EBAC

Commissioner & Managers Guide

8-30-18

The EBAC Board thanks you for volunteering your time to help make the EBAC an enjoyable experience for members. This guide along with the budget report is provided as aides to assist you in running your team, league or club. If you ever have a question regarding these guidelines or an item that is not otherwise discussed herein, please contact the President or Vice President, any officer or any member of the EBAC Board to help assist you.

Running your club, activity or sport:

Required:

* EB Forum use – This is a great way to help spread the word of your activity. If you choose to use the forum, post should be consistent with the activities charter for liability insurance coverage reasons. Contact one of your EBAC officers with any questions.
* Invite the EBAC officers to your end of season banquet.
* Submit an annual budget when requested.
* Provide EBAC newsletter statements to promote your league/activity to the EBAC membership. These should generally be in the form of a short paragraph to include season start, length of season, number of leagues, e.g. A, B and C,
* Provide team rosters with the first and last name, including badge number, to the EBAC office in advance of your season start for verification of EBAC membership. Participation requires EBAC membership unless otherwise noted, e.g. family and friends attending excursions. This is applicable to all sports, clubs and activities in advance of any EBAC sponsored event.
* Provide # of teams and league breakdown to the EBAC financial officer and ensure that any required payments are made to the EBAC office in advance of participation. This can be done at the same time as when the team roster is submitted.
* If you use officials they need to fill out a W-9 and submit to the Treasurer
	+ If any official has any changes to address or name they need to submit a new W-9
* Submission for Forfeit Fee’s a list with badge #’s to be submitted with the Voucher
	+ Any forfeit fee ck that is not cashed in the allotted time will not be reissued and the cash will be forfeited to the EBAC.
* Any Cks that are written but not cashed in the allotted time will not be reissued and the cash will be forfeited to the EBAC.
* Upon receipt of invoices from the EBAC office, e.g. monthly gym or field rental fees, verify that the billing is correct and submit vouchers for payment to the EBAC Treasurer. Where your season encompasses 2 or more months, it is desired that these vouchers are submitted monthly as opposed to only large voucher at the end of your season.
* Develop and submit flyers per the requirements posted on the EBAC webpage under the forms link.
* Require that all participants have EBAC membership and a signed liability waiver on file at the EBAC office. Exceptions are as noted in the EBAC policies. For leagues and other activities with a specified season, this can be specified in your kick off email to team captains/participants as applicable. Note that liability waivers do get misplaced or accidentally destroyed from time to time and a member may be asked to fill one out. Even if they know they filled one out previously a new one will be required.

Recommended:

* Please update the officers when your information changes
* If you plan to step down as Commissioner / Manager please do your best to find your replacement. If that is not able to be achieved the EBAC Officers will send out notification looking for a new Commissioner / Manager.
* If Club, Activity or Sport does not have the interest please submit a letter to the officers that the club will disband.
	+ We need to know this as we work with the company on the yearly insurance and it is for active clubs with participation.
* Leagues – Use of bylaws or equally explaining the rules and any additional expectations for participants will help the league run smoother
* Clubs & activities – Consider having a mission statement.
* Attend monthly general membership meetings – emphasize while activity is in session/peak. Or provide updates via email through the EBAC Secretary. Please keep any correspondence to a few short sentences. These are read during the monthly general membership meeting and a short and concise to the point statement is advised. These should be provided no later than then on Monday the week of the meeting.
* Submit your recommendation for athlete of the year when nominations are requested in February/March time frame. This could be your league MVP where applicable.
	+ Our award selections can only be as good as what we receive from the submittal.
* You will receive an annual invite to the EBAC Annual Award / Commissioner dinner.
	+ If you attend at least 3 general membership meetings in the calendar year, the Commissioner / Manager attendance will be fully compensated by the club. Where this condition is not met the Commissioner / Manager will be asked to pay 1/2 the cost of their dinner and 1/2 the cost if a guest is brought.

EBAC office:

* The EBAC office does close from time to time and if you use the EBAC office for the storage of tickets etc. and have an expected need, ensure you are aware of EBAC office shutdowns. These will be posted in the EBAC weekly news and announced at general membership meetings. Commissioners are also notified from the EBAC office of expected closures in advance via email. Please pay attention and lastly, do not wait till the last minute as unexpected closures may also occur from time to time.
* Do not wait till the last minute to visit the EBAC office for business purposes. At times the EBAC office closes early or may have already began to shut down files that might otherwise be necessary to assist with your transaction. Call ahead if unsure, especially if commuting for alternate locations.