



Lincoln Little League

Board Position Duties



PRESIDENT

The President shall have the following powers and responsibilities:

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

Present a report of the condition of LLL 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 charter issued to the league

Designate in writing, other officers if necessary, to have 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 of Directors

Investigate complaints, irregularities and conditions detrimental to LLL and report thereon to the Board of Directors as circumstances warrant.

With the help of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

With the assistance of the Player Agents and LIO, examine the application and proof-of-age support documents for every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection

The President must attend the District 11 Monthly Presidents Meeting.

Assisting the League Information Officer with information for the website as well as coordinating the information to be dispersed to Social media.

Charter and get all proper documentation to Little League International.

The President Shall help assist other Board members at any LLL Event: (Walk in Registration, Verification, Tryouts, Draft, ScoreKeepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Fields Workdays, Opening Day and Closing Day, Fundraiser Events, TOC's, All Stars, Etc.

Shall attend Committee meetings on occasion

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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VICE PRESIDENT

The Vice President shall have the following powers and responsibilities:

In cases of the absence or disability of the President, the Vice President shall perform the duties of the President.

When acting, the Vice President shall have all the power of the President's office and will have other duties assigned by the Board of Directors or by the President.

The Vice President will be kept up to date on all operations, committees, and events
Assist President and Investigate complaints, irregularities and conditions detrimental to LLL and report thereon to the Board of Directors as circumstances warrant.

Responsible for the conduct of the local league in strict conformity to the policies, principles, rules and regulations of the little league baseball as agreed to under the conditions of charter issue to the local league, in the absence of the president.

Shall attend the D11 meetings should the President be unable to attend.

Responsible for overseeing all events: Walk in registration, Tryouts, Coaches Clinics, Coach Selection, All-Star Selection, Draft, Home Run Derby, Opening Day and Closing Day, Etc.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SECRETARY

The Secretary shall have the following powers and responsibilities:

Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.

Maintain a list of all Regular, Honorary Members, directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees, including obtaining meeting locations and use agreements.

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

Notify Members, directors, officers and committee members of their election or appointment.

Send out meeting minutes to the Board of Directors within forty-eight (48) hours following a meeting for review and a draft shall be published on the website for public knowledge.

Shall be responsible for carrying out all orders, votes, and resolutions

Shall be at present at Walk In registration, Opening Day, Closing Day, District required meetings, Disciplinary Committee meetings

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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LEAGUE INFORMATION OFFICER (LIO)

The Information Officer shall have the following powers and responsibilities:

Be responsible for online registration program/systems interface, Website development and maintenance of Website

Be responsible for sending articles or information to local media.

Keeping standings and daily updates on the Website.

Be responsible for coordinating with all social media so that they can also be updating their content.

Maintains and updates accounts in Team Sidelines as necessary and cross references with the Treasurer regarding balances owed, cancellations, refunds, etc.

Ensures rosters are up to date and sent to LLI

Assigns administrative rights to new board members

Responds to all league emails/correspondence from customers, etc.

Provides information to LLI during All-Stars

Attends the following Events: Walk- In Registration, Tryouts, Draft, Scorekeepers Training, Team Parent Meeting, Disciplinary Committee, Opening Day, and Closing Day.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

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TREASURER

The Treasurer shall have the following powers and responsibilities:

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 same in a depository approved by the Board of Directors (**Wells Fargo**)

Schedule a meeting at **Wells Fargo** to set up any new members on the account/remove old members no later than the first week of October.

Keep records in the Aplos Program (or Board Approved accounting software program)

Reports on the status of the League funds at all Board Meetings

Prepares alongside the President the Annual Financial Statement to be presented at the Annual Meeting.

Assumes all responsibility for the local league finances

Prepares documents for W2 and Employee files for Jr Umpires and Teens working in snack bars along with any other possible 1099 contractor to be presented and filled out at the Walk-In registration.

Assumes all responsibility for the local league finances.

Collects all monies from the snack bars, compares each till with the clover system for accuracy and deposits into the appropriate accounts.

Collects mail from post office on a regular basis

Will verify hours worked from snack bar and Jr Umpires on a Biweekly schedule.

To avoid any possible potential conflicts, the Treasurer cannot be related to or be involved in a personal relationship with any other person whose name is on the bank accounts of LLL as a designee and who is authorized to sign checks for LLL; and to avoid any possible potential conflicts, the Treasurer and the President or Vice President cannot be a relative.

The Treasurer will prepare tax information for tax season and assist the Board Approved CPA with any documents needed. The Current Board approved CPA is **Matthew Swenson CPA**.

Tax Season is as follows:

- o 1099's are due February 1
- o Federal Tax Form (990) due February 15
- o State Tax Form (199) due February 15
- o Attorney General Form (RRF-1) due February 15
- o Secretary of State due every two (2) years next due 2021
- o **A copy of tax return is due to LLI as well as a copy of financials due end of the year**

Treasurer must attend Walk In registration, Tryouts, District required meetings, Disciplinary Committee, Scholarship Committee, and Opening and Closing Ceremonies

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SAFETY OFFICER

The Safety Officer shall have the following powers and responsibilities:

Responsible for creating a safe 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.

Coordinates all Safety Activities, ensures safety in player training, and ensures safe playing conditions are met.

Updates and Prepares ASAP plan for submission to LLI.

Coordinates reporting and prevention of injuries.

Responsible for conducting background checks on all league volunteers (Board members, Managers, Assistant coaches, practice coaches, team parents, scorekeepers etc. as required by LLI)

Responsible for the oversight of stocking safety supplies (First aid, Ice, etc. for all games)

Responsible for safety committee/ safety committee meetings. Must relay committee meeting date to LIO to allow the meeting to be on the website calendar.

Assist Equipment Manager as necessary to stock, track and hand out/receive Equipment at beginning and end of EACH season.

Safety Officer must attend Walk In registration, Tryouts, District required meetings, Disciplinary Committee, Coach Selection Committee, Coaches Meeting, Select Games, and Opening and Closing Ceremonies

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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UMPIRE IN CHIEF (UIC)

The Umpire in Chief shall have the following powers and responsibilities:

Serves as the lead Umpire for the local league umpire program.

Generate recruitment and training of LLL's Junior Umpire Program.

Establish and implement an Umpire training program.

Be responsible for conducting periodic safety training and performing spot checks during season games and practices.

Communicates rule changes to league volunteer umpires, managers, and coaches.

Recommend tournament worthy umpires to the district umpire consultant.

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

Maintain compliance of all safety and health equipment/apparatus.

Utilizes Arbiter to Schedule all Umpires for all games with both Jr Umpires, Volunteer Umpires, as well as any outside Umpire agency (RCOA, Etc.) with the assistance of the Umpire Coordinator.

Confirms umpires we present at scheduled games and relays finalized schedules to the Treasurer for payment of Jr Umpires and RCOA umpires on a Bi-weekly schedule.

The Umpire in Chief must attend: Walk in Registration, Tryouts, Coaches Clinic, Umpire Clinic, Coach Selection Committee, Disciplinary Committees, select games, Opening and Closing ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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Umpire Coordinator

The Umpire Coordinator shall have the following powers and responsibilities:

- Serves as communications coordinator for the local league umpire program.
 - Helps UIC to generate recruitment and training of LLL's Junior Umpire Program.
 - Be responsible for conducting periodic safety training and performing spot checks during season games and practices.
 - Communicates rule changes to league volunteer umpires, managers, and coaches.
 - Recommend tournament worthy umpires to the district umpire consultant.
 - Helps coordinate and plan umpire training programs at the district, state and region levels.
 - Coordinates all Jr Umpires interested in participating in the program to sign all necessary paperwork.
 - Schedules all Umpires for all games for AAA and above divisions, coordinating with Scheduler.
 - Maintain compliance of all safety and health equipment/apparatus.
 - Utilizes Arbiter to Schedule all Umpires for all games with both Jr Umpires, Volunteer Umpires, as well as any outside Umpire agency (RCOA, Etc.)
 - Confirms umpires we present at scheduled games and relays finalized schedules to the Treasurer for payment of Jr Umpires and RCOA umpires on a Bi-weekly schedule.
 - The Umpire Coordinator must attend: Walk in Registration, Tryouts, Coaches Clinic, Umpire Clinic, Coach Selection Committee, Disciplinary Committees, select games, Opening and Closing ceremonies.
- Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.**
- Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.**

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COACH COORDINATOR

The Coach Coordinator shall have the following powers and responsibilities:

Represents all Coaches and Managers in the League.

Coordinates Clinics as necessary for coaches.

Distributes information to coaches and managers as their main point of contact.

Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.

Recruitment of Coaches is vital to the seasons and is a requirement of the Coaching Coordinator.

Ensures all coaches and managers have attended the required training for TOC and All-star appointment.

Serves as a vital part of the coach selection, All-star coach selection and disciplinary committees.

Must reach out at the end of all seasons for feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

The Coach Coordinator must attend: Walk in Registration, Tryouts, District Required meetings, Coaches Clinic, Coach Selection Committee, All Star Selection Committee Disciplinary Committees, select games, Opening and Closing ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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T-BALL PLAYER AGENT

The Farm Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to- date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Must attend: Walk-In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies.

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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FARM PLAYER AGENT

The Farm Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to- date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Must attend: Walk-In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies.

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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A PLAYER AGENT

The A Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Must attend: Walk-In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies.

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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AA PLAYER AGENT

The AA Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Must attend: Walk-In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Select Games, and Opening and Closing Ceremonies.

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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AAA PLAYER AGENT

The AAA Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to- date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Creates practice schedules and light schedule for Foskett, coordinating with Scheduler.

Shall attend several games to ensure proper conduct by managers, coaches, players and parents.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Assist with All Star Selection Ballots, TOC and must serve on the Coach Selection and All-Star Coach Selection Committees.

Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.

Must attend: Walk-In Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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MAJOR PLAYER AGENT

The Major Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Creates practice schedules and light schedule for Larry Costa Field, coordinating with Scheduler

Assist with All Star Selection Ballots, TOC and must serve on the Coach Selection and All-Star Coach Selection Committees.

Shall attend several games to ensure proper conduct by managers, coaches, players and parents.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.

Must attend: Walk in Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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JUNIOR'S PLAYER AGENT

The JR/Intermediate Player Agent shall have the following powers and responsibilities:

Record all player transactions and maintain, with the Registrar, an accurate and up-to- date record thereof.

Assist Coaching Coordinator in the recruitment of Coaches and Managers for teams.

Assist LIO in checking residence and age eligibility.

Helps with transfers of players due to injury or quitting.

Acts as an advisory role to coaches and managers, must make themselves available during season to assist with any issues that may arise.

Assist Events/Fundraising Coordinator with promoting activities and fundraisers.

Coordinates with Volunteer Coordinator and Field Maintenance Coordinator to schedule volunteers for field maintenance days.

Creates practice schedules and light schedule for McBean Stadium, coordinating with Scheduler

Shall attend several games to ensure proper conduct by managers, coaches, players and parents.

Must obtain feedback from parents, players, and UIC on the performance of Coaches for future coach selection. Information is relayed to the Coach Selection Committee for future coach selection.

Assist with All Star Selection Ballots.

Must serve on the Coach Selection and All-Star Coach Selection Committees.

Assist with TOC. Evaluates all players during tryouts, in the event that a coach is unable to attend tryouts or in the event of player movement due to injury during seasons.

Must attend: Walk in Registration, Safety Meeting/Clinic, Coaches Clinic, Managers Meeting, Tryouts, District required meetings, Manager Meeting, Draft Night Select Games, and Opening and Closing Ceremonies

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve, nor may they have a child in the division in which they serve

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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LEAGUE SCHEDULER

The League Scheduler shall have the following powers and responsibilities:

Coordinates all regular season and local TOC schedules for practices and games on field with player agents, UIC, Umpire Coordinator and Field Maintenance Coordinator.

Reschedules any rain out games per board approved Bi-laws.

Distributes schedules to coaches and managers.

Provides updated schedules to UIC anytime a change is made to ensure umpires are available.

Coordinates with other leagues for any inter-district play.

Coordinates all schedules for practices and games on field with the tournament committee if LLL is allotted tournaments.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SNACK BAR COORDINATOR

The Snack Bar Coordinator shall have the following powers and responsibilities:

Oversee the budget, operations and administration of all concessions including oversight of the teen snack bar contractors.

Schedule and oversee a Snack Bar training for all volunteers and/or teen contractors on the Clover system, the Snack bar policies, and procedures

Schedule and oversee a Snack Bar clean out day coordinating with the Volunteer Coordinator and Player Agents.

Will be issued a LLL credit card for the purpose of restocking food, drinks, and any necessary items to operate the snack bar, provided the cost remains within the board approved budget.

All receipts **must** be submitted to Treasurer via email or in person within fifteen (15) days of purchase.

Must use the Clover system to restock and track all snack bar items.

Responsible for the till being correct at each night.

Responsible for the safety of all contractors during each shift.

Must develop and implement a cleaning schedule for all surfaces, equipment, and machines within each snack bar to avoid pest issues.

Must develop and implement all policies to ensure money/snack bar items are all accounted for each day.

Must place and remove **all items** from the Lincoln Crossing and Twelve Bridges Snack bars at the beginning and end of each season to be stored in storage.

Will receive \$200 from the Treasurer in change for each snack bar to start and end each day with for each clover machine.

Responsible for all Monies being placed in the safe at the end of the night with the exception of the change. (The till should match the clover system

Responsible for Recruitment of teen contractors and signing of all necessary paperwork i.e. work permits, emergency contact form etc.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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FIELDS MAINTENANCE MANAGER

The Fields Maintenance Manager shall have the following powers and responsibilities:

Shall oversee and coordinate the maintenance and care for all LLL fields.

Will lead a group of field specific coordinators who will ensure all equipment is in safe working order such as bleachers, tools and equipment such as field drags, chalkers/stripers, vehicles, rakes and bases.)

Report all issues immediately to the President and the City of Lincoln.

Will be issued a LLL credit card and will be responsible for ordering and maintaining inventory of field maintenance products (Dirt, fertilizers) and equipment (chalk, chalkers, drags, rakes, etc.)

Will work together with the President and Treasurer to plan and set a budget for the season.

All receipts **must** be submitted to Treasurer via email or in person within fifteen (15) days of purchase

Assist the City through the field coordinator with any needs, concerns and improvements at any of the facilities LLL uses.

Be trained in all field equipment and be able to train others.

Schedule (along with Field Coordinators) to oversee all Field Workdays, making sure to give plenty of notice. Field workdays will be published. All player agents must attend along with recruited managers and coaches. It is the responsibility of the Volunteer Coordinator of each division to recruit and follow up on attendance.

Maintains the Field at McBean Stadium while coordinating the scheduling of the other field's maintenance.

Will be the main decision maker, along with the City of Lincoln as to closing fields due to inclement weather.

Assists in field prep following rain to ensure play can continue.

The Fields Director must attend: Fields Workdays, Opening Day and Closing Ceremonies

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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12B FIELD MAINTENANCE COORDINATOR

The 12B Field Maintenance Coordinator shall have the following powers and responsibilities:

Take directions and work with the Field Maintenance Manager.

Be responsible for the care and maintenance of 12B fields, bleachers and maintenance equipment and facilities including but not limited to field drags, chalkers/strippers, vehicles, bases, etc.

Report all issues to the Field Maintenance Manager ASAP.

Assist the Fields Maintenance Manager with the City if they have any needs, concerns, and improvement at any of the facilities LLL uses.

Be trained on all field equipment and be able to train others.

Assist the Fields Director on all Field Workdays.

The Fields Director must attend: Fields Workdays, Opening Day and Closing Ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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LINCOLN CROSSING FIELD MAINTENANCE COORDINATOR

The Lincoln Crossing Field Maintenance Coordinator shall have the following powers and responsibilities:

Take directions and work with the Field Maintenance Manager.

Be responsible for the care and maintenance of Lincoln Crossing's fields, bleachers and maintenance equipment and facilities including but not limited to field drags, chalkers/stripers, vehicles, bases, etc.

Report all issues to the Field Maintenance Manager ASAP.

Assist the Fields Maintenance Manager with the City if they have any needs, concerns, and improvement at any of the facilities LLL uses.

Be trained on all field equipment and be able to train others.

Assist the Fields Director on all Field Workdays.

The Fields Director must attend: Fields Workdays, Opening Day and Closing Ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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JOINER PARK FIELD MAINTENANCE

The Joiner Park Field Maintenance shall have the following powers and responsibilities:

Take directions and work with the Field Maintenance Manager.

Be responsible for the care and maintenance of Lincoln Crossing's fields, bleachers and maintenance equipment and facilities including but not limited to field drags, chalkers/stripers, vehicles, bases, etc.

Report all issues to the Field Maintenance Manager ASAP.

Assist the Fields Maintenance Manager with the City if they have any needs, concerns, and improvement at any of the facilities LLL uses.

Be trained on all field equipment and be able to train others.

Assist the Fields Director on all Field Workdays.

The Fields Director must attend: Fields Workdays, Opening Day and Closing Ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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UNIFORM COORDINATOR

The Uniform Coordinator shall have the following powers and responsibilities:

Responsible for selecting a company that will remain within budget to design and print uniforms for both fall and spring seasons.

Responsible for selecting a company within budget to design and print uniforms for All-Star Season.

Shall present the Design and along with cost to Board for approval for All-star Uniforms.

Responsible for coordinating with LIO for team rosters/and uniform sizing.

Responsible for assigning team names based off of request from Managers.

Must Coordinate with Sponsorship Coordinator for sponsors names to be printed on appropriate team shirts.

Must send correct rosters and sizes with team names to printing company with enough lead time to ensure they will be ready by the start of season.

Responsible for ensuring invoice is given to the Treasurer for quick payment to the printing company.

The Uniform Coordinator must attend: Managers Meeting, Opening Day and Closing Ceremonies, Select Games.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SPIRIT WEAR COORDINATOR

The Spirit wear Coordinator shall have the following powers and responsibilities:

Responsible for selecting a company to remain within budget to design and print Spirit Wear that will be sold at all events, as well as displayed at all snack bars.

Will be responsible to have spirit wear available and will coordinate with the Fundraising/Events Coordinator to set up a separate table specifically for the sale of spirit wear items at Opening Ceremonies, most Saturdays and at special events.

Must ensure that all items are itemized in all three clover systems to ensure sales/tracking.

Monitor items within Clover for restocking purposes.

Responsible for ensuring invoice is given to the Treasurer for quick payment to the printing company.

The Spirit Wear Coordinator must attend: Walk-In Registration, Tryouts, all events, Opening Day and Closing Ceremonies, Select Games.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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FUNDRAISING/EVENTS COORDINATOR.

The Fundraising/Events Coordinator shall have the following powers and responsibilities:

Be responsible for coordinating all aspects of events such as Opening Day, Closing Day, and assisting with large fundraising events (e.g., Movie night, dine out nights and others). This may include obtaining sources and establishing orders/contracts for equipment rentals, goods and services

Be responsible for coordinating all parent communications on events and activities, and communications with the assistance of all Player Agents, Social Media Coordinator and LIO when possible.

Be in charge of the scheduling and ordering of team photos and trophies for TOC.

Be responsible for securing facilities/and coordination for the following events:

- o Walk In registration
- o Managers meeting
- o Team Parent Meeting
- o Pictures
- o Coach Selection meeting
- o All-star selection meeting
- o Draft Night
- o All additional event facilities necessary to host fundraising events

Responsible for creating and managing committees as necessary for events.

Coordination with Sponsorship Coordinator is key to ensure that local sponsors are not being solicited for multiple events/donations.

Collect and record all monies, submitting monies to the Treasurer.

With the assistance of the Treasurer, responsible for the purchase of all prizes for Opening Day ceremonies.

With the assistance of the Treasurer, responsible for the purchase of raffle tickets.

Responsible for handing out raffle tickets at team parent meetings as well as scheduling a collection date. Must be in charge of communication on this with team parents, and Managers.

Must track all prizes on Opening Day.

Required to secure fundraising for the league.

The Events Coordinator must attend: Opening Day and closing day, picture day, all fundraising events, TOC's.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SPONSORSHIP COORDINATOR

The Sponsorship Coordinator has the following powers and responsibilities:

Be responsible for soliciting and securing local business for donations and sponsorship.

Keep record of all sponsors, collecting and recording all monies to submit to the Treasurer.

Responsible for ordering all banners with each sponsor's name and logo on it.

Responsible for the hanging/removal of all banners at the start and finish of each season at all fields.

Must Coordinate with Uniform Coordinator for sponsors names to be printed on appropriate team shirts

Coordination with Fundraising is key to ensure that local sponsors are not being solicited for multiple events/donations

With the assistance of the Treasurer, responsible for the purchase of new banners.

With the assistance of the Treasurer and Event Coordinator, responsible to design, order and deliver Thank you plaques to our sponsors at the end of each Spring Season.

The Sponsorship Coordinator must attend: Opening Day and Closing Day.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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EQUIPMENT COORDINATOR

The Equipment Manager shall have the following powers and responsibilities:

Be responsible for the supply and control of all LLL baseball gear.

Rekey all locks and make copies to be handed out at Managers Meeting.

Responsible for the organization and cleanliness of the storage unit.

Responsible for purchase of any required equipment (broken items, new bats if a change is required, balls, etc.) while remaining within board approved budget. Submits all receipts to the Treasurer.

Responsible for handing out and collecting equipment and the **beginning and end** of every season.

Responsible for changing all locks at the beginning and end of each season.

Must manage key hand outs to all managers at the Manager's Meeting and schedule a collection date to receive keys from managers at end of season.

- o Only people to be issued keys are President, Field Maintenance Manager, Field Coordinators and Managers.
- o New keys/ locks should be for Batting cages, Conex boxes, storage units on fields, and dugouts.

Must maintain a tracking system for auditing purposes, this should include an inventory of all items, a way to check out and check back in equipment. Any missing or broken items (beyond normal wear and tear) will fall on the responsibility of the coach returning the equipment.

Must report missing or broken items to Coach Coordinator and Player Agent.

The Equipment Manager must attend: Walk in registration, Managers Meeting, Scheduled collection date(s), select games, Opening and Closing Ceremonies.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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SOCIAL MEDIA COORDINATOR

The Social Media Coordinator shall have the following powers and responsibilities:

Be responsible for all social media content.

Works to ensure the league is visible to the community all year round.

Frequency of posts is up to the discretion of the Social Media Coordinator, but should try to maintain a daily routine of posting updates.

Helps to promote events, league information, field updates etc. amongst all social media platforms.

Works with Field Maintenance Manager, Field Coordinators and LIO to update the league through social media for field updates.

Must attend **ALL** league events to take photographs, video and documentation to add to social media allowing LLL to be promoted on social media.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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Volunteer Coordinator

The Volunteer Coordinator shall have the following powers and responsibilities:

Be responsible for coordinating and tracking all aspects of LLL involving volunteers.

Works with the Fundraising/Event Coordinator and Player Agents to ensure volunteer participation at events such as Opening Day, Closing Day and other fundraising events (e.g., Movie night, dine out nights and others).

Be responsible for communicating with all parents on volunteer opportunities at LLL events and activities, using the assistance of all Player Agents, Social Media Coordinator and LIO when possible.

Works with the Snack Bar Coordinator proper staffing levels of volunteers that will ensure a successful and a profitable snackbar.

Utilizing the help of Player Agents, collects volunteer buy-out checks for safe keeping. Checks will be turned into the Treasurer if volunteers do not complete the required number of volunteer hours so they may be deposited.

Implement and manage a system that ensures IF volunteers complete the required number of volunteer hours, their volunteer buy-out check is returned to them.

The Volunteer Coordinator must attend: Opening Day, Closing Day, Picture day, all fundraising events, and TOC's.

Must attend all meetings, unless excused as per Article 5, Section 2 Monthly Meetings.

Attendance at 10 of the 12 meetings held throughout the year must be attended in order to receive a refund of one registration fee.

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