

# Detailed Airdrie Little League - Board Duties and Responsibilities

*NOTE: The constitutional description of duties and responsibilities of the Board is in the ALL Constitution and Bylaws, Article VII.*

## **PRESIDENT**

*The President plays a pivotal role in providing overall leadership, guidance, and representation for the local Little League organization, contributing to the successful and positive operation of the league.*

### **The President shall:**

Conduct the affairs of the League and execute the policies established by the Board of Directors.

Present a report on the condition of the League at the Annual Meeting.

Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the League.

Be responsible for the conduct of the League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to the League by that organization.

Designate in writing other officers, if necessary, to have the power to make and execute for/and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board.

Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board or Executive Committee as circumstances warrant.

Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. (with support from Treasurer & Vice President)

With the support of the Vice President, Player Agent and Coaching Coordinator, prepare and submit a Season Plan to the Board of Directors and be responsible for the proper execution thereof.

With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.

Act as Primary contact and representative of Airdrie Little League with external agencies and organizations- such as, but not limited to, The City of Airdrie, Little League International, and Little League Alberta.

Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center.

## **VICE PRESIDENT**

*The Vice President plays a critical role in assisting the President and overseeing specific league functions, contributing to effective leadership, collaboration, and the sustained success of the local Little League organization.*

### **Reports to the President**

#### **The Vice President shall:**

Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When acting, the Vice President shall have all the powers of that office.

Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

Set up and update the league's official website

Work with the President and Treasurer to prepare and submit the annual Season Plan and Budget to the Board of Directors.

Facilitate the organization, update and review of coaching binders for coaches and managers in the League.

Organize with the Board of Directors feedback surveys, assessment and review.

Implement the Season Plan to ensure League success during all seasons of play. Ensure the League aligns with Long Term Athlete Development guidelines. (with the support of the League Scheduler)

Report to the President the player evaluation process, team selection and player draft process at each level.

Plan and implement player evaluations for All-star season of play and summer baseball (with the support of the Coaching Coordinator and Player Agent)

## **SECRETARY**

*The Secretary plays a crucial role in maintaining accurate records, facilitating clear communication, and preserving the documentation needed for the efficient operation and compliance of the local Little League organization.*

### **Reports to the President**

#### **The Secretary shall:**

Be responsible for recording League meetings and maintaining appropriate files, mailing lists and necessary records.

Perform such duties as are herein specifically set forth, in addition to such duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.

Maintain a list of all Player and Regular Members, Directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees.

Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a location for that purpose.

Notify Members, Directors, Officers and committee members of their election or appointment.

Plan and implement the League photo day.

## **TREASURER**

*The Treasurer plays a critical role in managing the financial aspects of the League, ensuring the responsible use of funds to support league programs and operations while maintaining financial transparency and compliance with Little League guidelines.*

### **Reports to the President**

#### **The Treasurer shall:**

Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

Receive all money and securities, and deposit the same in a depository approved by the Board of Directors.

Keep records for the receipt and disbursement of all moneys and securities of the League, including the Auxiliary, approve all payments from allotted funds and draw cheques therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by cheque must have dual signatures.

Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

Prepare an 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 International.

Work closely with the League's Auditing Committee to ensure financial transparency and sustainability of the League.

## **PLAYER AGENT**

*The Player Agent plays a critical role in ensuring the smooth operation of player-related activities within the League, contributing to a positive and inclusive experience for all participants.*

### **Reports to the President**

#### **The Player Agent shall:**

Manage player registrations and a record of all player transactions and maintain accurate and up-to-date records.

Receive and review applications for player candidates and assist the President in verifying residence or school enrollment, age eligibility and player movements between age groups.

Coordinate with Division Directors, Coaching Coordinator, Vice President and President the tryouts, the player draft and all other player transactions or selection meetings, including booking of any facilities required.

Prepare for the President's signature and submission to Little League International the team rosters, including players claimed, and the tournament team eligibility affidavit.

Notify Little League International of any subsequent player replacements or trades.

Facilitate player releases (resignations) from League activities.

Assist Coaching Coordinator with the development of preseason training plans for all age groups.

Assist the Baseball Directors by ensuring game scores, pitch counts and catcher innings are submitted per Little League rules and regulations.

## **SAFETY OFFICER**

*The Safety Officer's role is vital in maintaining a secure and protective environment within the League, emphasizing the well-being of players and minimizing the risks associated with youth sports activities.*

### **Reports to the President**

#### **The Safety Officer shall:**

Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of the League.

Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

Facilitate meetings and distribute information among participants, including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

Define and maintain a process that assures that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.

## **COACHING COORDINATOR**

*The Coaching Coordinator plays a pivotal role in maintaining the quality of coaching within the League, fostering a positive and development-focused environment for young athletes.*

### **Reports to the Vice President**

#### **The Coaching Coordinator shall:**

Represent coaches/managers across the League.

Present a coach/manager training plan and budget to the Board of Directors for approval.

Gain the support and funds necessary to implement a league-wide training program.

Order and distribute training resources to players, coaches and managers.

Coordinate coaching clinics, player mini-clinics and online resources as necessary.

Create and deliver coach and parent satisfaction and feedback surveys.

Support the Player Agent with the creation and modification of player evaluation criteria.

Support the development of season plans for all age groups.

## **INFORMATION OFFICER**

*The Information Officer plays a pivotal role in building and maintaining the League's public image, enhancing communication within the league, and promoting a positive and engaging experience for all involved.*

### **Reports to the President**

#### **The Information Officer shall:**

Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media.

Serve as primary contact person for Airdrie Little League optimizing use of the Internet and social media for League administration and for distributing information to league members.

Ensure media release permission is obtained from members prior to any images, video or information being posted to league websites or social media accounts.

Support communication to the league's members through social media, online platforms, website and email.

Present a marketing and communications plan and budget to the Board of Directors.

## **UMPIRE IN CHIEF**

*The Umpire-in-Chief plays a crucial role in maintaining the integrity and fairness of games within the League, ensuring that umpires are well-prepared and equipped to provide a safe and enjoyable experience for all participants.*

### **Reports to the Vice President**

#### **The Umpire and Chief shall:**

Serve as coordinator of the League umpire program working with support from the League Scheduler and Technologist to assign and schedule umpires as necessary.

Recommend umpires to the League President to serve the league during the regular season.

Recruit, review, and retain volunteer umpires.

Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines.

Communicate rule changes to League umpires, managers, and coaches.

Recommend tournament-worthy umpires to the District Umpire Consultant.

Attend umpire training programs at the district, province, and region levels.

Organize and schedule games for umpires at appropriate levels. (with support of the League Scheduler)

Ensure umpires are appropriately compensated for their assigned games. (with support of the Treasurer and League Scheduler)

Develop and present an umpire training plan and budget to the Board of Directors for approval.

## **EQUIPMENT MANAGER**

*The Equipment Manager plays a crucial role in ensuring that all players have access to safe and appropriate equipment and uniforms, contributing to a positive and organized experience within the League.*

### **Reports to the Vice President**

#### **The Equipment Manager shall:**

Keep an up-to-date Master Inventory List of all equipment and uniforms.

Present equipment and uniform plan and budget to the Board of Directors for approval.

Repair equipment whenever possible.

Ensure all baseball equipment is considered safe and approved for use.

Ensure equipment bags are equipped with proper and complete First Aid Kits.

Schedule and coordinate the assembly and distribution of team equipment bags and uniforms prior to each season.

Schedule and coordinate the return of all team equipment bags and uniforms after each season .

Assist the Field and Facilities Manager in providing the equipment for the Diamond Boxes.

Assist the Field and Facilities Manager in providing locks for the Diamond Boxes and Porta Potties.

Work with the Equipment Manager to stock the Diamond boxes with designated equipment.

## **DIRECTORS OF BASEBALL (5)**

*The Baseball Director plays a pivotal role in promoting the development of young baseball players and the successful operation of the League's baseball programs while upholding safety and compliance standards.*

*Baseball Directors Include: Blast Ball and Tee Ball Director, Rookie Director, Minors Director, Majors Director, and Teenage Director*

### **Report to the Vice President**

#### **Directors of Baseball shall:**

Act as the first point of contact for coaches and escalation path for parent concerns in their Division.

Ensure that Division news and scores are updated online on a regular basis.

Assist the Player Agent, Vice President, President with preseason planning, registration, recruitment, and team drafting.

Coordinate and facilitate the preseason Coaches meeting for their Division.

Assist the Vice President in scheduling games, practices, and tournaments.

Assist the Tournament Director in coordinating inter-league tournaments.

Assist the Coaching Coordinator with recruiting, training, and conduct of Managers and Assistant Coaches.

Ensure League Safety Plan is communicated and followed by coaches and volunteers.

Ensure that all equipment is safe and meets regulations.

Ensure the safety of baseball diamonds and facilities used for League activities.

Support the Field and Facilities Manager during the season due to inclement weather.

# Volunteer - Non-Voting Board of Directors Positions

## LEAGUE SCHEDULER

*The League Scheduler provides essential organization and coordination to ensure a smoothly run little league, from scheduling games and umpires to maintaining records and facilitating effective communication, enhancing the overall experience for players, coaches, and parents.*

### Reports to the Vice President

#### The League Scheduler shall:

Create and maintain the game schedule, considering field availability and team preferences.

Support the Umpire in Chief with the scheduling of umpires.

Communicate game schedules and updates to coaches, players and parents. (with the support of Division Directors and Information Officers)

Coordinate with the Field and Facilities Manager for field allocation.

Handle rescheduling requests and conflicts during the seasons of play. (with support of Division Directors)

Maintain records of schedules, results, and correspondence. (with the support of the Technologist)

Organize and schedule games for umpires at appropriate levels. (with the support of the Umpire in Chief)

## **CONCESSION AND MERCHANDISE DIRECTOR**

*The Concession and Merchandise Director is responsible for managing the League's concession stand, offering a convenient and enjoyable dining experience for players and spectators while also contributing to the League's financial sustainability.*

### **Reports to the President**

#### **The Concession and Merchandise Director shall:**

Ensure concession facilities are properly sanitized and maintained.

Maintain all provincial requirements and permits are in good standing, including but not limited to Alberta Health Services Food Inspection Report and Food Handling Training.

Organize the purchase and proper storage of concession products and League merchandise.

Responsible for managing the concession foods and merchandise sales at League events.

Hire, train, and monitor concession staff and/or volunteers for League events.

Collects and reviews concession foods and merchandise-related offerings, including discounts and bulk-purchasing opportunities.

Organize, tally, and keep records of concession sales, purchases, and expenses.

Assist in the development and execution of League events, including but not limited to mid-season training events (Jamboree), playoffs, tournaments, and fundraisers.

Assist in developing and purchasing the League's branded materials, including but not limited to shirts, hoodies, and hats.

Present a concession and merchandise plan to the Board of Directors for approval.

Plan year-end celebrations, including banquets and award ceremonies. (with support of the President and Treasurer)

## **SPONSORSHIP AND FUNDRAISING DIRECTOR**

*The Sponsorship and Fundraising Director plays a vital role in securing financial resources to support the league's programs, facilities, and equipment, helping to ensure a sustainable and enriching experience for League participants.*

### **Reports to the President**

#### **The Sponsorship and Fundraising Director shall:**

Solicit and secures local sponsorships to support League operations.

Collect and review sponsorship and fundraising opportunities.

Organize and implement approved League fundraising activities.

Coordinate and promote participation in fundraising activities.

Maintain records of monies secured through sponsorship and fundraising initiatives.

Ensure regulation and policies related to sponsorships and fundraising are followed.

Develop a plan to pursue sponsorships and present it to the Board of Directors for their support and approval.

Act as primary contact with Alberta Liquor and Gaming for fundraising and casino activities.

## **FIELD AND FACILITIES MANAGER**

*The Field and Facilities Manager is responsible for maintaining safe and playable fields, ensuring that the League's playing surfaces meet Little League standards, and providing a positive environment for players, coaches, and spectators.*

### **Reports to the Vice President**

#### **The Field and Facilities Manager shall:**

Maintain and ensure the safety of baseball fields and facilities, implementing safety measures as necessary.

Manage field equipment and supplies providing an annual budget to the Board of Directors for approval.

Prepare fields for games and practices. (with support of the Division Directors).

Plan for and assist with field recovery from inclement weather.

Coordinate with the City of Airdrie grounds crews for maintenance.

Manage field improvement projects, including the coordination of a Spring and Fall workbee for volunteers.

Maintain clear communication with League officials, teams, and parents regarding diamond availability.

Ensure facilities remain compliant with Little League rules.

Assist the Vice President with setting guidelines for field usage.

Engage the community for volunteer support.

Identify and schedule Porta Potty delivery and pickups for designated diamonds and playing fields.

Secure and maintain locks on all Diamond boxes, L Screens and Porta Potties.

# Volunteer - Positions on a Committee

## TECHNOLOGIST

*The Technologist enhances the efficiency and reliability of the League's operations by managing and safeguarding its technological assets, ensuring data privacy compliance, and offering vital technical support to members and board members.*

### Reports to the President

#### **The Technologist shall:**

Manage league shared drives and email system.

Manage the hosting services for the League's website.

Provide technical assistance to board members, coaches and team managers.

Ensure data security and privacy in adherence with Alberta privacy legislation.

Manage the League's technology equipment, including point of sale and audio-visual equipment.

Maintain documentation of tech-related changes.

Be available for league events and emergencies.

Support online registration and scheduling system.

## **EQUIPMENT and FIELD AND FACILITIES MANAGER ASSISTANT**

*The Equipment Manager Assistant in Little League plays a critical role in ensuring the smooth and organized functioning of equipment-related tasks and activities within the league. They support the Equipment Manager and the Field and Facilities Manager in their respective duties, working as a team to ensure league success.*

### ***Reports to Equipment Manager and Field and Facilities Manager***

#### **Equipment and Field and Facilities Manager Assistant shall:**

Support fields for games and practices (with support of the Division Directors).

Support and assist with field recovery from inclement weather.

Support the schedule and the assembly and distribution of team equipment bags and uniforms prior to each season

Support the schedule and coordinated return of all team equipment bags and uniforms after each season

Assist the Field and Facilities Manager in providing the equipment for the Diamond Boxes

Repair equipment whenever possible.

Ensure all baseball equipment is considered safe and approved for use.

Ensure facilities remain compliant with Little League rules

Support the Equipment Manager

Support the Field and Facilities Manager