PWC Girls Softball LL- Board Position Descriptions

**Please note: These are YEAR LONG assignments and**

**cover both spring and fall ball.**

## PRESIDENT:

* 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 of Directors 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, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the terms of the charter issued to the Local League by Little League Baseball, Incorporated.
* Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive which have had prior approval of the Board of Directors.
* Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board of Directors or Executive Committee as circumstances warrant.
* Prepare and submit an annual budget (in coordination of the Treasurer and each Director) to the Board of Directors and be responsible for the proper execution thereof.
* With the assistance of the Player Agent (s), 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 to a team.

## VICE PRESIDENT:

* In the case of the absence of or disability of the President, and provided he/she is authorized by the President or Board so to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all of the powers of that office, and shall have such other duties as from time to time be assigned by the Board of Directors or by the President.

## SECRETARY:

* Be responsible for recording the activities of the Local league, and maintaining appropriate files, mailing lists, and necessary records.
* 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.
* Maintain a list of all Regular and Honorary Members, Directors, and committee members, and give Notice of all meetings of the Local League, the Board of Directors, and Committees.

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* Shall issue membership cards to Regular Members, if approved by the Board of Directors.
* 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.
* Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings, 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.

## TREASURER:

* Perform such duties as are herein specifically 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, depositing 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 policies established in advance of such actions by the Board of Directors.
* Prepare and monitor the league budget, under the direction of the President, to be reported at the monthly Board of Directors meeting as needed.
* Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

## INFORMATION OFFICER:

* Maintain all league wide communication as directed by the President and/or Board of Directors.
* Monitor the INFO email and provide informational responses or redirection as appropriate.
* Maintain the league wide email distribution list for additions and subtractions.

## PLAYER AGENT:

* Record all player transactions and maintain an accurate and up-to date record thereof.
* Receive and review applications for player candidates and assist the President and Registration Director in checking the residence and age eligibility.
* Prepare and conduct the Player Skills Assessment.
* Prepare and conduct the Player Draft.
* Prepare and conduct all other player transactions such as All Star Selection, Tournament Team Selection, etc.
* Notify Little League Headquarters of any subsequent player replacements or trades.
* Work with the Coaching Division BOD members to prepare and conduct any league­ wide skills development training.

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* Maintains (in coordination with the Chief Umpire and Coaching Director) and suggests changes to the League Local Rules as approved by the Board of Directors.
* Works with the Equipment Director to secure any training aids needed for the skills assessment or skills development training.

## SECURITY OFFICER:

* Responsible for running background checks via Board Approved channels of ALL volunteers (BOD Members, All Coaches and Assistant Coaches, ALL Umpires and anyone who wishes to step out onto the field.)
* Maintain an Approved and Unapproved List of Volunteers.

## SAFETY OFFICER:

* Ensures all playing fields & equipment meet safety criteria as outlined by LL Inc.
* Presents the updated Safety Manual to the Board of Directors (By 01/31/each year) for approval.
* Submits the BOD approved Safety Manual to LL Inc.
* Ensures all Coaches and Umpires know and understand all aspects of the Safety Manual.
* Serves as league contact for injuries.
* Files paperwork on injuries with LL Inc.

## MARKETING DIRECTOR:

* Advertises league registration dates and other league activities with the local newspapers/organizations.
* Prepares and distributes any advertising with the local schools and businesses with Board of Directors approval.
* Works with the local school system and principals to meet all required regulations for distributing advertisements to the student population.
* Prepares and submits a marketing budget to the Board of Directors.
* Submits all bills associated with purchasing supplies or equipment to the Treasurer.

## FUNDRAISING DIRECTOR:

* Prepares the fundraising program with the Board of Directors and secures Program by 31January.
* Facilitates all aspects of the Program Details.
* Prepares and submits a fundraising budget to the Board of Directors.
* Submits all bills associated with purchasing supplies or equipment to the Treasurer.

## FACILITIES DIRECTOR:

* Completes a yearly pre-season walk-through with Park Authority's Maintenance Personnel to determine a course of action for the upkeep and maintenance of the playing fields.

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* In coordination with the Safety Officer, conducts field inspect ions to include dugouts and prepares a plan for remediation of any issues.
* Can call for and organize a field committee or 'field maintenance' volunteers to work on any league maintained field issues.
* Prepares and submits a facilities budget to the Board of Directors.
* Orders all supplies needed for field maintenance to include lime, bases, pitching rubbers, shovels, rakes, etc.)
* Submits all bills associated with purchasing supplies or equipment to the Treasurer.
* Continually stocks all equipment sheds with materials needed for the fields (lime, field dry, rakes, etc.)

## HEAD UMPIRE

* *THIS INDIVIDUAL IS APPOINTED BY THE LEAGUE PRESIDENT.*
* Is responsible for the training and growth of each Volunteer Umpire.
* Should establish a comprehensive program to recruit and train umpire volunteers for the league.
* Orders (within the league budget) and distributes umpire materials such as LL Rule Books.
* The initial contact for any conflict resolution and then engages other board members, managers, coaches and others in the league if unable to remediate successfully.
* Works with the Equipment Director to ensure all umpires have appropriate umpire gear assigned to them.
* Works with the Uniform Director to get the appropriate uniforms to the umpires.
* Makes sure all other umpires (parents) have access to the appropriate spare umpire gear as needed.
* Maintains (in coordination with the Player Agent and Coaching Director) and suggests changes to the League Local Rules as approved by the Board of Directors.

## UMPIRE MANGER:

* Assigns an umpire to competitive games when possible.
* Communicates and facilitates the schedule and any changes to the umpires.
* Works with the Scheduler to facilitate any umpire changes due to game schedule changes.
* Works with Webmaster to ensure all umpire assignments are posted on the website.

## REGISTRATIONS DIRECTOR:

* Prepares and facilitates registration fees, registration dates, and registration methods, such as walk-in versus online, etc. (with BOD approval).
* Compiles, verifies (age and residency requirements) and maintains the list of the registered players and the data collected from them.
* Is the Protector of the Boundaries, handling the in/out of boundary questions.

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* Produces the skills assessment/team assignment sheets per the specifications of the Player Agent to facilitate the skills assessment and draft.
* Records all team assignments as determined by the draft.
* Produces roster listings and any other specified reports for distribution to the teams and the division vice-presidents.
* Produces the downloadable roster file for electronic submission to Williamsport.

## SCHEDULING DIRECTOR:

* This person schedules the league's season in accordance with the Little League Operating Manual. This manual dictates that teams play not less than two games a week and 12 games per season.
* Must have complete access to field permits.
* Tracks completed games and assign rain out or rescheduled dates.
* Works closely with Webmaster to ensure website has most current schedule at all times.
* Works closely with Umpire Manger for game coverage in competitive levels.
* Notifies all Coaches, Umpires, Umpire Manager, etc. of any schedule changes.

## EQUIPMENT DIRECTOR:

* Is responsible for the supply, maintenance, and back stock of league equipment (scorebooks, balls, helmets, bats, umpire equipment, etc.).
* Prepares and submits an equipment budget to the Board of Directors.
* Submits all bills associated with purchasing supplies or equipment to the Treasurer.
* Is responsible for the delivery and collection of the team equipment.
* Together with the Safety Officer, purchases and distributes safety kits and cold packs.

## UNIFORMS DIRECTOR:

* Is responsible to outfit every Manager, Coach, Umpire and Player with appropriate and approved clothing in accordance with Little League Rules and the Board of Directors.
* Prepares and submits a uniform budget to the Board of Directors.
* Submits all bills associated with purchasing uniforms to the Treasurer.
* Coordinates the distribution of all uniforms.
* Spirit wear management to include ordering, collecting payment, and distribution may be a subset of this position.
  + Prepares and submits a spirit wear budget to the Board of Directors.
  + Submits all bills associated with purchasing supplies or equipment to the Treasurer.

## SNACK BAR DIRECTOR:

* The snack bar is maintained as a convenience to our families, not for league profit.
* Required to be Safe-Serve Qualified.
* Prepares and submits a snack bar budget to the Board of Directors.

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* Maintains the building and equipment.
* Is responsible for the recruitment, training, safety, and supervision of each "volunteer"
* Staffs all shifts.
* Purchases all supplies.
* Makes league deposits to the Treasurer weekly.
* Submits all bills associated with purchasing supplies or equipment to the Treasurer.

## WEBMASTER:

* Keeps website active and current at all times.
* Works will all the Directors to facilitate the website updates.

## PHOTOGRAPHY PROGRAM DIRECTOR:

* Surveys and secures local photography business proposals for league pictures.
* Presents all photography proposals (preferably as blind proposals) to the Board of Directors for a vote.
* Schedules team pictures.
* Delivers team pictures unless handled by the photography business.
* Ensures all sponsors get a team picture if provisioned in the sponsorship agreement.

## COACHING DIRECTOR:

* The Coaching Coordinator is responsible for the recruitment and training of qualified coaches.
* Prepares and maintains an evaluation program of managers and coaches.
* Orders (within the league budget) and distributes coaching materials such as LL Rule Book.
* Prepares/Updates Coaching Operating Manual and Coaching Agreement.
* Maintains (in coordination with the Player Agent and Chief Umpire) and suggests changes to the League Local Rules as approved by the Board of Directors.
* Schedules and facilitates a Mandatory Coaches Meeting (minimum of one per season) to include First Aid/Safety Training, review of LL and Local Rules, Coaching Agreement, etc.
* Responsible for the overall operation and supervision of the Coaching program for the league.
* Act a liaison between your division manager/coaches and the league president and board of directors in terms of concerns, feedback and/or complaints.
* The initial contact for any conflict resolution and then engages other board members, managers, umpires, coaches and others in the league if unable to remediate successfully.
* Maintain regular communications with all manager/coaches regarding league happenings (i.e. Opening Day Ceremonies, Fundraiser, League Family Picnic, Coaches Clinic, Mandatory Managers Meeting etc.).
* Support the league fundraiser(s) by communicating regularly with your coaches and encouraging them to participate and aim high.

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