

LYBS Volunteer Sign-Up Sheet

BOARD Position: League President

Description: The LYBS President shall:

- a. Conduct the affairs of LYBS and execute the policies established by the Board of Directors.
- b. Present a report of the condition of LYBS 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 LYBS.
- d. Be responsible for the conduct of LYBS in strict conformity to league affiliations, including the policies, principles, Rules and Regulations of said league, as agreed to under the conditions of charter issued LYBS by that organization.
- e. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of LYBS such contracts and leases as may have been received and prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to LYBS and report thereon to the Board of Directors as circumstances warrant.
- g. Be responsible for the proper execution of the approved annual Operational budget.
- h. Be responsible for the proper execution of the approved annual Calendar.
- i. The President shall preside at all meetings.
- j. The President shall delegate responsibility to other Board members and members of the LYBS at large to conduct business for the well being of LYBS.
- k. Represent LYBS at District meetings and have the authority to act in the best interest of LYBS.
- l. Serves as the liaison with Littleton Park and Rec Department.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Treasurer

Description: The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incident the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all moneys and securities, not otherwise received by the Park and Recreation Department, and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all moneys and securities of the Local League. Draft checks for all Board of Directors approved payments from allotted funds.
- d. Prepare an annual financial report for submission to the Members and Board of Directors at the annual meeting.
- e. Prepare an Operational budget.
- f. Provide a financial report on the current financial status of LYBS at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Secretary

Description: The Secretary shall:

- a. Be responsible for recording the activities of LYBS and maintain appropriate files, 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 Board Members, Coordinators, and Committee Members. Give notice of all Annual, Board, or Special meetings of LYBS,
- d. Keep the minutes of the Annual, Board, and Special meetings and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Registration Coordinator (Registrar)

Description: The Registration Coordinator shall facilitate all aspects of the registration process, including interactions with the Park and Recreation Department, media, other forms of advertisements, and tracking registrations.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Fundraising Coordinator

Description: The Fundraising Coordinator shall chair the Fundraising Committee to actively solicit and acquire sponsorship for uniforms, field signage, fundraising, and the website according to league requirements. In addition, the Fundraising Coordinator shall suggest events and promotions to the Board for approval to generate funds for LYBS.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Babe Ruth League Coordinator

Description: The Babe Ruth League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Babe Ruth League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Baseball Majors 70 League Coordinator

Description: The Baseball Majors 70 League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Majors 70 League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Baseball Majors 60 League Coordinator

Description: The Baseball Majors 60 League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Majors 60 League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Baseball Minor League Coordinator

Description: The Baseball Minor League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Minor League operation.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Baseball Rookie League Coordinator

Description: The Baseball Rookie League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Rookie League operation.
- b. Ensure adherence to local Rookie League Baseball Rules.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Teeball League Coordinator

Description: The Teeball League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Teeball League operation.
- b. Ensure adherence to local Teeball League Baseball Rules.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches
- e. Compile and maintain the regular season game schedule
- f. Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Softball Senior League Coordinator

Description: The Softball Senior League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Senior League operations .
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Softball Majors League Coordinator

Description: The Softball Majors League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Majors League operations.
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Softball Minor League Coordinator

Description: The Softball Minor League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Minor League operations.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.
- f. Assist and facilitate softball tournament coordination and tournament player selection.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Softball Rookie League Coordinator

Description: The Softball Rookie League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Rookie League operations.
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: Equipment Coordinator

Description: The Equipment Coordinator shall:

- a. Perform an inventory of all equipment.
- b. Be responsible for securing bids on needed supplies, and equipment.
- c. Make recommendations for supply/equipment replacement and purchases to the Board.
- d. Be responsible for the acquisition (once Board approval is received) and proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.
- e. Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

BOARD Position: MAC League Coordinator

Description: The Senior League Coordinator to facilitate the activities of the Macintosh league, including registration process, off-season planning, representation of LYBS on the Mac League board, and on season activities.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Uniform Coordinator

Description: The Uniform Coordinator shall:

- a) Perform an inventory of all uniforms.
- b) Be responsible for securing bids on needed uniforms.
- c) Make recommendations for uniform replacement and purchases to the Board.
- d) Be responsible for the acquisition (once Board approval is received), proper issuance of such uniforms, and for cleaning and storage thereof (if necessary) at the close of each season.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Baseball Tournament Team Coordinator

Description: The Baseball Tournament Team Coordinator shall:

- a) Be responsible to LYBS for the proper conduct of the Tournament team operation.
- b) Ensure adherence to Babe Ruth and Cal Ripken League Baseball Tournament Rules.
- c) Ensure adherence to the discipline policy of LYBS.
- d) Perform in the role of LYBS contact serving as liaison with Massachusetts State, New England Regional and Babe Ruth/Cal Ripken National Headquarters for tournament related matters.
- e) Update and ensure adherence to the LYBS tournament team selection process document approved by LYBS, and serve as facilitator of the tournament team selection meeting.
- f) Assist tournament team coaches in the completion of all paperwork related to tournament team submission.
- g) Provide a report on the current status of the league at each board meeting, including latest information regarding tournament locations and dates.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Baseball Tournament Host Site Coordinator

Description: The Baseball Tournament Host Site Coordinator shall:

- a) Be responsible to LYBS for the proper conduct of the Tournament site operation.
- b) Ensure adherence to Babe Ruth and Cal Ripken League Baseball Tournament Rules - as it pertains to field requirements, infrastructure, administrative/paperwork, etc.
- c) Perform in the role of LYBS contact serving as liaison with Massachusetts State, New England Regional and Babe Ruth/Cal Ripken National Headquarters for tournament related hosting site matters.
- d) Ensure all site needs are met.
- e) Provide a report on the current status of the league at each board meeting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Website Coordinator

Description: The Website Coordinator is responsible for the LYBS website function and content. The website coordinator maintains the functionality of the website.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Field Scheduling Coordinator

Description: The Field Scheduling Coordinator will facilitate the scheduling of practices and games. The field scheduler will also facilitate the scheduling of make-up games and/or additional practices and games.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Jamboree Coordinator

Description: The Jamboree Coordinator will coordinate all aspects of the annual LYBS Jamboree, which includes location reservations, equipment reservations and delivery/pickup, solicit volunteers, develop volunteer schedule, and all other duties necessary.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Concession Stand Coordinator

Description: The Concession Stand Coordinator will operate and further develop the Concession Stand activities at league events.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Safety Coordinator

Description: The Safety Coordinator creates awareness, through education and information, of the opportunities to provide a safer environment for all participants of LYBS. The coordinator shall be responsible for maintaining, updating, communicating the Safety Plan and for increasing safety of activities, equipment and facilities through education (facilitate meetings and distribute information), and reporting.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Apparel Coordinator

Description: The Apparel Coordinator will coordinate the design, selection, and acquisition of LYBS apparel for sales; promote and sell LYBS apparel through onsite and internet sales; and coordinate apparel income.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Photo Day Coordinator

Description: The Photo Day Coordinator will coordinate all aspects of the LYBS player photographs, which include the selection of the photography company, determining dates for photographs, reserving facilities for location where photographs will be taken, scheduling all teams for their picture time slot, and all other duties as necessary.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Fundraising Committee

Description: The Fundraising Committee will review, evaluate, facilitate projects (both old and new) for raising money, and make recommendations to the Board.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Field Maintenance Coordinator

Description: The Field Maintenance Coordinator will investigate and recommend available, suitable sites and plans for development; is responsible for repair and improvement recommendations, other than normal maintenance as provided by the Town, and supervise the performance of approved projects; works with the Town for the care and maintenance of the playing fields(s), buildings and grounds.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Umpire Coordinator

Description: The Umpire Coordinator shall recruit, interview and recommend to the Board for appointment a staff of umpires. When appointed, the staff of umpires shall be under the personal direction of the Umpire Coordinator who shall train, observe and schedule the staff.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Can Day Coordinator

Description: The Can Day Coordinator will coordinate the LYBS Can Day fundraiser, which includes reserving the transfer station, acquiring approval from local establishments to use their facilities for the event, scheduling time slots for respective teams, communicating logistics to all coaches, and collecting all funds.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: CORI Coordinator

Description: The CORI Coordinator will coordinate the collection of CORI forms for all adult LYBS volunteers.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Spinners Game Coordinator

Description: The Spinners Game Coordinator will coordinate all aspects of the LYBS Spinners Game event/fundraiser, which includes arranging for tickets, communicating the event for ticket sales, dissemination of tickets to all coaches or team representative, collection of all funds, and all other duties as necessary.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Memorial Day Parade Coordinator

Description: The Memorial Day Parade Coordinator will coordinate LYBS participation in the annual Littleton Memorial Day Parade.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Events Calendar Coordinator

Description: The Calendar Coordinator will provide strategic planning, monitoring, and timing of LYBS activities through the development of an LYBS calendar schedule reflective of key events, season timing, and pertinent activities.

Name, Phone Number and email:

LYBS Volunteer Sign-Up Sheet

VOLUNTEER Position: Social Media Coordinator

Description: The Social Media Coordinator will coordinate the posting of pictures, videos, and other content to the LYBS Facebook page and twitter account through the year on behalf of LYBS

Name, Phone Number and email:
