



Citrus Heights Little League Board of Directors Officers and Duties

(See Constitution for additional details)

There are 6 mandatory positions for the league to operate, per Little League International (President, Vice President, Secretary, Treasurer, Player Agent and Safety Officer).

President: Conducts the affairs of the local league and executes the policies. Is responsible for the conduct of the league and investigates complaints, irregularities, and conditions detrimental to the league. Prepares annual budget and is responsible for its execution. Maintains all documents for Little League Baseball, Incorporated, and works in conjunction with the Players Agent to maintain player lists and approves all managers and coaches. Prepares Agenda for monthly BOD Meetings (secretary to send out). Represents CHLL at District 5 meetings and All-Star meetings. Attends monthly District 5 meetings. ***(Chairperson for Executive, District, and Financial Committees)***.

Vice-President: *Works closely with President.* Shall perform duties of President in their absence of with authorization by the Board of Directors or the President. May represent CHLL in other District meetings. Oversees that all committees are running smoothly; IE: meeting and following through with findings/fixes, etc. ***(Chairperson for Grounds and Rules Committees)***.

Secretary: *Works closely with President and Vice President.* Records activities and maintains files, mailing lists and records. Keeps the minutes of all monthly meetings (and takes notes at any other meetings when present), sends out agenda (prepared by President) to BOD for monthly meetings. Provides any/all handouts/information for meetings, conducts correspondence as assigned. Uploads all Minutes to website. Keeps league calendar updated. Posts notices of the annual election for Board of Directors, prepares the ballot, maintaining the election table and online voting, and certifying voters as members of the league. Maintains current list for all BOD events/functions (IE: BOD members, Manager/team for each season, schools in boundary, etc.). Must be present during all drafts, meetings, etc. to Record all notes. Notify Members, Directors, Officers and Committee members of their election and/or appointment to Local League office or committee. Keeps current lists of all BOD, coaches, team reps, etc.

Treasurer: Receives all monies and securities and deposits funds and receipts. Keeps records of receipt and disbursement of all monies. Approves payments from allotted funds, prepares annual financial report and prepares annual budget. Handles all refund requests, in charge of Scholarships for players. Helps assist each committee with creating their annual budget and keeps track of allotted budget for each committee. ***(Joint Chairpersons for Auxiliary Committee).***

Player Agent(s) – (upper and lower): *Works closely with VP of Divisions.* Monitors team records to ensure minimum play rules are followed. Acts as an advocate in the interest of all players in the league. Records player transactions. Receives and reviews player applications to verify residence and age eligibility. Works in conjunction with the President to help facilitate player drafts, prepares team rosters for President Approval and forwards eligibility affidavit for submission to Little League Headquarters. Prepares all affidavit and waiver requests. Furthermore, Player Agent MUST attend many events, MUST assist with the preparation and evaluation of each player during Evaluations, MUST be present at all Player Drafts.

VP of Divisions (1 for each Division is desired): *Works closely with Player Agent(s) and Umpire-in-Chief.* Assists the Player Agent(s) in the player draft and all other player transactions. Develops game/practice schedules and is responsible for the conduct of their respective divisions program and schedule. Assists the Umpire-in-Chief in scheduling of umpires.

Safety Officer: *Works closely with Volunteer Coordinator and Player Agent.* Responsible for the implementation of the ASAP (A Safety Awareness Program) endorsed by Little League, Incorporated. Responsible for ensuring the completion of the Safety Awareness Training, Abuse Awareness Training, First Aid and CPR Training by all BOD, Managers, Coaches and Team Representatives. Frequently inspects all playing areas for safety conditions and see's that any issues are fixed immediately. Conducts all Safety Meetings and provides First Aid kits for all teams/fields. Handles all accident claims promptly and shall maintain records pertaining to all injuries and to include any claims of liability. Processes all Volunteer Forms with JDP to perform Background Checks before start of every season. Maintains the records of all cleared volunteers with CHLL on an annual basis.

Coaching Coordinator: *Works Closely with Umpire-in-Chief.* Serves as the primary contact for Manager and Coach education programs, represents all Managers and Coaches in the League, implements training programs for Managers and Coaches, distributes materials, conduct Mini Clinics as Necessary. Conducts Annual Coach Meetings before start of Season. MUST assist with the preparation and evaluation of each player during Evaluations. ***(Chairperson for Coaches Committee).***

Umpire-in-Chief: *Works closely with VP of Divisions and Coaching Coordinator.* Obtains properly trained and equipped volunteer umpires from the community and/or certified umpires from reputable organizations. Responsible for the scheduling of all umpires for the Minor, Major, Junior and Senior (and FARM if applicable) Divisions. Ensures that FARM, Coach Pitch and Tee-Ball Divisions are properly officiated by coaches. Conducts/Schedules Umpire Clinics and ensure volunteer umpires participate in all D5 Umpire Training Clinics. Make sure we have proper gear

in the appropriate locations for umpires. Create/monitor volunteer umpire program especially the payment program to volunteer umpires. Create/Monitor Junior Umpire Program. Keep current contact list of all volunteer umpires. ***(Chairperson for Umpire Committee).***

Sponsorship Coordinator: *Works closely with the Fundraising Coordinator and Volunteer/Outreach Coordinator.* Solicits business sponsors for each team and obtains additional advertising for the league directory. Keeps sponsor names updated on the league website and insures advertisements through leagues social media accounts. Responsible for all tasks that pertain sponsors; IE: ordering/hanging sponsor banners and “thank you” plaques/cards at the end of the season, etc.

Fundraising Coordinator: *Works closely with Sponsorship Coordinator, Volunteer/Outreach Coordinator and League Information & Public Relations Officer.* Communicates fundraising ideas/plans to the Board of Directors and coordinates all fundraising activities. Communicates with Sponsorship Coordinator to invite sponsors to league activities and works with Volunteer/Outreach Coordinator to schedule volunteers needed at each event. Oversees/plans all fundraisers and is lead contact for all fundraising events.

League Information & Public Relations Officer: Works closely with Volunteer/Outreach Coordinator, Fundraising Coordinator and Sponsorship Coordinator. Handles all publicity/marketing. Manages the Leagues website and social media accounts, also serves as the primary contact person for the League website and social media accounts. Handles all public relations and announcements through the news media of all events pertaining to CHLL (sign ups, try-outs, opening day, closing day, fundraisers, sponsors, and much more.). Ensures that all members of the local League are notified of the date/time and place of the Annual Meetings.

Volunteer/Outreach Coordinator: *Works closely with Fundraising Coordinator, Safety Officer, Player Agent(s) and Auxiliary Manager(s).* Solicits volunteers from the community (high schools, local churches, and other community programs) with intent of assisting CHLL with scheduling volunteers for all CHLL events and Snack Bar Duties. Schedule all BOD Members and Regular CHLL members for coverage for all CHLL events (such as Evaluations, Opening Day, Fundraisers, etc.). Keep up to date log on Team Snack Bar Rotations Log and assist Team Reps in making sure their team is volunteering. Keeps current contact list for members willing to volunteer for fundraisers, Snack Bar Buy-Out Volunteers, etc. Oversees and collects all completed volunteer forms and ensures that the Safety Officer receives them for Background Check submission.
(Typically, the main contact for Team Representatives)

Equipment Manager: Oversees the purchasing and distribution of all equipment of the local League. Issues and collects equipment to each Manager at the beginning and end of each season. Responsible for inventory system of the equipment of CHLL. Purchase baseballs before the start of every season. Monitor and purchase bases or mounds if needed. ***(Chairperson of the Equipment Committee).***

Uniform Manager: Responsible for the inventory, purchasing and storage of uniforms. Obtain a minimum of 2 bids for the purchase of uniforms for the year. Distribute all uniforms to each team. Furthermore, purchase and inventory Regular Season Fan Fare shirts and All-Star Fan Fare shirts.

Auxiliary Manager(s) - (1 “manager” for each Snack bar): *Works closely with Volunteer/Outreach Coordinator, Fundraising Coordinator, League Information & Public Relations Officer.* Supervises and oversees all concession stands. Helps solicit volunteer help from the community in the operation of concession stand and fund-raising projects. Helps organize, inform, and instruct the Team Representatives of CHLL on the snack bar operations. Furthermore, conducts Team Representatives and Volunteer Training Program for working Concession Stand. Organize shopping responsibilities on a weekly basis for Concession Stands. ***(Joint Chairpersons for Auxiliary Committee).***

Buildings and Grounds - (1 “Manager” for each Field): Knowledgeable of the condition of all playing fields. Coordinates Field Work/Clean-up Days. Assess playing and practice grounds prior to start of season and report to BOD. Prepare and solicit estimates for the repairs and recommended improvements. Assess all maintenance and field equipment and make recommendations or purchase new equipment. Furthermore, the B&G Team is responsible for the grounds at CHLL. All buildings or fields that need repair will fall into the responsibility of B&G. Snack Bars that need maintenance such as wiring, AC units or ice machines will be handled by B&G from purchasing and installation. If dirt is needed for playing fields, they will get estimates and be responsible for the pouring and processing of the dirt. Maintain tractors. Painting and other face-lift tasks will be the B&G responsibility. B&G should reach out to Volunteer Coordinator & Coach Coordinator to land volunteers for massive projects. Very large job and should be filled by multiple members.