

Treasurer with the Board approval will establish the annual League budget. The Treasurer will maintain the League checking account and will issue League checks only after the expenditures have been

approved by a majority vote of the Board. Under no circumstances will the Treasurer ever be a signor on a League account. The Treasurer will reconcile the League account on a monthly basis and submit a financial report at each Board meeting. Any individual receiving \$600 or more from the League for services will necessitate that the Treasurer file a 1099-MISC and summary form 1096 with the Internal Revenue Service. The Treasurer will file an annual report in a timely manner with the Arizona Corporation Commission. The Treasurer may become a team staff member.

4. **Secretary.** The Secretary shall take all Board Meeting minutes. The Secretary shall provide Board members with a copy of the agenda at each Board Meeting. At the start of each Board Meeting the Secretary will present the minutes from the previous meeting for correction, additions and approval. The Secretary will establish the League's two signature checking account. The signors of said account will be the President, Vice President and Secretary. The Secretary is responsible for dispersion of League information. The Secretary shall assist the Nominating Committee with the tally of votes for the election of Board Members and announce the results no later than one week after the closing date of the election. The Secretary may become a team staff member.

5. **Player Agent.** The Player Agent is the representative of all girls in the League and will be responsible to ensure that all girls are treated in a respectful and just manner. The Player Agent shall never manage, coach or chaperone any regular season League team or All Star team unless approved by the BAJA board. Even if the Player Agent resigns after the start of the season, the Player Agent remains ineligible to manage, coach or chaperone any team. The Player Agent will supervise all player and adult volunteer registration. The Player Agent will verify each girl's League eligibility through two current documentations of residency. The Player Agent will keep registration information confidential and keep possession of the registration forms. The Player Agent may release registration information to the Board. The Player Agent will conduct the team draw and the All Star Selection Team Meetings. The Player Agent shall immediately suspend any individual from further League participation for inappropriate adult

behavior pending the outcome of the entire Board's action. Any charges of possible mistreatment are thoroughly investigated by the Player Agent. The Player Agent shall inform the Board in writing of the results of the investigation. The Player Agent will report any form of injury of a player to the Board. The player agent will be responsible for ensuring that every person in the League has a signed Code of Conduct on file. The Player Agent may umpire.

6. Umpire in Chief. The Umpire In Chief shall be appointed by the Board prior to the start of the spring season. The Umpire in Chief is a Voting Member with voting membership beginning no earlier than January 1st of the current season. The Umpire In Chief is the official interpreter of the League playing rules. The Umpire in Chief will direct the League's Umpire Program including the ongoing training of all League umpires. Prior to the start of the season, the Umpire in Chief will conduct an Umpire Instructional Meeting with the League umpires. The Umpire in Chief will schedule umpires to games. The Umpire in Chief will officiate on a needs basis. The Umpire in Chief will coordinate with the BAJA Executive UIC.

7. Safety Director. The Safety Director shall be appointed by the Board prior to the start of the spring season. The Safety Director is a Voting Member with voting

membership beginning no earlier than January 1st of the current season. The Safety Director is in charge of the safety program for the League. The Safety Director will ensure that the Board has obtained insurance for the League. Prior to the start of the season, the Safety Director will personally visit and approve each team's practice site. The Safety Director will advise each and every manager to complete an Incident Report which can be downloaded at the ASA website in the event of accident or injuries. The Safety Director will provide the parents of an injured player with the relevant insurance claim information.