

BATTLE GROUND SUMMER RECREATION
GOVERNING COMMITTEE RESPONSIBILITIES

I. Responsibilities of the President:

- A. To assign the remaining eight members of the Governing Committee to their positions on the committee.
- B. To oversee, coordinate and accept final responsibility for all operations of the organization.
- C. To directly coordinate all Tee-Ball activities.
- D. To represent the organization in all communications with officials of the Tippecanoe School Corporation, to include requests for facilities use.
- E. To select an Advisory Board of three past committee members which whom the committee may consult for whatever reason necessary.
- F. To work with the Director of Concessions to set concession deposit fees for each season.
- G. ***No later than January***, to submit with the Treasurer a proposed organization budget (to include proposed registration fees) for the coming season.
- H. ***No later than January***, to submit to the full committee proposed organizational goals for the coming season.
- I. ***During the month of January of each year***, to submit all records and receipts to an audit of an outside accountant selected by the President, and to report the results of the audit to the Governing Committee ***during the month of February of each year***.
- J. To schedule the meetings of the Governing Committee, and to set the agenda of each meeting.
- K. During the month of November, to provide to the Governing Committee a schedule of at least the next 12 monthly meetings.

II. Responsibilities of the Vice-President for Baseball:

- A. To represent the baseball program at all meetings of the Tippecanoe Baseball Association (TBA).
- B. To advise the Governing Committee of all TBA actions.
- C. To organize teams, schedule all games, and hire all umpires for Battle Ground Summer Recreation Pinto, Mustang, Broncho and Pony baseball.
- D. To submit a slate of coaching nominations for the coming season for approval by the full committee no later than at the March meeting.
- E. To make sure all baseball coaches are aware of the rules of the game, and to advise the coaches as to the conduct and leadership expected of them by the organization.
- F. To maintain any records of birth submitted for baseball players, and to certify the proper placement of all baseball players as to age and address.
- G. To mediate any disagreements between baseball coaches or between baseball coaches and parents.
- H. To work with the President and Vice-President for Softball to mediate any disagreements involving baseball and softball coaches and/or parents.
- I. To maintain a master field schedule, and to coordinate the equitable scheduling of games and practices between Harrison softball, Battle Ground baseball, Battle Ground softball, and others interested in using the Battle Ground fields and facilities.
- J. To promptly notify the Director of Facilities and the Director of Concessions of all schedule changes.
- K. To work with officials of the Frontier Baseball Association, the Director of Grounds, the Director of Facilities and the Director of Concessions to schedule, organize and coordinate the Mustang Far-North Classic.
- L. To assist the County Colt Baseball organization in contacting and registering former players from the Battle Ground Summer Recreation baseball program.
- M. *By November*, to present to the Governing Committee a budget of anticipated expenses for the coming season. This budget should include:
 - League fees.
 - Tournament fees.
 - Umpires.
 - Trophies and awards.

III. Responsibilities of the Vice-President for Softball:

- A. To represent the softball program at all meetings of the Tippecanoe Softball Association (TBA).
- B. To advise the Governing Committee of all TBA actions.
- C. To organize teams, schedule all games, and hire all umpires for Battle Ground Summer Recreation Pixie, Cadet, Junior and Minor softball.
- D. To submit a slate of coaching nominations for the coming season for approval by the full committee no later than at the March meeting.
- E. To make sure all softball coaches are aware of the rules of the game, and to advise the coaches as to the conduct and leadership expected of them by the organization.
- F. To maintain any records of birth submitted for softball players, and to certify the proper placement of all softball players as to age and address.
- G. To mediate any disagreements between softball coaches or between softball coaches and parents.
- H. To work with the President and Vice-President for Baseball to mediate any disagreements involving baseball and softball coaches and/or parents.
- I. To notify the Vice-President for Baseball of all scheduling needs and changes as quickly as possible, in order to help to maintain an accurate master field schedule.
- J. *By November*, to present to the Governing Committee a budget of anticipated expenses for the coming season. This budget should include:
 - League fees.
 - Tournament fees.
 - Umpires.
 - Trophies and awards.

V. Responsibilities of the Secretary:

- A. To maintain a written record of all actions taken by the Governing Committee on behalf of the organization.
- B. To write, copy and mail all correspondence on behalf of the Governing Committee and/or organization as needed.
- C. To work with the Treasurer to conduct any fund-raisers for the organizations.
- D. To maintain copies of these by-laws, and to provide copies of the current by-laws to all new members of Governing Committee.
- E. *By November*, to present to the Governing Committee a budget for the coming season. This budget should include:
 - Copying and postage costs.
 - Expected costs and revenues associated with fund-raising.

IV. Responsibilities of the Treasurer:

- A. To maintain all accounts, to receive all revenues and to pay all bills for the organization.
- B. To coordinate the registration of all players.
- C. To work with the Equipment Manager to order and distribute all equipment and uniforms.
- D. To work with the Secretary to conduct any fund-raisers for the organization.
- E. To work with the President to secure the insurance coverage required to adequately protect the organization and the Governing Committee from liability due to accident and/or negligence.
- F. To work with the President and the Director of Concessions to set the concession deposit fee for each season.
- G. To maintain all concession deposit fees, and to work with the Director of Concessions to return the deposits to individuals once they have fulfilled their concession obligations.
- H. To work with the Director of Facilities to make sure that bills for contracted services (e.g. trash collection and portable toilets) are paid.
- I. ***No later than January***, to submit with the President a proposed organization budget (to include proposed registration fees and concession deposit fees) for the coming season.
- J. ***During the month of January of each year***, to submit all records and receipts to an audit of an outside accountant selected by the President, and to report the results of the audit to the Governing Committee ***during the month of February of each year***.

VI. Responsibilities of the Director of Concessions:

- A. To purchase, maintain and store all concessions inventory.
- B. To work with the Treasurer to manage all financial responsibilities associated with concessions.
- C. To work with the Treasurer to return the deposits to individuals once they have fulfilled their concession obligations.
- D. To recruit and schedule concession stand workers and helpers.
- E. To have the concession stand open whenever there are home softball and/or baseball games scheduled by Battle Ground Summer Recreation.
- F. To work with the President to coordinate concession stand operations and inventory with officials of the Tippecanoe School Corporation.
- G. To work with the President and the Treasurer to set the concession deposit fee for each season.
- H. To keep the concession stand clean and orderly.
- I. **By November**, to present to the Governing Committee a budget for the coming season. This budget should include:
 - Inventory carry over.
 - Anticipated operational costs.
 - Anticipated revenue.
 - Concession deposit fee.
 - Repair and replacement costs (e.g. appliances)
 - Financial arrangements with the TSC.

IX. Responsibilities of the Director of Facilities:

- A. To make sure that all facilities (i.e. bleachers, backstops, fences, batting cages, the concession stand, trash containers, rest room facilities and secured storage areas) are clean, in good repair and ready for use.
- B. To make sure that all outfield fences are in place, in good repair and ready for play throughout the season.
- C. To work with the Equipment Manager to make sure loose equipment and pitching machines are securely stored, and that electrical power is available to each field.
- D. To work with the Director of Grounds to ensure that facilities are maintained and ready for play.
- E. To work with the Director of Concessions to make sure the concession stand service area and rest rooms are kept clean, operational and secure.
- F. To make sure that contracted services (e.g. trash collection and portable toilets) are scheduled and that adequate service is being provided.
- G. To work with the Treasurer to make sure that bills for contracted services (e.g. trash collection and portable toilets) are paid.
- H. In the fall of each year, to submit all shared facilities to an inspection of the officials of the TSC for the purpose of turning over all maintenance of these facilities of the TSC.
- I. In the spring of each year, to inspect all shared facilities for the purpose of accepting responsibility for the maintenance of these facilities.
- J. To make sure that all locks on secured areas are in place and in good working order.
- K. To retrieve keys from former committee members, and to provide keys and combinations to new members.
- L. **By November**, to present to the Governing Committee a budget of anticipated expenses for the coming season. This budget should include:
 - Repair and maintenance of facilities (e.g. backstops, fences, concession facilities, locks, lights, dugouts)

VII. Responsibilities of the Equipment Manager:

- A. To maintain all equipment, and to ensure that each team and player is provided the equipment necessary to safely participate in practices and games.
- B. To work with the Treasurer to order and distribute all equipment and uniforms.
- C. To maintain in the concession stand an adequate inventory of baseballs and softballs for games.
- D. To maintain all pitching machines, as well as an inventory of replacement parts.
- E. To work with the Director of Facilities to make sure loose equipment and pitching machines are securely stored, and that electrical power is available to each field.
- F. To work with the Director of Grounds to make sure that an adequate supply of pitching rubbers are available, that bases are available and in good repair, and that all home plates are in good playable condition and properly secured on the field.
- G. At the end of the season, to receive all equipment back from coaches and to inventory, clean, repair and prepare the equipment for the next season's distribution.
- H. ***By November***, to present to the Governing Committee a budget of anticipated expenses for the coming season. This budget should include:
 - Repair and maintenance of equipment (e.g. pitching machines, catching gear)
 - Costs of new equipment (e.g. bats, balls)
 - Uniform costs.

VIII. Responsibilities of the Director of Grounds:

- A. To make sure that all fields are prepared (i.e. diamonds dragged, grass cut, fields lined, bases set, pitching rubbers in place, fences up) for play for the first baseball/softball game scheduled on each diamond each day of the season.
- B. To make sure that all grounds are kept clean on a daily basis.
- C. To work with the President and the Director of Facilities to maintain a quantity of material (e.g. Aglime and lime) needed to prepare the fields for the season, as well as on a daily basis.
- D. To make sure that tractors and other grounds equipment is maintained in good repair and securely stored when not in use.
- E. To work with the Vice-President for Baseball to make any special preparations (e.g. fences moved, additional field preparation) associated with the Far-North Mustang tournament.
- F. ***By November***, to present to the Governing Committee a budget of anticipated expenses for the coming season. This budget should include:
 - Repair and maintenance of equipment (e.g. tractors).
 - Costs for daily field preparation.
 - Costs for grass cutting.