



Vice President – Executive Board

The League President oversees all responsibilities below.

Vice President – Executive Board

Photo Day

- Secure vendor (Shooting Stars 2009, Central Coast Photography 2006-2008)
- Set date, schedule, etc. in conjunction with photo vendor
- Coordinate photo day
- Deliver photos to Representatives for distribution to Managers
- Coordinate make-up day and distribution of make-up photos
- Distribute Sponsor Plaques to Representatives to give to Managers for distribution to individual sponsors

Budget

- Facilitate budget process with Treasurer each year in October
- Budget is presented at November meeting

Port-A-Potties

- Companies - Waste Management or may use alternate
- Sites which need Port-A-Potties:
 - Robert Down, Forest Grove and David Avenue schools
- Port-A-Potties need combination locks; distribute combinations to all Representatives to distribute to Managers

Sign-ups

- Coordinate PG Pony sign-ups for Spring Baseball (usually January)
- Set dates
- Distribute flyer to local schools
- Bring forms
 - Sign-up Baseball and Sign-up Softball
 - Parent Code of Ethics
 - Multiple Player discount grid and Age grid
 - Coaches Volunteer & Code of Ethics

Organize clothing swap – at Sign-ups and during fall/regular season

Assist with Spring baseball (Mustang & Bronco) and softball try-outs

- Bring doughnuts for helpers at try-outs
- Work table to distribute T-shirts and assist with parent questions, if needed

Assist President and Public Relations Coordinator with Dinner Dance

Coordinate Pancake Breakfast with Softball Director and/or Kiwanis Club

Coordinate Good Ol' Days parade with Pinto Representative

- Sign up for parade around February
- Make sure Pinto Representative has PG Pony Banner

Secretary – Executive Board

- Takes meeting minutes
- Email minutes to Board at least one week prior to meetings for review; edits minutes
- Facilitates posting of minutes, pertinent dates on website (works with Website Coordinator)
- Provides written correspondence from PG Pony organization
- Maintains email lists

Treasurer – Executive Board

- Pays bills in a timely manner
- Proposes yearly budget with Vice President
- Meets with President monthly to review state of budget
- Maintains P.O. Box
- Maintains accounts payable files
 - Insurance – due January
- Present state of budget on a bimonthly basis to Board
- Send any bills to parties owing PG Pony (e.g. sponsors)
- Prepare and file Federal and State tax returns
 - Due – 4/15 annually
- Prepare monthly income statement / balance sheet
- Reconcile bank activity with “books”

Baseball Director – Executive Board

- **Practice fields**
 - Coordinates practice field availability with the City of Pacific Grove, Pacific Grove Unified School District and other organizations as needed. Most organizations require an annual field permit. Field permits should be secured by October 15th of the preceding year. Field practice times and availability are determined with the assistance of the Softball Director.
- **Baseball Team Uniforms (softball director does softball)**
 - Annually, obtains to RFP's (request for proposal) from at least two uniform vendors. The league supplies each player and up to three coaches per team. Places order and works with vendor to ensure uniforms are delivered 7 days prior to opening day. Supplied uniforms...
 - Shetland: Tee-Shirt with sponsor name and hat.
 - Pinto: Tee-Shirt with sponsor name, player number and hat.
 - Mustang: One button shirt with major league team name, sponsor name, player number and hat.
 - Bronco: Two button shirt with major league team name, sponsor name, player number and hat.
 - Pony: Two button "jersey" with major league team name, sponsor name, player number and hat.
- **Manager selection committee**
 - The board selects a manager selection committee annually. The Baseball Director chairs this sub-committee and oversees meetings and selection process. The Board of Directors vote on all managers approved by the selection committee. The board should approve managers 6 weeks prior to opening day (opening day is around mid-march).
- **Treasurer Audit Committee**
 - Baseball Director serves on the annual treasurers audit committee with Vice President, President, Secretary and Treasurer. Assists in creating annual budget.
- **League Representatives**
 - Assists league reps before the seasons starts, during the season and after the regular season ends (posts season). League reps look to the baseball director for guidance and advice on matters related to coaches, players, schedules, fields, etc.
- **Mustang, Bronco and Pony Division Draft**
 - Coordinates annual draft and serves as chair during the draft meetings. Changes to draft policies and procedures are determined by the board based on input from league reps and the baseball director.
- **Inter-City Participation**
 - Coordinates inter-city play with other communities with the help of PONY. Serves on the inter-city rules committee and assists in creating the inter-city schedule on an as-needed basis. PONY normally creates an inter-city schedule for the Pony division, baseball directors normally create a schedule for Mustang and Bronco inter-city play.

Softball Director – Executive Board

1. Chair of Manager selection committee
 - a. Help select Managers and Coaches at all levels
2. Notify Managers and Coaches of try-outs and start of season
3. **Each Manager / Coach needs:**
 - a. Equipment bag
 - b. Key to Arnett
 - c. Practice Schedule
 - d. Combination(s) for sheds and Porta-Potties
 - e. Applications
 - f. Field Permits
 - g. Supplemental Rules specific for each league
 - h. Notify start of tee ball (games at FG not available till after noon)
 - i. Uniforms
4. Field schedules - Practice
5. Orders uniforms
 - a. Works with Public Relations Coordinator to facilitate
 - b. Need sizes and styles including caps/visor choices
6. Attends CCS Board Meetings
7. Obtains blackout dates from school calendar and for game schedules
8. Field schedules - Games
9. Facilitates All Star draft
10. Facilitate League Representatives participation in PG Pony monthly meetings

Concessions Coordinator

Welcome new PG Pony concessions supplier. The following text and documents are a collection of information I put together over my five years of stocking the PG Pony concessions stands. Please feel free to use any or none of this information. -Randy Karasek

While there are a number of minor duties, PG Pony concessions can be broken down into four major tasks:

1. Opening and closing all concessions stands for all scheduled games. This is by far the most demanding job, sometimes needing to cover GW, Arnett and PG Muni on the same night. Opening concessions requires someone with a key to open and start the various machines for the day, maybe do some general cleanup, and provide basic instructions to the person(s) who will actually staff the concessions during a game. Closing requires someone to help cleanup, ensure all machines are properly shutdown and/or unplugged, money for the cash drawer dropped in the safe, and doors/windows all properly secured. I did this job for three years and by far the most demanding since you must work around game start/stop times.
2. Staffing of concessions for a given game(s). PG Pony requires parent volunteers, ideally one from each team, to staff the stands 30 minutes prior to game time and 15 minutes after game time to help cleanup. While this sometimes actually happens, scheduling of these volunteers is far from predictable, and for some games either late or simply a no show. Worst case is to simply shut everything down and lockup early, best case is to roundup a couple of volunteers from the bleachers.
3. Doing inventory and purchasing items. My normal process was to take a checklist to all three stands at least twice per week (usually on Monday and Thursday late morning) followed by a trip to both Costco and Smart & Final. While I tried to pre-stock quantity of non-perishable items such as drinks and candies, perishable items such as hot dog buns and nacho chips should be purchased weekly, and the stands themselves simply don't have the storage space to purchase items for the entire season in just a few trips.
4. Picking up money drops from the safes and depositing in the PG Pony Concessions Washington Mutual account. I would usually pick up the \$\$\$ after each restocking but would usually only make a deposit with WM every couple of weeks (depending on amount).

For the first two seasons my wife and I did majority of opening and closing as well as stocking. For the third season we had 3-4 people helping open/close, and for my last two seasons opening/closing was a separate board position (David Book) from the stocking/deposits.

There are three concessions stands for PG Pony Baseball/Softball, listed in order of usage and quantity of inventory to be stocked.

1. **George Washington Park:** In past years majority of Mustang and all Bronco has been played at this park. For off weeks we have also moved some Shetland/Pinto to GW. This is by far our most profitable concessions stand and will require the most inventory to be restocked.
2. **Arnett Park:** Some Mustang play but primarily girls softball. Since softball plays inter-city (not all home

games as baseball) there are at least some nights Arnett will not need to be opened.

3. **PG Muni:** In past years PG Pony has stocked and staffed Muni concessions for the PGHS JV and Varsity softball games. These has been talk about PGHS running concessions themselves in 2008 but since PG Pony owns all the machines inside, as well as plays some of our own games at this park, sharing of inventory could be difficult to track and how do you account for machine usage?

Pre-Season Stocking

By far the largest quantity of items purchased are at the beginning of the season, but not an exact science of what and how much to purchase. In general I would make a separate shopping trip to just purchase drinks since many cases of soda/water is VERY heavy. As for candies, some items I purchased an entire box for each stand, for some candies such as Kit Kat bars, one box may last the entire season split across all three stands. Hot chocolate was usually four 5-gallon buckets, two for GW, one for Arnett, and one for Muni. Final number of buckets of cocoa ordered varied from each season, but usually at least 3-4 more. As for hot dogs, we don't have the storage space to advance purchase much more than 2-3 boxes per each park.

Ideally we would have also had items such as hamburgers, chicken, tri-tip at our games (at least on weekends), but the amount of volunteer help and labor to do this just never was practical. Also would have been nice to purchase more healthy items such as sandwiches or fruit, but both very perishable and would have caused much wasted food. Similar logic for bagels and donuts for Saturday morning games, simply too much wasted food and not enough profit margin for someone's time to purchase.

If PG will be hosting a District/Sectional tournament and/or holding the PG Mustang Invitational after the regular season you really don't need to worry about purchasing too much quantity of non-perishable items since these All Star tournaments will use significant amounts. Purchasing quantity really only became "tricky" the last 3-4 games of the tournament, trying not to run out of anything but also to have nothing left over at the end of the season.

Our PG Pony concessions account should have approximately \$5,000 at the beginning of each season, with initial stocking in late February taking this down to around the \$2,500 level. As long as you do somewhat regular deposits of the game inflow, this account should be more than adequate. If you need to make major machine purchases it may be best to get a check from the league treasurer.

At the end of the All Star season, usually at the August board meeting, a check is written to the PG Pony general fund/account to bring the concessions balance back down to the \$5k level.

Costco / Smart & Final

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| Costco | The majority of items purchased during my years were from Costco, simply due to lowest unit cost, and major items always in stock. PG Pony has a Costco business account which usually has two purchaser names and the league president on the account. At the start of each season the treasurer should renew this account and update names of whom will be purchasing items. |
| Smart & Final | Smart & Final simply has more selection of non-bulk items. For example, Costco no longer stocks items such as Sour Skittles, Bazooka gum and Ring Pops. Also, as long as you register for a free Smart & Final shopping card, some items are actually cheaper than Costco. I usually purchased |

cases of just red or just yellow Gatorade instead of the mixed cases from Costco since the orange Gatorade simply doesn't sell. For some items such as Bazooka gum you will want to speak with a manager and pre-order large quantities (e.g. 50 packs).

Some contact info for non-store items

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| <p>Grove Market</p> | <p>We purchase all our hot dogs from Grove Market (by the case) since much better costs as well as quality. While they usually have multiple cases in stock, they need to get any quantity from a supplier in San Jose so may take days/week to get more. Make sure to order weeks/months in advance, and while we don't have the freezer storage room, Grove Market will store them until you need to purchase. I usually worked with Henry though all the Grove Market staff is very friendly and has very much supported PG Pony for years.</p> <p>For major PG-hosted tournaments such as District/Sectional, we also use Grove Market to purchase hamburgers and tri-tip. Make sure to order any quantity of meats well in advance. 25-35 cases of hot dogs per season is not uncommon.</p> |
| <p>Farmer Brothers 633-6521</p> | <p>The hot cocoa machines were donated by Farmer Brothers years ago as long as we purchase their hot chocolate mix. This is ordered in 5 gallon buckets, and usually at least one bucket per each concession stand (2 for GW). While we have been able to get more hot chocolate on several day notice, plan on couple of weeks in advance.</p> <p>For my last two years Farmer Brothers was technically not supposed to keep selling us cocoa since too small of customer and we don't order enough quantity. However, my current contact Robert has been willing to put buckets on his truck during other deliveries in PG/Monterey. His current contact number is 633-6521 and you will need to leave a message for Robert to call you back regarding PG Pony Concessions.</p> |
| <p>Glenn's Locksmith 375-8656</p> | <p>Glenn provides keys/locks for the concessions stands. Both Arnett and GW have three industry strength deadbolts, all with a special "Premius" cylinder, such that keys are NOT able to be duplicated (e.g. by Ace Hardware). Glenn is a very nice guy but sole employee business so don't expect emergency service (a major issue when there is vandalism or break-ins). Current phone number 375-8656.</p> |
| <p>Wilson's Plumbing 375-4591</p> | <p>George Wilson donated the water heaters at both Arnett and George Washington, with the Arnett heater replaced in 2003. The GW heater is older and usually needs to be "reset" at the start of every season. Try to call in early February to make sure we have hot water for the spring season, though in 2007 even after four phone calls and being told "someone will call you back", we got no service. Main problem with the heaters being donated is there is no formal paperwork or service contracts. Current phone number is 375-4591.</p> |

Excel inventory checklist

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| <p>SupplyOrderForm.xls</p> | <p>Excel spreadsheet for all inventory items, where I usually purchase these, and unit costs. In February of each year I made a pre-season Costco/SmartFinal run to double check what is still stocked by the stores and current unit costs. At least several times per week I took this checklist to each concessions stand, did a quick inventory of items</p> |
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| | needing to be re-supplied, picked up concessions \$\$\$ from the safes, and made a Costco/SmartFinal trip. |
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Word Documents for flyers posted inside concessions

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| PriceList.doc | Regular season price list posted inside all concessions stands |
| BasicInstructions.doc | Basic tips/instructions, with general overview of the different machines |
| NachoMachines.doc | Instructions for setup and cleanup of the nacho cheese machines |
| CashDrawer.doc | Instructions for balancing the cash drawer after each shift |
| ClosingDuties.doc | Checklist of tasks which must be completed when closing/locking up |
| CommunityService.doc | Overview of students working concessions for community service |
| MicroTimes.doc | Microwave times |
| NoFreebies.doc | Statement posted regarding no free items to volunteers |

Machines owned by PG Pony

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| Nacho Cheese | In 2004 we purchased three nacho cheese dispensers, fairly expensive but much easier cleanup from using crockpots. With the machines it is possible to simply drop the can of cheese in a hot water bath. These were purchased from an internet restaurant supplier (I don't have the info handy) but the servicable replacement parts (e.g. pumping handle) I have ordered through Monterey Bay Restaurant and Supply. There are multiple extra replacement parts already purchased and stored at GW. |
| Hot Dog Roller | In 2005 we purchased a new hot dog roller, and another in 2006. At present our oldest/smaller roller is at Arnett, with the two newer ones at GW and Muni. Both purchased from the same internet supplier (somewhere out the southeast) and so far zero issues. Make sure to pre-heat and then use non-stick spray to keep cleanup easier. |
| Microwaves | Arnett has two microwaves purchased in 2005, with unknown age of the GW and Muni microwaves. Ideal to have at least two at each park for the frozen food items, though there are occasional circuit breaker issues at Arnett when running both microwaves at the same time. |
| Hot Cocoa | All three parks have hot cocoa machines donated by Farmer Brothers years ago, and somewhat reaching their lifespan. These are hooked into a cold water supply so all that should be needed is adding dry cocoa mix and occasional cleanup. However, they are getting old and there have been occasional issues with the heating element that I was able to get Robert from Farmer Brothers to look at. NOTE: These machines have a mini water heater inside of which have electric valves. If electricity is lost or machines unplugged, the valves open and water will drain all over the counter. Bottom line, DON'T UNPLUG THESE MACHINES. |
| Coffee Machines | I believe these machines were also donated by Farmer Brothers years ago, but since I |

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| | purchased coffee from Costco, Farmer Brothers does nothing with these machines. Instructions for usage are printed on the front of the machines. Due to their age, WE UNPLUG THESE UPON CLOSING EVERY NIGHT. |
| Freezers | No idea when the freezers for Arnett or GW were purchased. The seal on the Arnett freezer is not the best so the latch on the top of the door really needs to be latched each night to prevent frost buildup. The interior chest freezer at PG Muni was purchased in 2005. The exterior chest freezer at PG Muni is Bryan Simmons but has been used at Muni for the last three seasons of All Star tournament play. |
| Drink Coolers | No idea on where these coolers came from or how to replace (possibly donated by a Coke supplier). The Arnett cooler works well. The seal on the GW cooler is getting old, causing the machine to run more than necessary. The Muni cooler also is not very efficient but is emptied and turned off during the off-season. We should probably do the same for both Arnett and GW to save electricity. |

Known Issues

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| GW Coffee | The GW coffee machine is on its last legs, frequently needing to be "reset" by pushing the red button on the back of the machine. For several 2007 All Star tournament games it failed to heat at all and may need to be replaced. |
| GW Roof | The GW roof has termite issues as well as leaks, and really should be replaced. I was going to organize doing this in 2006 but never got this accomplished. |
| Cocoa machines | Lots of issues with the cocoa machines the past few years, and unfortunately we are not supposed to be getting hot cocoa any longer from Farmer Brothers since not a big enough customer. While Robert has been willing to help if possible, my feeling we may need to find replacement machines for all three parks in the next year or two. We can't get donated machines from Farmer Brothers since we don't order enough quantity of cocoa. |

Field Improvements

- Oversees the maintenance of fields with safety a priority
- Propose large projects for field improvements
- Work with treasurer and/or Board to acquire funding for projects
- Base Peg repairs
- Bases
- Stocks chalk at fields
- Maintains equipment at fields. Rakes, shovels, drags, chalkers
- Fences
- Drainage (clean drains)
- Leads but does not organize field day

Equipment Manager

- Fall – distribute bags to Fall Ball coaches and order equipment for regular season
 - Collect Fall Ball equipment from coaches
- March – disperse equipment bags to Representatives
- Budget to Treasurer / Board for equipment needed
- Spring – inventory equipment; disperse to All-Star teams
- Facilitate equipment returns from Representatives
- Summer – collect All Star bags from Representatives
- Maintains list of current inventory and reports inventory not returned, damaged or lost
- Order baseballs and softballs
- Fix broken equipment
- Purchase first aid supplies (ice packs)
- Maintain equipment locker at city yard

Umpire Representative

Acts as sole liaison between league and its members (managers, reps. tournament coordinators & board) and umpire organization (UO).

1. January- Research for any Umpire Organizations available for bid. Generally there has been only one choice locally. I request a contract for board approval (often does not happen until end of February).
2. February– Get board approval of contract. I send a copy of the league schedule to UO for their scheduling purposes.
3. March, April, May, June –
 - All schedule changes need to be communicated to UO as soon as possible. I am the contact for rainouts and all scheduling changes (all managers should call me in a timely manner for changes, especially rainouts). Cancellations must be made no less than 1 hour before game-time for credit, and at least 3 days in advance for additional games (intercity practice games). The more time we give the UO for added games, the better chances we have of getting quality staffing.
 - I track all schedule changes on a spreadsheet for accounting purposes. Communicate any concerns with umpire performance or problems with conflicts.
 - Receive monthly invoices from UO and forward to accountant for payment.
 - Coordinate tournament scheduling with UO for any hosted tournaments.
4. July- At end of season I reconcile all total season charges with games actually played to assure accuracy.

Public Relations Coordinator (formerly Assistant Baseball Director & Sponsor Coordinator)

- Facilitate obtaining team sponsors
- PG Pony Dinner Dance silent auction donations
- Assistant coordinator to President for Dinner Dance
- Uniform assistance to Baseball and Softball Directors
- Advertisement of events: works with primary assigned Board member to assist (e.g. dinner dance, tournaments)
- Orders trophies, pins, medals for special events
- Coordinates or helps coordinate tournaments held in Pacific Grove

League Representatives

All Representatives

- Attend monthly Board meetings
- Act as liaison between Managers and Board. Answer any questions that other board members, managers, coaches, parents, or players may have.
- Know Pony Baseball /Softball (whichever is applicable) and League rules
- Manager and Coach selection
- Organize / assist with work days to clean up fields prior to opening day
- Assist in field availability times and dates (with Baseball or Softball Director).
- Draft game schedule; draft a schedule for all teams insuring all teams play each other an equal or fair amount of times for the games allotted.
- Distribute and collect equipment
- Distribute photos to Managers from Vice President
- Facilitate sales of Dinner Dance and Pancake breakfast tickets
- Collect sponsor checks for their league.
- Coordinate managers for division and direct them of their responsibilities for the upcoming season.
- Evaluate how managers are running their teams.
- Inform managers of key dates and league events.
- Notify managers and interested parties about the deadline for letters of intent to manage all stars.
- Be responsible for ordering trophies, awards, or certificates for your division, or supply the information to the person in charge of these items.
- Facilitate return of equipment to Equipment Representative at the end of season
- Be consistent, friendly, and organized.

Shetland

Divide players up into equal teams so that all teams start on a level playing field.

Organize Manager's meeting prior to season

Pinto

Assist Vice President with Good Ol Days parade (need banner)

Organize Manager's meeting prior to season

Mustang

Support try-outs to insure a safe, productive and encouraging manner

Assist PR Representative or chair of any Mustang tournaments in PG

Attend Mustang draft / Mustang draft liaison

Organize Manager's meeting prior to season

Bronco

Support try-outs to insure a safe, productive and encouraging manner

Assist PR Representative or chair of any Bronco tournaments in PG

Attend Bronco draft / Bronco draft liaison

Organize Manager's meeting prior to season

Keep Managers supplied with equipment (e.g. baseballs)

Attend Bronco All-Star draft

Pony

Organize Manager's meeting prior to season

Pre-Rookie

Organize Manager's meeting prior to season

Rookie

Support try-outs to insure a safe, productive and encouraging manner
Organize Manager's meeting prior to season

Minors

Support try-outs to insure a safe, productive and encouraging manner
Organize Manager's meeting prior to season

Majors

Organize Manager's meeting prior to season

Website Coordinator

Update content as events happen.

- The website is only as good as current information so needs to be updated frequently.

Work with Secretary and President for dates of sign-ups

- regular season and fall ball, try-outs, start of season, tournaments, etc.

Maintain team rosters, schedules, dates, photos, etc.

Person should have a good understanding of HTML, web hosting, file transfer, and an ability to make changes many times within a couple of days.