

RECOMMENDED/SUGGESTED DUTIES OF OFFICERS AND APPOINTED OFFICIALS

PRESIDENT

The League President shall perform the following duties:

1. Preside at all league meetings.
2. Assume full responsibility for the operation of the local league.
3. Appoint all committees and supervise the activity thereof.
4. See that his league adheres to the rules, regulations and policies of Babe Ruth League, Inc.
5. Be sure the charter application or continuation form is submitted to Babe Ruth Headquarters.
Need to check if is still called continuation/charter app
6. Be responsible for local league protests and disputes (it is highly recommended a local league president not be connected with any team such as a manager or coach and not be an umpire of his league.)
7. Review finances with Treasurer and be one of the “two signatures” required to sign checks.

VICE PRESIDENT

Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.

SECRETARY

Records the minutes of meetings. The secretary is also responsible for sending out notice of regular and special meetings, maintaining an official record of the league’s activities, notifying all officers of election and the names of newly elected members of the Board and performing such other duties as this office may require.

TREASURER

Signs checks, (should be one of the “two signatures” required), dispenses league funds as approved by league officers, reports on the status of league funds, keeps financial records, prepares budget and assumes the responsibility for all local league finances.

BOARD OF DIRECTORS

The Board membership shall include the four (4) league officers – President, Vice President, Secretary, Treasurer and elected members. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper that are not in conflict with Babe Ruth League Rules and Regulations.

PLAYER AGENT

Appointed by League President or Softball Director. Conducts annual league registration and tryouts, Presides at player selection meetings, supervises and coordinates the transfer of players, keeps up-to-date records of team rosters, checks players’ eligibility. (See pages 19 for complete description of Player Agent’s duties and pages 19-20 for Player Selection System). Check to make sure page numbers line-up.

UMPIRE-IN-CHIEF

The Umpire-In-Chief is appointed by the League President or Softball Director to coordinate and supervise the league’s umpires and be responsible for the following duties:

1. Assign umpires to all league games.
2. Conduct clinics on rules and field positions.
3. Be responsible for notifying umpires of cancellations.
4. Recruit new umpires.
5. Be responsible for proper dress and conduct of all umpires.
6. Be sure all umpires know proper local league protest procedures.

It is recommended the individual selected for this position be a member of the Babe Ruth League National Umpires Association and be knowledgeable of the rules and have the ability to apply them on the field.

EQUIPMENT MANAGER

1. Procure and distribute equipment, uniforms, etc.
2. See an adequate supply of baseballs or softballs is available for all games.
3. Make arrangements for the tournament team to have the proper equipment.

CONCESSIONS CHAIRPERSON

1. Secure enough personnel for operation of stand.
2. Secure necessary supplies for stand.
3. Maintain records of purchases.
4. Make the necessary arrangements for income to be turned over to Treasurer.

CHIEF SCOREKEEPER

1. Secure enough trained scorekeepers for all local league games.
2. Assign scorers to each game.
3. Responsible for all scorebooks needed as part of tournament documents.

FUNDRAISING COORDINATOR

1. Evaluate league needs and prepare a budget.
2. Select a product or program that will be easy to see to raise the funds needed.

GROUNDSCKEEPER CHAIRPERSON

1. Secure necessary personnel required for maintaining field.
2. Keep field properly groomed, i.e., grass cut, properly lined for games, dugouts clean, etc.
3. See that field gates are open for all games and practices.

PUBLICITY DIRECTOR

Promote the Babe Ruth Baseball or Softball program in its best image to the public in order to encourage the community interest needed in carrying out its full goals, benefits and operations. Unless the public, which is supporting your local program, is kept fully informed its efficiency and contribution to the program is impeded and eventually leads to its non-support and lack of interest. The person assigned as Publicity Director should collect news and prepare it for presentation by news and sports editors of the local newspapers and radio or television programs. One of the first stories which must make the news each year should be the names of all people who are behind the program and date, time and place of the first meeting. An early item of interest to the news would be the league schedule and game times, location of the field, facilities for parking and seating, and team sponsors.

Opening day in your Babe Ruth League can be built up in the news by promoting special opening day events, having a dignitary throw out the first ball, printing team rosters, etc.

After each game, release the box score and highlights of the game to all local newspapers and radio stations. It is your obligation to supply each newspaper with the league standings each week.

Listed are some important guidelines to follow in order to maintain a productive relationship between your league and the local newspapers.

1. Schedule an appointment with each local sports editor.
2. Explain to the editor what your league is doing and that you would like his cooperation.
3. Let him explain to you how he wants the information prepared, i.e., box scores, highlights, etc. and by what means they should be submitted (fax, email).
4. Print or type your box scores and stories. Sports writers will not try to decipher handwritten names and statistics.
5. Reliability is crucial, not only in the accuracy of your information but also your promptness and continuity of reporting.
6. Report the rain-out games and schedule changes.
7. Include all newspapers, radio and television stations.

NOTE: Study the news article outline and sample news release **(at the end of this section)** as a guide

in composing news stories about your league.

SELECTION OF TEAM MANAGERS

The manager must be a leader who is well respected in his community.

The manager and coaches are the adults designated by the league to interact with the young players. They hold key positions, directly affecting each participant and the degree to which he/she benefits by involvement in the league. Since the manager and coaches are the individuals having direct contact with the players, they become the most important persons in determining the success of your league.

Players are strongly influenced by their managers and coaches in establishing their own ideals and aspirations. It is important the managers and coaches be people who can be respect by their players, not only because they might lead them to the league championship, but because they do their job in providing the players with the inspiration to become better citizens via proper mental and physical development.

As the role of the managers and coaches is vital in determining the success of a league, we strongly recommend a “Managers and Coaches Selection Committee” be appointed. This committee should make a determined effort to recruit the best adults with the proper baseball and softball knowledge as well as the other important qualities mentioned above, including a history of supportive care and safe treatment of youth.

WEBSITE/COMPUTER CONTACT

Should be interested in computers and have at least elementary PC proficiency, but does not necessarily need to be skilled in website design or technical computer issues. Responsible for updating league’s informational resources, online rosters and registration and act as the primary contact in conjunction with the official online provider.

TEAM ADMINISTRATOR OR TEAM PARENT

Each team should be assigned a Team Administrator or Team Parent. Generally speaking, the Team Administrator or Team Parent duties and responsibilities are to do the administrative tasks for the team which will allow the coach to concentrate on coaching the players and team development.