

Executives can be removed from their position, at any time, if they do not uphold their responsibilities and duties.

To be decided by other executive members on a per case basis.

Main responsibilities of the Benny Baseball League President

(Other duties, responsibilities and tasks will arise throughout the year as required / need arises.)

- Creating, communicating, and implementing the League's vision, mission, and overall direction
- Leading, guiding, directing, and evaluating the work of other executive leaders including vice presidents, Treasurer, Secretary and other executive members
- Formulating and implementing the strategic plan that guides the direction of the league
- Managing the organization sufficient to accomplish the president's responsibilities and the strategic plan of the League
- Evaluating the success of the League. Making changes and adaptation's to rule, policies and practices as needed
- Researching and planning of the Annual Banquet with the Vice President and Secretary
- Communicating directly with executive membership, assigning tasks and gathering information as needed
- Researching and finding possible league sponsor and approaching them and finalizing contract

Main responsibilities of the Benny Baseball League Vice President (VP)

(Other duties, responsibilities and tasks will arise throughout the year as required / need arises.)

- Working with the president in creating, communicating, and implementing the League's vision, mission, and overall direction
- Leading, guiding, directing, and evaluating the work of other executive leaders including directors, and the team Captain's
- Forming, guiding, leading, and managing an organization sufficient to accomplish the vice president's responsibilities and job requirements
- Overseeing the complete operation of an organization in accordance with the direction established in the League's official rules and guidelines
- Evaluating the success of the League. Making changes and adaptation's to rule, policies and practices as needed
- Maintaining awareness of both the external and internal competitive landscape and so forth
- Performing other responsibilities as assigned by the president.
- Researching and planning of the Annual Banquet with the President and Secretary
- Communicating directly with executive membership, assigning tasks and gathering information as needed or as directed by the President

- Taking over all the responsibilities of President in the event of his/her absence

Main responsibilities of the Benny Baseball League Treasurer

(Other duties, responsibilities and tasks will arise throughout the year as required by the senior executives.)

1. General financial oversight

- Oversee and present budgets, accounts and financial statements to the executive committee
- Liaise with designated staff about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation.

2. Funding, fundraising and sales

- Advise on the organization's fundraising strategy
- Ensure effective monitoring and reporting
- Hold a 50/50 draw at the sponsor bar on a monthly basis

3. Financial planning and budgeting

- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend

4. Financial reporting

- Present regular reports on the organization's financial position (at every meeting and/or when requested)
- Present accounts at the AGM (if required)
- Advise on the organization's reserves etc.

5. Banking, book-keeping and record-keeping

- Manage bank accounts
- Set up appropriate systems for bookkeeping, payments etc.
- Ensure everyone handling money keeps proper records and documentation

6. Other responsibilities

- Arrange and pay for seasonal league field use / permits
- Arrange and pay for Seasonal league insurance

Main responsibilities of the Benny Baseball League Secretary

(Other duties, responsibilities and tasks will arise throughout the year as required by the senior executives.)

1. Ensuring meetings are effectively organized and minuted

- Liaising with the President to plan meetings
- Receiving agenda items from committee members
- Composing agendas
- Taking minutes
- Checking that agreed actions are carried out.

The secretary's role at meetings

Before the Meeting

- Consult with the President / VP on the order of business for the meeting, and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Executive Committee;
- Ensure that the notice of the meeting is given and that copies of the agenda are prepared;
- Circulate to all members any papers etc. to be discussed at the upcoming meeting
- Make sure that any reports or information requested at the last meeting is available or that there is a good reason why not.

At the Meeting

- Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order. Record the names of those who are present, and convey and record apologies received from those who are absent;
- Report on action or matters arising from the previous minutes. Read any important correspondence that has been received;
- Take notes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out. Make sure action points are clear
- Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.

After the Meeting

- Prepare a draft of the minutes and consult the Chairperson and most senior staff member (where relevant) for approval;
- Send a reminder notice of each decision requiring action to the relevant person; this can be done by telephone, or by an 'action list' with the relevant action for each person duly marked; and
- Promptly send all correspondence as decided by the Management Committee.

2. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organization. Give copies to all senior executives
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organizations. (i.e. Umpires, Toronto District School Board Contact etc.)
- Keeping a record of the organization's activities
- Keeping a diary of future activities and plans
- Taking and keeping record of weekly bar attendance
- Keeping a written record of all equipment
- Composing letters, memos, notes etc. (like this) as required/requested by the senior executives
- Researching and planning of the Annual Banquet with the Vice President and President
- When the time comes, keep a record of banquet tickets, raffle tickets etc. distributed to team captains and sales etc. (ticket numbers # - # to [Captain's name], tickets sold, tickets returned etc.)

3. Communication and correspondence

- Responding to all committee correspondence (emails, phone calls etc.)
- Keeping a record of any of the organization's publications (e.g. leaflets or newsletters etc.)
- Reporting the activities of the organization and future programs to members
- Preparing a report of the organization's activities for the year, for the Annual General Meeting. (if required)

Main responsibilities of the Benny Baseball League Head Umpire

(Other duties, responsibilities and tasks may arise throughout the year as required by the senior executives.)

- Ensure that umpires are clear, knowledgeable and up to date on all league rules
- Ensuring that umpires are informed of game times
- Informing umpires of rain outs and cancelations
- Handling and recording payment to umpires at each game

Main responsibilities of the Benny Baseball League Statistician

(Other duties, responsibilities and tasks may arise throughout the year as required by the senior executives.)

- Collect score sheets at the end of each game
- Documents all statistics that occur during a game
- Compare all their data with the play-by-play account to verify that stats have been recorded
- Enter/record the data accurately into a spreadsheet so others can access the statistics. *(Only when approved by President and/or VP)*
- Preparing mid-season and final statistical summary reports for the league
- Compile the year end stats for league records

Main responsibilities of the Benny Baseball League Equipment Managers

(Other duties, responsibilities and tasks may arise throughout the year as required by the senior executives.)

- Provide storage area for all athletic equipment
- Provide transportation of athletic equipment to the game fields ensuring it is on site a minimum of 30 minutes before a game is set to start
- Provide a written inventory of equipment when requested
- Oversee the proper setup of equipment
- Ensure all equipment is clean and well stocked. (bats, balls, pylons, bases, clipboard etc.)
- Inspect equipment regularly and advise senior executives of any damaged or missing equipment immediately

Main responsibilities of a Benny Baseball League Team Captain

(Other duties, responsibilities and tasks may arise throughout the year as required by the senior executives.)

- Makes sure all team members league fees are paid by the predetermined date and if not remind the team member of the no pay no play policy (and enforces it)
- At a game, the 'home team' captain is responsible for getting their team to set up the fields bases etc. before the game, and after game bringing the bases etc. back to the equipment bag (If two games are being played, the 'first' home team does set up, the 'second' home team brings everything in)
- Organize and control the team while out in the field. (This includes making sure the Benny Baseball League rule of no alcohol or drugs on the field is followed)
- Be well versed on the Benny Baseball League rules
- Ensure that all team members are well versed on the rules of the Benny Baseball League
- Help mediate between the umpire and the team
- Ensures that the equipment manager takes the bag at the end of the game
- If there are any complaints about other teams, individual players or umpires, they will be submitted in writing to the league Secretary.
- Submit score sheets with all required information filled in (ie. Date, Teams Played etc) to the Statistician at the end of each game
- Take bar attendance for your team and team guests and report it to the League Secretary weekly
- Attends and all Captain's meetings (and if, for any reason, they can not attend themselves, makes sure a team representative or co-captain attends in their place)

Main responsibilities/rights of a Benny Baseball League Member & Player

- Any BBL Member has the right to ask to see a copy of the Captain's meeting minutes.
- Adhere to and follow the Players code of conduct and/or league rules. If at any time, you are seen as not adhering to and following the Players code of conduct and/or league rules, you can and will be asked to leave the Benny Baseball League. This is to be decided upon by the executive membership. (Your membership fees *may not* be returned and you *may* be asked to turn in your team jersey.)
- Bring any concerns or complaints about, officials, other league members, conditions of the field etc. to your team Captain, who in turn will bring it to the attention of the executive members via the league Secretary

Players Code of Conduct

The actions of players are a reflection of themselves, their team, the Benny Baseball League and their community. A player's involvement in baseball provides opportunities and experiences that are important to the development of a well- rounded individual; however, players must remember that their participation in baseball and functions of the Benny Baseball League is a privilege, not a right, **Players shall:**

- 1. Treat everyone with respect**
 - Treat team-mates, coaches, opponents, umpires, event organizers and spectators with respect
 - Respect and accept with dignity the decisions of officials and the Benny Baseball League
 - Be generous in winning and graceful in losing
 - I will do my best to be a true team player by being supportive of my teammates and by not criticizing or placing blame on others.
- 2. Exercise self -control at all times**
 - Remember that there is no place in baseball for drugs or alcohol. You should not be seen drinking alcohol or doing drugs on the field.
 - Refrain from unsportsmanlike gestures, talk, language, or profanity.
 - Refrain from throwing equipment in disgust (bat, helmet, glove, or any object)
 - Refrain from the use of physical force outside of the rules of the game
 - Follow the guidelines and rules set forth by the Benny Baseball League for players and teams in the BBL.
 - At our sponsor bar continue to refrain from unsportsmanlike gestures, talk, language, or profanity and behave as a mature and responsible adult.
- 3. Play fair**
 - Play within the rules and the spirit of the rules of the game at all times
 - Play within the rules and the spirit of the rules of the Benny Baseball League at all times.