



Poway National Little League

Board Structure and Job Descriptions

Updated for the 2026 Spring season

Executive Committee (Officers)

President

- Personify the best public image in reflection to the community at large.
- Presides at league meetings
- Assumes full responsibility for the operation of the local league.
- Serves as spokesperson for league.
- With board approval, selects and appoints managers, coaches, and committees.
- Interface to District 31 & National Little League
- Help run the All Star selection meetings with the Player Agent and the respective Division Directors
- Manage relationship with Pomerado Elementary School & Poway USD.
- Help out wherever needed
- Delegate duties as needed

Vice President

- Manages Baseball Operations Team and is actively involved in supporting their efforts
- Interface to District & National Little League, in absence of President.
- Help out wherever needed
- Manages Ballpark Operations Team and is actively involved in supporting their efforts
- Interface to District & National Little League, in absence of President or VP Baseball Operations.
- Run the monthly board meetings, in absence of President
- Help out wherever needed

Treasurer

- Responsible for all of the league's finances (bank accounts, CD's, etc)
- Pays all the league's bills
- Monitors the league's PO Box
- Produces monthly statements for each board meeting and an end of year statement
- Interface to tax return preparer
- Budget projection and tracking
- Manages capital improvement projects with an appropriate board member partner, as necessary.
- Keeper of league paperwork (receipts, files, etc.)
- Manage league insurance requirements
- Coordinates hiring third party port-a-potty company for fields as necessary.
- Financial manager of fundraising and sponsorship initiatives.

Secretary

- Responsible for coordinating league charter and other official Little League administrative requirements under direction of President.
- Manages league calendar and works with Communications Director to make public.
- Manages league by-laws and works with Communications Director to ensure current by-laws are publicly available.
- Takes and publishes meeting minutes
- Responsible for making all room reservations
- Set and manage field opening and closing schedule for board members.
- Sets up and manages Anonymous Suggestion Box at Snack Shack.

Player Agent

- Lead person for assessments
- Lead person for player selection and/or draft
- Coordinates with Registrar to present player info to Little League Headquarters, as necessary. This specifically includes, but is not limited to, All Stars.
- Manages all of the draft meetings
- Handles drops, adds, and injuries
- Coordinates the transfer of players to or from one division to another according to provisions of the regulations of Little League Baseball.
- Responsible for waiting lists.
- Responsible for player fill process in appropriate league
- Deals with any other player issues during the season (disciplinary actions, parent disputes with coaches, etc.)
- Handles the All Star voting/selection process
- Help run the All Star selection meetings with the President and the respective Division Directors

- Member of the protest committee
- 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 Baseball International Headquarters
- Communicate teams to all upper division coaches, with player's info (address, phone, email, etc.)
- Handles drops, adds, and injuries
- Coordinates the transfer of players to or from one division to another according to provisions of the regulations of Little League Baseball.
- Responsible for waiting lists.
- Responsible for player fill process in appropriate league
- Deals with any other player issues during the season (disciplinary actions, parent disputes with coaches, etc.)
- Member of the protest committee
- 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 Baseball International Headquarters
- Creates teams for all divisions without a draft.
- Communicate teams to all lower division coaches, with player's info (address, phone, email, etc.)

Safety Officer

- Generates the safety training for managers, coaches, board members, etc
- Updates/generates the safety manual and handles distribution
- Manages JDP background checks, Live Scans, and Little League required trainings for all volunteers
- Creates safety plan and works with Secretary to submit to Little League National
- Works with Division Directors and arranges training 'to make sure all managers/coaches meet first aid requirements.
- Enforcement of safety issues
- Handles all injury reporting & forms
- Coordinates all safety activities.
- Ensures safety in player training, ensures safe playing conditions,
- Coordinates reporting and prevention of injuries
- Solicits suggestions for making conditions safer
- Works with Secretary to reports suggestions to Little League Headquarters.
- Works with Equipment Director to ensure equipment meets safety standards.

Coaching 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
- Serves as the contact person for Little League and its manager-coach education.
- Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

PNLL Operations Team

Umpire-In-Chief (UIC)

- Selects individual umpires, as needed.
- Selects third party umpire organization, if applicable and with President approval.
- Umpire training.
 - Handles Youth Umpire training.
 - Handles Adult Umpire training if a third-party umpire organization is not contracted to provide umpire services.
 - Manages third party umpire organization relationships to ensure professional umpires are fully trained, if applicable.
 - Ensures all umpires understand Little League & PNLL local rules.
- Handles Umpire scheduling
- Works with District 31 UIC as appropriate
- Member of the Protest Committee at all levels
- Handles all Umpire's gear, etc
- Order / distribute uniforms for umpires, as necessary.
- Distributes payment to youth umpires
- Works with Treasurer regarding youth umpire payments and purchasing of necessary uniforms and equipment.
- Communicates with team managers.

Equipment Director

- Handles all equipment issues for team play
 - Purchasing and distributing game balls
 - Baseball tees
 - Any other equipment as necessary
- Works with Field Director on issues related to on-field equipment such as nets, bases, backstop pads, etc.
- Prepares equipment budget
- Handles purchasing of gear
- Arranges distribution of gear
- Handles collection of all distributed gear
- Works with Safety Officer to ensure equipment meets safety standards.
- Manages any special Little League equipment issues, such as information re: legal USA bats, etc.
- Manages any special equipment projects, such as used equipment drives.

League Information Officer

- Manages registration of all players
- Manages database of current players, former players and dropped players.
- Works with Communications Director on marketing campaigns.
- Works with Player Agent on draft.
- Works with Player Agent on All Star Binders.
- Responsible for eligibility of all players (age, residence, waivers, etc)
- Manages and updates league website
- Work in conjunction with Registrar on marketing campaigns to attract players.
- Public relations with media for press releases, game results, special events, etc.
- Responsible for bulk email communications through Sports Connect

Social Media Director

- Coordinates and posts on social media pages
- Ensures PNLL represents itself in a humble and positive light on social media
- Coordinates with League Information Officer to post registration and important league information
- Coordinates with Events Coordinator to post about upcoming and past events

Uniforms/Trophies Director

- Order / distribute trophies & medals.
- Order / distribute uniforms for regular, All Star and Fall Ball seasons
- Order / distribute all PNLL merchandise for purchase in league. Includes working with Snack Shack Director for any products sold in snack shack.
- Prepares a budget
- Handles creation and publication of league's spring yearbook
- Works with Team Parent Director to coordinate team photographs
- Works with Sponsorship/Fundraising Director to coordinate sponsor information
- Designs / distribute yearbooks

Field Director

- Ensure that fields meet the highest standards of excellence
 - Ensures pitching mounds and batters boxes are well maintained.
 - Weed abatement
- Manage and maintain all field infrastructure including plumbing, Gator, restrooms, electrical, etc.
- Trash bins are cleared regularly

- Concourses and fields are litter free
- Ensure field chalk is stocked in all field sheds at all times.

Snack Shack Director

- Establish budget
- Coordinate purchase of all food and drink items.
- Manage all appropriate food, vendor and equipment vendors.
- Establish pricing strategy for all items for sale.
- Oversees opening and closing of snack shack.
- Works with Treasurer re: cash management.
- Works with Team Parent Coordinator re: volunteer schedule.
- Has authority to setup a committee of non board members to assist.

Sponsorship/Fundraising Director

- Recruit sponsors / collect money
- Sell, obtain and display sponsor signs
- Establish goals and build budget.
- Has authority to setup a committee of non board members to assist.

Team Parent Director

- Coordinates team parent information
- Set up a team parent meeting at start of season
- Set up scorekeepers clinic
- Organizes distribution of materials to teams as needed
- Handle picture day coordination & pictures distribution
- Works with scheduler in snack shack parent volunteer schedule and coordinates with Snack Shack Director and League Scheduler
- Manages all communications with team parents and Managers for each team, as appropriate.

Special Events Director

- Create, manage and run special events at the fields, such as Opening and Closing Ceremonies, Hit-A-Thon & Picture Day, Little League Day at Petco Park, etc.
- Lead person on fundraising events
- Work with Sponsorship Director on special sponsorship promotions that occur at the fields
- Has authority to setup a committee of non board members to assist.

League Scheduler

- Builds league game schedule
- Uploads schedule into Sports Connect
- Works with UIC & Concessions Director & Team Parent Director to coordinate volunteers
- Sets up teams/leagues in Sports Connect & Game Changer ensuring schedules are synchronized.

- Synchronizes with team managers for field reservation and batting cages for practices.
- Serves as PNLL Representative on Poway Sports Association to reserve outside fields when necessary.

At Large Member

- A board member who does not have a defined title or assigned duty
- Attends meetings and volunteers at all major events (Opening & Closing Ceremonies, Hit-A-Thon, & Assessments)
- Help out as needed

Committees

- Rules Committee
- Protest Committee
- Disciplinary Committee
 - A list of other optional committees can be found in the Constitution/By Laws

Responsibilities of ALL Board Members

- Regularly participate in meetings and special events.
- Keep careful watch of all safety concerns on the fields and step in to manage as appropriate.
- Participate in field opening/closing duties, as assigned.