

RICHLAND NATIONAL ROLES AND RESPONSIBILITY – BASEBALL & SOFTBALL

*President *(Baseball & Softball – Dual Role Responsibility)*

- Preside at all Local League meetings.
- Assume full responsibility for the operation of the Local League.
- Oversees both baseball and softball operations
- The chief administrator responsible for the league's overall operations, including selecting managers and coaches, managing finances and fields, maintaining public image and community relations, and acting as the primary liaison with Little League International.
- Key responsibilities involve overseeing league finances, equipment, fields, and safety plans, as well as appointing and providing for league personnel, subject to board approval.
- The president serves on the league's Board of Directors, is accountable to them, and must possess strong leadership, organizational, and communication skills

Vice President

- Presiding in the President's absence, serving as an ex-officio member of all committees, assisting the President with league operations, and executing delegated duties.
- May oversee specific divisions, such as baseball or softball, or delegate tasks like managing schedules or coordinating division operations.
- Chairperson for various sub-committee's

Secretary

- Recording meeting minutes, maintaining records of members and directors, sending meeting notifications, and handling general league correspondence and paperwork.
- Ensures accurate historical and current records for the organization, supports board operations by keeping members informed, and helps manage essential membership data.

Treasurer

- Manages the organization's finances by preparing budgets, recording income and expenses, maintaining financial records, and providing regular financial reports to the board.
- Key duties include collecting and depositing funds, issuing payments by signing checks, maintaining banking relationships, ensuring compliance with financial policies, and preparing required tax returns and audit documentation.

- The role requires some financial experience, the ability to maintain accurate records, and established procedures for handling cash to promote transparency and prevent

Player Agent

- Responsible for overseeing player eligibility, managing player selection for teams and tournament teams, coordinating tryouts, team selections, All Star selections and voting, and ensuring adherence to all Little League rules and regulations regarding players.
- Works closely with the League President and helps manage player transfers between leagues.

Safety Officer

- Responsible for promoting safety within the organization by implementing and maintaining the A Safety Awareness Program (ASAP), ensuring safe playing conditions and equipment, coordinating injury reporting and prevention, and overseeing background checks for volunteers.
- Key duties include creating a culture of safety through education and communication, submitting league safety plans to Little League International, and responding to safety concerns and near-misses

Fields and Facilities Coordinator

- Shall be responsible for maintenance of fields and facilities, proposing improvements, ensuring safety & security of premises, concessions, and collaborating with the City of Richland on field use and management. It shall operate within the amount appropriated in the approved budget for that purpose.
- May be authorized additional tasks/responsibilities throughout a one-year period by a vote from the Board of Directors.

Equipment Coordinator

- Equipment Coordinator shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.
- Be responsible for the proper issuance of such supplies and equipment and for the inventory, repair, cleaning and storage thereof at the close of the season.

Registration Committee

- Responsible for league registration information, management and oversight.

- Verify player documentation including birth verification, residency, and/or school verification upon season tryouts.
- Participate in player check-in during tryouts.

Information Coordinator

- Primarily manages the league's official website and online presence, handling tasks like online registration, roster management, and updating league news, scores, and fundraising information to the website and other online platforms.
- This role serves as the main communication hub, disseminating key information to league members, district officials, media, and the public while also providing players, coaches, and managers with access to necessary information and resources

Scheduling Coordinator

- Includes creating and managing the game and practice schedule for the season, allocating and securing fields, communicating with coaches about schedules, and rescheduling games due to cancellations or other issues.
- This coordinator often collaborates with other board members, such as the Field Manager and Umpire in Chief, and serves as the primary contact for managers regarding scheduling matters

Umpire Coordinator

- Creating the umpire schedule by assigning umpires to games, make-up, and post-season games, maintaining umpire availability lists, communicating schedules to umpires and coaches, resolving scheduling conflicts, and working with the Umpire-in-Chief to ensure proper umpire coverage.

Fundraising Coordinator

- Plans, organizes, and implements fundraising activities to support league operations and secure sponsorships.
- Key responsibilities include soliciting and securing sponsorships, managing fundraising events, coordinating volunteers for these events, and communicating fundraising goals with the board and other volunteers. The goal is to raise funds for the general treasury to provide necessary resources

Tournament Coordinator/Director

- Manage, develop, coordinator with a tournament committee the Andy Lusk Memorial Tournament

- Key roles include checking eligibility affidavits, verifying player lists against them, overseeing on-site game logistics, ensuring field readiness, appointing scorers and pitch counters, conducting coin tosses, and acting as the primary point of contact for teams and umpires regarding rule interpretation