

2021-2022 Board Positions

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2020 Board Positions Overview

Board positions are comprised of league officials and general board members. League officials are required to be at all meetings, whereas general board members are not required to be present.

If a vote ends in a tie that requires a tie-breaker, the following logic will be used in order:

1. President receives an additional vote (Executive Order)

Board Officers

- President
- VP Softball
- VP Baseball
- VP Operations
- Secretary
- Player Agent + Safety Officer
- Field Manager
- Treasurer
- Director of League Development (Coaches/Players)

Board Officials

- Equipment Manager
- Marketing Manager (Sponsorship + Events)
- Uniforms Coordinator
- Scheduling Officer
- Umpire Coordinator

Board Officers

President

- Oversees the affairs of all elements of the League.
- Provides strategic direction and manages partnerships (city councils, county, other leagues)
- Handles interactions with other Little League board of directors and manages partnership
- As chief administrator, selects and appoints all managers, coaches, umpires and committees
- Represents the League in the District organization. This includes attendance at all district Meetings, etc.
- Oversees all Post-season tournaments, both sanctioned and non-sanctioned

- Oversee and coordinate all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-Little League uses.
- Oversee and coordinate with the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.
- Oversee all long-term development and planning.
- Conduct new director meeting and field director walk through at the fields before the season starts.
- Ensures proper policies and procedures are executed for all of Little League

VP of Baseball/Softball

- Conducts annual coaches meeting
- Attends respective softball/baseball meetings for Little League district meetings
- Handles all grievances for respective league, escalates to President when necessary
- Responsible for coordinating practice and game scheduling for respective teams across all levels including Mickey's through Seniors.
- **Coordinates logistics for other districts**
- Responsible to make sure all teams have proper gear distributed and coordinates with equipment manager to make sure proper gear is ordered
- Responsible for identifying coaches and submitting for approval to the board
- Works closely with the player agent to ensure teams are balanced and drafted
- Proposes team sizes and up/down and for board approval
- Coordinates with the Safety officer to ensure proper protocols are executed for all teams
- Coordinates post season tournaments including the management of All Stars
- Responsible for draft setup and execution
- Responsible for the hiring, training, and scheduling of all umpires for baseball and softball.
- Coordinates with the Safety Officer to schedule all umpire training clinics, seminars, etc.

VP Operations

- Responsible for cohesiveness across baseball and softball; ensures information is distributed to both SB/BB leagues in a timely manner (including scheduling,
- Responsible for improving existing processes and acquiring/managing software to assist
- Ensures all board members have tools and equipment needed to perform their respective responsibilities
- Oversees timeline of events and ensures self and other board members are accountable for required actions and workback schedules
- Ensure core little league protocols are executed properly and timely throughout the year
- Responsible for conducting and coordinating all background checks of all volunteers to meet Little League guidelines and keeping a log of all volunteers approved.

- Manages the Little League website including registration data, team and schedule information
- Maintain an accurate online membership database.

Secretary

- Records minutes of meetings
- Manages league wide communications including social media and communications
- Ensures timing and coordination of emails as well as cohesiveness between softball and baseball
- Primary contact point for incoming questions, coordinates and escalates questions as needed

Player Agent

- Oversees and coordinates players as they relate levels and teams
- Coordinates messaging to coaches for finalized teams
- Assists with Draft preparation with VP of Softball/Baseball
- Responsible for coordinating lower level teams
- Helps ensure teams are evenly balanced
- Records and manages player/team adjustments
- Responsible for checking birth records and eligibility of all players.
- (Safety) Coordinates all safety activities including supervision of Safety Plan
- (Safety) Ensures safe playing conditions on all fields
- (Safety) Coordinates reporting and prevention of injuries

Field Manager

- Manage city and county relationships and communications with field representatives
- Responsible for maintenance and upkeep of fields.
- Coordinates field maintenance with internal and external parties
- Manages incoming field maintenance requests
- Prepares and executes plan of field needs and submits budget request.
- Maintains inventory of field equipment on an ongoing basis
- Ensures fields have proper maintenance materials and equipment for the season duration

Treasurer

- Signs checks as directed by league constitution.

- Receives all mail, supplies and other communications from the Little League International, and the District.
- Dispenses League funds as approved by Board of Directors.
- Reports on status of League funds.
- Keeps League books and financial records.
- Assumes responsibility for all League finances.
- Prepares and submits league tax returns, etc.
- Prepares budgets (and coordinates with each budget discipline regarding use of budgets).

Director of League Development (Coaches/Players)

- Plans and executes preseason workouts for both softball and baseball
- Implements programs and processes for player development across all levels
- Plans and executes player tryouts/assessments across baseball and softball
- Responsible for coaching development and training; ensure coaches are equipped with proper tools (pending budget approval from board vote)
- Plans, manages and executes player evaluations for upper levels

Board Officials

Equipment Manager

- Responsible for the upkeep and maintenance of all player equipment.
- Coordinates with the Vice Presidents of Baseball/Softball and Division Directors to receive all equipment bags back from the managers at the end of the season (or the end of all-star season).
- Maintains an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.
- Maintains inventory of equipment and responsible for equipment orders
- Prepares all equipment bags for distribution each new season with size appropriate equipment for each division.
- Coordinates with the Vice Presidents of Baseball/Softball and Division Directors to make sure that all equipment bags are distributed to managers by/on draft day for each league.

Marketing Manager (Julie Klingler?)

- Oversees and responsible for sponsorship activities. Works with committee to execute sponsorship plan
- Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
- Coordinates with the Treasurer to make sure that all sponsorships are paid.
- Plan, budget and sell additional merchandise items, e.g., sweatshirts, as appropriate

Jamboree Coordinator (?)

- Manages and oversees all Jamboree planning and execution activities

Uniforms Coordinator (Quinn Thompson)

- Manages and coordinates logistics for uniform activities
- Consolidates uniform information from players
- Assists with distributing uniforms to coaches/teams
- Manages uniforms for regular season and All-Star seasons

Scheduling Officer

- Responsible for coordinating available fields with the City and County representatives
- Creates season schedule, field usage matrix, playoff schedule and practice schedules for Softball and Baseball
- Coordinates scheduling with interlock systems
- Manages and communicates all re-scheduling and changes to field usage
- Coordinates volunteer umpire schedules with Director of League Development
- Coordinates paid umpires with VP of Baseball/Softball

Umpire Coordinator

- Responsible for developing relationships with volunteer umpires and managing relationships with umpire organizations
- Coordinates scheduling with umpires and games
- Handles umpire escalations during season and coordinates with VPs/President as necessary
- Organizes all training clinics, seminars, for volunteer umpires (not hired umpires)