

### **Board of Directors**

The management of the property and affairs of Clinton Little League shall be vested in the Board of Directors. The directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

The Board of Directors shall have the power to appoint such standing and special committees as it shall determine by the constitution and to delegate such powers to them as the board shall deem advisable and which it may properly delegate. The board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper.

The board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any director or officer or committee member of the league, subject to provisions of the constitution.

### **Executive Board**

#### **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 International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

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 to the most visible position of any local Little League program, League President.

While efficient organizational and administrative abilities are crucial to the position. More than anything, the League President needs to be willing to devote the time, energy, and dedication to ensure that all players and volunteers have a fun, memorable Little League experience.

The president is accountable to the local league Board of Directors. Duties of a League 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 committee members. However, all appointments are subject to final approval by the local league's Board of Directors. League Presidents should work hand-in-hand with fellow volunteers to ensure the best decisions are being made for the entire league.

The President is the officer with whom Little League International maintains contact and holds accountable for the entire local operation of your league. The President also represents the league in the District organization.

The President should be the most informed officer of the league. The individual 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 International reserves the right to take disciplinary action against the league and/or its officers should there be a violation of the terms of the charter application. League Presidents are encouraged to work closely with their District Administrators and Little League International staff to provide guidance to avoid any potential situations.

Beyond the requirements of league administration, the President is also the face of Clinton Little League program, and personify the best public image in reflection to the community at large and all of Little League. The President should take an active role in gaining support and winning friends and supporters for the league program.

Additionally, the President presides over league meetings, and assumes full responsibility for the operation of the local league. Little League prides itself on instilling leadership skills in its players, and the local League President should be the example to guide all participants, volunteers, and parents on what it takes to be a great leader.

### **Vice President of Operations**

Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that league news and scores are

updated online on a regular basis; collects, posts, and distributes important information on league activities.

Coordinates field logistics/availability for all divisions of play, including practices and games. Acquire Field Use permits per season and act as scheduling liaison with the Department of Parks and Recreation and Department of Public Works.

### **Secretary**

Maintains a register of members and directors; records the minutes of meetings; is responsible for sending out notice of meetings, and maintains a record of league's activities.

The Secretary should maintain a roll of membership for the league. This roll will include members of all classes, as defined by your league's constitution. Maintaining the membership will help throughout the year and especially during the annual meeting. This roll will help establish what is necessary to obtain a quorum during membership meetings. The Secretary will also maintain any files, mailing list, or necessary records for the local league.

Minutes of meeting are important in maintaining an accurate history of the league. Accurate minutes will help in seeing when league by-laws or the constitution have been changed. The documentation of general membership meeting and executive board meetings will help in showing transparency by the local league's Board of Directors.

### **Treasurer**

Signs checks co-signed by another officer or director; 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.

The Treasurer is responsible for the financial condition of the local league and providing monthly or periodic updates to fellow board members. The individual will prepare financial statements and budgets, including the annual financial report to the submitted to the league's membership. The Treasurer also handles income and expenses of the league and properly tracks and records them.

The treasurer should keep solid financial records and track all of the league's purchases. This should include approval for all purchases and requirement of receipts and order forms (if possible) for all transactions, no matter the size of the purchase.

## **Player Agent**

Conducts annual tryouts, and is in charge of player selection, assists president in checking birth records and eligibility of players; serves as a member of the Executive Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League.

For tryouts, the Player Agent will ensure notification of the date, time, and location is communicated to all player candidates and prepares the tryout list that managers will use to evaluate players.

Major division teams and above must follow Little League-approved team selection methods (drafts), which is the responsibility of the Player Agent.

Player selections is the responsibility of the Player Agent, who must ensure that proper methods (determined by the Board) are properly used and managers are educated in advance of the draft of the selection process. The Player Agent must prepare the draft list, which lists all eligible players for selection.

Additionally, the Player Agent must be aware of the draft process and all rules that apply, such as draft order. Draft options that could come into play must be studied by the Player Agent, who should be aware of them, along with the ability to allow them to be properly used.

The Player Agent should record each team's roster and keep them on file and submit them to Little League. Once teams are selected and set, the Player Agent must oversee all teams to ensure those selected to the team are the only ones participating in team activities and ensure players are routinely attending such activities.

During the season, should there be the need for replacements, the Player Agent, along with the team manager, must follow the established process for such replacement. The Player Agent must also provide proper notice to the individual being replaced.

It is the responsibility of the Player Agent to ensure no manager is mishandling his roster and that all players are being treated equal.

A Player Agent is responsible, along with the League President to verify and attest to each tournament team's player age and residency in accordance with Little League regulations. The Player Agent must also ensure which players are eligible for selection to a tournament team.

## **Safety Officer**

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants of Little League®.

Programs should be used to educate players, coaches, umpires, volunteers, and parents on safety and safety procedures. Coaches clinics that teach first aid, proper use of equipment (i.e. pitching machines), and player safety (i.e. pitching limits) are great ways to educate volunteers in the local league.

The Safety Officer will prepare a safety plan each year for the league and make sure that the plan is used. A Safety Awareness Program (ASAP) will be prepared and submitted to Little League International each year. The Safety Officer needs to make sure that this tool is used within the league to help in establishing plans and procedures in regards to safety.

Promoting compliance of safety procedures is a key component of the Safety Officer's duties. This is done by establishing and promoting a culture of safety within the league.

Reporting of accidents is a key function of the Safety Officer, as it helps Little League International in developing new rules in regards to player safety. The reporting of near misses of accidents is also encouraged, as it will help local leagues identify possible areas of concern to include in future ASAP plans.

## **Vice President of Baseball**

### **Vice President of Softball**

Oversee individual divisions within the league. Reports to the president on the status of each division and resolves all complaints that cannot be resolved by the commissioner of each division. Assist each commissioner in recruiting managers and updating each director on the rules, regulations and events pertaining to their division. Works with commissioners to coordinate schedule.

## **Board Members**

### **Umpire-in-Chief (U.I.C.)**

Serves as coordinator of and advises the league President on the league umpire program; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

### **Coaching/Clinic Coordinator**

Oversees all programs and development opportunities relating to managers, coaches and players. Primary contact with middle school and high school coaches, to tailor all development programs to act as a feeder programs to the schools. Responsible for monitoring and evaluating the development and progress of all managers and coaches in the League. Diligently works to continually teach managers and coaches correct basic player skills, as well as managerial skills. Institutes and updates all printed development vehicles, such as manuals, flyers, internet correspondence, etc. Responsible for making information available to all managers, coaches and players as appropriate

Responsible, with the President, for providing manager and coach training and education throughout the year; monitoring managers and coaches throughout the year to ensure that players are learning, growing, and having fun, in all aspects of the game. The Coordinator ensures that coaches have the resources they need to make the season a successful one for all participants and parents.

### **Sponsorship Manager**

Solicits and secures local sponsorships to support league operations; collects and reviews sponsorship and fundraising opportunities; and maintains records of monies secured through sponsorship initiatives.

### **Marketing/Public Relations Manager**

Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.

Responsible for maintaining Clinton Little League's social media accounts.

### **Fundraising Chair**

Solicits and secures local fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through fundraising initiatives. Oversight of the fundraising committee. Works with Executive Board to determine fundraising needs and goals.

### **Purchasing Manager**

The Purchasing agent buys all uniforms and league equipment. Ensure vendor evaluation and control, and purchase execution control, on behalf of the Clinton Little League. The specific activities involved in this responsibility shall be determined by the President. Solicit bids from at least three (3) competitive vendors, using representative purchase or specific purchase information, as applicable, and stipulate that bids are to be returned to Clinton Little League in duplicate, one copy addressed to the Purchasing Agent and a separate copy addressed to the President. Evaluate vendors based on stability, past and current performance with the Local League and other similar organizations, responsiveness, community service/Local League sponsorship and all operational aspects relating to the proposed relationship with the Local League (pickup-delivery, ordering, billing, return policy, rebate policy and service levels). Appoint a uniform coordinator to help in distribution and purchase of uniform if necessary.

### **Equipment/Field Manager**

Responsible for assessing the condition and safety of the playing equipment, and other items such as "L" screens, field bases, and batting tees. Coordinate the purchase of league equipment with the purchasing agent. Distribute and maintain all equipment required to operate league. This includes team bags, baseballs, uniforms and required safety equipment for catchers.

Manage field maintenance budget. Maintain fields to playing conditions (pre/post season). Order field supplies as needed, with board approval. Coordinate field work parties with managers and league members. Serve as contact person with field maintenance personnel and Parks and Recreation.

### **Commissioner of each Baseball and Softball Division**

Reports directly to League Vice President of Baseball or Softball. Oversees day-to-day operation of their respective division and handles all concerns of parents, players, field conditions. I.e. Rule enforcement (time limits, runs, etc.). Anything that cannot be handled must go to the Vice President and then to the Board. Help Recruit managers for each division and be available for team meetings.