



## **EAST VALLEY BASEBALL AUXILIARY ROLES AND RESPONSIBILITIES**

**Field/Facility Maintenance Coordinator:** In coordination with the VP of Business Operations, works with approved and established vendors to maintain and improve the League's playing fields and facility. Significant opportunity to affect the current and future course of our physical presence. Includes working with City on any needed improvement permits. Oversees Field Managers.

**Field Manager:** One per field and under the guidance of the Field Maintenance Coordinator, works to ensure their field is in top playing condition by verifying scheduled maintenance is completed on time, performing minor repairs and notifies appropriate league officials of any issues at their location in a timely fashion.

**Field Equipment Coordinator:** Makes sure all of our fields is stocked with appropriate practice and game equipment (pitching machines, nettings, rakes, shovels, drags, brooms, paint, etc.). Orders and delivers where needed.

**Division Commissioner:** There is one for each of the following divisions (Spirit /Shetland – Pinto/Mustang /Bronco-Pony/Colt). They are responsible for recruiting/recommending qualified managers, educating on league rules, creating the practice schedule, managing any competitive issues that come during the season, and making sure all on-field volunteers are conducting themselves in a civil and responsible manner. A commissioner may not have a child in the division they are in heading. Making sure all volunteers are in compliance with all requirements to be on the field of play.

**Division Player's Agent:** There is one for each of the following divisions (Spirit-Shetland, Pinto-Mustang-Bronco-Pony-Colt). They are responsible for running player evaluations, draft, the "player's pool", adding players, if teams need, end of year ratings for all players to be used for the following season. A player's agent may not have a child in the division they are heading.

**Tournament Team/All Star Commissioner:** Oversees all of our tournament teams, including All Stars and Cooperstown. Ensures fair treatment of all interested families, coordinates with team managers on try-outs, schedules practices times, and works to develop a culture that best represents East Valley Baseball when teams are playing away from our fields. A tournament team/all-star commissioner may not have a child playing on the tournament/all star team.



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**Scheduler:** In coordination with Registrar, VP of Baseball Operations and Division Commissioners, creates game and practice schedules via online tools.

**Uniform Coordinator:** Working in close coordination with the Registrar, VP of Baseball Operations and VP of Business Operations, Uniform Coordinator is responsible for working with our League approved vendor, timely ordering, receiving and correctness of all East Valley Baseball uniforms for each season. This includes: player jerseys, hats, belts, socks, coaches and team parent polo shirts, hats/visors.

**Team Equipment Coordinator:** Oversees the ordering and distribution of equipment that is issued to each manager. Takes inventory of existing stocks, projects when replacements are needed and coordinates the issuance/pickup of all bags.

**Team Parent Coordinator:** Works with the parent volunteers for each team to ensure happy dugouts and stands. Includes best practice sharing on communications, snacks, dugouts, scorekeeping, how to assist coaches, players and families and making sure there are lots of happy faces. Serves as a liaison between league and team parent. Coordinates the team parent meeting each season and assists with making sure parent volunteers are in compliance with league volunteer requirements.

**Photo / Yearbook Coordinator:** Works with our League authorized photo vendors to create successful and well communicated Photo Day as well as makeup pictures, photo distribution and yearbook distribution.

**Snack Stand Coordinator:** Ensures that our league operated snack stand is prepared for use each season and that a staffing plan is developed. Additionally, the coordinator will work with the Board of Directors to approve products and prices as submitted prior to the beginning of each season.

**Sponsorship/Fundraising Coordinator:** Works to secure sponsorships for the league as well as ensures the acknowledgement of the sponsorship has been fulfilled. Including planning fundraising events, i.e. Movie Night, end of season event raffles, etc. Additionally, would work closely with the VP of Business Operations along with the Board of Directors.

**Awards/Pins:** Responsible for obtaining awards/pins for both spring and fall seasons. Works with our League authorized vendors and designers while working within allotted budget.



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**Spirit Wear:** Oversee the acquisition and sale of East Valley Baseball-branded merchandise for league families. Manages apparel sales online and possibly at the Fields with the assistance of League member volunteers. Must get approval for any outside vendors the league currently does not use.

**Website/Social Media:** Responsible for managing league social media accounts and the league website to ensure it better serves the needs of league families. Most content already exists but there is great opportunity to turn the site into an even more effective communication tool.