



Silvertown Youth Sports Association

Board Positions (last updated 6.16.21)

Note: Position responsibilities subject to change.

President (2 yr. position)

Responsibilities include:

- Attend, or appoint other Board member(s) to attend, all League Association meetings on behalf of the SJBO.
 - Report back to, and consult the Board concerning all League issues requiring a formal League vote or SJBO position statement.
 - All League issues requiring a vote should be openly discussed with the Board, and a formal SJBO Board position established prior to any official SJBO vote being cast at a League meeting.
- Coordinate, schedule and preside over all official SJBO Board meetings.
 - If the President is unable to attend a regularly scheduled SJBO Board meeting, the President shall formally appoint a member of the Executive Board to preside in their absence.
- Work with Secretary to prepare and manage agendas at regular, special and/or annual SJBO board meetings.
- Shall be a designated “signing” officer on all SJBO fiscal account(s).
- Shall be involved and/or aware of all official communication with Silvertown School District (SFSD) personnel and/or representatives as needed.
- Supervise all processes to account, inventory and maintain SJBO equipment, apparel and/or any other SJBO property as required during their official term.
- Provide SJBO Board resources as needed to resolve disputes and preside over dispute resolution meetings as required herein.
- Resolve any problem and/or question from a player, parent or coach which cannot be resolved by the appointed Division Coordinator from which they arise.
- Lead the Board annually in actively soliciting, recruiting, nominating, and appointing new Board members as required to maintain a full and productive Board of Directors.
- Oversee (work with Registrar): assigning all players to teams in Sports Sign up Play
- Work with Treasurer: Ensure annual insurance policy if renewed



Vice President (2 yr. position)

Responsibilities include:

Area Head Responsibilities

- Acts as a liaison between the local organization and CCJBA
- Attends all CCJBA board meetings
- Reports on those meeting to home organization at board meetings
- Responsible for submitting all required paperwork to CCJBA, including but not limited to rosters
- Assists President and Vice President with any formal complaint related to a coach or player
- Assists President and Vice President with any additional tasks as they relate to their local organization

Player Evaluation Coordination Responsibilities

- Schedule, prepare, coordinate, attend and run all levels of player evaluations (Tryouts).
 - Scheduling the player evaluation dates.
 - Coordinating and procuring the necessary SFSD or other facilities necessary for player evaluations.
 - Preparing and administering the individual player scoring.
 - Recruit, coordinate and train player evaluator/scorers and volunteers as needed.
 - Prepare and coordinate the daily evaluation schedule, evaluation station assignments, player warm-ups, collect and tally individual player evaluations, tabulate and present all player evaluation scores to the Board for preliminary review and initial division breakdowns.
- Attend all sessions of player evaluations and assist and direct all clean-up and tear down efforts following Tryouts.
- Coordinate and supervise the player selection and team formation process once player evaluations are completed and officially scored.
- Review and approve all final team rosters within each applicable Division.



Secretary (2 yr. position)

Responsibilities include:

Prepare for Board Meetings:

- Draft agenda, work with President to finalize agenda and send out to Board at least 4 days in advance
- Print agenda and bring to meetings
- Take Board meeting minutes; send to Board afterwards
- Once Board has approved the meeting minutes, then post to website

Manage Annual Board Elections

- Draft and/or update job descriptions for each position (ask folks to write up their job descriptions)
- Post open positions and promote
 - General timeline to post is early June
 - Post on Website and promote on social media and to email list and to all current coaches/teams
- Appoint new positions (July, yearend Board meeting)
- September new Board members officially start

Manage Website:

- Check password spreadsheet for log-in information
- Update website on ongoing basis with any new information
 - Registration info
 - Sponsors & logos (need logos in JPEG format)
 - Team/Season photos

Manage SYSA Email Account

- Check password spreadsheet for log-in information
- Check email daily during the busy times and respond to all inquiries.
- Forward emails to necessary folks who can answer questions or act

Lead Communications Committee

- Form a committee, if possible, to help with different areas such as:
 - Social Media (Facebook, Instagram)
 - Design (flyers, yard signs, posters...)
 - Website updates
- Review communications planning doc for more details and list of resources

Promotion To-Dos

- Reserve Main St banner for week in Jan and/or Feb
 - Reserve at: <https://www.silverton.or.us/229/Hanging-a-Banner-in-Silverton>



- Banners: We have 2 banners – the larger one goes up across Main St. The smaller one we typically put up on the Bruce Pac fence line across from Roth’s parking lot. NOTE: We always get permission from Bruce Pac before hanging.
- Yard Signs: We have ~4 yard signs. Stake them around town.
- Flyers
 - Schools: If schools are open, have designer create flyer, print, and work with schools to distribute to age-appropriate kids, also send to district for approval and posting online.
- Social Media Posts
- Posters: Print posters and have team ask business to place in windows around downtown
- Community Events: hand out flyers and promote at Homer Davenport Days, Pet Parade, Dodgeball tourney and other community events.



Treasurer (2 yr. position)

Responsibilities include:

- Account for all SJBO financial transactions (incoming and outgoing) on a cash basis.
- Annually develop a pro forma budget prior at the start of each SJBO season (no later than December 31st).
 - This budget shall be reviewed, modified, and approved by the SJBO Board within (30) thirty days of its presentation to the Board.
- Coordinate and reconcile electronic accounting processes for all financial accounts held by SJBO. The most up to date and/or automated (electronic) payment methods available by the SJBO host banking institution shall be utilized for all SJBO transactions if possible.
- Receive, review, approve process and remit payment for all formal invoices or Request for Funds submitted to the Association.
- Shall be a designated “signee” on all SJBO financial accounts.
- Issue and sign all checks necessary to meet all SJBO fiscal obligations.
- Prepare and present a formal financial report at all regularly scheduled Board meetings.
- Assist in preparing and filing all required tax forms and required documents to maintain current IRS 501(3)(c) exempt status.
- Ensure that all non-budgeted purchases over \$500 are reviewed and formally voted on and approved by the Board prior to purchase and/or payment.
- Maintain and manage copies of all transaction receipts received or produced by SJBO. This includes administering the collection and retention of all receipts reimbursed through formal Requests for Funds.
- Maintain and administer a secondary independent oversight and reconciliation protocol for all cash collections and fundraising transactions required throughout the season.
- Make sure business licenses are kept up to date (We must pay assumed business name to Secretary of State each year)
- Facilitate St. Paul field backflow tests done annually (The city sends a reminder when that needs to be done).
- Work with President to pay and ensure annual insurance policy is renewed



Registrar (2 yr. position)

Responsibilities include:

- Set up Sports Signup Play system in preparation for registration to officially open (teams, levels, verbiage...)
- Manage and track player registrations for all levels including player payments, extended payment plans and SJBO scholarships.
- Close registration when time
- Work with President to assign players, coaches, and volunteers to appropriate teams on backend so they are set up in SI Play app.
- Handle all requests related to player registration including but not limited to:
 - Manually registering someone if they have trouble signing up
 - Un-registering someone if they decide not to play
 - Processing refunds when necessary
 - Handling payment disputes
- Administer the required criminal background checks for all SJBO coaches, umpires or persons who will be in direct contact with SJBO players.
- Manage all formal SJBO coaching applications received.
- Handle all requests related to volunteers and coach's registration including but not limited to:
 - Assist with registration
 - Open volunteer registration link when necessary
 - Assign all volunteers and coaches to appropriate Teams
 - Work with Coaching Coordinator



Coach Coordinator (1 yr. position)

Responsibilities include:

NOTE: For Minors, Juniors, Senior Levels only (t-ball & rookie coaches fall under different coordinator)

- Help identify, recruit and mentor new SJBO coaches before during and after the season for which you are appointed.
 - Meet with current and new coaches regularly to discuss JBO/NFHS rules and rule changes as needed (SJBO shall provide copies of JBO and NFHS rules upon request).
 - Discuss the JBO and SJBO's coaching code of conduct and expectations. Ensure that all current and new coaches read, understand, and sign a copy of the JBO code of conduct.
- Schedule, coordinate and attend a minimum of (1) one "coach's clinic" annually with the SHS varsity baseball coach.
- Conduct a preseason Coaches Meeting to review coach responsibilities and expectations.
- During the season communicate information with coaches regularly and be available as a resource.
- Field and respond to all coach concerns that arise throughout the duration of the season. Any issue which cannot be resolved within their Division at the team level shall be brought to the President for formal review and final resolution.



T-ball and Rookies Coordinator (1 yr. position)

Responsibilities include:

- Determine season dates and communicate with families.
- Once registration has closed, eval for coach's vs how many players are registered. Communicate the need for more volunteers.
- Communicate with Mt. Angel coordinator about partnering together for rookie season (see spreadsheet for contact info)
- Create teams
- Create season schedules
- Communicate with Field/Facility Coordinator to reserve fields in school system
- Make sure all volunteers have submitted background checks.
- Order Jersey/hats (see spreadsheet for contact info)
- Order porta potty for Robert Frost (see spreadsheet for contact info)
- Check gear inventory in the shed at Robert Frost
- Communicate with equipment coordinator for any inventory needs and place order for game balls.
- Label jersey with #'s and drop off at the printers (see spreadsheet contact info)
- Deliver Jerseys to coaches
- Order end of season shirts (see spreadsheet for contact info)



Fundraising Coordinator (1 yr. position)

Responsibilities include:

Corporate Sponsorship(s):

- Develop and maintain a detailed record of all SJBO corporate sponsors contact information (past and present).
- Annually review and update the corporate sponsorship levels and benefits. Discuss, review, and coordinate any such revisions annually to the SJBO SID so that they can be accurately reflected on the SJBO website.
- Provide the Board with goals, information and recommendations for corporate sponsorship fundraising activities and levels expected for the current season. Communicate these pro forma budget expectations to the Treasurer for budgetary purposes.
- Ensure that all corporate sponsors receive the benefits described for their specific donation level.
- Develop a Capital Improvement Planning Program – to support long term goals of SJBO.
- Develop fundraising opportunities with funds raised dedicated to capital improvements.
- Develop and maintain contacts with local businesses and donors.
- Solicit monetary and in-kind contributions and support for SJBO.
- Develop a Sponsorship Recognition Program responsible for corporate sponsorship advertisement.
- Coordinate any sponsorship signage directly with the SJBO Schedule Coordinator to insure SFSD approval of all sponsorship signs PRIOR to installation.
- Procure and distribute all corporate sponsorship benefits within the time frames committed.

Player Fundraiser(s):

- Annually develop a player fundraising plan which would include a list of player fundraising events to be prosecuted throughout the season. This list should be finalized and available for distribution to SJBO players and parents by March 1st annually.
- Prepare, coordinate, and manage all SJBO player fundraising activities throughout the season.
- Solicit and recruit volunteers as needed to conduct fundraising events as needed.
- Supervise the distribution of any products or prizes associated with and player fund raising activities.
- Work with the SJBO Treasurer regarding the collection and deposit of monies raised and submitted by players and/or their families throughout all player fundraising events.
- Collect any residual and/or outstanding product(s) or money from coaches and players once a specific fundraising event has ended.
- Provide a detailed financial report to the Treasurer and Board upon completion of any specific fund raising event.
- For all fund raising activities which will include prize and/or cash awards for top performing participants – all prizes and awards must be reviewed and approved by the Board prior to procurement.
- Purchase and distribute any prizes and/or awards to applicable fundraising participants.



Field Scheduling & Umpire Coordinator (1 yr. position)

Responsibilities include:

Field Scheduling

- Maintaining the master SJBO field, practice, and home game schedules for the entire spring baseball season. This includes but is not limited to.
 1. Coordinating, scheduling, and resolving all home game field accommodations and conflicts required.
 2. Coordinating, scheduling, and resolving all League HOME game umpires as required.
**Work closely with Umpire Coordinator & Coaches Coordinator
 3. Communicating with all SJBO coaches and coordinating all make-up games as required.
- Coordinating all formal SFSD notifications as required with the SJBO Secretary.
- Coordinate with the League and Silvertown School District official(s) regarding all regular and post season practice/game schedules for field use and preparation.

Umpire Coordination

- Schedule annual umpire clinic (early-mid May) and promote to:
 - Local high school baseball and softball players
 - Send email to database (current families)
 - Post on social media
 - Post on website
- Create Master Umpire Schedule Spreadsheet
 - Once CCJBA provides game schedules for all teams
 - Create master spreadsheet with all home games (see spreadsheet from 2021)
 - Refer to list of umpires and start making calls, sending texts and emails to see who is available and interested in umpiring
 - Start assigning umpires to games and confirming
 - Make sure all home game field locations are booked in the master school system
 - Try to get a second field umpire for Senior levels and JR American
 - Once season starts, you'll have a lot of games cancel and reschedule
 - Inform umpires immediately of change and see if they can do new date or get another umpire for rescheduled game
 - Get umpires JBO rule book if necessary
- Umpire Gear
 - Manage sets of extra gear for umpires
 - Get umpires gear if necessary; make sure it's returned
- Payment (for reference)
 - Senior games: \$65
 - Junior games: \$55
 - Minor games: \$45
 - Paid via Venmo and some by check every few weeks



Equipment & Field Maintenance Coordinator (1 yr. position)

Responsibilities include:

- Distribute and re-collect SYSA owned baseball equipment to coaches each season (those coaches continuing into late or Fall baseball seasons may request to maintain their equipment through the duration of these extended seasons of play if they are utilizing SYSA players and facilities).
- Inventory and repair equipment as need throughout the duration of the season.
- Solicit and prioritize specific coach's equipment needs and/or requests.
- Obtain Board approval for any "non-standard" equipment purchases
- Purchase new equipment as needed to maintain the equipment inventory at a level that is commensurate with SYSA standards for all levels and divisions of play.
 - Including practice and game ball procurement, as necessary.
- Organize bags of equipment for each team and coordinate distribution as early as required for individual team's Spring practice schedules.
- Establish and recommend yearly equipment upgrades and/or needs which can be incorporate into the annual pro forma budget prepared by the Treasurer.

Facility Maintenance

- Ensure all fields always have adequate amounts of supplies.
- Ensure that liners (paint and lime) are in place and in good working order at all field locations.
- Ensure that there is a batter's box template, in place and in good shape, at all fields.
- Maintain liners, backstops, benches, dugouts, equipment storage areas, bases, pitching rubbers, portable mounds, etc.... at each field location.
- Organize equipment and individual equipment shed(s) as needed throughout the season.
 - Garbage removal;
 1. Coordinate garbage service & collection schedule with Treasurer.
 2. Work with the SFSD to ensure that each field has a garbage can with adequate supply of garbage bags throughout the duration of the season.
 3. Inform coaches that it is their responsibility to manage garbage cans after each game.
- Coordinate delivery, maintenance, and pickup of portable toilet services facilities at each field with the Treasurer.



Uniform/Apparel Coordinator (1 yr. position)

Responsibilities include:

- Create team uniform design (logo, font, colors, styles...)
 - Create a few options and ask Board to vote
- Team uniform includes hat, jersey, coaches' shirts
- Organize, coordinate, and manage individual player sizing and distribution of final Uniform Packages with the selected uniform vendor.
- Player Jersey # Preference and Selection: It is the responsibility of the Uniform and Apparel Coordinator to solicit (3) three jersey number preferences from each player annually at uniform sizing. The following order of precedence shall be utilized when selecting between identical jersey # preferences on the same roster.
 - The player who has participated the greatest number of consecutive SJBO seasons.
 - If tied, the player who has played the greatest number of SJBO season in total.
 - If tied, the player who has played the greatest number of seasons at the highest skill level throughout their SJBO career.
 - If tied, coin flip.
- Order replacement uniforms throughout season as needed (additional costs to players).
- Annually prepare and coordinate a Uniform Package budget with the Treasure for inclusion in the pro forma budget.
- Set up and manage online "Spirit Store" a few times each year



Volunteer Coordinator (1 yr. position)

Responsibilities include:

- Prepare Volunteer Opportunity signup sheets.
 - These sheets will be available at uniform fittings – Coordinate with Uniform/Apparel Coordinator.
- Assist all head coaches in designating (1) one team coordinator per SJBO team within (2) two weeks of formal team formation.
- Communicate with all SJBO coaches the responsibilities, duties, and involvement that the team coordinators will have throughout the season.
- Schedule a meeting or prepare a detailed informational handout for each team coordinator that clearly states the responsibilities, duties, and requirements of their position. Full compliance is required to receive volunteer credit.
- Verify that each team coordinator has access to and is willing to participate in and/or set up a Google Drive (or other similar file sharing program), that they will use to access and enter volunteer hours on a weekly basis.
- Prepare and distribute a team volunteer spreadsheet for each team - complete with player names, parent names and contact information.
- Provide the tournament director(s), field maintenance crew and fundraising committee with a list of parents that are interested in fulfilling specified and approved volunteer hours.
- Present to the Board any information which may hinder a family from completing a portion or all their volunteer commitment hours.
 - The Board will determine and vote on whether a family will be exempt from fulfilling its required hours.
- Provide the Board with all team coordinator contact information for additional volunteer needs throughout the season.
- Review each team's volunteer spreadsheet progress on a bi-monthly basis throughout the season and contact the team coordinators for clarification if necessary.
- Within (2) two weeks of the completion of the regular season, prepare a list of parents that did not fulfill their volunteer obligation and present to the board for review and approval.
 - Once the final volunteer delinquent list is reviewed and approved by the Board – deliver the report to the SJBO Secretary to prepare and send (email and USPS) invoices.



Tournament Coordinator (1 yr. position)

Responsibilities include:

- Propose, coordinate and gain approval for the date(s) of SJBO tournaments with the SJBO Board and SFSD.
- Insure that SJBO tournament info is made available on the JBO or other current and relevant website(s).
- Solicit and gather contact information for interested teams for SJBO tournaments.
- Field and respond to all inquiries (phone, email, etc....) related to SJBO tournaments.
- Manage the number of teams allowed and/or available to register for all SJBO tournaments.
- Create and/or review current SJBO tournament rules annually – make revisions, as necessary.
- Prepare the “master” game schedule for all SJBO tournaments.
- Coordinate and maintain active communication with registered tournament teams regarding tournament information, schedules, brackets, fees, etc..... before, during and throughout the duration of every tournament.
- Prepare and coordinate all tournament schedule, brackets, and rules with the SJBO Webmaster.
- All tournament information should be maintained on the SJBO website for ease of access by all registered and prospective teams to view in real time.
- Identify, recruit, train and manage tournament “officials” for each physical location utilized throughout the duration of all SJBO tournaments.
- Coordinate tournament apparel procurement, delivery, sales, and inventory with the SJBO Uniform/Apparel Coordinator(s).
- Review tournament award structure/budget and propose any revisions to the Board for review and approval prior to procurement.
- Work with Volunteer Coordinator to prepare and manage the tournament volunteer registration and the “master” tournament volunteer schedule (concessions, T-shirt sales, field work, etc....)
- Identify and procure a tournament photographer for all SJBO tournaments.
- Ensure all monies (concessions, T-shirts, programs, registration fees, etc....) are formally submitted to the Treasurer in a timely fashion upon receipt. All cash proceeds shall be subject to the cash submittal protocols developed by the SJBO President and Treasurer above.
- Coordinate all volunteer field maintenance and preparation activities with the SJBO Facility/Field and Volunteer Coordinator. Ensure that all fields and facilities are adequately stocked with field resources (i.e., chalk, paint, liners, rakes, water, batter’s box template, etc....).
- Purchase and deliver all tournament game ball to their respective tournament site “official” for use on tournament weekend.
- Ensure all tournament sites have physical copies of accurately updated tournament brackets conspicuously posted.
- Coordinate and manage the submission and recording of all tournament game cards including accurate pitching results for the duration of each tournament.
- Ensure concession monies are delivered to Treasurer after each day concessions are open.



Concession Coordinator (works with Tournament Coordinator):

Summary of the position: The coordinator performs various functions related to the operations of the concession stand, including some league games and Silvertown JBO tournaments.

Oversee all operations of the concession stand:

- Purchase all food and non-perishable items
- Determine menu and pricing for the season
- Create volunteer schedule for tournaments or events
- Maintain cleaning and prep
- Submitting cash deposits with the board treasurer
- Track expenses and income.
- Help ensure proper training is done on equipment within the concession stand