

# Bear River Little League

## Board of Director Positions

### President

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- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Present a report of the condition of the Local League at the Annual Meeting.
- Communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- Be responsible for the conduct of the Local League in strict conformity to the policies, principles and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to the Local League by the organization.
- Authority to make and execute contracts and leases in the name of the Local League, with prior Board of Director approval.
- Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- Prepares and submits annual budget to the Board of Directors and be responsible for the proper execution thereof.
- With assistance of Registrar and Player Agent(s), examine and certify the application, proof of age and residency of players.
- Represents Local League at District Level meetings.
- Chairs all Board Meetings and votes in case of ties.
- Make purchases necessary to properly uniform Local League teams, including jerseys, caps, patches and pins.

### Vice President

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- 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 to act. When so acting, the Vice-President shall have all the powers of that office.
- Acts as ex-officio member of all committees, and carries out such duties assigned by the Board of Directors or by the President.
- The Vice-President may manage, coach or umpire, during the regular season, provided he or she does not serve on any protest committee.
- Separate Vice Presidents may be selected to oversee individual divisions within the league.
- Coordinate Local League training clinics, as necessary.
- Organize and manage the activities of registration workers.
- Make purchases necessary to properly uniform Local League Board of Directors, including shirts and caps.
- Coordinate distribution of Local League issued uniforms for each team.

### Secretary

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- Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the Office of Secretary or as may be assigned by the Board of Directors.
- Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members, and give notice of all meetings of the Local League, Board of Directors and Committees.
- Keep the minutes of meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- 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.
- Prepares meeting minutes and agendas and distributes to Board of Directors.

## **Treasurer**

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- 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 monies and securities, and deposit the same in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all monies and securities of the Local League, approve all payments from allotted funds and draw checks therefore in agreement with the policies established in advance of such actions by the Board of Directors.
- Prepare and 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 Headquarters.
- At all times, maintain the Local League's financial books, accounts, and records in condition for audit and ready to turn over his/her successor.
- At a minimum, provide a monthly report indicating all receipts and disbursements and a copy of the monthly bank statement for each of the Local League bank accounts to the Board of Directors.

## **Membership (Volunteers) Director**

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- Manage the overall registration process. Receives assistance from League Information Officer regarding.
- Oversee the preparation and distribution of registration sign-up notifications/flyers.
- Secure the facilities for conducting registration walk-ins/sign-ups.
- With the assistance of the Treasurer, collects registration fees including fundraising buy-outs, and facilitates reimbursement of payments for appropriate cases of non-participation.
- Assists Player Agent(s) with team building for both draft and non-draft divisions.
- Schedules and track volunteers for the snack bar during Local League events.

## **Information Director**

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- Manages the Local League's official website, using an IT solution approved by the Board of Directors.
- Manages online registration setup.
- Assigns administrative rights to league volunteers and teams with regards to Local League's website.
- Ensures Local League news and scores are updated on a regular basis.
- Collects, posts and distributes important information on Local League activities to Little League Headquarters, District, Board of Directors, League Members, Media and the public.
- Serves as primary contact person for Little League and approved IT solution provider regarding optimizing use of the Internet for league administration and for distributing information.
- Responsible for maintaining Local League membership and roster data within Little League Headquarters data center.
- Maintain Local League rosters.
- Creates marketing materials such as; flyers, signs, banners and handbook.
- Manages team mom meeting held at the beginning of the season.
- Manages game schedules on league website.

## **Equipment Director**

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- Prepare a budget, with the assistance of the Treasurer, for the care and maintenance of the Local League playing fields, batting cages, bullpens, equipment (e.g. tractors, mowers, tools, supplies) and city usage fees (e.g. lighting).
- Keep an accurate inventory of all equipment, tools and supplies purchased by the Local League for the care and maintenance of the playing fields, batting cages and bullpens.

- Coordinate with Division Directors all equipment is dispersed to teams at the beginning of the season and collection at the end.
- Provides scorebooks and pitch-count books to teams.

## **Safety Officer**

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- Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- Develop and implement a safety plan (e.g. Little League's ASAP Program) for increasing safety of activities, equipment and facilities through education, compliance and reporting.
  - Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
  - Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
  - Reporting – Define a process to assure that incidents are recorded, information is sent to Local League, District and National offices, and follow-up information on medical and other data is forwarded as available.
- Evaluate players for any safety issues during tryouts, and make subsequent recommendations to the Board of Directors thereof.

## **Concessions Director**

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- Prepare a budget, with the assistance of the Treasurer, for the purchase and sale of concession products for the entire season, including All-Star post-season.
- Maintains the operation of concession facilities.
- Organizes the purchase of concession products.
- Responsible for the management of the concession sales at Local League events.
- Schedules workers for the concession booth during Local League events.
- Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities.
- Organizes, tallies and keeps records of concession sales and purchases.

## **Assistant Concessions Director**

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- Backs up concessions director, performing associated duties as needed or assigned.
- Shops bi-weekly for food items and supplies as needed.

## **Fundraising Director**

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- Prepare a budget, with the assistance of the Treasurer, for the Local League fundraising initiatives.
- Organizes and implements approved Local League fundraising activities.
- Maintains records of monies secured through fundraising initiatives.
- Responsible for securing and implementing team photography services.
- Solicits and secures local business sponsorships to support Local League teams and operations.
- Collects and reviews sponsorship opportunities.
- Purchase required equipment and supplies necessary to execute Local League events.
- Organizes and implements approved Local League events.

## **Umpire in Chief (UIC)**

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- Supervise, schedule and coordinate the efforts of the umpires (both adults and Junior umpires).
- Maintain a list of all active volunteer umpires. A copy of the list shall be provided to the Local League President and Secretary for distribution as deemed necessary.
- Maintain communication between the Board of Directors and the umpires.
- Conduct clinics for the purpose of training umpires in the knowledge and application of Little

- League Baseball's official Regulations and Playing Rules and the Local League's Ground Rules.
- Serve as a permanent member of the protest committee.
- Manage relationship with umpire association and related umpires, where needed.

### **Assistant Umpire in Chief (UIC)**

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- Backs up Umpire in chief performing associated duties as needed or assigned.

### **Player Agent**

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- Record all player transactions and maintain an accurate and up-to-date record thereof for his/her assigned division(s), with assistance from the Registrar.
- Receive and review applications for player candidates, within his/her assigned division(s), and assists the Registrar and President in verifying residence and age eligibility.
- Receive and review application for manager/coach candidates, within her/her assigned division(s), then interviews and submits recommended candidates to the President for nomination and subsequent approval by the Board of Directors.
- Conduct the player tryouts, the player draft and all other player transactions or selection meetings.
- Evaluate players for any safety issues during tryouts and make subsequent recommendations to the Board of Directors thereof.
- Ensure that the proper number of players, within an age group, is drafted to each team.
- Shall not manage, coach or umpire in the division over which he/she has authority, unless the Local League has received explicit written permission to allow this from Little League Headquarters.
- Prepares for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.

### **Coaching Coordinator**

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- Represents coaches/managers in league; presents a coach/manager training budget to the board.
- Gains the support and funds necessary to implement a league-wide training program.
- Orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary.
- Helps implement [www.LittleLeagueCoach.org](http://www.LittleLeagueCoach.org) as the manager-coach education program for the league.

### **Facilities Director**

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- Coordinate care and maintenance of playing fields, bullpens and batting cages.
- Assist the Field Equipment Coordinator in maintaining communication between the Board of Directors and the Managers and Coaches, with regard to field care and maintenance for his/her division.
- Maintain schedule of field maintenance volunteers.
- Set-up field maintenance days.

### **Assistant Facilities Director**

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- Backs up Facilities Director performing associated duties as needed or assigned.

### **Division Directors (Juniors, Majors, Minors, Farm, Tee Ball)**

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- Responsible to run and organize their individual divisions within BRL
- All Division Directors work in conjunction with the Vice President
- Tee Ball and Farm Directors will separate and evenly divide the teams following open registration and evenly apply late registrations.
- Minor, Major and Junior Directors will participate in tryouts and the draft.
- Minor and Major Directors will work together and create a nightly clean up and field prep schedule.