

Ola Athletic Association

Duties and Responsibilities of the Executive Board

The Executive Board will be the governing body of the Ola Athletic Association and will operate within the constitution, by-laws, county regulations, laws, and other applicable policies to conduct the affairs of the association. A well-organized executive committee is important for the foundation of a youth baseball league. Most executive committee members exercise the authority of the Executive Board between meetings in the best interest of the league. This authority shall include the interpretations and enforcement of the league rules and policies, the imposing of penalties for rule infractions and other incidental matters not requiring Board action. The committee shall report all actions under the provisions of this authority at the next regularly scheduled meeting of the Executive Board. Positions and duties of the executive committee are defined in the league bylaws. The suggested composition of the executive committee includes: President/League Director, Vice President, Treasurer and Secretary. Unless otherwise noted, each duly elected executive committee member shall have authority to vote on matters brought before the Board.

Below is a small sampling of duties and responsibilities of the Executive Board:

1. Attend all meetings of the Executive Board and attend all membership meetings.
2. Determine any fundraising programs for the association.
3. Establish and determine all fees associated with participation in any program furnish by the association.
4. Approve the annual budget.
5. Approve individual sports programs for each age group.
6. Hear complaints and resolve disputes that may arise from time to time.
7. Establish standing rules that govern the operation of the association.
8. Approve bids submitted by vendors based on the best bid submitted.
9. Establish levels of discipline for members after a fair and impartial hearing.
10. Participate in all functions sponsored by the association to include tournaments, workdays, fundraising events, or other like events.
11. Carry out any other duties delegated to them by the President of the association.

President

Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as President of a youth baseball league.

While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the youth baseball movement in the local community. Dedication to the goals and purpose of USSSA Recreation Baseball is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. Presidents must reflect these qualities if they are to be of benefit to children.

The President has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league executive board and its constituents. Duties of a President are described within the limits of the rules and regulations, and within the local league constitution, giving each President the ability to oversee the affairs of all elements of the league.

As the chief administrator, the President selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President. However, all appointments are subject to final approval by the local league's board of directors.

Importantly, the President is the officer with whom USSSA Baseball maintains contact. The President also represents the league in the HCPRD organization.

The President should be the most informed officer of the league. Each President must know the regulations under which USSSA Baseball operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations.

Beyond the requirements of league administration, the President should personify the best public image in reflection to the community at large. Each President should take an active role in gaining support and winning friends for the league program.

The President presides at league meetings, and assumes full responsibility for the operation of the local league. The President receives all mail, supplies and other communications from the USSSA Baseball Headquarters. A President may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

The duties of the President will include, but not be limited to the following:

1. Responsible for the enforcement of all rules and regulations set Henry County Parks and Recreation Department (HCPRD) and USSSA Baseball of Georgia.
2. Oversees all Organization operations and maintains a leadership-level of awareness into every activity of the organization, ensuring adherence to Board-approved calendar, budgets, and policies.
3. Represents the Organization at all National, Regional, and League functions, or appoints a proxy.
4. Reports back to the Board on all pertinent activities for awareness.
5. Presides over all Board meetings and sets agenda for publication and distribution by the Secretary.
6. Handles all escalations from parents, coaches, or others.
7. Provides final approval for any reprimands or punitive actions for coaches, staff, parents, and participants in consultation with the associated Commissioner(s), and may elect to put such actions to a Board vote as needed.
8. May organize and/or assign committees as required to facilitate operations.

9. Is a co-signer on all Organization checks, contracts, or other official documentation and agreements.
10. Serves as the official spokesperson in communications (when quoted by media or asked for comment), unless proxy is transferred to another, more suitable representative.
11. Monitors all paperwork, certifications, contracts, and documentation for the organization.
12. Oversees book checks and roster certifications.
13. Resolves any participant placement disputes if needed.
14. Stays current on all calendar items, proactively checking status with accountable leadership and ensuring operations stay on schedule.
15. Reviews all financial reports and ensures all leaders are staying within budgets approved at the start of each year.
16. Responsible for keys and access to all facilities, fields, and operational items such as P.O. Box and trailer.
17. Works with the Treasurer and Secretary to ensure all documentation and payments are in place for insuring and registering Ola Athletic Association (OAA) each year.
18. Works to build relationships with other organization Presidents within the League to ensure adequate representation and a culture of cooperation throughout the League.
19. Maintains the highest standards of integrity and tact in all activities.
20. Promotes sound physical, academic, and service efforts throughout the organization.
21. Demonstrates fairness and consistency in all dealings with participant families, leaders, partners and other related personnel.
22. Administers financial aid and has final approval of such aid/parties to receive aid per approved Board policies.
23. May assist with coach/staff interviews as requested by Commissioner(s) and can override coaching choices with explanation to the Board.
24. Responsible for securing fields for practices, events, and home games, including maintaining schedule and relationships with all field contacts, reviewing contracts, and signing agreements for the fields.

Vice-President

The Vice President presides in the absence of the President, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the President. A Vice President may manage, coach or umpire, provided they do not serve on the protest committee.

The duties of the Vice-President will include, but not be limited to the following:

1. Responsible for securing all insurance for the Organization, including annual policy and insurance for special events.
2. Remains proactive in engagement and awareness of national, regional, and local policies, procedures, and processes for compliance and participation.

3. Provides a summary of requirements and status to Board leadership, engaging Board assistance to ensure all activities are completed on schedule and within all defined requirements.
4. Reviews all contractual agreements to ensure compliance and establishes official Organization relationship with legal counsel.
5. Works with Treasurer to validate all financial requirements are met and in proper order.
6. Serves as Treasurer in absence of Treasurer.
7. Works with Treasurer in providing budget for all field commitments, including rentals, maintenance, equipment, and lights.
8. Establishes required relationships and contracts for any field maintenance, and oversees fulfillment of such agreements.
9. Orders all field painting supplies and manages field striping.
10. Accountable for reviewing all invoices related to field operations and confirming with Treasurer for payment.
11. Responsible for staying within approved Fields Budget.
12. Communicates all dates of field availability to all Board members, and notifies coaches of any/all schedules, changes, and field regulations.
13. Coordinates any adjustments to field assignments with coaches in the event of cancelations, post-season needs.
14. Represents the Organization with all field-related disputes or concerns, engaging legal counsel as needed, and keeping the President informed.
15. Works with the President to secure lighting for all fields, including cooperative instructions for usage, clearance with field/facility administration, and directives for coaches.
16. Secures keys/access for all fields and practice facilities and assigns responsibility for keys/access as appropriate to Organization leaders needing access/on-site.
17. With the Secretary, maintains a record of all key distribution and collects keys as required at the close of each facility/season.
18. Establishes alert system for rainouts/field notices, communicates processes for field/facility representatives, and works with the Team Liaison to ensure participant families know of alert systems.
19. Notifies field representatives, coaches, team parents, and the Team Liaison of any alert messaging promptly for rapid dissemination in all media.

Secretary

The Secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities. The Secretary manages the league's official home page on olabaseball.com, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities.

The duties of the Secretary will include, but not be limited to the following:

1. Leads the calendar planning session at the start of each season to secure final approval from the Board.
2. Documents and records calendar, and assists President in monitoring all activities per scheduled dates, sending reminders for action items and publishing all dates/updates in a timely manner with the Team Liaison.
3. Maintains filing system of all documentation for the organization, keeping hardcopies as required, as well as a cloud filing system accessible by all Board members.
4. Manages version control and updates to critical documentation such as bylaws, position descriptions, forms, process documents, and all other materials required by National, Regional, League, or Organization policies.
5. Generates all formal correspondence and maintains copies, in cooperation with other relevant leadership (i.e., financial-related correspondence is coordinated with the Treasurer).
6. Sets the schedule for all monthly Board meetings and secures location for such meetings.
7. Sends a call for agenda items at least one week prior to the meeting, and distributes an agenda to all Board members within 24 hours of the meeting.
8. Takes minutes during all Board meetings, including action items and commitments.
9. Sends minutes for review within one week of meeting.
10. Files and retains all agendas, minutes, and other documentation in an organized manner (hardcopy and electronically).
11. Retains all email addresses and passwords for olabaseball.com assigned email addresses, maintaining confidentiality but with accessibility to ensure access and control in the event of a board member's departure.
12. Maintains process documents and records for all activities related to the Organization.
13. Initiates updates, revisions, and approvals on all documentation such as by-laws, policies, processes, and position descriptions on prescribed schedule or as needed.
14. Manages all incoming electronic mail or hardcopy mail, distributing mail to intended recipients in a timely manner.
15. Responsible for checking the P.O. Box twice a week during registration period, once a week during the season, and once a month during the off-season.
16. Serves as the Registration Director during peak registration periods to ensure paperwork is received, sorted, and distributed in a timely manner.
17. Responsible for P.O. Box key.
18. Stays current on National, Regional, and League activities, particularly documentation, printed materials, messages, and correspondence to ensure awareness.
19. Files all records for retention and availability.
20. Maintains a secure record of all passwords and operational processes for website, online accounts, and email addresses
21. Performs technical set-up and management of the online registration process for baseball in Bonzi.
22. Manages all aspects of the online registration process as well as set-up of any in-person registration events.
23. Works with the Team Liaison to coordinate communications about registration events (if scheduled).

24. Sets team/squad limits with the Commissioners and has authority to close registration and initiate wait list status based on activity and expertise.
25. Communicates regularly with the board and Commissioners regarding registrations status.
26. Manages with the Treasurer all refunds and enforces refund process.
27. Provides participant reports, financial reports, and any other data from Bonzi to leadership and coaches.
28. Communicates directly with coaches and assists in player placements.
29. Works to keep database current and accurate.
30. Provides rosters and player information to coaching staff and leadership.
31. Collects all paperwork and tracks outstanding items, contacts participants for missing items, and assembles team books for distribution to Coaches at least two weeks prior to Season Day One.

Treasurer

The treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.

The duties of the Treasurer will include but not be limited to the following:

1. Receive, receipt, and deposit all funds collected by the association.
2. Receive all bills of debts incurred by the association or on behalf of the association.
3. Attend all membership and Board of Director meetings.
4. Prepare and present a financial statement at all membership meetings and Board of Directors meetings.
5. Assist in the preparation of the annual budget.
6. Maintain a check register and ledger in an accepted computer software program.
7. Coordinate and make available the financial records of the association to any reasonable request for examination.
8. Distribute a monthly and annual financial statement to the Henry County Parks and Recreation department. The monthly financial statement must be submitted to the county within ten (10) days of its approval by membership.
9. Receive all fees, dues, and other monies constituting the revenue of the association, which will be deposited in a manner as designated by the Board of Directors. All deposits of such funds will be conducted in a timely manner.
10. Receive and review all financial statements submitted by teams and report such to the Board of Directors.
11. Perform and assist the President in carrying out the purposes of the association as deemed necessary by the President.

12. Certify all financial reports by stating it is true and accurate to the best of their ability and knowledge. Once signed, insure the document is properly executed by way of a Notary Public.
13. Prepare and present an annual financial statement to the Board of Directors no later than the first board meeting in February.
14. Serve as a member of the scholarship committee.
15. Solicits budget forecasts from all Board members to develop yearly budget. Budget forecasts need to be submitted by the end of January so we can approve at the February meeting
16. Presents budget at November Board Meeting for review and approval.
17. Works with Board members throughout the year on maintaining budget, reporting actuals, and staying within approved amounts.
18. Initiates a board vote for any alterations or expenses to the budget over \$1000.
19. Retains custody of the funds and securities of the Organization and keeps full and accurate accounts of all assets, liabilities, receipts and disbursements of the Organization in the books.
20. Deposits monies and other valuable effects in the name and to the credit of the Organization in the established accounts.
21. Periodically reviews terms of accounts to ensure the relationships are in the best interest of the Organization.
22. Maintains access to all passwords for bank accounts and online services (for example, PayPal), providing a copy of that information to the President and Secretary for confidential recordation.
23. Disburses funds of the corporation per invoices, securing signatures of President as required.
24. Provides an accounting of all the transactions and a statement of the financial position, of the corporation.
25. Maintains a bookkeeping system, ensuring that regular and accurate bank reconciliations occur, and reporting any discrepancies immediately to the board.
26. Develops and reviews financial policies putting them to a board vote at the start of each season or when a change necessitates adjustment.
27. Works with annual auditor (HCPRD), gain approval and establish relationship as required.
28. Submit all financial records to auditor (HCPRD) for review.
29. Receive all donations, keep track of donors, and send thank-you letters with the help of the Secretary as needed.
30. Prepare annual financial report and other reports required by tax professionals, attorneys and the Internal Revenue Service.
31. Works with the Vice President, President, and any legal counsel to ensure maintenance of non-profit status.
32. Secures petty cash and prepares all game-day checks for officials.
33. Responsible as secondary to the Secretary for regular mailbox checks and timely distribution of mail to intended recipients.

Appointed Positions

The President of the association, in carrying out the purposes of the association, may appoint members or Board of Directors to specific positions. These positions may include, league director, baseball commissioner, team liaison, information coordinator, county liaison, grounds and facility coordinator, capital improvement coordinator, or any other position deemed necessary to fulfill the efficient operation of the association. These positions will serve at the pleasure of the President and will not have a vote on the Board of Directors. The duties of these positions will be established and monitored by the President of the association. Appointed members must be current in their membership dues and shall not have any outstanding debt to the association or individual teams.

Anyone elected or appointed to a position with the association must undergo a background check consistent with the rules and regulations set forth by the Henry County Parks and Recreation department.

Current Appointed Positions (as of 1 January 2016 until rescinded)

Commissioner of Baseball

The duties of the Commissioner of Baseball will include, but not be limited to the following:

1. Responsible for maintenance, purchase, inventory, storage, distribution, and disposal all baseball equipment, including player equipment (catchers gear), team equipment (tees) and field equipment (Toro, golf cart, hand held tools, etc.)
2. Determines storage options for all equipment and makes decision for storage of all equipment, obtaining board approval if needed.
3. Assesses all equipment needs, secures vendors, and presents needs to Board.
4. Manages vendors associated with equipment, including the refurbishment of equipment within required regulations to ensure compliance.
5. Disposes of all equipment determined to be at the end of its useful or effective life.
6. Works with the President to coordinate equipment distribution at a scheduled event.
7. Sets processes and policies for equipment distribution outside of established group schedules or for exchanges.
8. Provides all coaches with tools to make equipment adjustments and minor repairs/replacements.
9. Creates and submits for Board approval any equipment policies.
10. Maintains an accurate inventory of all equipment.
11. Has authority to loan, donate, or sell available or excess equipment in consultation with President and notification to the Board.
12. With the President and Vice President, reviews all needs for field equipment, including paint, ordering as necessary.
13. Establishes plan and protocol for equipment return at the end of season.

14. Maintains accurate records of distribution, and has authority to impose fines on participants or coaches for unreturned or damaged equipment.
15. Works with Treasurer to impose fines and collect monies from families failing to return equipment as agreed.
16. Maintains the coordination of operation of concession facilities
17. Coordinates for all park security during games and league events

League Coordinator- Team Liaison

The duties of the Team Liaison will include, but not limited to the following:

1. Works with the Treasurer and other Board leadership in determining fundraising and sponsorship goals that support operational financial needs.
2. Reviews fundraising opportunities for the organization as a whole and establishes schedules, events, and activities throughout the year, including fundraiser day vendors (food, drinks, etc.).
3. Creates and submits for review a fundraising plan in February, to include any proposed rewards or team/squad incentives to encourage fundraising.
4. Reviews and approves any/all fundraising requests from vendors, teams, coaches, and/or participant families.
5. Creates a network of community partners for sponsorships, and works to enlist assistance from participant families to secure sponsorships.
6. Defines all sponsorship levels and ensures fulfillment of OAA obligations as well as those of sponsors, including managing banner production, advertising, social media, web presence, or any other elements promised in return for sponsorship.
7. Leads any fundraising events and works with the Volunteer Director for events that require active volunteers/participation for success.

Head Umpire/Chief Umpire (UIC)

The duties of the Team Liaison will include, but not limited to the following:

1. Selects umpires for future season
2. Provides Umpire Training
3. Schedules Umpires
4. Member of Protest Committee
5. Member of Rules Committee

Information Officer- (recommended but not required) - The information officer manages the league's official home page on olabaseball.com, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis,

collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to HCPRD, district, public, league members and media, serves as primary contact person for HCPRD, USSSA and olabaseball.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to HCPRD, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient youth baseball experience.

Members

The duties of members of this association will include, but not be limited to the following:

1. Pay membership dues as determined by the constitution.
2. Attend membership meetings and participate in the exchange of ideas.
3. Adhere to the code of conduct statement and purpose declaration of the association.
4. Perform duties and task as assigned by the President.
5. Promote safety-first principles at all team functions or events.
6. Make known injuries to players or safety violations to a team official, Board of Director, or member of the Executive Board as soon as possible.
7. Support coaches and other team officials in their effort to carry out the purpose of this association.
8. Report any misconduct observed on the part of team officials, Board Members, Executive Board members, or any other person affiliated with the association.
9. Conduct themselves in a manner consistent with the intent of this youth sports program.
10. Provide all documents relevant to participation in a program when requested by the association.
11. Membership may overturn a decision of the Board of Directors by having the issue placed on the agenda for the regular membership meeting. A motion must be made and duly seconded, followed by discussion prior to any vote on the matter in question. Once discussion is closed, the President will call for the vote. To overturn the decision of the Board of Directors, 75% of the members voting in the last regular election must vote in favor of overturning the decision. The Executive Board members and members of the Board of Directors will have a vote in this matter.