



Vicksburg Little League

Board Position Descriptions

President. The President shall:

- a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors. The president oversees the affairs of all elements of the league. 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.
- 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(s) and any other designated representatives, examine the applications and supporting proof of age documents of every Member Player candidate and certify to residence, school and age eligibility before that player may be accepted for tryouts and team selection.
- i) Appoint the standing or special committees of the league and co-operate with the committee chairs thereof to affect the function and reporting of such committees.
- j) Must facilitate background screenings of the Little League Official Volunteer Application Forms on an annual basis by President and his/her designee.

Vice President. The Vice President 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) Will be acting Tournament Director and duties include responsible for field preparation, announcers, scorekeepers, umpires and concessions for all tournament games.
- d) Be available during tournament games to help settle any disputes that cannot be solved on the field (protests).
- e) Maintains an up-to-date record of all reports of questionable situations & complaints and any disciplinary actions taken on any and all players, coaches/managers, members and/or volunteers.

Director of Baseball & Director of Softball. The Director of Baseball & Director of Softball shall:

- a) Recruit and 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 as necessary;
- f) Serve as the contact person for Little League International.
- g) Schedule fields and coordinate all regular games, special games, inter-league, tournaments, practices and make up games and maintain an up-to-date calendar with the Concession Manager.
- h) Interacts with all team managers and coaches for VLL inter-league scheduling.
- i) Be the first line of communication with all division directors, managers and coaching staff.
- j) The Directors may manage, coach or umpire, and may not serve on the protest committee if they coach or manage a team.
- k) Provide input in the evaluation process of managers and coaches with an annual managers and coaches evaluation form to be completed by parents and players.
- l) Receive and review all coach/manager complaints. All complaints must be reported to the Vice President within 3 days. Unresolved complaints will be handled by the Vice President and Board for further action.

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 updated records of Regular Members, if approved by the Board of Directors, to reflect them as voting members at the annual meeting.
- 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.

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 moneys and securities, 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, 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.
- f) Provide a financial report at each monthly meeting that includes each check written, the bank balance and supporting invoices to justify the expenses of Vicksburg Little League.

Player Agents of Baseball and Softball. 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) Aligns and balances the teams within Little League and Vicksburg Little League guidelines by being in attendance during the player drafting and tryout process.
- e) Prepare the Player Agent's list.
- f) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- g) Notify Little League International of any subsequent player replacements or trades.
- h) Administer the divisional player pool is allowed under Little League rules.

- i) Represents all players across all divisions in Vicksburg Little League.
- j) The Player Agent(s) may NOT manage, coach or umpire, and may not serve on the protest committee if they coach or manage a team.
- k) Provide input in the evaluation process of players.
- l) Receive and review all player and parent complaints. All complaints must be reported to the Vice President within 3 days. Unresolved complaints will be handled by the Vice President and Board for further action.

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 children and all participants of Little League.
- b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. This plan (referred to as ASAP) must be filed 10 days prior to the Little League deadline (modified slightly each year) so to enable VLL to receive insurance credits as Little League awards.
- c) Develop and implement a safety plan each year for VLL, file it with Little League Headquarters and report it to the Board of Directors.
- d) Maintain a supply of first aid equipment.
- e) Report to the Board of Directors any safety concerns.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- 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.

Director of Challengers. The Director of Challengers shall:

- a) Maintain an accurate and up-to-date record of players, buddies, managers and coaches.
- b) Review the team rosters with the player agent prior to submission to Little League.
- c) Recruit coaches/managers/buddies and provide training and secure individual player information.
- d) Seek out inter-league and tournament play within District 15.
- e) Liaison between Challengers, parents and Board of Directors.

Director of T-ball. The Director of T-ball shall:

- a) Work closely with the Player Agent(s) and Director(s) of Baseball & Softball.
- b) Maintain an accurate and up-to-date record of players, managers and coaches.
- c) Review the team rosters with the Player Agent(s) prior to submission to Little League.
- d) Recruit coaches/managers and provide training and secure individual player information.
- e) Represents all players, coaches and managers.
- f) Liaison between players, parents, coaches/managers and Board of Directors.
- g) Schedule fields and coordinate all regular games, special games, practices and make up games and maintain an up-to-date calendar with the Concession Manager.
- h) Receive and review all player, parent, coach and manager complaints. All complaints must be reported to the Vice President within 3 days. Unresolved complaints will be handled by the Vice President and Board for further action.

League Information Officer. The League Information Officer shall:

- a) Set up and manage the league's official website (site authorized by Little League International).
- b) Set up online registration when requested and ensure the league rosters are uploaded to Little League.
- c) Assign online administrative rights to other local volunteers.
- d) Encourage creation of team web sites to managers, coaches, and parents.
- e) Ensure that league news and scores are updated online on a regular basis.
- f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media.
- g) Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated. They should display enthusiasm for using the internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.
- h) May be called on to assist as scheduler and reschedule rainout games for the League.

Sponsor/Fundraising Manager. The Sponsor/Fundraising Manager shall:

- a) Solicits and secures local sponsorships to support league operations
- b) Collects and reviews sponsorship and fundraising opportunities
- c) Organizes and implements approved league fundraising activities
- d) Coordinates participation in fundraising activities
- e) Maintains records of monies secured through sponsorship and fundraising initiatives.
- f) Cost conscious, working with banner vendors to obtain the best prices for regular season play.

- g) Coordinate the compilation and distribution of the VLL Program Book with the League Info Officer.
- h) Organize Opening Day Parade.

Uniform Manager. The Uniform Manager shall:

- a) Cost conscious, working with shirt and uniform vendors to obtain the best prices for regular season and all-star season play.
- b) Collects and reviews uniform needs from reports furnished by the Sponsor/Fundraising Manager.
- c) Organizes and implements the distribution of regular season and all-star season play needs.
- d) Presents all-star season samples and pricing options to the board of directors by 5/10 of the current year. This officer may form a committee for input on style and costs.
- e) Maintains records of monies secured for the purchase of team parent's shirts if requested.
- f) Keep open communication between the Board of Directors and all vendors.

Umpires in Chief of Baseball and Softball. The Umpires in Chief Shall:

- a) Be responsible for training and scheduling of all Vicksburg Little League umpires.
- b) Be responsible for ensuring the proper conduct of the game within Little League and VLL rules.
 - 1) Fans, parents and those spectators outside of the playing field are the responsibility of the Board of Directors and/or the field director of the day.
- c) Communicate any special ground rules, District 15 rules, and changes to Little League rules to all Vicksburg Little League umpires.
- d) Be responsible for ensuring umpires are teaching players good sportsmanship the current Little League rules of the game.
- e) Umpire in Chief may be called upon to interpret rules and help settle minor disputes that may occur during games. All protests and Little League rule violations will be handled per the bylaws of Vicksburg Little League.
- f) The Umpire in Chief shall serve on the protest committee.

Concession Manager. The Concession Manager shall:

- a) Maintains the operation of concession facilities.
- b) Organizes the purchase of concession products.
- c) Responsible for the management of the concession sales at league events.
- d) Schedules volunteers to work the concession booth during league events.
- e) Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities.
- f) Organizes, tallies and keeps records of concession sales and purchases.
- g) Work with the Treasurer to deposit and secure funds.

Building & Grounds Manager. The Building & Grounds Manager shall:

- a) Investigate and recommend available, suitable sites and plans for development, including ways and means.
- b) Be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.
- c) Be responsible for the care and maintenance of the playing field(s), buildings and grounds.
- d) Operate within the amount appropriated in the approved budget for that purpose.

Equipment Manager. The Equipment Manager shall:

- a) Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board and order new equipment.
- b) Inspect, remove damaged/worn/unsafe equipment, repair, clean, store and keep inventory of all equipment.
- c) Prepare and issue equipment bags to check-out to managers at beginning of season and at end of season set dates for their check-in/return.