

Juneau Sports Association Board Member Duties and Guidelines

Thank you for serving on the JSA Board! This document is meant to provide useful information and help you understand your role as a Board Member. Board terms are currently two years in length and begin in September. Coed reps are elected in odd years, Men's and Women's reps are elected in even years. During your term you should be prepared to attend monthly Board Meetings (approx 1-2 hours), participate in committee work outside of Board Meetings, assist with Rainball and other JSA sponsored tournaments, events, or fundraisers.

As a member of the JSA Board, your primary role is to represent your league/division. In doing so, you receive and deliver feedback from the players to the Board. We encourage communication at all times between the players and the Board. This communication will include complaints as well as compliments and suggestions for improvement. You are encouraged to listen and be supportive. You are encouraged to know the rules, which will enable you to address concerns outside the JSA Board Meetings.

As a representative of the Board, you will be perceived as having the authority to make unilateral decisions. At no time should you make board decisions in the field, or allow players or yourself to believe that you have that authority. Please remember that softball is an emotional sport at times, respect a ballplayer's need to vent. However, you are not expected to allow verbal abuse. Walk away if needed. We, as Board Members, must be above reproach in every aspect of the game and our duties to our Association and its members.

Duties of Board Members:

Attend all general Board Meetings – 75% attendance is required to remain on the Board

Participate in decision making

Active Committee Work - *read on for a list of Board Committees*

Receive and deliver feedback from your Division/Leagues

Tournament Director at all JSA sponsored tournaments – read on for Tournament Director Duties

Event Planning

Setup/Takedown

Committee volunteering

Stats compilation

Have working knowledge of:

JSA By-Laws and Articles of Incorporation - *copies will be provided to all board members*

JSA/ASA Rules - *see the JSA handbook on our website for JSA Rules*

Responsibility of JSA Board: Follow and uphold rules unto yourself.

1. We are not Park Police. It is not our duty to enforce Rules set by CBJ, i.e., unleashed dogs @ park, glass bottles.

2. We can set examples by our actions. If you see someone drinking in your or another dugout, help them understand there is a No Alcohol Policy under JSA rules and they can be ejected.

3. We are not the JSA Police -- set examples by following rules and encouraging them to be followed.
4. We are only responsible for the actions of our own team and only then if you are a manager.
5. We get to enjoy being softball players, not be jerks.

Responsibility of Umpires: Interpret and enforce any and all rules in ASA and JSA Rule books.

Board members are encouraged to bring concerns before the Board in the format of a presentation. You are not required to formally present, you may use the telephone or email to bring concerns before the Board or ask them to be added to the agenda.

JSA is asking that all of us, Executive Board Members, Advisory Board Members and Executive Director keep the beer, etc. away from our dugouts during all games that we are participating in. JSA asks that we follow the rules and set an example for all members, and ask that you request that your teammates follow the rules as well.

What is not being asked of you -- you are not responsible for teams you are not participating with and whether or not they follow the rules of no alcohol, that is the umpire responsibility. You are not to make demands of other teams and misuse or misinterpret your authority. Board members have gently reminded teams in the past of the drinking rule, if they choose not to respect you, walk away. The Manager(s) of a team can work with an umpire to enforce rules.

Adhering to a policy and enforcing it are two different animals. It is an umpire's responsibility to enforce it. It is your responsibility to play by the rules at all times.

Tournament Director Duties

The Executive Director has the final say and questions should be directed to him/her if needed. However, all Board members are Tournament Directors and their duties include:

Daily setup and take down:

- Each morning brackets go up at concessions stand (with pens), scorekeeper tubs/supplies, coolers, tents, grill, tables set up; concessions stand prepped, money ready, double check for low inventory.
- Collect all supplies each night (brackets, pens, etc) and store them in the maintenance shed or concessions stand. Pick up trash, put any lost and found items in the shed, clean the grill and put away.

SITES

All sites will have tournament supplies as follows:

- ✓ Injury reports (complete for all injuries that result in a player leaving the game)
- ✓ Rosters: Use to determine eligibility of players
- ✓ Rules/programs/first aid kits

TASKS

- ✓ Neatly record accurate game scores and MVP on large brackets with permanent markers. If scores are not received timely, go get them. Always have brackets up to date.
- ✓ Scorekeepers, if used, will tear out score pages after each game. TD will summarize stats and file as soon as possible.
- ✓ Complete injury reports.
- ✓ Umpires will pick up softballs for their games – make sure supply is adequate at all times. Home teams do not get balls – they are used for backup during the tournament.
- ✓ Sell t-shirts, soda, water and chips, etc.
- ✓ Help with shopping runs as needed for concessions.
- ✓ Make sure all fields have adequate supplies.
- ✓ Do not let a game start without a scorekeeper, if used (make sure umps abide by this also).
- ✓ Tie breaking – make sure you are familiar with the tie breaking criteria and know how to apply it.
- ✓ If you aren't sure how to help, ask the Executive Director or a member of the Tournament Committee for guidance.

PROTESTS - Make sure you can make objective and SOBER decisions.

- ✓ You must make hard decisions, but keep in mind:
 - o Don't volunteer yourself into a situation – wait until you are called upon.
 - o Don't make decisions in your own division. A committee of three JSA reps/ASA reps/Umpires should be formed for an immediate decision.
 - o Make sure the protest is filed properly (before the next pitch)
 - o Judgment calls are not your decision (safe, out, fair, foul)
 - o You can only overturn a decision on an interpretation of rules or player eligibility.

- ✓ Never allow ineligible players to play or teams to fall below the allowed # of players (8 for coed and 9 for men/women)
- ✓ Under no circumstances can a game start late. Rules do not change once the registration and rules for a tournament are sent out.

WORK SCHEDULE

Please arrive at your assigned location (concessions, bat testing, scores, etc) on time and notify the person you are replacing. Remember the schedule cannot cover everyone's playing time – so be flexible – make sure the park is adequately staffed before leaving. Ask how you can help out when someone else is playing and you are not.

Current JSA Board Committees

Annual Committees

Rules: Kyle Messing (Chair)

- Responsible for annual updates to the JSA Handbook
- Fields and reviews requests from the board regarding the addition of new rules or changes to current rules
- Makes recommendations to the board regarding rule additions and changes

Bylaws & Articles: Traci Gilmour (Chair)

- Reviews and makes updates as needed to Articles of Incorporation or the Bylaws
- Makes recommendations to the board regarding the adoption of any changes
- Works with the Executive Director to ensure documents are properly filed with the State or other agencies, as needed

Concessions: Kyle Messing (Chair)

- Prepares and submits all required permits and documentation for the use of the concessions stand at Dimond Park each season
- Works with the Executive Director to recruit and coordinate volunteers to ensure concession stand shifts are covered during tournaments and league nights (as needed)
- Recruits cooks to cover grill hours during tournaments
- Works with the Executive Director to prepare and order merchandise for tournaments
- Coordinates shopping, load in, and load out of the concession stand

Marketing\PR: Rachelle Bonnett (Chair)

- Prepares digital and printed marketing materials for each season, including league registration and tournaments
- Manages online platforms such as social media accounts and the JSA website, ensuring that information is kept up to date for members
- Plans and coordinates fundraisers and events

Awards: Traci Gilmour (Chair)

- Determines what championship gear will look like each year for Rainball
- Works with a designer to create a unique logo for each Rainball
- Works with the Executive Director to order and purchase championship gear and end of season awards (plaques)

Tournament: Erika Lindsey (Chair)

- Plans, prepares for, and coordinates all aspects of JSA-sponsored tournaments, including dates, registration, umpires, game schedules, etc.
- Reviews and updates tournament rules annually
- Works with Executive Director and board members to secure sponsors for Rainball and other tournaments

Finance: Suzanne Trucano (Chair)

- Works with Executive Director to ensure that financial data is recorded accurately

- Prepares financial reports and delivers financial updates to the board
- Prepares committee budgets and incorporates into annual budget
- Prepares annual budget and recommends to the board for review and adoption

Improvements: Tom Listberger (Chair)

- Identifies projects to complete each year
- Communicates with the city regarding projects
- Works with volunteers as needed to complete projects

Ad Hoc Committees

Polling: Erika Lindsey (Chair)

- Prepares questions for annual polling to membership with input from the board and Executive Director
- Works with Executive Director send out poll
- Presents data to the board during the annual planning retreat

Calendar (In Oct\Nov\Dec): Erika Lindsey (Chair)

- Prepares the upcoming season's calendar of events, including: board meetings, tournaments, retreat, etc., and recommends to the board for review and adoption

Schedule Approval: Erika Lindsey (Chair)

- Reviews league and tournament schedules for errors and any missing data

Strategic Planning: Rachelle Bonnett (Chair)

- Reviews strategic plan annually for progress
- Updates/re-writes plan every 5 years and recommends to the board for review and adoption

Classifications: Traci Gilmour (Chair)

- New committee – TBD