

Board Level Volunteers	# needed	Responsibilities	Current Volunteers
Baseball Commissioner	1		* Jay Rumpca
Assistant to the Commissioner-Secretary	1	To support the commissioner and learn his role.	#Open
		To take detailed notes at each meeting, establish a "Action Item" list, and distribute agenda and action item list to the public. May also add this to the baseball web site. Track attendance at each meeting.	#Open
Communications Director	1	Work with all volunteers and help establish best methods of communicating information via web, print, email. Mailings etc. Manage information and reports from tryout process for team selection process.	Pete Walbolt
Treasurer	1	Keep track and report on all income and expenses for the organization	Ron Wagner
Equipment Director	1	1) Help Coordinate equipment needs, Set Dates for equipment check out and returns. Research best prices on equipment and maintain/repair existing equipment. Make equipment purchases 2) Coordinate with VP of ARAA for First Aid Kits	Brian Lindquist
Fundraising Director	1	Facilitate fundraising events and activities	Wayne MacFarlane
Inhouse Directors	2	1) Keep information in demosphere current. Create teams in demosphere, help establish practice and game schedule. Work with tournament committee and program development to plan tournaments, clinics etc. 2) Document and communicate Dates and info for coaches. (Equipment info, rosters online, rule book, how to handle rain outs, no show umpires, makeup games, equipment turn in, player evaluations. Work with the Internet committee to get all this information documented and online.	Steve Hansen Mike Hierlinger
Traveling Director	1	Responsible for traveling baseball	Shane Pribyl

Tournament Director	1	<p>Will be responsible for placement of traveling teams in up to 2 tournaments prior to season start. Will work closely with traveling coaches and other area organizations in scheduling each teams tournaments. Will also be involved in the registration and payment of each teams tournament fee.</p> <p>This individual will also be overall responsible in establishing tournaments within the Anoka Ramsey organization. This will be for both in-house and traveling opportunities.</p>	
Assistants			
Assistant Treasurer	1	To support the treasurer and learn his/her role.	#Open
Equipment assistants	2	Help Equipment Director prep equipment bags, collect equipment, inventory etc.	#Open #Open
Tournament Committee	2	Assist the tournament director for inhouse and traveling tournaments.	#Open #Open
<p>Inhouse Assistants 1 for each age group --Tball --Coach Pitch --10U --12U & 14U</p>	2-4	<p>1) Help directors keep information in demosphere current. Create teams in demosphere, help with establishing practice and game schedule. Work with tournament committee and program development to plan tournaments, clinics etc.</p> <p>2) Document and communicate Dates and info for coaches. (Equipment info, rosters online, rule book, how to handle rain outs, no show umpires, makeup games, equipment turn in, player evaluations. Prefeeable work with the Internet committe to get all this information documented and online Be the main contact for the particular age group.1) Remind the coaches of important dates. 2) Coaches would contact these individuals for issues. This responsibility could be combined with In-House Director assistants.</p>	#Open #Open #Open #Open

Traveling Director Assistants	2	Gopher State/MBMBA Rep- Attend several meetings a year for Gopher State and MBMBA. Report on new information.	
Volunteers			
Gopher State/MBMBA Rep		Should probably be Director and Assistant Directors responsibility	#Open
Volunteer Coordinator Inhouse and Traveling	3	1) Establish contact list and do what is necessary to get the volunteers need for tryout processes, coaching spots, concession stands, tournaments etc. Develop, plan and implement process to get volunteers. 2) Develop and Maintain a tracking mechanism of those that volunteer and those that do not who will receive a refund. 3) Develop the guidelines and how much one needs to volunteer.	Terry Morrison #Open #Open
Field Coordinator	1	Plan when and where games are to be played. Communicate with City parks and recreation as to needs, schedule etc. Work with directors to establish fields for practices, games, tournaments etc.	Steve Hansen
Equipment assistants	2	Help Equipment manager	#Open #Open
Uniform Coordinator	2	1) Create a plan for pick up and deliver of uniforms, sizing of uniforms and communicate this information with vendors. Deal with any uniform issues. 2) Distribute purchased helmets.	
Umpire Coordinator	2	1) Establish and communicate guidelines for no shows. Write up procedures and contact for no shows. Where umpie equipment are. Promote training and opportunities to umpire as a teen and an adult.	Chuck Day
Awards/ Trophies	1	Plan with Vendors and coordinate all efforts for awards for all levels of play and tournaments. (Can be other awards like T-shirts etc.	Kathyleen Persuitti
Fundraising assistants	2	Help Fundraising director with fundraising events such as Twin's day, Golf tournament, etc.	#Open #Open

Picture Coordinator	1	Coordinate Dates and times for team pictures and communicate them to coaches, parents and Web Committee	Kathleen Pursutti
Committees			
Program Development Committee- Continuous Improvement	6-8	1) Work with the traveling and inhouse directors and assistants to make 1) Help establish processes and methods to grow and develop the organization. Present plans, timelines etc to board and when approved to other parties involved. What can be done to grow the program, make it better etc. 2) Develop and convey promotional techniques to increase awareness of the baseball organization through the community. This includes articles in the "Sports wrap", local paper, bill boards, and sandwich boards.	#Open #Open #Open #Open #Open #Open
Tryout Committee	4	Establish and follow through on tryout process. Create reports for team selection process. Document tryout process	Jay Rumpca Pete Walbolt Rich Sjodin #Open

Coaches / Player Development Committee	10-12	<p>1) Plan methods and processed to ensure we as an organization are coaching/teaching the fundamentals of baseball the same. Via documentation, coaches clinic, online videos etc. Establish a method where the more experienced coaches or helping the less experieced learn. Follow up with visits to pratices etc.</p> <p>2) Establish relationship with training facilities and document and communicate dates and times for special clinics in the area.</p> <p>3) Estalbish, coordinate and communicate in clinic activities</p> <p>4) Added responsibilities would include coach selection in both in-house and traveling, gathering data from coach assessments, and communicating this to all coaches. Added responsibility would be to create and distribute coach informational pack which could be used as a reference guide for important dates, contact information, and what each needs to do. Works closely with the in-house and traveling directors.</p>	Jay Rumpca Kevin Persuitti Shane Pribyl Marylyn Specht Terry Morrison
Team Selection	3		
Baseball Internet Committee: Documentor Graphic design	3-4	<p>1) Work with all committees, board members, directors etc to gather information and post on the web pages. Information would include practice and game schedules, teams, documentatation, forms, pictures, event info, baseball clinic opportunities, email distribution etc.</p> <p>2) Develop and plan with other committees plans and documentation and media for coaches helps, practice plans fundamental baseball skills, drills etc.</p> <p>3) Coaches Evaluation collection and reporting process</p> <p>4) help with any forms or design elements needed for web, forms, t-shirts etc.</p> <p>5) Develop process and procedure for score reporting for inhouse and develop links for traveling baseball info</p> <p>6) Gather and put together SOP's for all responsibilities of different positions/committees to enable new volunteers a guideline of roles and responsibilities</p>	Pete Walbolt Dale Wippler #Open #Open

General Committee	2	Document for the website - How to keep score book, help with graphics and documentation from other committees. Etc	#Open #Open
Tournament Committee-Director and Committee Members	4	1) Establish tournament efforts to host inhouse and or traveling tournaments as fund raising events. 2) Establish flyers communicate and advertise for tournament work with volunteer coordinators to get required volunteers. Make improvements, document procedures, email communications to participating teams, track game information, standings etc. 3) Work with other people/committees to plan fund raising ideas for tournament (hats, t-shirts, pictures etc) 4) Works closely with the umpire coordinator and field coordinator to insure necessary personnel and facilities are present.	#Open #Open #Open #Open
Fundraising assistants	2	Provide support for fundraising director for special events. This includes visiting local businesses for sponsorship of special events, collect prizes, and help run each special event. Includes Golf tournament, Twin's day, and others they deem applicable. Added responsibility is to promote event(s) prior and after the event for public awareness.	#Open #Open
2-4 hour Volunteer opportunities			
Traveling tryouts		Help with uniform sizing, scoring certain areas of the tryout process.	
Concessions		Work at concession stands at central park or at tournaments	
Equipment Help		Help out Equipment Coordinator and assistants to build equipment bags, hand out and return process.	
Clinic Volunteer		Help out as need at any kids or coaches clinics	
Onsite Registration		There will be a few onsite registrations that need to be manned. We think that 80% or more will be online in 2008	
Team Specific Volunteer Opportunities			

Team Parent		1 for each team. Communicating Schedule for games and practices, maps if needed, hand outs, contact list and uniform organizing. Plan and reseach establishments for hotels, restaurants etc if traveling. Plan and get input for any team gatherings or end of the year parties.	
Team Treasurer		Help collect and keep track of extra funds for tournaments, parties, extra team clinics etc.	
Field Clean up and Raking		After Every Game the field should be cleaned and raked	
Practice help		Help shag balls, run drill stations etc. Should not provide instruction for the players unless method is approved by coach.	
Add Addtions below here			
Field Coordinator Assistant	1	To assist the field coordinator in establishing contact with the local cities, use of fields, and establishing practice and game schedules to better utilize field use.	
Telemarketing/Communications Director and assistants	4-6	Could be same as the web based communications but we need an outlet of volunteers to get on the phone and make some calls. Would work as a cross function team for registration, tryouts, special events, team selection, voluteer opportunities, and any or all things that we need to call people.	
In-House age group contact/coordinator. 1 for each age group > Tball, Coach Pitch, 10U, 12U, 14U	5	Be the main contact for the particular age group.1) Remind the coaches of important dates. 2) Coaches would contact these individuals for issues. This responsibility could be combined with In-House Director assistants.	