

SCOTTS VALLEY LITTLE LEAGUE BOARD MEMBERS

JOB DESCRIPTIONS

EXECUTIVE BOARD

President

The primary role of the president is to oversee the local league, to be responsible for the conduct of the league in strict conformity to the policies, principles, rules and regulations of Little League Baseball, as agreed to under the conditions of charter.

Responsibilities include but are not limited to:

- Leading the monthly local board meetings.
- Attending the monthly district meetings, and reporting back to the local board matters of importance.
- Presenting a report of the condition of the local league at the Annual Meeting.
- Annually submitting a budget to the board, filing the charter with Little League International, and reviewing/updating the local league's constitution, as needed.
- Annually approving the appointment of managers, coaches, and umpires.
- Investigating complaints, problems, and conditions detrimental to the local league and reporting the results to the board/executive board, as warranted.
- Assisting the player agent in examining residency and age eligibility of every registered player.

It is important that the president delegate work to appropriate members of the board, so as to not to try to take on everything themselves.

Vice President

The primary role of the vice president is to assist the president with their job, and to fill in for the president, as needed.

Responsibilities include but are not limited to:

- Performing supportive tasks for the league, as asked by the president and/or the board.

Often miscellaneous tasks and special projects, not specifically under other board member's domain, may fall to the vice president to complete.

Player Agent

The primary role of the player agent is to serve as the league's advocate for the players, and be the primary liaison between the local league and its players and parents, and helping to facilitate any issues that may arise.

Responsibilities include but are not limited to:

- Assisting the registrar in checking player ages and confirming residency requirements during registration.
- Overseeing the tryouts, drafts, trades, and all-star selections for the majors and minor divisions, and overseeing team assignments for t-ball division.
- Being able to answer any questions from parents, and working to resolve any issues that arise between the player and parent with the league and its volunteers. The player agent may bring in the executive board and applicable division's commissioner and team's manager/coaches, as needed, in discussing and resolving any issues.
- Maintaining all player/team rosters.
- Oversee the award votes for teams (i.e., "most inspirational player"), divisions (i.e., "11/12's all-stars"), and overall (local league awards).

The player agent must also attend the annual district meeting for player agents.

Safety Officer

The primary role of the safety officer is to ensure that the league is functioning in such a way so as to be safe for all its participants, volunteers, and those who attend league functions.

Responsibilities include but are not limited to:

- Annually reviewing and updating, as needed, the league's safety plan, and ensuring the submission of the plan (ASAP) to Little League International.
- Coordinating the collection of volunteer forms for all local league volunteers with regular interaction with the kids (e.g., board members, coaches, umpires) and performing background checks on all those individuals.
- Presenting at the manager's meeting a brief overview of safety concerns all coaches need to be aware of when working with the kids and running all practices in games (i.e., helmets, bat handling, having 2 adults at all practices/games in case of emergencies, etc.).
- Setting up CPR/AED training and making it available to all coaches and parents.
- Putting together first aid kits for all of the teams.
- Working with the Equipment Manager to inspect all equipment for safety prior to distribution to the teams.
- Inspecting fields and equipment for safety hazards, including checking the batteries and materials in the league-owned AED device), and taking appropriate actions.
- Completing any injury reports filed with the league and following up through resolution.
- Ensuring that all the fields have access to and an adequate supply of ice packs.

The safety officer is also responsible for providing a status update at the monthly local board meetings, and must also attend the annual district meeting for safety officers.

Secretary

The primary role of the secretary is to keep and distribute minutes from the local league's board meetings.

Responsibilities include but are not limited to:

- Working with the local league's president in developing and distributing an agenda prior to each board meeting.
- Recording the minutes at each board meeting, and distributing them for approval following the meeting. This may include updating the minutes for any post-meeting follow-up information, votes, etc.

Treasurer

The primary role of the treasurer is to maintain the books for the local league, and to ensure compliance with Little League regulations.

Responsibilities include but are not limited to:

- Maintains the local leagues financial books.
- Working with the other board members, annually develops a proposed budget for the coming year, and presents it for vote at a board meeting.
- Ensures all tax-related filings (federal and state) are preformed in a timely manner.

The treasurer also provides/presents updates at the local league's monthly board meetings.

Umpire-in-Chief

The primary role of the umpire-in-chief (UIC) is to oversee the umpiring for the entire local league. The UIC also works/coordinates activities, such as training, with the head of umpires for the district.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop an annual budget for umpire equipment and payment.
- Oversees the local rules, by creating a committee to review and make recommendations of rule changes for each level, and then to present the proposals to the board for a vote.
- Once local rules are finalized, ensure distribution to the respective managers, coaches, and umpires.
- Distribute rule books to each team (2 per majors and minors teams), and a rule book to each umpire.
- Manage the local league's umpires, by preparing training, planning schedules, making game-day decisions regarding rainouts, overseeing assignments, and ensuring quality.

The umpire-in-chief is also responsible for providing a status update at the monthly local board meetings, and must also attend the annual district meeting for umpire-in-chiefs.

OTHER BOARD POSITIONS

Coaching Director

The primary role of the coaching director is to lead the search and selection of managers for the coming Little League season.

Responsibilities include but are not limited to:

- Making phone calls, as needed, in recruiting volunteers to manage or coach for the coming season.
- Leading the selection committee in the interview process and developing a slate of proposed candidates for the local league president.
- Collect volunteer forms for all managers and coaches and confirm they have passed background checks before taking the field for any practices/games.

Note that the coaching director should also provide an update at the local board meeting during the time just prior to and during the coaching selection process.

Commissioner

The primary role of the commissioner is to manage their division, from the time of manager selection, to the final out of the season, taking care of any issues that arise, and ensure an enjoyable season by all. There is a commissioner assigned to each local league division (t-ball, single A, double A, triple A, and majors).

Responsibilities include but are not limited to:

- Assisting the coaching committee in the manager interview and selection process.
- Presenting to the managers the expectations for the season at the manager's meeting.
- Assisting the player agent in overseeing the draft and all-star selection, if applicable to the division.
- Ensuring proper conduct by the division's managers, coaches, players, and parents, resolving any problems, issues, disputes, etc., that may arise.
- Ensuring minimum play requirements are met by all teams.

The commissioner is also responsible for providing a status update at the monthly local board meetings during the regular season.

Equipment Manager

The primary role of the equipment manager is to ensure each team is provided with proper baseball equipment for each season.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop an annual budget.
- Providing each team with a bag of equipment (catcher's gear, batting equipment) and boxes or buckets of practice balls. Prior to distribution, working with the Safety Officer to inspect the equipment to ensure the equipment is safe and meets Little League International regulations, and ordering any replacement equipment.
- Ordering practice baseballs (for each team) and game balls (and ensuring they meet Little League International requirements) for the regular season, playoffs, and for post-season play (all-stars and tournament of champions).
- Working with the field officers to ensure proper game day equipment (i.e., pitching rubbers and bases) are available for each playing field.
- Collecting bags of equipment from each team at the end of the season, and inspecting the equipment and sorting and storing each item away for the off-season.

Note that the equipment manager may provide updates, as needed, at the local board meetings.

Fall Ball Coordinator

The primary role of the fall ball coordinator is to manage the local league's fall ball program, which usually takes place in September and October of each year.

Responsibilities include but are not limited to:

- Working with the schools and town in reserving the fields for the dates/times planned program.
- Working with the information officer in setting up a registration process for the program. This includes supplying informational text for the website, being available to answer questions from prospective attendees, and putting up banners announcing the program. And working with the registration officer to send out an e-mail "blast" to all prospective attendees.
- Ordering the necessary t-shirts and equipment (usually baseballs) for the program.
- Scheduling the times and fields for each division of the program, and recruiting enough coaches to work the sessions, and relaying this information to those registered for the program.
- Providing an orientation/overview of the program to the coaches, including outlining the plans for each session.
- Ensuring the program runs smoothly on each day, by arriving early for field set up, being there throughout the day to trouble-shoot any problems that arise, and being there at the end for the shut down of the day.

Field Coordinator

The primary role of the field coordinator is to manage the fields under their coverage. Typically, there is one coordinator per field, though some fields (e.g., the t-ball field) are small enough that multiple fields can be pooled together under a single coordinator.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop an annual budget.
- Making sure the field is in good, playing condition, not only during the regular season (from first practice to last game), but also ensuring the field quality is maintained in the off-season, so that major work is not needed prior to the following season. This includes making sure the grass is cut on a regular basis, the grass is being properly watered, weeding as needed, etc.
- Making sure any structures at the field (e.g., fencing, dugouts) are properly maintained.
- Making sure all necessary field equipment (rakes, hoses, line chalkers, chalk, etc., as applicable) are readily available.
- Making sure there are no safety concerns with the field, and taking care of any problems to the point of resolution.
- Determining any project work needed for the field, whether major (e.g., drainage issues, fence repairs) or minor (e.g., smaller projects that can be done on parent volunteer days) and managing those field projects.

Note that the field officers also are to provide updates on their field's status at the local board meetings.

Also note that all work on the field may need to be coordinated with others. For example, fields on city land means coordinating things (e.g., watering times) with the city. Fields on school property means coordinating work with school officials (for example, grass mowing cannot be done during school hours; there are special rules for use of any chemicals on the fields, etc.).

Hit-a-Thon Coordinator

The primary role of the hit-a-thon coordinator is to manage the hit-a-thon fundraising program for the local league.

Responsibilities include but are not limited to:

- Setting up the program (the registration and fundraising portion is currently done on-line) and working with the information officer, team parent coordinator, and the registration director in ensuring the program information gets out to all the team and parents.
- Coordinating the hit-a-thon portion of opening day, especially in terms of volunteers, equipment, and set-up and take-down.
- Working with the treasurer on accounting for collected monies.

Note that it is important that the hit-a-thon coordinator is present at board meeting leading up to and following open day so as to report on progress/results.

Information Officer

The primary role of the information officer is to manage the sharing of information between Little League and its registrants, primarily through the maintenance of the local league's website.

Responsibilities include but are not limited to:

- Updating/Maintaining the local league's website, by sharing with the public updated information on league functions, league announcements, schedules and calendars, board meeting agendas/minutes, informational handouts, internet links, etc.
- Updating/Maintaining the local league's information in Little League International's data center.
- Assisting the registrar with regular season and fall ball registration, by setting up and maintaining the on-line registration.
- Creating and maintaining game schedules, scores, and standings for all divisions, as applicable.
- Submitting player and coach rosters to Little League International's data center.

Note that this position requires regular attendance at board meetings, so as to keep current with all the happenings of the local league, which often will need to be shared via the website.

Photo Coordinator

The primary role of the photo coordinator is to oversee the team pictures for the local league.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop an annual budget.
- Negotiate a contract with the photography company for individual and team photos to be taken on Opening Day, and planning out the schedule, including that for make-up photos.
- Receives and oversees the distribution of each team's photo packet.

Professional Game Coordinator

The primary role of the professional game coordinator – whether it be for the San Francisco Giants, San Jose, and/or Oakland A's – is to manage this fundraising effort involving the purchase of group tickets for these events and distributing them to those interested with the local league. This role is usually split out by game.

Responsibilities include but are not limited to:

- Working with the professional team and the local league in selecting a game to attend and making the ticket purchase.
- Working with the information officer, team parent coordinator, and registration director to get out information regarding the game.
- Coordinating with the team parent and treasurer the assignment of seats and collection of funds.

Publicity Officer

The primary role of the publicity officer is to get out information about the local league to the local community.

Responsibilities include but are not limited to:

- Getting out publicity regarding registration and for anything else involving the league that is considered important for the public to know.
- Developing and implementing a procedure for reporting game summaries (majors and minors divisions) and facilitating their appearance in the local papers.

Registration Director

The primary role of the registration director is to manage the registration process for the local league's regular season.

Responsibilities include but are not limited to:

- Working with the information officer on the set-up and availability of on-line registration, which can be accessed through the local league's website.
- Sending out an e-mail "blast" to all previous league participants, announcing the registration process is open.
- Being available to answer questions from potential registrants, and also being able to handle off-line registrations.
- Keeping fellow board members posted as to the current registration counts, including a breakdown by age group and division.
- Confirming registrants are within the local league's boundaries, and identifying cases for the president where a residency waiver is required.
- Handling the collection of medical waiver forms.

Scorekeeping Agent

The primary role of the head of scorekeeping is to maintain and ensure the consistency of scorer across the minors and majors divisions.

Responsibilities include but are not limited to:

- Providing scorekeeping instruction via a clinic to the majors and minors teams' scorekeepers prior to the start of the season.
- Providing scoring pages and pitch counts sheets to the major's and minor's scorekeeping booths/sheds, and scorebooks to each individual team, prior to the season and prior to any league-hosted tournaments.

Snack Shack Coordinator

The primary role of the snack shack coordinator is managing the overall operation of the snack shack for opening and closing day, all regular season and post-season games, and all post-season tournament games.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop an annual operating budget.
- Ensuring the snack shack meets all safety regulations for the local league and in general for all food service providers.
- Ensuring the snack shack is in operation for all games on the local fields, that it is properly operated, stocked, and staffed.

Sponsors and Signs Officer

The primary role of the sponsors and signs officer is solicit businesses for team or sign sponsorship (team sponsors get their names on the back of the jerseys, while sign sponsors get their banner hung at one of the fields. It is important for this role to have good communication skills.

Responsibilities include but are not limited to:

- Recruiting team and banner sponsors for the season.
- Working with the uniform coordinator re: team sponsors, and arranging, as needed, the production of banners for sign sponsors.
- Working with the treasurer to confirm payments.
- Sending out W-9 forms to businesses W-9 forms (for their tax records) and “thank you” letters (to show our league’s appreciation) for sponsorships. “Thank you” letters for the team sponsors can come from the team parent for the given team.

Team Parent Coordinator

The primary role of the team parent coordinator is to serve as the liaison between the local league and the team parents for all the local league's teams, especially in terms of relaying information.

Responsibilities include but are not limited to:

- Communicating important information to all team parents, including info regarding: uniforms, season's events, and necessities for running their teams (such as majors and minors teams needing scorekeepers and pitch counters). Most of this info is relayed during the team parent meeting, which is hosted by the team parent coordinator.
- Assisting in coordinating the schedules on both the opening and closing days.

Tournament Director

The primary role of the tournament director (TD) is to facilitate the hosting of any post-season tournament by the local league. The TD is the face of the local league, making it an important role in giving all guests a good tournament experience.

Responsibilities include but are not limited to:

- Working with the league treasurer to develop a budget for the tournament.
- Being the point person between the league, the district, and the participating teams.
- Working with the appropriate fellow board members to ensuring the scheduling the umpires, announcers, score keepers, pitch count recorders, and field prep for each game, and coordinating to ensure the operation of the snack shack for all games.
- Being at the field for all games to ensure proper operation, including being there prior to game time for the coin flip for determining home teams, being there during games to handle and concerns/issues that may arise, and being there after games to ensure proper shutdown of the fields and to make sure the scores of each game are properly reported with the district.

Trophy and Award Coordinator

The primary role of the trophy and award coordinator is to oversee the trophies and award certificates presented on the closing day for the local league.

Responsibilities include but are not limited to:

- Working with the player agent in collecting the voting results for the team and league-wide awards. And producing certificates for those award winners.
- Ordering trophies and ribbons to be distributed to the teams, including having the winning teams' names on the awards, as applicable.
- Bringing the awards, ribbons, and trophies to the field for closing day.

Tryout Coordinator

The primary role of the tryout coordinator is to manage/coordinate the two days of tryouts for the Little League regular.

Responsibilities include but are not limited to:

- Plan out the tryout schedule, in terms of times for each age group and planned drills.
- Recruit and assign volunteers, to ensure all aspects of tryouts are properly covered.
- Work with the player agent(s) in the tracking of each tryout participant.

Note that the tryout coordinator should also provide an update at the local board meeting during the months leading up to the actual tryouts.

Uniform Coordinator

The primary role of the uniform coordinator is to be the liaison between the teams (i.e., manager and team parent) and the vendor supplying the local league with uniforms.

Responsibilities include but are not limited to:

- Providing a list of teams and color choices available for selection by the managers based on availability and manager requests.
- Working with the sponsorship officer in the assigning of sponsors to each team and making sure the sponsor's name (to go on the back of the jerseys) is part of the uniform order.
- Ordering the uniforms (jerseys and caps) for the teams.
- Working with the vendor and the team parent in terms of color choices for pants, socks, belts, and undershirt sleeves.