

# President

The local Little League President is the most visible local league position in the program, and serves as the chairperson of a local league's Board of Directors.

The term lasts three years, with the last year spent training the next incoming president. An election is conducted biannually by the league's recognized voting members to replace the league president.

Aside from solid leadership skills, an effective league president will also bring knowledge, experience, and common sense to the position, along with efficient organization and administration abilities. The prospective league president also needs to be willing to dedicate time and energy to guarantee that players, families, and volunteers all enjoy a fun, memorable Little League experience.

The league president is accountable to the local league Board of Directors. Duties of a league president are described within the limits of the rules and regulations, and within the local league constitution, giving each league president the ability to oversee the affairs of all elements of the league.

Importantly, the league president is the officer with whom Little League International maintains contact and holds accountable for the entire local operation of your league. The league president also represents the league in the District organization.

The League President needs to be willing to devote the time, energy, and dedication to ensure that all players and volunteers have a fun, memorable Little League experience.

The league president should be the most informed officer of the league. The individual 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 International reserves the right to take disciplinary action against the league and/or its officers should there be a violation of the terms of the charter application. League presidents are encouraged to work closely with their District Administrators and Little League International staff to provide guidance to avoid any potential situations.

Beyond the requirements of league administration, the league president is also the face of your local Little League program, and personifies the best public image in reflection to the community at large and all of Little League. Each league president should take an active role in gaining support and winning friends and supporters for the league program.

Additionally, the league president presides over league meetings, and assumes full responsibility for the operation of the local league. Little League prides itself on instilling

leadership skills in its players, and the local league president should be the example to guide all participants, volunteers, and parents on what it takes to be a great leader.

## CYBA By-Laws

The President shall be the principle executive officer of the corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she shall preside at all meetings of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deed, mortgages, bond, contracts, or other instruments which the Board of Directors has authorized to be executed, except in the case where the signing and execution thereof shall be expressly delegated by the Board of directors or by these By-Laws or by statute to some other officer or agent of the corporation; and in general he/she shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time, including the appointment of the Chair of and members of all committees as may be needed. All such appointments shall be approved by a majority vote of the Board of Directors.

# Vice President, Baseball Operations

Presides over all baseball-specific duties of the Little League Board. Works with other officers and committee members to represent the baseball program for the full board. Along with the Vice President, Softball Operations, is an ex officio member of all committees and carries out such duties and assignments as may be delegated by the President. The Vice President, Baseball Operations should be the most informed officer on the baseball program, working with baseball coaches, the UIC, and other members to run a successful community baseball program.

## CYBA By-Laws

In the absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event there are more than one vice President, the vice presidents in the order of their election) shall perform the duties of the President, and when so acting shall have the powers of and be subject to all the restrictions upon the president. Any vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

# Vice President, Softball Operations

Presides over all softball-specific duties of the Little League Board. Works with other officers and committee members to represent the softball program for the full board. Along with the Vice President, Baseball Operations, is an ex officio member of all committees and carries out such duties and assignments as may be delegated by the President. The Vice President, Softball Operations should be the most informed officer on the softball program, working with softball coaches, the UIC, and other members to run a successful community softball program. The Vice President, Softball Operations will serve a two-year term.

## By-Laws

In the absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event there are more than one vice President, the vice presidents in the order of their election) shall perform the duties of the President, and when so acting shall have the powers of and be subject to all the restrictions upon the president. Any vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

# Secretary

The League Secretary is the Board of Directors member who is in charge of records, correspondence, minutes of meetings, and related affairs of the organization.

This is a two-year term.

## **Records**

The Secretary should maintain a roll of membership for the league. This roll will include members of all classes, as defined by your league's constitution. Maintaining the membership will help throughout the year and especially during the annual meeting. This roll will help establish what is necessary to obtain a quorum during membership meetings. The Secretary will also maintain any files, mailing list, or necessary records for the local league.

## **Correspondence**

Throughout the year, correspondence will need to be sent out from your league. Examples of correspondence can be notifying members of upcoming meetings or notifying member of appointments on committees.

## **Minutes of Meetings**

Minutes of meetings are important in maintaining an accurate history of your league. Accurate minutes will help in seeing when league by-laws or the constitution have been changed. The documentation of general membership meeting and board meetings will help in showing transparency by the local league's Board of Directors.

The League Secretary is responsible for the overall record keeping of the league and help ensure that accurate records are kept and maintained. A complete description of the duties of a League Secretary will be defined in the local league's constitution. The Little League® sample constitution has these duties listed in Article VII, Section 4.

## **By-Laws**

The Secretary shall keep the minutes of the meeting of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of corporate records; keep a register of the permanent address and post office address of each member which shall be furnished to the Secretary by each member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

# Treasurer

A local league's Treasurer is a crucial position within its Board of Directors. The Treasurer is responsible for the financial condition of the local league and providing monthly or periodic updates to fellow board members. The individual will prepare financial statements and budgets, including the annual financial report submitted to the league's membership. The Treasurer also handles income and expenses of the league and properly tracks and records them. It's a big job, with a very important role in making sure your league operates smoothly, and your volunteers and players have all the support they need.

The Treasurer should not be the same individual as the President, and Little League® International strongly encourages the Treasurer not have any preexisting relationship with the League President.

This is a two-year term.

The Treasurer, to properly perform the functions of the position, should have:

## **Financial and Accounting Management Experience**

While the Treasurer does not need to be an accountant or work in the financial field, some background and ability to handle financial and accounting tasks is strongly recommended. The ability to prepare proper and thorough records is essential.

## **Thorough Records**

To avoid possible issues of theft, a Treasurer should keep solid financial records and track all of the league's purchases. This should include approval for all purchases and requirement of receipts and order forms (if possible) for all transactions, no matter the size of the purchase.

The Treasurer should also institute the following to improve the league's financial management:

## **Money Counting Procedures**

To be transparent and to limit mistakes, multiple individuals should be included in money counting. A procedure for counting money after each concession stand use must be in place, which may include counting upon opening and closing. Forms should be developed to streamline the process. Assistants to the Treasurer or a Concession Manager should be used to count and handle the money each evening so the Treasurer doesn't have to go to the field nightly.

## **Conduct Audits**

An audit committee should be used that includes three Board of Directors members, but not the President, Treasurer, or anyone that signs checks. The committee should review the league's books and records at least quarterly, but ideally on a monthly basis. The committee should also

ensure it meets prior to the annual meeting and provide its findings to the President and Treasurer.

**Written Financial Management Guidelines:**

The Treasurer, with the Board of Directors or an appointed Committee, should institute written financial management guidelines so they are expressly explained and questions would be very limited in times that issues may arise. The Treasurer should spend considerable time at a meeting explaining each of these guidelines and could even require each Director to sign in acknowledgement that each has read the guidelines.

## By-Laws

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or their depositories as shall be selected in accordance with the provisions of Article VII of these By-Laws; and in general perform all the duties incident to the office of Treasurer and other such duties as from time to time may be assigned to him/her by the President or the Board of Directors.

# Player Agent

Conducts annual tryouts, and is in charge of player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board of Directors of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League. They will also serve as the voice of the players and coordinate the All-Star Tournament.

This is a two-year term.

The Player Agent is widely considered the second-most important local league Board of Directors position, with the League President being considered the most important. A Player Agent is tasked with overseeing all aspects of the management of playing members of the local league. Separate Player Agents are permitted for separate divisions and levels of play, which allows a volunteer holding this position to also serve as a coach or manager in the league, including the division in which he/she oversees. Whether tasked with overseeing the whole league or individual divisions, a Player Agent must know these five things.

## **Thorough Understanding of Preseason Tasks**

Player management begins in the preseason when players register, tryout, and are selected to teams. This is the busiest time for the Player Agent.

While the Board of Directors, as a whole, will staff registration, it is still the responsibility (with the President) to validate all players' ages and residency.

For tryouts, the Player Agent will ensure notification of the date, time, and location is communicated to all player candidates and prepares the tryout list that managers will use to evaluate players.

Major division teams and above must follow Little League-approved team selection methods (drafts), which is the responsibility of the Player Agent.

## **Understanding of Player Selection Methods and Options**

Player selections is the responsibility of the Player Agent, who must ensure that proper methods (determined by the Board) are properly used and managers are educated in advance of the draft of the selection process. The Player Agent must prepare the draft list, which lists all eligible players for selection.

Additionally, the Player Agent must be aware of the draft process and all rules that apply, such as draft order. Draft options that could come into play must be studied by the Player Agent, who should be aware of them, along with the ability to allow them to be properly used.

The ability for trades is permitted by Little League International, but the local league has the ability to restrict the window to allow them or to not permit them at all. The Player Agent must oversee all trades and take the proposed trade to the Board of Directors for approval.

### **Conduction of Strict Roster Management**

The Player Agent should record each team's roster and keep them on file and submit them to Little League. (Player registration data or rosters are both accepted by Little League International.)

Once teams are selected and set, the Player Agent must oversee all teams to ensure those selected to the team are the only ones participating in team activities and ensure players are routinely attending such activities.

During the season, should there be the need for replacements, the Player Agent, along with the team manager, must follow the established process for such replacement. The Player Agent must also provide proper notice to the individual being replaced.

It is the responsibility of the Player Agent to ensure no manager is mishandling his roster and that all players are being treated equal.

### **Understanding of How to Release Players**

There are four different occasions or types of player releases. Any time a player is released, written notice must be provided by the league.

**Non-registrant:** Any player who participated with the league in the previous season and is otherwise eligible to register with the league for the present year, but has not registered prior to the start of the draft. This does require majority approval by the Board of Directors.

**Player Evaluation/Tryouts:** Following the conclusion of all player evaluation/tryout sessions, any candidate that was required to attend one of the scheduled sessions, but failed to do so, is subject to be released and not eligible for selection to any team in any division. The parent/guardian may submit an excuse, which can be deemed acceptable by majority vote of the Board and permits the child to be eligible for selection to any team in any division (that he or she is otherwise eligible for).

**Off-Season Release:** Players in the Major Division and above may request to be released during the off-season, which must be approved by majority vote of the Board. If approved, release provides the player to be selected to another team in a division but not to move down a division.

**In-Season Release:** A manager may request the Board to release a player during the season. Such release does not permit a child to participate in the balance of the regular season with another team or division. The player would have to try out the following season to be eligible for selection to a team.

**Knowledge of Tournament Team Player Requirements**

A Player Agent is responsible, along with the League President, to verify and attest to each tournament team's player age and residency in accordance with Little League regulations. The Player Agent must also ensure which players are eligible for selection to a tournament team. The Player Agent may also be responsible for selection of such teams.

# Safety Officer

One of the most important Board positions in a local league is the Safety Officer. The Safety Officer has two main functions — education and the development and implementation of a safety plan.

This is a two-year term.

## **Education**

The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants of Little League®. Programs should be used to educate players, coaches, umpires, volunteers, and parents on safety and safety procedures. Coaches clinics that teach first aid, proper use of equipment (i.e. pitching machines), and player safety (i.e. pitching limits) are great ways to educate volunteers in the local league. With proper education, coaches will have the tools they need to keep players healthy and active during the season.

## **Development and Implementation of Safety Plan**

The Safety Officer will prepare a safety plan each year for the league and make sure that the plan is used. A Safety Awareness Program (ASAP) will be prepared and submitted to Little League International each year. The Safety Officer needs to make sure that this tool is used within the league to help in establishing plans and procedures in regards to safety.

Promoting compliance of safety procedures is a key component of the Safety Officer's duties. This is done by establishing and promoting a culture of safety within the league.

Reporting of accidents is a key function here, as it helps Little League International in developing new rules in regards to player safety. The reporting of near misses of accidents is also encouraged, as it will help local leagues identify possible areas of concern to include in future ASAP plans.

Protecting children and everyone in the league is the focus. Through the work of the league Safety Officer, creation of a safe environment for all Little League participants can be established and sustained. In return, this will promote goodwill for families that participate in the local league and the community by keeping it safer for all participants.

# Umpire-in-Chief, Baseball

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

This is a two-year term.

# Umpire in Chief, Softball

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

This is a two-year term.

# League Information Officer/Webmaster

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team websites to managers, coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media; serves as primary contact person for Little League and Dick's Team Sports HQ regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International. Provides player, coach, and manager records to Little League International in electronic format.

This is a two-year term.

# 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.

Head coaches from baseball and softball would all roll up to the Coaching Coordinator, who serves as their voice and representative.

This is a two-year term.

A Coaching Coordinator should be familiar with the following to properly perform the duties of the position:

- Little League Rules and Regulations
- Player Management Duties
- Training and Education Offerings

Your league's Coaching Coordinator is also tasked with:

- Providing manager and coach training and education each year
- Implementing a budget to offer training and education
- Monitoring managers and coaches throughout the year
- Reporting any roster management issues to the Player Agent

Being a good Little League coach is so much more than providing on-field instruction. It's ensuring that players are learning, growing, and having fun, in all aspects of the game. The Coaching Coordinator ensures that these vital volunteers have the resources they need to make the season a successful one for all participants and parents.

# Sponsor Fundraising Manager

Solicits and secures local sponsorships to support joint league operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through sponsorship and fundraising initiatives.

This is a two-year term.

Sponsorships and donations from local businesses and organizations help provide the necessary funding for the local Little League® program to thrive. This support provides for lower registration fees from families, promotes local businesses, and brings a greater sense of community to your league.

Determine what sponsorship and fundraising opportunities the league will offer, for example:

Registration sponsor — Hold registration at their venue

Uniform Sponsor — Sponsor name on team jersey

Fence sign sponsor

Program book — Full, half, and quarter page advertisement, if the league does a program book

Opening Day — Recognition during your parade and/or on-field ceremonies

Here are some tips for fostering and developing your potential sponsors:

- Create a sponsorship brochure and donation letter that includes information about the league and funding needs.
- Visit businesses in person to discuss the opportunities to support the league through a monetary or in-kind donation. Also, see if the company encourages its employees to do community service and has anyone who might be willing to volunteer with the league.
- Provide recognition and thanks to those that have sponsored through your league's website, social media accounts, printed materials, public speeches, etc.
- Review and convey Little League's trademark usage guidelines and what can/cannot be offered to your local league sponsors

As the Sponsorship/Fundraising Manager, it is also important to monitor how the money raised through these efforts is being managed. Maintain records of monies secured through sponsorship and fundraising initiatives, and ensure that all donations to the league are for the general treasury of the league not one specific team.

# Concessions 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; and organizes, tallies and keeps records of concession sales and purchases.

The Concessions Manager can create and maintain a concessions committee to help the Snack Shack run smoothly throughout the year.

This is a two-year term.

# Marketing/Social Media Officer

Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.

# Volunteer Coordinator

The Volunteer Coordinator works with the Concession Manager, Marketing/Social Media Managers, and others to secure volunteers for the Snack Shack. They also manage the volunteer fees collected at the beginning of each season, and track which players' families still need to meet their volunteer requirement.

# Field/Equipment Manager

Orders uniforms prior to the start of each season, evaluating vendors periodically to ensure the best price and quality. Runs field cleanup events and makes sure all fields are in good working order. Ensure baseball and softball teams have the necessary equipment—balls, bases, etc.--to conduct practices and games safely.