

## **Central Chesterfield Little League Board of Director Positions**

**President** - The President shall:

- (a) Conduct the affairs of CCLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of CCLL at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of CCLL.
- (d) Be responsible for the conduct of CCLL in strict conformity to the policies, principles, Rules and Regulations of Little League International, Incorporated, as agreed to under the conditions of charter issued to CCLL by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of CCLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to CCLL and report thereon to the Board of Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Serves as primary dual signature on all checks over \$500.00.

**Vice President Operations** - The Vice President Operation shall:

- (a) 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 so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Serve as Co-Chairperson on the Disciplinary Committee.
- (d) Serve as substitute for the President or Treasurer in dual signature authority should either become incapacitated.
- (e) Responsible for overseeing the following areas of League Operations: League Information Officer, Marketing/Public Relations Manager, Event Manager, Equipment Manager, Uniform Manager, Concession Manager, Sponsorship/Fundraising Manager and Grounds & Maintenance Manager.

**Vice President Baseball** - The Vice President Baseball shall:

- (a) 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 so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Serve as Co-Chairperson on the Disciplinary Committee.
- (d) Serve as substitute for the President or Treasurer in dual signature authority should either become incapacitated.
- (e) Responsible for overseeing the following areas: Player Agent, Safety Officer, Coaching Coordinator and Scheduling Manager

**Secretary** - The Secretary shall:

- (a) Be responsible for recording the activities of CCLL and maintain appropriate files, mailing lists and necessary records.
- (b) 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.
- (c) Maintain a list of all Regular, Sustaining and Honorary Member, Directors and committee members and give notice of all meetings of CCLL, the Board of Directors and committees.
- (d) Keep the minutes of the 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.
- (e) 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.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

**Treasurer** - The Treasurer shall:

- (a) 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.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities on CCLL, including Event Planning, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check of \$500.00 or more must have dual signatures. Those authorized for signature shall be the President, Vice President(s) and the Treasurer.
- (d) 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.
- (f) Shall serve as an ex-officio member of the Financial Committee.

**Player Agent** - The Player Agent shall:

- (a) Ensure players in the league are within boundary or school
- (b) Plan and conduct annual assessment of players
- (c) Oversee draft of players ensuring correct age level in draft
- (d) Hold wait list player placement
- (e) Prepare rosters for little league and county
- (f) Ensure eligibility of all star players
- (g) Oversee all star affidavit completion
- (h) Serves as primary liaison for player questions

**Safety Officer** - The Safety Officer shall:

- (a) 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 International.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

**NOTE:** In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including

players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

(2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from the responsibilities.

(3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

**League Information Officer** - The League Information Officer shall:

- (a) Manage the league's official home page
- (b) Manage the online registration process and ensure that league rosters are maintained on the site
- (c) Assign administrative rights to league volunteers and teams
- (d) Ensure that league news and scores are updated on a regular basis
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media
- (f) Serve as primary contact person for Little League and the Little League Data Center regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International
- (g) Prepare for the President's signature and submission to Little League Headquarters, through the Little League Data Center or the latest program available, the team rosters, including players' claimed, and the tournament team eligibility affidavit

**Coaching Coordinator** - The Coaching Coordinator shall:

- (a) Represent coaches/managers in league; record all Manager/Coach transactions, maintain an accurate, up-to-date record thereof
- (b) Present a coach/manager training budget to the board
- (c) Gain the support and funds necessary to implement a league-wide training program
- (d) Order and distribute training materials to players, coaches and managers
- (e) Coordinate mini-clinics as necessary, and the Mandatory Manager/Coaches clinic and Manager/Coaches Meeting.
- (f) Serve as the contact person for Little League and its manager-coach education program for the league. Notify the President of any subsequent Manager/Coach replacements
- (g) Shall within 24 hours of notification, perform a full and comprehensive investigation of all alleged infractions of the Disciplinary Guidelines by Managers/Coaches
- (h) Shall have the authority to enforce the Disciplinary Guidelines Policy to the level of a Verbal Warning. All other types of disciplinary action shall be forwarded to Disciplinary Committee
- (i) Shall serve as Co-Chairperson on the Disciplinary Committee
- (j) Shall serve as Chairperson on the Managers Committee

**Umpire In Chief** - The Umpire In Chief shall:

- (a) Serve as coordinator of the local league umpire program, including payroll and scheduling
- (b) Advise the League President on the local league umpire program
- (c) Recommend umpires to League President to serve the league during the regular season
- (d) Recruit, review and retain volunteer umpires
- (e) Establish and implement an umpire training program consistent with Little League guidelines
- (f) Attend umpire training programs at the district, state, and region levels

**Marketing/Public Relations Manager** - The Marketing/Public Relations Manager shall:

- (a) Oversee new player recruitment efforts including working with Event Manager on fliers
- (b) Develop and maintain a league marketing plan focused on player recruitment and retention
- (c) Oversee efforts to market new divisions of play and initiatives offered by the league
- (d) Work with media to promote the interests of the league
- (e) Manages the league's social media accounts and responds to questions through social media channels

**Event Manager** - The Event Manager shall:

- (a) Plan and oversee opening and or closing day activities
- (b) Liaison with league photographer
- (c) Assists Player agent in assessments/draft by recruiting volunteers
- (d) Plan and coordinate manager/team parent meetings
- (e) Work with Sponsorship Fundraising Manager in securing open/closing day prizes
- (f) Work with Marketing to ensure league division fliers are printed and distributed
- (g) Shall serve as Chairperson on the Event Planning Committee

**Equipment Manager** - The Equipment Manager shall:

- (a) Works with VP and President on equipment requirements and budget
- (b) Orders and maintains equipment inventory
- (c) Distributes equipment to managers and collects it at the end of the season
- (d) Repairs Equipment as needed
- (e) Shall serve as Chairperson on the Playing Equipment Committee

**Scheduling Manager** - The Scheduling Manager shall:

- (a) Liaison with the county to identify field availability
- (b) Prepares a practice and game schedule
- (c) Coordinates with the Umpire In Chief in assigning umpires to games
- (d) Coordinates with League Information Officer to publish practice and game schedules
- (e) Works with neighboring leagues to set up interleague games

**Sponsorship Fundraising Manager** - The Sponsorship Fundraising Manager shall:

- (a) Works within the community to recruit sponsors in accordance within established policy
- (b) Maintain and purchase sponsorship banners
- (c) Works with VP and President in ordering plaques and banners
- (d) Works with the Marketing/Public Relations Manager in providing visibility of the league in the community
- (e) In association with grounds and maintenance display sponsorship banners

**Concession Manager** - The Concession Manager shall:

- (a) Maintain concession stand to current safety regulations
- (b) Work with Treasurer to establish food and labor budget
- (c) Order supplies and food
- (d) Hire and train concession workers and insure they are state certified to handle food
- (e) Schedule workers and volunteers to ensure stand is open during games
- (f) Works with the Treasurer pay concession staff
- (g) Works with VP and President order equipment as needed

(h) Shall serve as Chairperson on the Concession Committee

**Uniform Manager** - The Uniform Manager shall

- (a) Work with VP and President to develop uniform budget
- (b) Order and maintain inventory of uniforms as required
- (c) Distribute uniforms to team managers
- (d) Set up sales dates for league apparel, ensure sales are recorded with VP and President
- (e) Work with all star managers to size and order uniforms
- (f) Serves as Chairperson on the Uniform Committee

**Grounds & Maintenance Manager** - The Grounds & Maintenance Manager shall:

- (a) Work with the county to ensure all fields are playable
- (b) Maintain Field Condition
- (c) Work with VP and President to order supplies and make necessary repairs to the grounds
- (d) Assist sponsorship manager in displaying sponsorship banners
- (e) Shall serve as Chairperson on the Grounds Committee