



Commissioner

This is a 2 year non-voting, (except in the case of a tie) position

- Oversee all board member duties
- Secure meeting place for executive committee/board meetings
- Set calendar on organizational events, by September meeting
 - Set meeting dates
 - Notify and confirm Board Members participation
- Set meeting agendas
- Run meeting
- Maintain A.A.Y.O. phone: Commissioner's line
- Renew *Not For Profit* status as needed
- Renew Liability Insurance as needed
 - Provide insurance coverage letters for All Star teams as required by visiting towns
- Keep extra copies of tax exempt letter
- Distribute copies of tax exempt letter to appropriate personnel
- Collect all organizations keys from out going Board Members
 - Equipment shed
 - Concession stands
 - Any other organizational keys
- Distribute A.A.Y.O. keys to appropriate Executive Committee/Board Members
- Present A.A.Y.O Board of Directors email address and phone numbers
- A.A.Y.O Board members Job Descriptions
- Calendar of A.A.Y.O events
- List on By-Laws
- Former years league rules/ Current Rules once reviewed/approved in January



Vice-Commissioner

- Attend Executive Committee/ Board meetings
- Voting privileged member of the Board
- In the absents of the commissioner, assume all duties and responsibilities
- Conduct with Commissioner League Coordinator meeting
- Set individual league rules with League Coordinators
 - Copy and submit to Board of Directors for approval during the January Meeting
 - Distribute Board approved rules to the Umpire Coordinator prior to umpire clinic
- Oversee Managers, Coaches and Team Parent selections
 - Submit selected Manager and Coaches list, by league, to A.A.Y.O. Board for approval, per A.A.Y.O. By-laws. This information is on the Registration Computer.
- Draft and Team assignments (Receive Information on Draft from Registration Director)
 - Distribute previous seasons rating on draft reports
 - Oversee team selection process
 - Submit selected teams final team rosters
 - Furnish final team rosters
 - Commissioner
 - League Secretary
 - League Coordinator
 - Equipment Coordinator
- Coordinate Manager and Coaches Clinic with Public Relations - Scheduling Director
 - Secure dates and location
 - Secure local skilled authority to conduct clinic
 - Compile and Distribute Managers Team Packets (Information from Registration Director)
 - League rules
 - Team rosters
 - Schedules
 - Picture envelopes
 - Distribute uniforms
- Schedule Team Parent meeting
 - Coordinate with Special Events Coordinator and Concessions Coordinator
 - Discuss Team Parent responsibilities
 - Make contact with sponsor
- Distribute team rosters and schedules to appropriate sponsors
- Schedule the entire organization's game and practices with Public Relations – Scheduling Director
 - Distribute master copy to; Director of Fields & Umpires, all League coordinators, Village of Algonquin
 - Individual team schedules to Coordinators for distribution at league meetings
- Coordinate trophies orders per league with Commissioner and Uniforms & Trophies Coordinator
- Provide All Star Guidelines to all League Coordinators
 - Oversee All Star selection process
 - Manager/Coaches selection
 - Tryouts
 - Uniforms
- Schedule and coordinate All Star games



Registration Coordinator

- Attend executive Committee/Board meetings
- Voting privileged member of the board
- Prepare and have forms printed for Registrations
- **Prior to print; obtain Board approval of fees and cost of uniforms.**
 - Registration forms
 - Manager/Coach Forms
 - Fliers for distribution to area schools and local businesses
 - Play-Up Forms
- Secure location, dates and times for registrations
 - Registrations to be held in November and January
 - Notify Board Members of dates to confirm attendance
- Obtain and provide all supplies for registrations
 - Pens, Staplers, paper clips, calculators, receipts, cash box, files
 - Uniform samples from Sizing Table
- Advertise registration
 - Submit release to local papers
 - Contact Village of Algonquin for billboard advertisement
 - Submit article to Newsletter Coordinator
 - Update A.A.Y.O. information hotline
- Set late registration location, date and time
- Maintain and upgrade League Computer System
- Distribute to proper League Coordinator:
 - List of registrants - notify commissioner of any age requirement exception
 - Obtain Manager/Coach/Team Parent sign-up list from registration
- Oversee Managers, Coaches and Team Parent selections
 - Submit selected Manager and Coaches list, by league, to A.A.Y.O. Board for approval, per A.A.Y.O. By-laws
- Provide information necessary to Commissioner/Vice Commissioner for scheduling practices and games
- Draft and Team assignments
 - Enter previous seasons evaluation data. Distribute previous seasons rating on draft reports
 - Oversee team selection process
 - Submit selected teams final team rosters
 - Furnish final team rosters
 - Commissioner
 - League Coordinator
- Coordinate with Commissioner and Vice Commissioner Manager and Coaches Clinic
 - Compile and Distribute Managers Team Packets
 - League rules
 - Team rosters
 - Schedules
 - Picture envelopes
- Provide Play-Up Player Documents to all League Coordinators upon season start
 - Play Up Coordinator Letter
 - Play-Up Manager Letter



Baseball/Softball

Treasurer

- Attend Executive Committee/Board meetings
- Voting privileged member of the Board
- Collect budgets from the following board members at November meeting
 - Equipment Concessions Fundraising
 - Fields Uniforms
 - Umpires Special Events
- Compile budgets for next year
- Prepare financial reports
 - Submit monthly statements
 - Itemize expenses
 - Show all income
 - Report on all bank (and/or) accounts of this organization
 - Maintain balanced checking account(s)
 - Savings account
 - Tax forms
- Maintain all financial records and vouchers
- Distribute and maintain all mail received from the A.A.Y.O. Post Office Box
- Promptly pay all financial obligations of the organization as approved by the A.A.Y.O. board of Directors
- Assist Travel Director with payment of travel expenses
- Receive and deposit all moneys in a financial institution approved by the A.A.Y.O. board of Directors



Secretary

- Attend Executive Committee/Board meetings
- Voting privileged member of the Board
- Keep records of all proceedings, committee reports and correspondence of the organization
 - Record minutes of the Executive Committee/Board meetings
 - Distribute minutes of meetings to all Board members **prior** to next meeting
 - Report on any correspondence at meeting
- Maintain and have on hand, at all meetings
 - By-laws
 - Rules and policies of the organization
 - Copies of the previous year's minutes of Board meetings
- Submit By-law changes as dictated by By-laws.
- Chair-Person of Nominating Committee
- Overall responsibility for Registration. See details under Registration Coordinator.



League Coordinators

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Submit recommended rules changes to A.A.Y.O. Secretary so that they can be typed and submitted for discussion at the League Coordinators meeting.
- Attend League Coordinators meeting in January.
 - Suggested rules changes will be discussed and then submitted for approval at January Board meeting
- Obtain Manager/Coaches lists from Registration Director in December
 - Review list at League Coordinators Meeting with others in January
 - Submit final list for approval at January Board Meeting
- Contact approved Managers and Coaches
- Draft and Team assignments
 - Obtain draft sheets from Registration Director.
 - Copy and Distribute to all Managers
 - Contact Managers for Draft Order
 - Notify Registration Director of Draft Order
 - Oversee team selection process (Mandatory attendance at draft)
- Hold meeting for all Managers in league - (Mandatory)
 - Distribute and discuss
 - Rules
 - Schedules (Will be distributed at Managers/Coaches Clinic)
 - Rosters (With players ages - for Manager only)
 - Map for fields
 - Inform Managers of important dates - (*If applies)
 - Manager/Coaches clinic
 - First week of practice
 - Picture Day
 - Opening Day
 - Appreciation Day
 - All Star game*
 - Tournament teams*
 - Play-offs*
 - Closing Day
 - Founders Day Ceremonies
 - Fundraising events
 - Discuss and stress proper conduct
 - Inform and discuss how to host a team meeting with players and parents
- Obtain schedule of team meetings and attend if possible
- Investigate and report to Commissioner any complaints
- Report standings weekly to web coordinator in leagues where applicable
- Develop Play-Up Player pool for possible team needs in league above you
- Investigate possible tournament options for All-Stars in March
- Recommend All Star Managers and Coaches selections- at May meeting
- Conduct All Star tryouts and selection process
- Distribute and collect evaluation information for all teams - (Furnish to Registration Director)
- Review and summarize evaluation forms and make Manager and Coaching recommendations for the following season
- Hold year end meeting for all Managers and discuss any recommendations for league improvements for the following season



Baseball/Softball

Field Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Submit itemized budget to A.A.Y.O. Board of Directors for approval
 - November meeting
- Coordinate with League Coordinators "Field Days"
 - Check base path measurements
 - Check pitching rubber measurements
 - Check that all bases and boxes are in playable condition
- Obtain volunteer assistants as needed
- Obtain field workers
 - Compile list at registration
 - Oversee throughout the season as needed
 - Provide field game and practice schedule to workers
 - Arrange payment to field workers - per Calendar
 - Pay report to Treasurer
 - Dates to be submitted on Organization Calendar
- Insure that all field equipment is in place at the start of the season
- Walk all Fields prior to season to insure readiness
- Stock all storage areas
 - Turface
 - Clay
 - Chalk
 - All appropriate machinery for field work
- Insure fields are playable throughout season
- Clean and maintain all field equipment
 - Tractors
 - Rakes & Drags
 - Batters Blocks
 - Foul Line makers
 - Any other equipment used specifically for the maintaining of fields
- Insure availability of supplies
 - Baseball mix
 - Paint for fields
 - Gas for tractors
 - All other supplies as needed
- Obtain bids for contract work
- The authority to call off scheduled games and practices due to severe weather or poor field conditions
 - Contact Coordinator of Umpires immediately
 - Contact League Coordinator effected
- Collect and store field equipment at the end of the season



Baseball/Softball

Equipment Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Submit itemized budget to A.A.Y.O. Board of Directors for approval
 - November meeting
- Bid out orders every 2 years (even numbered years)
- Submit tentative order with supplier by December
- Place order with supplier by February
 - Accept and check orders delivered
- Assemble equipment bags per team as submitted by Commissioner
 - Start by mid February
- Schedule equipment pick-up
 - Per league
 - In conjunction with manager/coaches clinics
- Itemize all inventory within equipment bags
- Maintain, distribute, and relocate all equipment locks and keys for all of A.A.Y.O.
- Contact Commissioner for number of games per team per league to fill game ball requirements
- Maintain an individual team bag inventory list
 - Itemized copy for Managers and organization
 - Managers signature required on pick up day
 - Obtain all Managers names and phone numbers from Registration Director
- Provide all managers with instructions pertaining to their responsibility concerning equipment:
 - Use of equipment appropriately
 - Cleaning bags at the end of the season
 - Contact for repair or replacement of broken equipment by be through Equipment Coordintaor
- Provide any other items needed by teams for the playing season
 - Score books
 - Rule books
 - Equipment box keys
- Contact Umpire Coordinator concerning
 - Ordering of umpire equipment needed
 - Distribute umpire equipment
- Distribute first aid kits to field equipment boxes prior to the season
 - Maintain equipment in field lock boxes
- Schedule equipment drop off at the end of the season
 - Contact Commissioner/Vice-commissioner with the schedule
 - Inventory all equipment bags with managers as they are returned
 - Replace necessary items
 - Return excess items to inventory



Baseball/Softball

Fundraising Director

- Attend Executive Committee/Board meetings
- Voting privileged member of the Board
- Overall responsibilities for all fundraising efforts including special events.
- Submit amount of funds needed for sponsorship to A.A.Y.O. Board for approval
- Coordinate with Registration Director on Merchant Card (if applicable)
 - Procure local businesses for participation
 - Get cards printed and have available for registrations
- **Obtain sponsors**
 - Contact local businesses for sponsorship of teams by November
 - Compose letter of introduction and information pertaining to sponsorship with Board approved fees structure
 - Collect sponsor checks and submit to Treasurer
- Contact Uniform Coordinator for team sponsors
- Confirm the sending of thank you letters and plaques to sponsors
- **Player Guide Book –**
 - Organize all components of the Player Guide Book
 - Rosters (Registration Director)
 - Schedules (Commissioner)
 - Ads (Fundraising Director)
 - Get Bids for the printing from local printers
 - Ensure sponsor receipt of Player Guide Book
 - Distribute Player Guide Book: one per family
- Major Fundraiser
 - Coordinate any additional fundraiser and report progress to the Board
- Collect and submit all income to Treasurer
- Follow-up on all delinquent Sponsors
 - Obtain list from Treasurer



Special Events Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Contact previous Special Events Coordinator for important information
- Submit itemized budget to A.A.Y.O. Board of Directors for approval
 - November meeting
- Picture Day (Coordinate with Public Relations – Scheduling Director)
 - Interview photography studios
 - Submit recommendation to Board for approval
 - Sign contract
 - Order picture envelopes
 - Reserve location, date and times and fill out necessary forms
 - Schedule individual team photo times and give to League Coordinators with envelopes
 - Oversee Picture Day
 - Coordinate delivery of pictures for Appreciation Day, deliver unclaimed pictures to applicable League Coordinator for distribution to Team Mangers
- Team Parent meeting
 - Coordinate with Concessions Coordinator
 - Discuss Team Parent responsibilities
 - Team Parents contact list for volunteers
 - Calendar for upcoming Special Events
- Appreciation Day
 - Reserve location, date and times and submit to Executive Committee for approval
 - Coordinate and oversee event
 - Coordinate with Fundraising Director food sponsor representatives
 - Coordinate and schedule volunteers
- Founders Day
 - Attend town meeting for information participation
 - Acquire and coordinate volunteers work
 - Organize a decorating committee
 - Plan and oversee actual event



Umpire Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Coordinator with previous year's Coordinator for any important information.
- Submit itemized budget to A.A.Y.O. Board of Directors for approval
 - November meeting
- Coordinate with Commissioner games schedule
 - Jr. Mustang Baseball
 - Mustang Baseball
 - Pony Tail Softball
 - Minors Baseball
 - Minors Softball
 - Broncos Baseball
 - Majors Baseball
 - Majors Softball
 - Pony Baseball
 - Check calendar for non available dates (ie.graduation)
 - Coordinate with Traveling Coordinator and possible home games for traveling teams
- Contact Uniform Coordinator and Equipment Coordinator for the ordering of umpire shirts, hats and equipment.
- Obtain Umpires
 - Compile list at registration
- Continue to recruit Umpires. Report status to Executive Committee on a regular basis
- Schedule mandatory clinic/clinics for all non certified umpires
- Obtain league rules from Commissioner and distribute rules to umpires
- Schedule Umpires for games with schedules from Commissioner
- Provide with Individual Schedules and Time Cards
- Arrange payment to Umpires - per Calendar
 - Biweekly pay report to Treasurer
- Reschedule rain out games with League Coordinators
- Investigate complaints and report to Executive Committee
 - Umpires
 - Manager/coaches
 - Contact Commissioner/League Coordinator



Uniform & Trophy Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Communicate with previous Coordinator for any information that may be helpful.
- Submit itemized budget to A.A.Y.O. Board of Directors for approval
 - November meeting
- Bid out uniform & Trophy orders every 2 years (even numbered years)
 - Make recommendations to Executive Committee
 - Board approval required
- Coordinate with Commissioner team names (December)
- Order all uniforms
 - T-shirts and jerseys (include umpires)
 - Hats (include umpires)
 - Socks
 - Shorts (softball)
- Accept and verify all deliveries
- Schedule uniform pick up
 - Deliver Uniform Pickup flyers to Manager/Coaches clinic
 - Contact League Coordinators for Managers not present at clinic
- Insure any late registrants uniform orders are placed
 - Keep in contact with Registration Director concerning these players
 - Distribute late orders to appropriate league coordinators
- Coordinate ordering and distribution of All Star and Tournament uniforms
 - Schedule date, place and time
 - Contact League Coordinators/Managers with this information
- Verify, Order, and Deliver trophies
 - Obtain roster from Commissioner/Registration Director
 - Names on trophy's
 - T-Ball, Instructional – participation trophy's only – order in May
 - Other Leagues receive;
 - 1st & 2nd place season team trophy's (No Names)
 - Participation trophy's for all other teams (Names, Leagues sent to Trophy company with order – usually after Picture Day)
 - 1st & 2nd place trophy's for end of season tournament – order in April (No Names)



Concessions Coordinator

- Attend Board meetings (Look at calendar for specific dates)
- Not a voting privileged member of the Board
- Contact previous Concession Coordinator for any information from previous year
- Submit itemized budget to A.A.Y.O. Executive Committee for approval by November mtg.
- Bid out beverage & food orders every 2 years (even numbered years)
 - Make recommendations to Executive Committee
 - Board approval required
- Organize, stock, clean concession stands prior to season. This can be assigned in the form of a field day.
- Coordinate with vendors delivery time
 - Maintain coolers with vendors
 - Maintain all other equipment and keep in working order
 - Obtain funds in budget to purchase new equipment as needed
- Team Parent meeting – for effected leagues (Where concession stands are present)
 - Discuss Team Parent responsibilities
 - Team Parents contact list for volunteers
 - Concession duties and responsibilities
- Coaches Clinics – for effected leagues (Where concession stands are present)
 - Key distribution and responsibilities. Coordinate with Equipment Coordinator as the key will be the same for the Concession stand as the Kknack box or equipment locker.
- Obtain operating permit from the Health Department. Paperwork with the Health Department need to be renewed every year.
- Get check to cover permit cost from Treasurer.
- Develop a system of obtaining money on a regular basis.
- Count, record and deposit all funds received and report to Treasurer in a timely manner.
- Monthly report to the Board on profit & loss statement.
- Communicate with League Coordinators as to concession stands not opened.
- Coordinate with League Coordinator timely stocking of goods. For example: remember that there are four games on Saturday... and on Sundays the travel team has a game.
- End of the season
 - Clean all concession stands and secure for winter
 - Turnoff all electrical equipment and main breaker
 - Return all unused/unopened beverage items to vender for credit
 - Store all partially opened inventory for winter
 - Meet with Treasurer to review and verify season totals for September Board meeting
- Develop plan for expansion on new facilities



Baseball/Softball

Web Site Coordinator

- Attend Board meetings (Look at calendar for specific dates)
- Not a voting privileged member of the Board
- Maintain web Site



Baseball/Softball

Travel Director

- Attend Executive Committee/Board Meetings
- Voting privileged member of the Board
- Oversee all aspects of Travel Baseball and Travel Softball
- Identify Managers and submit individual names to Executive Committee for approval at August meeting.
- Try-outs
 - Set dates for all levels with Managers
 - Confirm that evaluators are qualified and unbiased.
 - Invite all in-house A.A.Y.O. players to the tryout.
 - Confirm that the try out has been advertised.
 - Get rosters to Registration Director as soon as try-out is complete
- Contact District #300 Schools to secure indoor practice facilities (July/August).
 - Assign travel managers indoor facilities.
 - Send letters to all principals with contact information of individual managers.
- Contact each manager and discuss:
 - Fundraising Options
 - Tournament Options (Must be approved by the Executive Committee)
 - Field Assignments
- Travel Managers and Director will be responsible for setting up **field day** in spring.
- Ensure that all travel players are registered prior to practice beginning. (Registration Director).
 - Travel players cannot practice until they are registered for insurance purposes. Let all travel managers know that their players need to register in November.
- In late January get rosters from Registration Director.
- Travel Schedules must be finalized and to the Village of Algonquin by the middle of March. If individual managers do not have their schedule by this time (or at least the reserved time frame that they want to have the field) they will forfeit their field time.
- Travel Managers will be responsible for all costs associated with hosting a tournament (ie: turf, chalk, and gas). If travel managers require field prep ahead of the tournament the money to pay the field workers will come out of their budget.
- If a concession stand is present at the field, proceeds from said concession stand go back to the general fund of A.A.Y.O. and not the individual travel team. If however, the travel team would like to provide something that is not normally sold (ie:pizza, hot dogs, hamburgers) a request should be made to the Executive Committee. The committee will then discuss how this request will be handled.
- All McHenry County Health Department permits must be filed by the individual travel team that wishes to have additional items available at concession stand.
- All banners or anything put on fences must be approved by the Village of Algonquin prior to tournament.
- Director is to maintain financial records for each individual travel team.
- Income vs. Expense reports should be given to each Manager after Registration (January), Season Opener (April), Mid Season (June) and End Season (August).
- A.A.Y.O. does not recommend individual managers roll over large sums of money.



Boys Baseball Director

- Attend Executive Committee/Board Meetings
- Voting privileged member of the Board
- Oversee all responsibilities of Baseball League Coordinators. (See League Coordinator)
- Confirm scheduling of "Field Day" for leagues: Instructional Baseball, Jr. Mustang, Mustang, Minors, Broncos, Majors and Pony.
- Confirm umpire assignments for all baseball leagues with Umpire Coordinator.
- Maintain Play-Up Player pool for baseball league.
- Work with individual league coordinators to choose All-Star Manager.
- Schedule All-Star tryouts.
- Follow-Up with all League Coordinators on the receipt of player evaluations.
- Oversee all responsibilities of Instructional Baseball League.



Girls Softball Director

- Attend Executive Committee/Board Meetings
- Voting privileged member of the Board
- Oversee all responsibilities of Softball League Coordinators. (See League Coordinator)
- Confirm scheduling of "Field Day" for leagues: T-Ball, Instructional Softball, Pony Tail, Minors, and Majors.
- Confirm umpire assignments for all softball leagues with Umpire Coordinator.
- Maintain Play-Up Player pool for softball league.
- Work with individual league coordinators to choose All-Star Manager.
- Schedule All-Star tryouts.
- Follow-Up with all League Coordinators on the receipt of player evaluations.
- Oversee all responsibilities of T-Ball and Instructional Softball League.



Public Relations and Scheduling

- Attend Executive Committee/ Board meetings
- Voting privileged member of the Board
- Secure meeting place for executive committee/board meetings
- Set calendar of organizational events, by September meeting
 - Confirm scheduling of team try-outs (Travel, All Star etc.)
 - Coordinate with Registration Director locations and dates for:
 - Registration
 - Draft Day
 - Coordinate with Special Events Director locations and dates for:
 - Picture Day
 - Coordinate with Vice Commissioner locations and dates for:
 - League Coordinator Meeting
 - Coaches Clinic
 - Schedule Opening and Closing days
- Schedule organization practices and games with assistance from Vice-Commissioner
 - Distribute master copy to: Fields Director, Umpire Director, all League Coordinators, and the Village of Algonquin.
 - Individual team schedules to League Coordinators for distribution at League Meetings (Coaches Clinic)
- Schedule organization tournaments with assistance of Travel, Softball and Baseball Director
 - Travel and All Star tournaments
- Schedule all organization indoor practice usage of District 300 facilities
 - Travel teams, coaches clinic, players clinics, ...
- Coordinate between Operations Director (Fields Coordinator), Construction & Development Director and Village of Algonquin and School District 300
 - Improvements to fields and facilities
 - Construction
- Coordinate with Village of Algonquin / School District 300 and Treasurer
 - Payments for field usage and facility
 - Construction
- Develop and maintain League calendar of A.A.Y.O. events



Construction & Development *Director*

- Attend Executive Committee/Board Meetings
- Voting privileged member of the Board
- Oversee all construction and development needed by the league.
- File all appropriate paperwork necessary for related permits



League Operations

Director

- Attend Executive Committee/Board Meetings
- Voting privileged member of the Board
- Overall responsibility for the Concession, Equipment and Fields Coordinators.
- Confirm Advertisement/Sign Up at Registration for Fields Workers
- Confirm budgets submitted to Board by November meeting.



PPP Coordinator

- Attend Board meetings (See calendar for specific dates)
- Not a voting privileged member of the Board
- Maintain and keep track of all PPP volunteers
- Distribute all PPP refunds

- Distribute all PPP refunds
 - Complete manager and team parent refunds by Picture Day
 - Complete all refunds by September 1
- Keep track of all checks that are distributed
- Provide final report for September board meeting
 - Report total amount dollars taken in and refunded
 - Report number of families receiving Full, Partial, and no refunds