



HVLL BOARD OF DIRECTORS -- POSITION 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.

- 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.
- LLI Contact: The president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization.
- Most Informed Officer: The 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.
- Represents the League: 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.
- COO: 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. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

SECRETARY

The league Secretary maintains a register of members and directors, records the minutes of the meetings and keeps all previous meeting minutes, is responsible for reserving the time and location for the meetings, notifying members of upcoming meetings or notifying members of committee appointments, issues membership cards and maintains a record of the 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.

UPPER-DIVISION PLAYER AGENT

The Upper-Division Player Agent is tasked with overseeing all aspects of the playing member management in the local league.

- Registration: Validate all players' ages/residency and assist with new Waiver submissions.
- Team Number Determination: Provide regular registration updates to the Board and Work with League President to determine the number of teams per division and number of players per team.
- Facilitate Annual Tryouts: Ensure notification of date, time, and location to all player candidates and prepares the tryout list that managers will use to evaluate players.
- Conduct Draft/Player Selection: Ensure that proper methods (determined by the Board) are properly used and managers are educated in advance of the draft of the selection process. Have a clear understanding of the draft process and all rules that apply. In addition, prepare draft list of all eligible players for selection, oversee trades during the draft, record each team's roster and submit final rosters to Little League International.
- Manage Replacement Players: Supervise and coordinate the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Record all player transactions and maintain an accurate and up to date record thereof, as well as notify Little League International of any subsequent player replacements or trades.
- Player and Team Verification: Oversee throughout the season that only selected players are participating in team activities and ensure players are routinely attending such activities, ensure that

all players are being treated equal and view pitching logs and scorebooks to verify playing time requirements

- All-Star Preparation and Player Verification: Ensure which players are eligible for selection to an All-Star team, verify and attest to each selected player age and residency in accordance with Little League regulations. Plan and oversee All-Star voting and prepare and submit to the League President the Tournament eligibility affidavit.

LOWER-DIVISION PLAYER AGENT

The Lower-Division Player Agent works closely with the Upper Division Player Agent to satisfy the requirements of the local league as well as Little League International. This position is mainly responsible for the player management in the lower divisions of Tee-Ball and Farm.

DIVISIONAL VICE PRESIDENTS

Juniors, Majors, Minor A, Minor B, Minor C, Farm and T-Ball

- Representation: Serves as the direct liaison between the managers in their respective divisions and the Board of Directors. Also, promote the league positively and make sure that all parents and managers are positively encouraging the players' success. At the discretion and request of the President support recruitment and vetting of prospective team managers for their respective divisions.
- Schedules: Establish field practice schedules and equitably distribute field time. Approve game schedules for respective divisions before schedules are distributed or published so that game times are distributed equitably and coordination is made for those coaches that are managing more than one team. Assist division managers in the rescheduling of make-up games or continued games.
- Activity/Event Support: Coordinate division-specific Opening Day activities, including but not limited to exhibition games and hit-a-thons. Ensure completion of tasks by parent volunteers on scheduled Maintenance Days on/in their respective division's playing field, dugouts and adjacent common areas.
- Rules: Ensure that the division managers are informed of any important information or directives by the league, including clarifying Little League rules and local By-Laws (so that all players are given the appropriate fielding opportunities).
- Safety: Make periodic checks of the field to ensure a safe environment for our players to practice
- Disciplinary Issues: In the event of a disciplinary matter, work with the Upper and/or Lower Division Player agent to ensure that the proper steps are taken. However, when disciplining a volunteer, we need to remember that we are about to discipline a VOLUNTEER (managers / parents). Therefore, it's of utmost importance to have the VOLUNTEER come to their own self-understanding about what they did that was wrong, why the rule is there, and how to positively move forward.

Juniors Division Vice President: duties unique to this division

- The VP is responsible for player coordination with the Upper Division Player Agent and the league president to assist in team building with other District 62 leagues when HVLL does not have enough players to create a complete team.
- The VP coordinates field times with HB High School and HVLL.

Farm Division Vice President: duties unique to this division

- Assist the Upper and Lower Division Player Agents, and Tee-Ball VP with Farm team creation.
- Remind parents, players and coaches that “Farm is fun” and division-specific rules including machine/coach pitch (not kid pitch), scores are not recorded and games are time limited to 1:45.

INFORMATION OFFICER

The Information Officer is primarily responsible for serving as the communications coordinator between the League and its various communities, both internally and externally. While there may be a variety of job duties, written and verbal communication is the basis for most, if not all, activities, as well as sharing information in order to create an enjoyable and efficient Little League experience.

- Web site: Manages (or creates) the League web site, ensures that information included is accurate and up-to-date, assigns administrative rights to Board members and teams as appropriate, and ensures that information concerning all league-related areas (such as player agents, auxiliary, divisional VPs, UIC, safety, etc.) is included on the web site.
- Registration: Manages the online registration process, as well as external communications/marketing efforts to reach our target audiences.
- Board Liaison: Facilitates ongoing and open communication with targets via information dissemination, as well as serves as the primary contact for the league and handles direct inquiries submitted via the “Contact Us” link on the web site.
- League Communications: Collects posts and distributes important information regarding League activities via the web site and email system.
- Team: Ensures that league rosters are maintained, and news, standings and scores are regularly updated.
- Media Relations: Issues press releases, answers media queries, and arranges interviews as needed/appropriate.

UMPIRE-IN-CHIEF

The Umpire-in-Chief (UIC) serves the local league to manage the coordination and assignment of umpires for games, as well as represents the league/serves as the District 62 liaison.

- Training: Coordinates training for all adult volunteer and junior umpires, and builds and maintains an umpire data base.
- Scheduling: Develops master umpire assignment schedule for the league to ensure responsibility for coverage and that managers fulfill their volunteer umpiring requirement. In addition the UIC facilitates coverage for Minor C games via the Junior Umpire program.

- Communication: Utilizes the online umpire schedule management system (Arbiter) and notifies managers on a weekly basis about the status of D62 game coverage throughout the season.
- District 62 Liaison: Maintains open lines between HVLL and the D62 umpires, attends District meetings and submits a completed spring baseball season game schedule to D62 immediately after the drafts are complete.

SAFETY OFFICER

The Safety Officer oversees and coordinates all safety activities for the local league, including implementation of A Safety Awareness Program (ASAP) for injury prevention, ensures safety in player training as well as safe playing conditions.

- Reporting: Coordinates injury reports and reports to Little League International
- Safety Kits: Orders, distributes and maintains first aid kits and contents throughout the season.
- Background Checks: Performs annual background checks on HVLL volunteers to ensure safety among those spending most time with the players.
- Roster: Once background checks are completed, prepares a league-wide contact list for each team including managers, assistant coaches and team parents.

EQUIPMENT MANAGER

The Equipment Manager is responsible for overseeing all items related to league and/or team equipment. This position ensures the security, replacement, repair, monitoring, planning, accounting, control and inventory of all equipment belonging to, or being purchased by the local league.

- Uniforms: Includes the order, distribution, and maintenance of team uniforms for all divisions.
- Equipment: Includes ordering all playing equipment, balls, and umpire equipment for the regular season, post-season, and tournament play.
- Inventory/Allocation: The equipment manager keeps a detailed, up-to-date inventory of all equipment, and is responsible for allocating equipment and balls to teams at the beginning of the season, as well as collection of the equipment at the end of the season.

AUXILIARY COORDINATOR

The Auxiliary Coordinator is responsible for coordinating, scheduling, and overseeing volunteers for HVLL league activities.

- Meetings: This person plans, schedules, and conducts the seasonal Team Parent Meeting, meetings to manage various tasks assigned to the Auxiliary Committee and maintains a detailed list of volunteers

- Activities/Events: The auxiliary coordinator oversees all league activities and events including (but not limited to) the Opening Day celebration, team photos, booking of vendors and entertainment, collection of prizes, bake sale, silent auction, Hit-A-Thon, team sponsorships, distribution of trophies, Little League Day at Angel Stadium, All-Star Banquet, Legends Night (outgoing 12 year olds) and the selling of HVLL merchandise.
- Score booths/Message Boards: Managers the maintenance of the score booth supplies, the Home Run Hitters board and other league announcement boards.

COACHING COORDINATOR

Ideally, the Coaching Coordinator has past coaching experience and not be a manager or coach in the league. The position requires that the person is familiar with the Little League Rules and Regulations, player management duties, as well as local training and educational offerings.

- Master Schedule: Create the master schedule for each division within the league, including any pre-season, regular season, and post season games. Work with selected Board members to finalize the schedule for posting.
- Training: Provide opportunities for ongoing manager and coach training/education each year.
- Coaches: Monitor league managers and coaches throughout the year and report any roster management issues to the Upper Division Player Agent.