

**MVUDSS BOARD MEMBERS**  
**JOB DESCRIPTION - STEVE BARANICK**

**PRESIDENT**

**Pre-Season Duties**

1. Discuss w/Tom Lowry (951-943-8110 x101, 951-239-5094 cell) BLD available Mondays for upcoming season.
2. Generate files -
  - a. draft list, draft order (for fall season) -> website/Draft Info
  - b. game/umpire schedule, standings -> website/Schedule & Standings  
rules -> website/Rules & Policies  
rosters w/player ratings & emergency contacts -> website/Rosters
  - c. actual/projected budget
3. Schedule, rules, rosters w/player ratings & emergency contacts -> clipboards.
4. Contact players (new/existing) regarding their status for draft for fall season.
5. Contact out-of-area managers regarding their roster status for fall season and interface with same during season regarding roster status.
6. Generate list of draftees for upcoming fall season.
7. Determine league fees (based on 2.c. above) and interface with/contact managers/players regarding payment.
8. Order ONYX Energy Plus+ softballs from Elite Sports/Ryan Vega (714-787-7374)  
42245 Remington Ave, Unit B12, Temecula 92590

**Pre-Game Duties**

1. Contact umpires to confirm availability.
2. Bring to games -
  - a. 2 boxes w/softballs, umpire money (\$30/game),  
2 clipboards w/scorecards
  - b. notebook w/schedule, rules, and rosters w/player ratings & emergency contacts
  - c. defibrillator
  - d. 2 pitching screens (already at park)
  - e. 2 scoreboards (already at park)

**Post-Game Duties**

1. Return wagon, 2 pitching screens, 2 scoreboards, 2 mats, 2 wheeled ball bags to equipment storage bin.
2. Update standings -> website/Schedule & Standings page.
3. Update next games' schedule -> website/Home page.
4. Generate scorecards for next games.

**During-Season Duties**

1. Update files as required -  
schedule, standings, rules, policies, rosters w/player ratings & emergency contacts, & team assignment order;  
Player Finder data.
2. Update Home Page and other pages (see files in 1. above) as required -> website.
3. Rainouts. Note: schedule makeup games; update website/Schedule and Player Finder data;  
contact managers, players, umpires, and Tom Lowry.
4. Update rules w/adopted new SSUSA rules (for end fall/start spring seasons) -> website/Rules & Policies.
5. Lost and Found e-mail to league players.

**TREASURER**

1. Schools First Credit Union -
  - a. Deposit league fees
  - b. Withdraw umpire money
2. Pay bills - BLD field rental (\$60/game), umpires (\$30/game), softballs, awards, etc.
3. Continually update actual/projected budget file during the season.

### **CO-CHIEF UMPIRE (w/Joe Hansell)**

1. Resolve potential rule misinterpretations during games.
2. Keep Board informed of any SSUSA rule changes and propose changes to Board for incorporation into MVUDSS rules.
3. Backup umpire.

### **DIRECTOR - BOB KAPPELLER MEMORIAL TOURNAMENT (BKMT)**

1. Get teams, umpires; generate game/umpire schedule, update website pre- and post-tournament, etc.
2. Liaison with BLD/Tom Lowry and team managers.
3. Secure tournament date and backup date in the event of a rainout/cancellation.
4. Contact SSUSA, regarding adding BKMT to its tournament list.
5. Collect tournament fees and team rosters.
6. Order ONYX Energy Plus+ softballs from Elite Sports/Ryan Vega (714-787-7374)  
42245 Remington Ave, Unit B12, Temecula 92590
7. Order plaques (one per team) for division champions from Temecula Trophy & Design/Bradley (951-719-3800).
8. Contact Tim LeBlanc/CEO 4 Paws 4 Patriots (4P4P), 951-565-08449, tim@4paws4patriots.org; re. attending.
9. Update Facebook Group w/announcement (flyer), final results (division champs, photos),
10. Pay bills.

### **Post-Season Duties**

1. Final regular season standings, playoff results, article -> website/Archives.
2. Photos players/teams -> website/Pictures.
3. Possible vendors:  
Order shirts/Elite Sports, Ryan Vega (714-787-7374) for "league" champions,  
Order trophies/Temecula Trophy & Design/Bradley (951-719-3800) for end-of-season tournament champions,  
Order awards (rings)/Chris Yap (951-391-2323) for end-of-season tournament champions,  
Order awards/Dan Haveron (760-650-5812, 10753 E. Terra Dr, Scottsdale, AZ 85258)
4. Message -> SSUSA Message Board/Players Looking to Join a Team; re. next season.  
Valley News, Kim Harris/managing editor, 858-349-3971 (cell), [valleyeditor@reedermedia.com](mailto:valleyeditor@reedermedia.com); re. next season

### **Other Duties**

1. Point of contact for current players, new players, BLD/Tom Lowry
2. Board Meetings - schedule meeting, prepare agenda and email to board members (include action items and team assignment order), conduct meeting; review and post minutes (from Hansell)  
-> website/Board Minutes.  
To reserve the back room at Archibald's Restaurant/Menifee, contact Mustafa (951-606-0788).
3. Maintain In Memoriam page -> website/In Memoriam.

## **JOB DESCRIPTION - JOE HANSELL (3/7/25)**

### **SECRETARY**

1. Record Board meeting minutes.
2. Generate draft versions of minutes for Board review and final versions for website. Retain electronic and hard copies of all final minutes.
3. Ensure that Board meetings are conducted to conform, generally, to Robert's Rules of Order.
4. Conduct player draft, to include: providing brief discussion as to how the draft order selection will take place; conducting the order selection by using a random numerical draw (e.g. A-6, or the exact number of teams in the draft) of playing cards; announcing order of selections; explaining how trades can be made during, and after the draft; preparing official minutes of the draft; and other items/topics which might be pertinent to the draft/draft process.

### **COMMUNICATION - POLICIES/RULES/MISCELLANEOUS**

1. Generate draft versions of new/revised rules and policies for Board review and final versions for website.
2. Generate draft/final versions of most major correspondence (sent via email to players, etc.) on a wide variety of issues pertaining to the MVUDSS league and its players.

### **DISCIPLINARY MATTERS**

Prepares all communication regarding player, manager, umpire, etc. disciplinary matters. Such communication to include redacted recording of Board meeting minutes on said matters, and all final communication to involved players, etc.

### **INSURANCE**

1. Acts as prime interface with SSUSA to ensure the MVUDSS league has current/active general liability (GL) coverage.
2. Email the SSUSA insurance contact (currently Tiffany Peck) in early December as a reminder to SSUSA to submit invoice (currently \$45/team) and to provide MVUDSS with Certificates of Insurance and a copy of the GL policy (all are done electronically). Provide Tiffany Peck with the number of teams for the upcoming year.
3. Forward the invoice to league Treasurer for payment. Forward GL policy and Certificates of Insurance to League President. Retain electronic copies of policy and certificates.
4. The plan year is 12/1-12/1, and should be reflective of the calendar year subsequent to the start of a Fall season. This should be reflected on the GL policy and the Certificates of Insurance.
5. Provide a copy of the insurance certificate to BLD Perris, or other entity if not playing at the BLD facility.
6. GL Policy/Certificates of Insurance
  - a. The GL policy that was received from SSUSA for 2025 was dated 12/1/23-12/1/24. That is not reflective of the current policy year of 12/1/24-12/1/25. A copy of the current policy was requested. As of this writing, 3/7/25, a current policy has not been received. There were endorsements included as part of the certificates of insurance. It is possible that with those endorsements, the 12/1/23-12/1/24 policy will stand as the "current" policy. As a side note, like most GL policies, this one is a monstrosity.
  - b. Care must be taken to review the certificates forwarded by SSUSA. As example, for 2025, SSUSA forwarded 6 Certificates of Insurance, with the Certificate Holders identified as follows:
    - (1) Big League Dreams Sports Park Perris – this is valid and it the certificate which is sent to BLD.
    - (2) Menifee Valley Upper Division Senior Softball (MVUDSS) – this is valid
    - (3) Valley Wide Recreation & Park District (Esplanade address) – this is valid and was added to include other ball parks which may have been used during COVID shutdown. Probably can inform SSUSA going forward that this is no longer needed.
    - (4) Valley Wide Recreation & Parks District & Its Officers and Directors – this is valid and is an adjunct to the prior certification. Same information applies.
    - (5) Valley Wide Intercity Softball League – This is not part of MVUDSS.
    - (6) Mt. San Jacinto Community College District – This is not part of MVUDSS.
    - (7) SSUSA was notified that the immediate prior two certificates do no belong to MVUDSS.

**TREASURER (backup)**

1. Perform duties of the Treasurer in his absence.
2. Is the main account holder on the league's bank account, and recipient of the monthly account statements.

**GAME DAY EQUIPMENT RESPONSIBILITY COORDINATOR**

1. Create procedure describing process and detail as to the specific responsibilities of the day of game equipment individual. Provide copies and explanation to those individuals that will have day of game equipment responsibility.
2. Establish season day of game equipment responsibility schedule and required modifications due to rainouts or other factors. Modify equipment schedule as required. Attempt to achieve balance (of 9:00 a.m. games) of day of game responsibilities for those who will have responsibility by coordinating game schedule with game schedule coordinator. Communicate all previous to those with day of game equipment responsibility via text and/or email.
3. Send reminder text/email one-two days prior to “game day” to the responsible individual.
4. Is responsible for equipment on day of game when there is a season ending single-elimination tournament.
5. Refer to the equipment game responsibility schedule on the Equipment Schedule page.

**CO-CHIEF UMPIRE (w/Steve Baranick)**

1. Resolve potential rule misinterpretations during games.
2. Backup umpire.

**MISCELLANEOUS**

Retrieve league game and batting practice balls that have entered the stands/left the park.

## **JOB DESCRIPTION - DAVID BATES**

**TBD**

1.

## **JOB DESCRIPTION - GLENN STEVENSON**

### **WEBMASTER**

1. Ensure the web servers, hardware and software are operating accurately.
2. Design websites.
3. Generate and revise web pages.
4. Examine and analyze site traffic.
5. Utilize scripting languages.
6. Configure web server.
7. Serve as the server administrator.
8. Regulate and manage access rights of different users on website.
9. Create and modify appearance and setting of site.
10. Lay out content on web pages
11. Fix links that don't work and pictures that aren't appearing properly.
12. Decide how site's content will be delivered to the Internet.
13. Test different browsers to ensure access to website.

### **MISCELLANEOUS**

Repair pitching screens.

## **JOB DESCRIPTION - RON BARNHART**

### **LIAISON WITH BLD**

1. Communicate and coordinate activities between the league and BLD.
2. Backup umpire.

## **JOB DESCRIPTION - DAN OLIVAS (Non-Board Member)**

### **AED PROGRAM MANAGER**

1. Initial and on-going training of users in AED use.
2. Documenting the training of all users of the AED.
3. Maintaining a current list of all trained users with contact numbers.
4. Reporting all cardiac incidents to the local EMS agency and other agencies, as applicable.
5. Ensuring the manufacturer's instructions are with the AED at all times.
6. Establishing routine testing (battery, pads, cleaning, parts, etc.) of the AED and who/how/when this will be done.
7. Overseeing the routine maintenance and servicing of the AED.
8. Overseeing the documentation of all maintenance/service records for the AED.
9. Providing the BOD with a quarterly review of the AED program.
10. Ordering repair/service on the AED including replacement parts.
11. Documenting the use of the AED on a player. appointing an AED Unit Coordinator.

### **AED UNIT MANAGER**

1. Maintain the AED in a safe/secure location.
2. Transport the AED to all league games.
3. Ensure that the AED unit is fully functional.
4. Identify a backup for transporting the unit in the event of his unavailability.

## **JOB DESCRIPTION - ALL BOARD MEMBERS**

1. Attend Board meetings, vote on league issues (grievances, disciplinary action, rules, policies, etc.), and review meeting minutes.
2. Rate full-time/pool players (for fall season) and new post-draft players; including attending BPs to try out and/or rate new players.