



## General Board

### Rookie Baseball Coordinator

Manage, organize and supervise all operations of Rookie Division

Communicate with and represent needs of division teams and Managers

Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season

Consistently update schedules, pitch count tracking and end of season Tournament information for Division (Rookie 8 Game)

In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)

### Minors Baseball Coordinator

Manage, organize and supervise all operations of Minors Division

Communicate with and represent needs of division teams and Managers

Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season

Consistently update schedules, scores, pitch count tracking and end of season Tournament information for Division (Roy Strotz Black and Blue Tournament)

In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)

### Majors Baseball Coordinator

Manage, organize and supervise all operations of Majors Division

Communicate with and represent needs of division teams and Managers

Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season

Consistently update schedules, scores, pitch count tracking and end of season Tournament information for Division (Tournament of Champions TOC)

In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)

### Intermediate/Junior/Seniors Baseball Coordinator

Manage, organize and supervise all operations of Intermediate/Junior/Seniors Division

Communicate with and represent needs of division teams and Managers

Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season

Consistently update schedules, scores, pitch count tracking.

In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)

#### Softball Coordinator

Manage, organize and supervise all operations of all Softball Divisions

Communicate with and represent needs of division teams and Managers

Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.

Consistently update schedules.

In conjunction with VP of Softball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)

#### Equipment Coordinator

Responsible for inventory, selecting, ordering, and purchasing equipment needed by the league.

Serve as the contact person regarding the disbursement and collection of equipment.

Manage distribution and collection of all equipment for the League.

Manage and operate within the Equipment Budget as authorized by the Board.

#### Concessions Coordinator

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

#### Uniforms Coordinator

Responsible for ordering and distributing all uniforms for players, including the regular season and All-Stars. Will need the quantities, sizes, and colors for each team.

Work directly with uniform provider.

Get samples of styles and sizes from uniform provider to display at in-person registration.

Order the All-Star uniforms once those teams are formed near the end of the season.

#### Field Maintenance Coordinator

Manage volunteers or services to both maintain and improve our fields

Work with City or School District officials to explore improvements in fields, facilities and partnerships with League

Train Managers on field prep and ensure clean up nights scheduled at fields

Manage schedule to mow, edge, remove trash and clean up Quake and Evans Fields each week

Manage and operate within the Fields Budget as authorized by the Board

#### Sponsorship Coordinator

Contact and maintain relationships with sponsors.

Responsible for ordering and distributing sponsor plaques to sponsors at season completion.

Responsible for ordering all sponsorship signs.

Responsible for the coordinating of all sponsorship activities, including but not limited to: outfield signs, bleacher signs, concession stand signs.

Coordinates with the Treasurer to make sure that all sponsorships are paid.

Make sure correct sponsorship signs are placed on fences, buildings, scoreboards, etc in the park.

#### Website Coordinator

Develop and maintain SVLL website.

Set up online registration and ensure the league rosters are uploaded to Little League.

Assign online administrative rights to other local volunteers; Encourage creation of team web sites to managers, coaches, and parents.

Assist with notification on Social Media (Facebook, Twitter etc)