



DIXIE LITTLE LEAGUE



Board of Directors Positions

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.

1st 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.

DIXIE LITTLE LEAGUE

Secretary - The 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.

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 - The player agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players 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.

Safety Officer - The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), 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.

Information Officer - The information officer manages the league's official home page, assists with managing the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important 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 Little League and active.com 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.

Game/Ump Scheduler and Coach Coordinator - Represents coaches/managers in league; presents a coach/manager 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, coaches and managers; coordinates mini-clinics as necessary. Coordinate and oversee any tournaments hosted by Dixie Little League. Responsible for scheduling, coordinating and overseeing all games. Responsible for scheduling all fields and coordinating umpire work schedules.

DIXIE LITTLE LEAGUE

Softball Coordinator –

- Serves on Scheduling Committee.
- Responsible for overseeing all programs and development opportunities relating to managers, coaches and players in the softball program.
- Coordinates with the President, VPs and the Player Agent to schedule, conduct and monitor all clinics, seminars, or other development affairs.
- Responsible for Monitoring and evaluating the development and progress of all managers and coaches in the League (coordinated with VP Softball and League Commissioners). 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.
- Coordinates and oversees all Fall Softball Programs.

Field Maintenance Manager –

- Responsible for the maintenance and upkeep of the playing fields and all common areas
- Coordinates with the Vice Presidents to schedule spring cleanup, fall cleanup and any other workdays that may be necessary.
- Coordinates with the Safety Officer, Treasurer and other board members to address all critical safety issues identified in the ASAP in a timely manner and in accordance with the Time Schedule/Plan issued by the Safety Officer.
- If necessary, negotiates outsource maintenance agreements and contracts and coordinates with Treasurer to make sure contracts are kept up to date and all invoices paid.
- Create, update and maintain a complete inventory of all field equipment.

Equipment Coordinator -

- Responsible for the upkeep and maintenance of all player equipment.
- Cleans equipment bags and equipment.
- Maintains an electronic inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.
- Inspects all equipment, remove damaged, worn, or unsafe equipment, and replaces with new equipment.
- Orders all new equipment.
- Maintains inventory of reserve equipment.
- Prepares all equipment bags for distribution each new season.
- Ensures that all equipment bags are distributed to managers by/on draft day.

Concession Manager -

- Maintains the operation of concession facilities
- Organizes the purchase of concession products
- Responsible for the management of the concession sales at league events
- Schedules volunteers to work the concession booth during 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

DIXIE LITTLE LEAGUE

Parent/Team Mom and Volunteer Coordinator –

- Will be responsible for holding a team mom meeting at the beginning of the season to explain the team mom role and give them a packet with pertinent information for the team mom to be successful throughout the season. The packet will be compiled by the team mom coordinator with assistance from the Vice President.
- Will be responsible in communicating with each team mom when there is paperwork that needs to be obtained from their teams, such as missing registration info, emergency cards, etc.
- Will be responsible in communicating information regarding fundraisers and handing out forms as well as the collection of the forms.

Fundraising and Special Events Coordinator – Under the direction of the Executive Board, responsible for coordinating, planning, and directing all of the opening day events, all fundraising events, team picture day, closing ceremonies and any other special events planned for the season. Responsible for making contact with city and community leaders and proactively raising support and financial interest on behalf of Dixie Little League.

Historian – Responsible for researching and gathering historical data from sources such as archives, court records, diaries, news files, photographs and in-person interviews in an effort to memorialize Dixie Little League's 70th Anniversary. May assist with website development and social media content.