



Elburn Baseball & Softball Volunteer Positions

Board Positions

President– chief officer of the league, controls all meetings and affairs of EBS.

Vice President– assists/advises the President with duties/decisions.

Treasurer – responsible for the deposits/payments of all league funds.

Secretary– maintains all records and league documents, sends/answers league emails.

Express Commissioner– head of the Elburn Express travel program.

League Technology Positions

Arbiter– schedules rainouts, maintains league computer system

Scheduler– coordinates with arbiter and other towns to create all game schedules. (*paid position*)

Registrar– monitors the registration of players and helps EBS board assign players to teams in the leagues without drafts.

Webmaster– maintains EBS website.

Field Maintenance Positions

Field Coordinator– (*adult who lives close by their field*)

Will advise the board as to what new equipment and maintenance projects need to be done at their fields throughout the season. Coordinates their field's Field Day in the spring and advises the board for fall maintenance/improvement projects.

No grass cutting will be necessary by this position.

Fields are as follows... McNair (1 field), Elburn Community Center (2 fields), John Stewart (2 fields), Blackberry (1 field), Lions Park (3 fields).

Field Manager– In charge of field setup people. Lets them know which fields to set up and who plays there (for base/mound distances)

Field Setup– (*responsible kids preferably driving age*) (*paid positions- \$8 per field*)

Takes direction from field manager. Will be responsible for setting up fields (bases, mounds, lining fields) on a daily basis.

Fills ice at John Stewart fields if working on these fields.

Porta John Coordinator– calls vendor to drop off porta johns and calls to have them picked up after season.

Machine Coordinator– coordinates lease for machines from R.F. Houtz to have machines dropped off in the spring and picked up in the fall.

Marketing Positions

Sponsorship Coordinator– contacts potential and past sponsors (about 40) for donations. Sponsors are placed on the backs of the uniforms.

Uniform Director– works with sponsorship coordinator and registration to organize the ordering of all uniforms for EBS.

Picture Day Coordinator– works with the photography company to set up the league's picture day.

Trophy Coordinator– reports to the board on the year's trophy selection and pricing. Orders for appropriate teams, leagues and tournaments.

Logo Wear Manager– works with the EBS board and BBK Sports to keep track of the logo wear sales. (sales are on-line)

Concession Stands Coordinator– (two people ideally one for John Stewart, one for ECC)

Makes sure respective concession stand is stocked, coordinates w/ coaches for volunteers to man the stands, receives cash and makes deposits, calls to have ice machine stocked (ECC only).

Fundraising Director– organizes the annual fundraiser event for the league.

Baseball/Softball Operations Positions

Clinics/Evaluations Coordinator– open/set up Blackberry gym, clean gym floor & bathrooms before closing up Blackberry gym.

Clinics: sets up gym times for clinics, gets coaches and parents to help out, makes sure that each level has at least one day of clinics before games start, utilize high school players to volunteer.

Evaluations: sets up gym times for all evaluations, utilize high school players for help running evaluations.

Equipment Manager– inventories all team equipment bags, orders new team equipment every year if necessary, places ball order in the fall for the next season, issues out equipment bags in the spring to coaches and collects them back in the fall.

Umpire Coordinator– coordinates all umpires for games, hires umpires every year, holds special clinic, keeps an inventory of umpire's equipment bags, mediates any problems the umpires may have.

League Commissioners– one person at each level to mediate problems concerns from coaches at their level

T-Ball: mediate any issues such as equipment, safety or coaches concerns

Instructional: mediate same issues plus coordinate the instructional tournament

Minors: mediate same issues plus coordinate the minors evaluations, draft, tournament and all-star game

Majors: mediate same issues plus coordinate the majors evaluations, draft and tournament

Pony: mediate same issues plus coordinate the pony evaluations, draft and tournament

Softball: mediate same issues plus get direction from Wasco Softball Coordinator at your level

Miscellaneous Positions

Volunteer Coordinator– ideally we'd like to have 1 point person to coordinate and recruit volunteers for all these positions.

School Flyers– type up, copy, distribute the school registration flyers to John Stewart, Blackberry and the middle school.

T-ball Day Coordinator– coordinate and recruit people for T-Ball day.

EBS would like to get as many people as we can involved to help out this season. Remember, this is your league and can only move forward with your help.

Please download and fill out the volunteer form and email it back to...

elburnbaseball@yahoo.com

Thank you for your time,

Elburn Baseball & Softball board