

## RNLL Board Descriptions

**President** - Apart from all other considerations, sound leadership, couched in knowledge, experience and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as president of a Little League.

While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the Little League movement in the local community. Dedication to the goals and purpose of Little League is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. Presidents must reflect these qualities if they are to be of benefit to children.

The president has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors. Duties of a president are described within the limits of the rules and regulations, and within the local league constitution, giving each president the ability to oversee the affairs of all elements of the league.

As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the president. However, all appointments are subject to final approval by the local league's board of directors.

Importantly, the president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization.

The president should be the most informed officer of the league. Each president must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. Little League Baseball International Headquarters reserves the right to require a league to remove any officer who does not carry out the terms of charter application. Serious violation can result in loss of the league's charter by action of the Charter Committee in Williamsport, Pennsylvania.

Beyond the requirements of league administration, the president should personify the best public image in reflection to the community at large. Each president should take an active role in gaining support and winning friends for the league program.

The president presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies and other communications from the Little League Headquarters. A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

**Vice President** - The vice president presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. Separate vice presidents may also be selected to

oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the president. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

**Secretary** - The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities

**Treasurer** - The treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.

**Player Agent(s)** - The player agent conducts annual tryouts, oversees player selection, assists the president in checking birth records and eligibility of players, oversees process regarding injury and player replacement, and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International. Is also responsible for checking documents regarding player eligibility for All-Stars.

**Safety Officer** - The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program) and coordinates safety training of all managers and players.

- Ensures safety in player training
- Ensures safe playing conditions
- Coordinates reporting and prevention of injuries
- Solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.
- Responsible for maintaining the League Safety & Operation Manual

**Information Officer** - The information officer manages the league's official home page on [rnlbaseball.org](http://rnlbaseball.org). Manages the online registration process and ensures that league rosters are maintained on the team website. Assigns administrative rights to league BOD, Commissioner, managers, coaches, volunteers and teams. Ensures that league news and scores are updated on a regular basis, collects, posts and distributes essential information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media

Serves as primary contact person for Rancho Niguel Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

**Coaching Coordinator** - Represents managers/coaches in league. Presents a manager/coach training budget to the board. Gains the support and funds necessary to implement a league-wide training program. Orders and distributes training materials to players, managers and coaches. Coordinates and directs coaches' clinics and managers meeting prior to start of season. Directs mini-clinics as necessary. Helps implement [www.littleLeagueCoach.org](http://www.littleLeagueCoach.org) as the manager-coach education program for the league.

**Director of Food & Beverage** - Maintains the operation of concession facilities. Organizes the purchase of concession products. Responsible for the management of the concession sales at league events. Works with Team Parent Liaison and League Scheduler to coordinate volunteers for concessions for league events. Schedules Board Members for opening/closing duties for league events. Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities. Organizes, tallies and keeps records of concession sales and purchases.

**Assistant / Food & Beverage Coordinator** - (recommended but not required) - Assists Director of Food & Beverage in all necessary duties

**Sponsorship / Fundraising Coordinator** - Solicits and secures local sponsorships to support league operations. Collects and reviews sponsorship and fundraising opportunities. Organizes and implements approved league fundraising activities. Coordinates participation in fundraising activities. Maintains records of funds secured through sponsorship and fundraising initiatives. Ensures all teams have sponsorships and keeps records to ensure accuracy.

**Head Umpire / Chief Umpire (UIC)** - Provides Umpire Training, Schedules Umpires for games, Member of Protest Committee. Repair and provision umpire equipment as necessary, ensuring that each field has a suitable set of umpire equipment for the games scheduled. Administer the Umpire and Pitch Count website. Keep Commissioners and Managers up-to-date on team umpiring points that have been earned or need to be earned. Track umpire performance and games to make recommendations to District 55 for Tournament umpires. Send emails as needed to ensure games have umpire coverage. Administer the Youth Umpire program. Recruit Umpire for the league

**Assistant / Chief Umpire** - (recommended but not required) - Assist HUIC in all necessary duties

**Division Commissioners** - Coordinates activities, Collects and reviews registrations and communicate division matters with executive board members, Player agent & Safety officer. Support and meet all league operations and district guidelines for All-Stars and TOC. Disseminates information to all coaches and managers.

Commissioners may be as follows:

Junior Commissioner

Intermediate Commissioner

Triple A Commissioner

Double A Commissioner

Single A Commissioner

Rookie Commissioner

T-Ball Commissioner

Fall Ball Commissioner

**Challenger Commissioner** - Coordinates activities, Collects and reviews registrations and communicates with all leagues within District 55. Organizes Challenger Classic. Coordinates Challengers Closing Ceremonies. Works with Upper division commissioners to coordinate the buddy system for Challenger league events

**Uniform Coordinator** - Procure team uniforms, spirit wear, and other related items for Fall Ball, Spring Season, All Star teams, and Little League board members. Coordinate with commissioners to determine uniform needs for teams. Work with uniform supplier to provide list of items needed. Attend all tryouts to size players and collect data for accurate spreadsheet of all players sizes, numbers and names. Keep accurate records of all data.

**Team Parent Liaison** - Point of Contact for all team parents throughout the season. Directs Team Parent Meeting prior to each season. Ensures each team parent has required information for each season including: Angel Day, Photo Day, uniforms, trophy lists, team baskets, snack bar duty schedule, and Closing Day Ceremonies. Works with League Scheduler and Food & Bev Coordinator to create snack bar assignments for each team. Confirms each team has snack bar duties assigned to families and posts schedule at each facility, including alternate in case of non-attendance. Coordinate delivery of trophies and baskets. Coordinates team volunteers for Closing Day Ceremonies

**Scheduler & City Liaison** - Responsible for organizing all season practices and regular season schedules. Organizes and ensures that all fields have lights for all practices and regular season schedules. Works with League Team Parent Liaison to coordinate Closing Day Ceremonies schedule & events such as All-Star BBQ.

**Equipment Coordinator** - Organizes all equipment for all facilities within league, tracks and orders field prep equipment, and checks fields regularly for needed maintenance and equipment. Checks In/Out key distribution to all board members, manager, coaches and league volunteers. Keeps records of all keys. Distributes equipment to all managers and coaches for both the spring and fall seasons. Evaluate all equipment and makes recommendations for new equipment purchases. Purchases new balls for all location, including special events for TOC & All Stars. Keep Umpire equipment room clean and organized, including sheds. This includes tracking umpire equipment at La Paz sports park and Crown Valley fields. Responsible for field prep clinic instruction and equipment training prior to the start of any season. Submits annual inventory to Board.

**Angel Day/Photo Day Coordinator** - Responsible for organizing and scheduling league photo day, all-star photos, and make-up day for families that may have missed league photo day. Works with League Team Parent Liaison to coordinate communication of required information to team parent. Coordinates with League President regarding tickets for Angel Day purchased through District 55. Ensures Team Parent Liaison has information about Angel Day to distribute to team parents. Works closely with Information officer to download reports of online ticket sales. Reports at meetings online sales status throughout the season. Distributes tickets to teams based on priority in sales reports.