



Volunteer Roles and Descriptions

TIPS: Use this section to answer any questions parents might have about the various volunteer positions you have on your team. Print out multiple copies as handouts for parents.

Role	Description & Duties
<p>Team Manager (1 per team)</p> <p><i>Approximate time commitment:</i></p> <p>6-20 hours per week</p>	<ul style="list-style-type: none"> • Complies with the NNLL Coaches Code of Conduct • Creates and maintains an environment of safety, learning, fun, and positive reinforcement • Conducts a preseason team meeting with parents and players to explain acceptable player and parent behavior and to communicate his/her expectations to the team as clearly, consistently, and as early as possible • Serves as an example of dignity and patience to all players, families, officials, and fans • Seeks to maintain player safety at all times • Treats all players fairly and with respect at all times • Advises parents/guardians to be timely and responsible in dropping off and picking up their children for practices and games • Introduces himself/herself to officials and opposing coaches before the game • Is responsible for the sportsmanship of the players during games and practices • Is responsible for the conduct of the parents and spectators rooting for his/her team during games and practices • Encourages parents to applaud and cheer good plays by either team • Clearly, forcefully, and directly discourages parents from being derisive toward officials or opposing players • Does not address the officials (umpires) of the game inappropriately • If there is an issue or dispute, discusses it with the official calmly and patiently • If the complaint is unresolved, or if he/she believes the official was unfair, biased, unfit or incompetent, reports his/her opinion in writing to the Division Commissioner • After each game, thanks the officials, opposing players, and coaches (and instructs his/her players to do the same) • Familiarizes himself/herself with NNLL by-laws pertinent to his/her responsibilities and adheres to the requirements of those by-laws • Conducts all practices and games in strict conformance with NNLL's playing requirements and guidelines • Attends all mandatory manager meetings and ensures at least one volunteer on the team has attended the mandatory safety meeting • Understands, complies with, and enforces all NNLL rules, regulations and policies
<p>Assistant Coach (2 per team)</p> <p><i>Approximate time commitment:</i></p>	<ul style="list-style-type: none"> • Complies with the NNLL Coaches Code of Conduct • Acts as Team Manager in his/her absence • Helps to conduct practices and drills • Serves as bench coach and/or base coach during games • Attends mandatory coaching clinics

6-8 hours per week	<ul style="list-style-type: none"> Understands, complies with, and enforces all NNLL rules, regulations and policies
Team Parent (1 per team) <i>Approximate time commitment:</i> 2-6 hours per week	<ul style="list-style-type: none"> Communicates with parents about team and league events Organizes post-game snacks with team families (in younger divisions) Coordinates parent volunteers for NNLL snack bar (AA and up) and other league events (fireworks booth, tournaments, etc.) Organizes team and players for Picture Day and reminds players/parents of assigned time and location for photos Coordinates Manager/Coach's gifts and organizes team's End of Season Picnic Attends NNLL Team Parent Coordinator meeting
Team Umpire (1-2 per team) <i>Approximate time commitment:</i> 2-4 hours per week	<ul style="list-style-type: none"> Arrives to field 30 minutes prior to game time to dress, inspect field, and inspect all player equipment Coordinates the game to enforce rules of play, safety, and sportsmanship Acts as an impartial judge of all rule conflicts and other questions of play during games Is positioned on the field to officiate the entire game and ensure all rules of safety and sportsmanship are enforced Provides the team with rules administration, interpretation and updates as necessary throughout the season Serves as the first line of questioning about specific rules Communicates with NNLL's Umpire-In-Chief (UIC) to understand and apply newly-adopted rules In AA, is available for each home game as specified; serves as backup umpire in AAA and above Remains on the field for all offensive and defensive play Attends Umpire Clinics, Rules Clinics, and/or other meetings with UIC as requested
Scorekeeper (1-3 per team) <i>Approximate time commitment:</i> 2-6 hours per week	<ul style="list-style-type: none"> Arrives to field 30 minutes prior to game time Obtains lineup cards from both managers and records team names, players' names, jersey numbers, batting order, defensive field positions for all innings, and today's date, and time of first pitch in the official scorebook (or Game Changer app) Serves as official scorekeeper for all home games and may be asked to keep score for visitor games as directed by Team Manager Records the game on official scorebook or Game Changer app (e.g., balls and strikes, how player reached base, runs and outs, runs batted in, trips to the mound by the Coach, innings pitched, pitch count, etc.) Uses Pitch Count Log to keep track of pitch counts for both teams Serves as official timekeeper for home games

<p>Groundskeeper (2-4 per team)</p> <p><i>Approximate time commitment:</i></p> <p>2-4 hours per week</p>	<ul style="list-style-type: none"> • Arrives 45 minutes prior to home games to prepare field for play (dragging, raking, watering infield, repairing holes on mound and batter's box, chalking, installing bases, etc.) • Stays 30-45 minutes after away games to prepare field for next game • Ensures bases and all tools and equipment are returned to the proper storage box and secured (locked) before leaving the park • Communicates to Team Manager or Board Member on Duty when inventory (chalk, Turface®, spray paint, etc.) is running low, missing, or needs to be replaced <ul style="list-style-type: none"> • May be asked on occasion to assist in the general, ongoing maintenance of the fields (e.g., fertilizing and mowing the fields, edging the infield and baselines, raking the infields and baselines, picking up trash, maintaining pitching mound dimensions, and reporting over-watering or under-watering of the turf)
<p>Snack Bar (6-8 per team)</p> <p><i>Approximate time commitment:</i></p> <p>1-2 hours per week (rotates with other snack bar volunteers)</p>	<ul style="list-style-type: none"> • Dresses comfortably in anticipation of weather, length of shift, etc. • Arrives to Snack Bar at time of scheduled start of shift to sign in and begin shift • Collaborates with other on duty snack bar volunteers to coordinate responsibilities (cash register, runner, stocker, snow cone machine, grill, etc.) • Uses NNLL's snack bar cash register app to accurately ring up sales of snack bar items and make change as appropriate • Keeps snack bar items stocked • Operates snow cone machine, hot dog machine, nacho cheese machine, grill, etc. • Keeps snack bar area clean at all times • Communicates to Snack Bar Coordinator or Board Member on Duty when inventory is running low or needs to be replaced • If first shift of the day, arrives 60 minutes before first game to help to set up the snack bar • If last shift of the day, stays 30 minutes after snack bar closes to clean the snack bar and put stock away • Finds replacement volunteer if own shift cannot be filled

The North Natomas Little League board of directors has the authority to remove or suspend any volunteer from duty for suspected violations of the NNLL Code of Conduct.