

PRESIDENT; The President shall:

- (a) Conduct the affairs of the league and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the league at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deem appropriate, and make such suggestions as may tend to promote the welfare of the *Salem NH Softball League*.
- (d) Be responsible for the conduct of the *Salem NH Softball League* in strict conformity to the policies and principles, Rules and Regulations of Babe Ruth Inc. League, Inc. as agreed to under the conditions of charter issued to by that organization.
- (e) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the *Salem NH Softball League* such contracts and leases as may have received.
- (f) Investigate complaints, irregularities and conditions detrimental to the **Salem NH Softball League** and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) May appoint Tournament Directors.

VICE PRESIDENT-LEAGUE OPERATIONS; The Vice President League Operations shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as to the operation of the *Salem NH Softball League*.
- (c) Perform such duties From time to time may be assigned by the Board of Directors or by the President.

VICE PRESIDENT-LEAGUE SUPPORT OPERATIONS; The Vice President League Support Operations shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.

- (b) Perform such duties as to the support functions of the *Salem NH Softball League*..
- (c) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

SECRETARY; The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall, be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.
- (g) Have responsibility for all electronically created information, maintaining the availability, proper archiving, and the security of such information
- (h) Be responsible for supplying the recommended requirements deemed necessary by the Town Director of Recreation and deliver them when required.
- (i) Check messages on League's answering machine and notify appropriate person(s).

TREASURER; The Treasurer shall:

- (a) Perform such duties as we herein specifically set forth and such other duties as are customary, incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the *Salem NH Softball League*.

(d) Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by checks must have dual signatures.

(e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.

(f) Prepare a monthly and an annual financial report, under the direction of the President, for submission to the Board of Directors and at the annual meeting.

(g) Responsible for getting books audited and taxes complete by December 31 each year.

DIRECTOR AT LARGE; The Director At Large shall:

a) Advise with and assist the Executive Board of Directors in all matters concerning its interests and the management of the Local League, its affairs, and shall have such other powers as may be delegated to it by the Board.

b) Be eligible to act on any committee.

c) Be a voting member of the Board of Directors.

d) Perform such other acts and duties as may be delegated him by the President.

SALEM NH SOFTBALL BOARD OF DIRECTORS APPOINTED POSITIONS OR AGENTS

(a) The Board of Directors may appoint positions or agents to assist the operation of the league.

(b) The appointed positions and agents shall advise with and assist the Executive Board of Directors in all matters concerning its interests and the management of the Local League, its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the appointed positions or agents have authority over the Executive Board of Directors or have any voting privileges on the Board of Directors.

SALEM NH SOFTBALL LEAGUE APPOINTED POSITIONS OR AGENTS:

PLAYER AGENT; The Player Agent shall:

(a) Record all player transactions and maintain an accurate and up-to-date record thereof and to the prepare the player's agent list.

(b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.

(c) Conduct the tryouts, player ratings, player draft and all other player transaction or selection meeting.

(d) Investigate complaints, irregularities, and conditions detrimental to the players of *Salem NH Softball League* and report thereto the Board of Directors as circumstances warrant.

(e) Prepare for the President's signature and submission to Babe Ruth League Headquarters, team rosters, including players' claimed, Coaches information, and the tournament team eligibility affidavit.

(f) Notify Babe Ruth League Headquarters of any subsequent player replacements or trades.

SAFETY OFFICER; The safety officer shall:

(a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Babe Ruth League, Inc.

(b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

(1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

(2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

(3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available. This process will be submitted to the Town Recreation Department for approval.

CHIEF INFORMATION OFFICER; The Chief Information Officer shall:

(a) Manage the league's official home page and website;

(b) Manage the online registration process and ensure that league rosters are maintained on the site;

(c) Assign administrative rights to league volunteers and teams;

(d) Ensure that league news and scores are updated on a regular basis;

(e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Babe Ruth League, Inc. district, public, league members and media;

(f) Maintain all forms used by league.

(g) Serve as primary contact person for Babe Ruth League, Inc. regarding optimizing use of the Internet for league administration and for distributing information to league members and to Babe Ruth League, Inc.

LEAGUE SCHEDULER; The League Scheduler shall:

(a) Work with Player Agent to identify team(s) in each division to determine size of teams and divisions to ensure desired number for scheduling of games.

(b) Prepare schedules for practices, batting cages, games for regular and post season. Ensure that Bryan field, T-ball field is used to its fullest capacity due to Blockhouse revenue needed for league.

(c) Determine suitable game time starts and ends (mostly every 2 hours) to maximize field usage.

(d) Act as Umpire In Charge (UIC) to schedule umpires for games.

(e) Work with Town Recreation Department and President to identify fields to be used during regular season, playoffs and summer season.

(f) The League Scheduler as the UIC shall review the "local League Rules" prior to the start of the new season and make recommendations as needed to the League President.

EQUIPMENT MANAGER; The Equipment Manager(s) shall:

(a) Record all equipment transactions and maintain an accurate and maintain an accurate and up-to-date inventory record thereof.

(b) Receive and review applications for equipment and assist the Board in the decision making process for new equipment purchases.

(c) Purchase all team uniforms, apparel, and equipment from approved vendors.

FIELD MAINTENANCE DIRECTOR; The field maintenance director shall:

(a) Obtain bids from vendors to maintain infields during regular season and or other work needed.

(b) Maintain all field(s) lock boxes to ensure proper lime, equipment, etc is replenished during season.

(c) Supply batting cage, lock box keys, and bathroom keys to all Managers. Blockhouse keys limited to board members and blockhouse staff.

(d) Any and all field maintenance deemed necessary to ensure a safe and well-looking fields.

(e) This position may also encompass Assistant Equipment Manager role.

BLOCKHOUSE MANAGER; The Blockhouse Manager shall:

(a) Responsible for managing the blockhouse during the regular season, playoffs and All-star tournament games.

(b) A blockhouse committee may be formed to open and close while volunteers from the home team during games on the Bryan field will man it.

(c) This person will be responsible for stocking blockhouse by purchasing through selected vendors.

(d) Work with League Scheduler to optimize field time to increase sales in Blockhouse.

(e) Work with Treasurer to provide invoices and receipts and ensure accurate income revenue of blockhouse.

LEAGUE DIRECTOR; The League Director shall:

(a) They shall be appointed supervisors by the Board of Directors of their respective divisions and will serve on the Board of Directors after approval by the Executive Board no later than December 1 each year.

(b) He or she shall reserve the first right to resolve all disputes within his or her division. If the said dispute cannot be settled democratically and without animosity within the division the director shall turn such issues over to the Board of Directors. At this time, the division, the managers and the director within that division is eliminated from the voting process. The issue will be heard by the Board (excluding the division's director). Both sides present the issue and the Board will vote in a private session and render the decision. The decision is binding and nonnegotiable.

(c) He or she shall appoint personnel to handle publicity, schedules, equipment and other assignments required to make the Division run smoothly.

(d) He or she shall inform all Managers/Coaches in their division regarding league information, tryouts, drafts, rating forms, all league activities and other pertinent information regarding their division.

SALEM NH SOFTBALL BOARD OF DIRECTORS ORGANIZATIONAL CHART



