

President. The President shall:

- a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b) Present a report of the condition of the Local League 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 the Local League.
- d) 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 conditions of charter issued to the Local League by that organization.
- e) 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 and which have had prior approval of the Board.
- f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or 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) Coordinate ad hoc committee work to support the league on a variety of needs, including tournaments, annual events, production of yearbooks and trophies, and communications.

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) Create and maintain all Baseball schedules for Senior, Junior, 50/70 & Major League divisions.
- d) Communicate to all Managers as needed.
- e) Annually address rules by division, making appropriate changes with Board approval, and communicating rules to the managers and coaches.
- f) Monitor competition at all levels of play to ensure they are within Little League and NLL standards.

Vice President, Minors. The Vice President, Minors 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) Create and maintain all Baseball schedules for Minor League divisions.
- d) Communicate to all Managers as needed.
- e) Annually address rules by division, making appropriate changes with Board approval, and communicating rules to the managers and coaches.
- f) Monitor competition at all levels of play to ensure they are within Little League and NLL standards.

Vice President, Softball. The Vice President, Softball 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) Create and maintain all Softball schedules for Minor, Major and Junior divisions.
- d) Communicate to all Managers as needed.
- e) Annually address rules by division, making appropriate changes with Board approval, and communicating rules to the managers and coaches.
- f) Monitor competition at all levels of play to ensure they are within Little League and NNLL standards

Vice President, Teeball. The Vice President, Teeball 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) Create and maintain all Teeball and Rookie schedules.
- d) Communicate to all Managers as needed.
- e) Annually address rules by division, making appropriate changes with Board approval, and communicating rules to the managers and coaches.
- f) Monitor competition at all levels of play to ensure they are within Little League and NNLL standards.
- g) Record all player transactions and maintain an accurate and up-to-date record thereof.
- h) Receive and review applications for player candidates, assist in verifying residence and age eligibility.
- i) Prepare teams through a blind draft.
- j) Notify Little League International of any subsequent player replacements or trades.

Secretary. The Secretary shall:

- a) Be responsible for recording the activities of the Local League 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 Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- d) Issue membership cards to Regular Members, if approved by the Board of Directors.
- e) 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.
- f) 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.
- h) Reserve facilities or meeting spaces for league meetings or other needs.
- i) Manage and maintain league website and social media accounts.
- j) Manage league email inbox and route communications as appropriate.
- k) Collect, post, and distribute important information on league activities via email, social media or newsletter.

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.
- c) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, 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 must have dual signatures.
- d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- e) 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 International.

Player Agents. Two player agents (division responsibilities TBD), will sit on the Board. The Player Agents shall:

- a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- d) Prepare the Player Agent's list.
- e) Prepare for the President's signature and submission to Little League International, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- f) Notify Little League International of any subsequent player replacements or trades.
- g) In non-draft divisions, form teams and place players in a fair manner.

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 Baseball.
- b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- c) Update and submit the annual safety plan and distribute a safety manual to District and LL International.
 - 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 these 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.
- d) Schedule annual First Aid training for managers/coaches/board members.
- e) Procure First Aid kits and other safety equipment as needed.
- f) Establish master volunteer database
- g) Conduct annual nationwide background checks (through the US DOJ) of managers, coaches, board members, and any other persons or volunteers who provide regular service to the league and/or have repetitive access to, or contact with, players or teams.
- h) Ensure all volunteers private information (SSN, Drivers License) is filed securely and is properly destroyed at the conclusion of each season.
- i) Operate volunteer management module of league website to track volunteer hours
- j) Coordinate with appropriate board members to provide volunteer staffing, including snack bar, tournament and event coordinators, umpire in chief and scorekeeper in chief.

Coaching Coordinator. The Coaching Coordinator shall:

- a) Represent coaches/managers in league.
- 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, utilizing all available resources, as necessary.
- f) Serve as the contact person for Little League and its manager-coach education program for the league.
- g) Establish relationships with local high schools, colleges and other sources of coaching knowledge and training for coaches, including coaching training services.
- h) Maintain a database or repository on the League website of training resources, including League created materials, videos, or other resources as needed.

Umpire in Chief. The Umpire in Chief shall:

- a) Recruit volunteer and / or paid umpires for league games as necessary from the league and local community.
- b) Facilitate umpire training in conjunction with District UIC
- c) Coordinate and schedule umpires for league games.
- d) Facilitate scheduling changes amongst umpires throughout the season.
- e) Take full responsibility to ensure all games at the minor level and above have at least a plate umpire on duty.
- f) Coordinate with District UIC to support District tournaments with Umpire staffing.

Scorekeeper in Chief. The Scorekeeper in Chief shall:

- a) Recruit volunteer scorekeepers from the league and local community.
- b) Facilitate scorekeeper training in conjunction with District SIC, in both book and GameChanger scorekeeping.
- c) Coordinate and schedule scorekeepers for league games.
- d) Facilitate scheduling changes amongst scorekeepers throughout the season.
- e) Take full responsibility to ensure all games at the minor level and above have at least a scorekeeper.
- f) Coordinate with District SIC to support District tournaments with scorekeeper staffing.

League Administrator. The League Administrator shall:

- a) Coordinate opening day activities.
- b) Coordinate the end of season picnic.
- c) Coordinate other special events as directed by the Board.
- d) Manage and schedule league picture day.
- e) Manage, create and distribute league yearbooks.
- f) Manage, create and distribute league trophy order and manage replacements.
- g) Photograph and document league actions and events, and provide such materials to Communications Committee or Secretary for distribution and publishing.
- h) Coordinate Uniform order for all divisions and distribute to teams.

Field Coordinator. The Fields Coordinator shall:

- a) Apply for and obtain the permits for use of appropriate playing fields.
- b) Procure needed supplies and equipment and operate within the amount appropriated in the approved budget for that purpose.
- c) Coordinate field maintenance activities in conjunction with the Grounds Committee and/or contracted suppliers.
- d) Conduct training in field maintenance for managers, coaches and other volunteers as needed.
- e) Secure proper storage for equipment at the close of the season.
- f) Keep inventory of, make repairs to, distribute, and otherwise manage the playing equipment and field maintenance equipment.

Equipment Coordinator. The Equipment Coordinator shall:

- a) Maintain an inventory of safe playing equipment for the league.
- b) Distribute and collect equipment to managers for the Spring and Fall seasons.
- c) Order additional equipment as needed by the league.
- d) Coordinate repair or replacement of equipment as requested by managers and coaches.
- e) Ensure appropriate equipment is stored at each field and teams are aware of proper storage.

Team Parent Coordinator. The Team Parent Coordinator shall:

- a) Represent Team Parents in league.
- b) Conduct Team Parent training and serve as ongoing support for Team Parents
- c) Communicate league information to Team Parents to be disseminated to players and parents.
- d) Lead team parent meeting.
- l) Encourage and support creation of team web sites.
- e) Coordinate River Cats day with the team and District, collect and process all orders from league.

Sponsorship & Fundraising Coordinator. The Sponsorship & Fundraising Coordinator shall:

- a) Investigate ways and means of financing the Local League through team sponsorships and other fundraising activities.
- b) Provide sponsorship information to the Communications Committee to be included in the Local League web site.
- c) Procure, distribute, and otherwise manage the league sponsor banners.
- d) Coordinate as needed sponsor fulfillment including jerseys, signage, program advertisements, plaques, etc.

Snack Bar Coordinator. The Snack Bar Coordinator shall:

- a) Either alone or as head of a committee coordinate and manage snack bar at Regional Park.
- b) Monitor inventory and restock as needed based on historical data, usage, and other factors.
- c) Continuously evaluate items available for sale and sales data to ensure effective product mix.
- d) Identify special events (Park Events, Tournaments, etc.) where the operation of the snack bar would be financially beneficial to the league.
- e) In conjunction with the Volunteer Coordinator, create and distribute schedule of snack bar staffing needs and distribute as needed.
- f) In coordination with the President, displays and sells League Logo Wear.