

# Walnut Creek Little League Volunteer Job Descriptions

All volunteers must submit a volunteer application EVERY season

## OFFICERS

### President

- Conduct the affairs of the local league and execute the policies established by the board of directors
- Runs the monthly board meetings
- Submits, with the assistance of the treasurer, an annual budget to the board of directors
- Appoints sub-committee members
- Presents a report on the condition of the local league at the annual meeting
- Represents the league (or designates another board member to do so) at the monthly District 4 meeting

### Vice President

- Presides in the absence of the President, an ex-officio member of all committees, carries out duties as assigned by the President
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President

### Secretary

- Maintains a register of the members, records meeting minutes, maintains a record of the leagues activities
- Give notice to all meetings of the local league, the board of directors and committees
- Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed
- Notify members, directors, officers and committee members of their election or appointment

### Treasurer

- Prepare and annual financial report, under the direction of the President, for submission to the membership and board of directors at the annual meeting, and to Little League Headquarters
- Dispense league funds, report the status of league funds, and assume responsibilities of the local league finances

### Player Agent

- Conducts tryouts and presides over player selection
- Records all player transactions and maintains an accurate and up to date record
- Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.

### **Safety Officer**

- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting
- Develop and implement a league safety program
- Oversees first aid kits and supplies at field locations
- Facilitate background checks for all league volunteers

### **Coaching Coordinator**

- Recommends volunteers to coaching positions for the various divisions
- Represent the coaches and managers in the league and support them as needed throughout the season
- Present a coach/manager training budget to the board
- Serve as the contact person for Little League and its manager/coach education program for the league
- Order and distribute training materials to players, coaches and managers

### **League Information Officer**

- Manage the league's official home page at [wcbaseball.org](http://wcbaseball.org)
- Work with registration coordinator to manage the online registration process and ensure that league rosters are maintained on the site.
- Assign administrative rights to the league volunteers and teams as needed
- Work with division coordinators to ensure that league news and scores are updated on a regular basis
- Serve as the primary contact person for Little League and [wcbaseball.org](http://wcbaseball.org) regarding optimizing use of the internet for league administration and for distributing information to league members and to Little League Baseball

## **DIRECTORS**

### **Chief Umpire**

- Coordinates volunteer and youth umpire training, oversees umpire scheduling, coordinates implementation of local rules, interprets LL rules and disseminates as necessary.

### **Division Coordinators**

- Represents the managers/coaches to the league. Helps coordinate practice, training and game schedules. Assists with any manager/coach issues.

### **Softball Coordinator**

- Represents the managers and coaches to the league. Also acts as a liaison to the district 4 softball coordinator.

### **Challenger Coordinator**

- Liaison with our District 4 Challenger coordinator. Solicits managers, assembles teams/rosters, schedules games and plans the yearly Challenger Jamboree

## COMMITTEES

### **Umpire Coordinator**

- Works with Chief Umpire to schedule umpires for all AA and above games
- Part of the overall umpire program, makes sure that umpires are assigned to work each game.
- Regularly reviews the umpire assignments on the Umpire Website and fills openings by contacting umpires directly.
- Maintains contact with the Chief Umpire on schedule changes or other issues. Must have Internet access, and an interest in working with young adults (13+18).

### **Marketing and Recruitment (SB)**

- Advertise at schools within WCLL boundaries. Install softball banners at each school site and create an updated and informative electronic flyer for school newsletters.
- Contact local newspapers to provide registration information and obtain season-long game coverage.
- Establish relationships with all schools in the WCLL boundary, providing information girls at each school regarding the joy and benefits of softball (exercise, fun, friendships, and competition)
- Focus attention and advertising to schools with few or no players in the league
- Promote the Single-A level (6-7 y.o.) creation of “school teams” and the benefits of having many teams from each school (playing locally, narrow age range, consistent schedule)

### **Equipment Manager**

- Builds up the manager equipment bags for all teams/divisions at the beginning of the season and coordinates distribution to all the teams.
- Facilitates collecting the bags at the end of the season and taking inventory in preparation for next season.

### **Fields and Maintenance**

- Responsible for preparing the fields prior to the season and ensuring the playability of the fields throughout the season

### **Website and Technology**

- Works with Information Officer to make sure the website is properly maintained

### **Social Media**

- Utilizes Facebook, Instagram, Snapchat, and other social media platforms to engage our parent community with regards to the events that are taking place in the league.
- These platforms are also used as an additional form of communication to league parents.

### **Sponsors and Ads**

- Develops relationships with local business and solicits sponsors from the community

### **Uniforms**

- Orders regular season and post season uniforms for all teams

### **Scheduling**

- Works with division coordinators to set preseason and regular season schedules for all teams. Posts team schedules to the website

### **Volunteer Coordinator**

- Communicates with league parents soliciting volunteers throughout the season. Also works with the team parents to increase volunteer participation.

### **Photo Day Coordinator**

- Work with photographer and coaches to schedule team photo day. Coordinates and schedules photo day volunteers.

### **Fall Ball Director**

- Sets up registration, coordinates coaching and schedules fields for interested participants.

### **Opening Day Coordinator**

- Plans the Opening Day events. Schedules all activities and manages entire event.

### **Tryout Coordinator**

- Creates tryout schedule, coordinates volunteers and makes adjustments when necessary

### **Post Season Coordinator**

- Responsible for managing the post-season games hosted by WCLL.
- Identifies the resources needed (people, equipment) to carry out the games for the TOC or All-Star Tournaments.
- Secures volunteers to cover all tournament games.
- Updates game time/location changes if any communicated by the district. Acts as WCLL contact with District 4.
- Must be available June 15 through July 15.

### **Registration**

- Sets up online registration through Sports Engine
- Processes paperwork needed from parents
- Reports to Board with registration numbers, by division

### **Safety**

- Facilitates league wide safety program
- Works with Managers/Coaches to ensure safety guidelines are followed
- Runs the league first aid clinic

All officers, directors and committee chairs are eligible for a full refund of their \$150 volunteer deposit after serving their term.

## **NON BOARD VOLUNTEER OPPORTUNITES**

### **Managers (10 points)**

- Must be approved by the WCLL President and Board of Directors.
- Managers accept responsibility for the entire team.
- Make sure players and parents have fun.
- Must attend mandatory coaching and first aid clinic(s) regardless of years of experience.
- Responsible for running the team including practices and games.
- Must learn division playing rules.
- Instruct players in proper baseball skills.
- Involve parents with the team and league activities.
- Attend all try-outs for their division as well as team draft.
- Inspect player's equipment and bring team first aid kit to each practice and game.

### **Coaches (10 points) Limit 2 coaches per team**

- Must be approved by WCLL President and Board of Directors.
- Reports to Team Manager.
- Attend mandatory coaching and first aid clinic(s) regardless of years of experience.
- Instruct players in baseball skills.
- Helps at practices and games.
- If designated by the manager, coaches will take on team safety officer responsibilities: inspecting player's equipment and bring team first aid kit to each practice and game.

### **Game-day Field Preparation (1 point per game)**

- HOME team prepares the field for play.
- Work includes dragging and watering the infield, setting bases, raking, and chalking foul lines and batter's box.
- Field should be "ready to play" one-half hour prior to posted game time.
- AWAY team removes all bases and cleans field in preparation for the next game.

### **Umpires (minimum of four games = 10 points)**

- An on-field job that makes you part of the game.
- Adults are trained in rules and technique to umpire Little League games.
- Once trained, you will be expected to umpire at least four games during the season.
- The games umpired will not be games played by your child's team. (This requires attendance at one of the umpire training clinics)

### **Team Score Keeper (all games = 10 points)**

- Keeps score in baseball or softball format for all games.
- Responsible for the league scorebook at all HOME games.

### **Part-Time Score Keeper (5 points, home games)**

- Keeps score in baseball or softball format for all home games.

**Pitch Counter (1 point per game) AA division and older for baseball only**

- Each team must designate a coach or parent as its pitch count recorder/scorekeeper
- Pitch count recorders will count the pitches thrown by all the pitchers for both teams
- At the end of each half inning, pitch count recorders will compare and confirm the count(s) for each pitcher who appeared in the half inning and the total game count for any pitcher who was relieved during that half inning.
- In case of an irresolvable disagreement between the teams' recorders as to a count, the official pitch count recorder (home team) determines the actual "official" count, after consulting (briefly) as appropriate with the umpire and/or coaches.

**Team Parent (10 points per season) 1 person per team maximum**

- Manages all communication with team parents.
- Responsible for soliciting parents to fulfill the division/team volunteer needs for the league.
- This includes but is not limited to umpires, field maintenance, scorekeepers, pitch counters, etc
- Main point of contact for league volunteer coordinator.
- Distributes information to parents, organizes phone tree and plans all non-baseball team events.

**Tryout Volunteers (1 point per hour)**

- Volunteers will be required to throw, pitch, or catch during the tryouts.
- You will also assist in the registration and identification of players and coordinating their movements onto and off of the tryout field.
- A tryout shift is 4 hours.

**Registration Volunteer (1 point per hour)**

- Assists by processing paperwork which includes confirming league requirements such as residency location and birth date of player.

**Photo Day Volunteers (1 point per hour)**

- Assists with gathering of forms and checking in teams.

**Opening Day Volunteers (1 point per hour)**

- Works on Opening Day with various events as directed by the Coordinator.
- May be asked to participate in pre-event meetings and organization.

**Field Maintenance Day (1 point per hour)**

- A team of volunteer parents will ensure that the playing fields are kept clean, in safe condition and well maintained.
- Works under the direction of the Field Maintenance Coordinator.

**Post-Season Game Tournament Volunteer (2 points per game)**

- Works at the post-season tournament games in June and July, hosted by WCLL

**Sponsor Solicitor**

- \$300/3 points or \$1000/10 points
- Refer a business or personal sponsor to our league and earn credit towards volunteer service