

# 2024-2025 Board Positions

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## 2025 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 tiebreaker, the following logic will be used in order: President receives an additional vote (Executive Order)

### **Board Officers**

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

### **Board Officials**

- Equipment Manager
- Marketing Manager (Sponsorship + Events)
- Uniforms Coordinator
- Lower Scheduling Officer
- Umpire Coordinator
- Lower baseball coordinator
- Quickball 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 yearly calendar, opening day, and field scheduling for all non-Little League uses.
- Oversee and coordinate with the League Information Officer all League Publicity campaigns, including 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**

- Conduct the annual coaches meeting in partnership with the Coaching Coordinator (if staffed)
- Attends respective softball/baseball meetings for Little League district meetings
- Coordinates logistics with other districts
- Handles all escalations from player agent and coaching coordinator for respective league, escalates to President when necessary
- Partner with scheduler for practice and games schedules from AAA through Senior Levels
- Partner with Lower Division Baseball coordinator and scheduler for Quickball, A and AA levels
- Partners with equipment manager to ensure equipment is available/ordered and distributed equipment appropriately
- 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 upper division draft preparation and execution

### **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
- 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**

- Represents all players and parents in discussions with other board officials
- Handles all questions concerns and feedback from players and parents, escalating to the VP of the league when appropriate or necessary
- Assists with Draft preparation with VP of Softball/Baseball
- Coordinates messaging to coaches for finalized teams
- Helps ensure teams are created in a fair and balanced manner
- 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

### **Scheduling Officer**

- Manage city and county relationships and communications with field representatives
- 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

- 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

### **Treasurer**

- Signs checks as directed by league constitution.
- Receives all mail, supplies and other communications from Little League International and District 9.
- 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**

- Coaching coordinator for upper league baseball & softball
- Share information and be the liaison for league communication

## **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**

- 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**

- Manages and coordinates logistics for uniform activities
- Consolidates uniform information from players
- Responsible for the distribution of uniforms to coaches/teams

## **Coaching Coordinator**

- Helps VP's identify and select coaches for all levels and leagues
- Handles all questions concerns from coaches, escalating to the VP of the league when appropriate or necessary
- Provides important program information to coaches including board decisions
- Help coaches with understanding how to use TeamSnap for team management
- Help coaches understand the importance of scoring in Game changer
- Recruiting parent volunteers
- Pitch counts in baseball
- Game records for All-Stars
- Help coordinate team Practice times with coaches and scheduler across all leagues

## **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)

### **Lower baseball coordinator**

- Attends annual coaches meeting and coordinates with lower-level coaches throughout the season
- Partners with VP of Baseball on all logistics for lower-level baseball (A, AA)
- Partners with all Officers and Officials to create a great experience in lower-level baseball
- Fields all questions and concerns around lower-level baseball escalating to the appropriate Officer or Official when appropriate

### **Quickball coordinator**

- Partners with all Officers and Officials where appropriate to create a great Quickball experience
- Responsible for all Quickball communications and logistics
- Reaches out to all prospective Quickball coaches to ensure there are enough coaches across teams
- Partners with EL1 on training for coaches
- Ensures that instruction books are printed and available for coaches in training and for practice/game starts
- Partners with VP's across Softball and baseball to create Quickball teams around coaches (including buddy requests, age and experience)
- Partners with Quickball/EL1 contacts to order and receive equipment
- Ensures all players receive equipment and uniforms
- Ensures all coaches are aware of equipment location, usage and storage
- Attends first 1 to 2 weeks of Quickball to ensure smooth running of the practice and games