



San Clemente Little League

BOARD OF DIRECTORS ROLES

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.

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.

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 serve in another capacity such as chief commissioner or secretary.

Secretary - The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities. Works with President regarding constitutional issues and handles elections for new board members.

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 Agents (Upper and Lower Division) - 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



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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 Director - 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.

Concession Director

- 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

Sponsorship Director

- Solicits and secures local sponsorships to support league operations
- Collects and reviews sponsorship and fundraising opportunities
- Organizes and implements approved league fundraising activities
- Coordinates participation in fundraising activities
- Maintains records of monies secured through sponsorship and fundraising initiatives

Chief Umpire (UIC)

- Provides Umpire Training
- Schedules Umpires
- Member of Protest Committee

Recommended, but not formally assigned roles in SCLL

IT Officer - The information officer manages the league's official home page on active.com, manages 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



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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.

Equipment Director

- Responsible for inventorying, selecting, ordering, and purchasing all new, safety or other equipment needed by the league
- Serve as the contact person regarding the disbursement and collection of non-consumable equipment
- Manage distribution and collection of all equipment for the League
- Manage and operate within the Equipment Budget as authorized by the Board

Fields Director

The Fields Director is responsible for the regular maintenance and upkeep of the SCLL fields comprising multiple baseball fields and immediate adjacent areas, inclusive of storage sheds and their respective contents. Regular maintenance shall include mowing of grass within the baseball fields and adjacent areas, baseball field fencing, water provisions to the fields, infield mound care, and fertilization and insect control programs. The Grounds Director is responsible for procuring all field maintenance materials including equipment, tools, field and turf supplies, etc, within the scope of the budget approved by the Board of Directors.

Commissioners

Enforce the policies and procedures contained in the Local Rules document for their respective division. Act as liaison between league parents/coaches/managers and the Board of Directors. Resolve conflicts among all league participants including conflicts arising during the games. Communicate league information, including weekly posting of standings (except Single A and Tee Ball), and promote of games news write-ups by team representatives. Coordinate with the designated Scheduler concerning the scheduling of makeup games. Assist the Equipment Manager in coordinating equipment distribution and return. Support and assist with registration and recruitment.

Tournament Director

Responsible for organizing the program activities and logistics for opening day ceremonies, including keynote speakers, facility setup and teardown. Also handles management of all post-season tournament play.



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Scheduling Director

The Scheduler develops the master schedule, in coordination with the Chief of Umpires, for all practice fields, and for all games to be played within South County Little League. This includes post regular season in-house tournament games. Publishes the schedule and disseminates this information through the League Commissioners. Reschedule games, including those requiring rescheduling due to inclement weather, as outlined in the Member Handbook and Local Rules document, in coordination with the Chief of Umpires. Maintains the master schedule of games throughout the season and consults with the Vice President concerning resolution of conflicts.

Uniforms Director

- Responsible for inventorying, selecting, ordering, and purchasing all new hats & uniforms needed by the league
- Serve as the contact person regarding the customization, embroidery, etc.
- Manage distribution and collection of all equipment for the League
- Manage and operate within the Uniforms Budget as authorized by the Board