



Volunteer Information

Email: sunnyvalemetroboard@gmail.com to sign up for a specific role!

Team Level Roles

Sunnyvale Metro Little League is an entirely volunteer-run organization. Participation from every players' families is crucial to the league's operations and the season's success.

- All parents/guardians of participating players are required to take on one or more of these "Team Level" tasks throughout the season.
- If you have multiple players registered, you are required to take on one Team Level task per player.
- Coaches and their families are exempt from the jobs below.

Volunteer Tasks
Fence/Dugout Setup: Helps put up the home run fence and the dugout roofs at Raynor Park before Opening Day (March). Helps break down the fence and dugout roofs after Closing Day (June).
Field Prep: Arrives 1 hour before home game. Waters field (if needed), drags field, draws chalk lines, sets bases. Cleans up bases, chinks lines after the game.
Scorekeeping/Pitch Counting: Uses the GameChanger app (training provided) to keep scores, plays and pitch counts. Works with coaches to make sure they have access to game records.

Snack Shack Operator (Raynor/Panama): Sets up Snack Shack 30 minutes before the game and sells items. After each game, notes which items are running low and cleans up Snack Shack, makes sure coaches lock up before leaving.

Snack Shack BBQ Grill Master (Raynor, weekends only): Sets up and fires up BBQ grill 30 minutes before game. Cooks burgers, hot dogs. Turns off and cleans grill after the game.

Scoreboard Operator: Sets up Raynor scoreboard and speakers 30 minutes before the game. Keeps score/innings/pitch counts on scoreboard during game, plays music pre/post game and between innings (optional).

League Level Roles

In addition to the Team Level volunteer tasks above, we will need volunteers for each of the following roles. During registration you can choose one or more roles you are interested in, and you will be assigned one of the tasks under each role you chose.

NOTE: If you do not choose a role, you may be assigned a task from any of the roles below as needed.

Team Management Roles	Volunteers Needed
<p>Head Coach: Responsible for running the team including practices and games; instruct players in proper baseball skills; involve parents with the team and league activities; works with team scorekeepers, extra team assistants and team reps to assign job responsibilities according to the needs of the team; will take on team safety officer responsibilities including inspecting player's equipment, bringing team first aid kit and safety manual to each practice and game. Head Coach positions are available per division: Seniors, Juniors, Majors, Minors, Farm, Pioneer, T-Ball</p>	1 per team
<p>Assistant Coach: Serves as an assistant to the Head Coach. Helps to instruct players in baseball skills; helps at practices and games; make sure players and parents have fun; assists Head Coach with team safety officer responsibilities.</p>	1-2 per team
<p>Team Parent: Enter team roster and track team game schedule on GameChanger (?), communicate practice/game schedules, social events etc. to</p>	1 per team

team families. Work with Booster Book Coordinator to gather player info and entries. Coordinate with other families to plan end-of-season parties, coaches' gifts etc.	
Post Season Tournament Director: Manages the overall post season tournament games, which are hosted by Sunnyvale Metro. The tournament director is responsible for working with tournament volunteers who operate score keeping, announce and pitch count for all post season games.	1

Snack Shack Management Roles Note: these do not satisfy each family's Snack Shack volunteer obligation (see "Team Level Roles" above), which is a separate league obligation	Volunteers Needed
BBQ Grill Maintenance: Makes sure the BBQ grill is kept clean and in good working condition; fires it up and checks it prior to Opening Day and checks it once a month and gives it a good cleaning at the end of the season after the volunteer BBQ.	1
BBQ Supervisor: Makes sure the BBQ grill is kept clean and in good working condition. Regularly checks propane tank and refill as needed. Arrives at Snack Shack at least an hour before your scheduled home game time to set up BBQ area with the help of the BBQ volunteers scheduled. You will be responsible to communicate the guidelines to the volunteers. Come back to the field at the start of the last game of the day (usu. 2pm) to clean up the BBQ area. ***This is NOT the same as the team level position for cooking on the BBQ***	1
Snack Shack Buyer: Assists Snack Shack Manager with ordering and delivery, picking up purchases at Smart & Final or Costco.	2
Snack Shack Cash Box Manager (Raynor/Panama): Responsible for the cash box over one-week period. Picks up cash box from Treasurer, takes it to Snack Shack before game, and takes it back home after each game. Counts and records day's cash received in online log. After one-week shift, returns cash box to Treasurer.	20

Recruitment/Marketing Roles	Volunteers Needed
Recruitment Volunteers: `Also, arranges to have banners posted within the little league boundaries.	2
Marketing Volunteers: Manage Sunnyvale Metro's social media accounts (Facebook, Twitter), post game dates, highlights to engage the community and gather interest for Metro baseball.	1
T-Ball Jamboree Coordinator: Organizes T-Ball Jamboree, a fun event to get kids and families to come out and check out Metro baseball. Coordinate with President or Vice President to reserve the field, work with volunteers to set up Snack Shack, BBQ grill, batting tees and balls.	1

Fundraising Roles	Volunteers Needed
Hit-a-Thon Coordinator: Manages the Hit-a-Thon fundraiser for the league. Set up 99 Pledges site, send out announcements, work with Information Officer to send out emails, social media blasts, PeachTree flyers etc. Distribute hit counter worksheet to coaches.	1
Booster Book Coordinator: Manages creation and distribution of Metro Booster Book.	1
Sponsorship Coordinator: Helps recruit and organize corporate or other sponsors for Sunnyvale Metro.	1
Metrowear Manager: Manages ordering and inventory of Metrowear. Come up with ideas for new Metro merchandise.	1

Website Roles	Volunteers Needed
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Webmaster: Maintain and update Sunnyvale Metro website (currently HERE , planning to move to HERE). Post game schedules and scores, field status and other Metro news.	1
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Special Events Roles	Volunteers Needed
Team Photo Coordinator: Works with vendor to set up team photo date (same date as Hit-a-Thon), sends out information to families, sets up time slots for each team.	1
Special Events Planner: Plans and coordinates social events for Metro players and families. Some ideas include: <ul style="list-style-type: none"> ● San Jose Giants Game ● Metro Movie Night ● Snack Shack Socials 	1-2

PLEASE NOTE:

In the event that you are not selected for the position that you signed up for, you will be asked to fulfill a different volunteer position from the remaining available positions.

Board Positions

The Board is responsible for the organization and operation of the league. Board members meet monthly ~~on the third Thursday of the month~~. Please refer to the [Board of Directors Directory](#) for a list of current board members and open positions. Board positions include:

President:

- Direct and leads the board and overall activities of Sunnyvale Metro Little League
- Preside at league meetings
- Responsible for the conduct of the league as chartered, in strict conformance with the policies, principles, rules and regulations of Little League Baseball
- Serve as liaison between Sunnyvale Metro Little League and the City of Sunnyvale, other little leagues, District 44 and Little League International
- Investigate complaints and reports to the board as warranted
- Ensure league personnel are properly briefed on all phases of rules, regulations, and policies of Little League
- Present condition of the league at the annual meeting

Vice President:

- Preside over the league in the absence of the President.
- Work with other officers and committee members
- Complete duties and assignments as may be delegated by the President

Treasurer:

- Collect funds that support the league (e.g. fees, Snack Shack revenue, fundraising money) and dispenses league funds
- Keep accurate financial records (e.g. bank statements, tax filings, receipts, etc)
- Report on the status of league funds; prepares budgets and assumes the responsibility for all league finances.

Secretary:

- Keeps records of league activities and files.
- Record minutes at board meetings including attendance, all orders of business, votes, and resolutions.
- Distributes minutes and any other material
- Maintains the board meeting schedule, send reminders to board members

Registrar:

- Manage online registration vendor
- Organize registration dates
- Update forms with the assistance of the entire board
- Advertise registration dates by creating and printing flyers. Obtain CUSD approval to distribute flyers to schools. Arrange to have banners posted within the little league boundaries

Umpire-in-Chief:

- Recruit adult and youth umpires
- Train umpires or identify training resources.
- Manage umpire schedule
- Work with managers to ensure rules are understood
- Receive feedback on the conduct and quality of umpires and address as appropriate

Equipment Manager:

- Organize and maintain equipment
- Take inventory and distribute gear needed for each team (e.g. team bats, catchers gear, balls, batting helmets, first aid kits, etc)
- Order necessary replacements as needed

Facilities Manager:

- Ensure all fields are fully functional with necessary equipment for games and practices.
- Order appropriate supplies needed during the season.
- Prepare Opening Day fields (e.g. set up dugout covering and fences in field)
- Close Raynor field at the end of the season.

Safety Officer:

- Coordinate all safety activities
- Ensure the safety in player training
- Ensure safe playing conditions
- Coordinate reporting and prevention of injuries
- Solicit suggestions for making conditions safer, and reports suggestions to Little League International through the league President
- Report all necessary information to the District and ensures that all background checks are taken care of and all fields and coaches have adequate first aid supplies and ice packs

Snack Shack Manager:

- Manage Snack Shack operation
- Decides Snack Shack menu for the season and distributes to Snack Shack volunteers
- Sets up and runs training sessions before Opening Day on Snack Shack operation, cleaning, BBQ instructions
- Work with buyers, replenish supplies, help with bookkeeping and organization of the Snack Shack.

Communications Manager:

- Manage the league's official website, Facebook and Twitter accounts
- Manage the online registration process when available
- Assign administrative rights to league volunteers and teams
- Ensure 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 regarding optimizing use of the Internet for league administration and for distributing information to league members and Little League

Supporting Positions

Player Agent - Farm/Pioneer/T-ball:

- Recruit managers and coaches at each level
- Divide players into teams per league rules. Monitor teams to ensure players are at appropriate level and move players if necessary
- Meet with managers prior to the start of the season to review rules, set expectations, and give advice
- Assist President in checking birth records and eligibility of players
- Ensures that play at this level is running smoothly and resolve any issues between managers, players, and families

Player Agent - Minors/Majors:

- Recruit managers and coaches at each level
- Conducts pre-season tryouts and facilitate player selection
- Assist President in checking birth records and eligibility of players

- Meet with managers prior to the start of the season to review rules, set expectations, and give advice
- Coordinate the transfer of players to or from the Minor Leagues according to the provisions of the regulations of Little League
- Ensure that play at this level is running smoothly and resolve any issues between managers, players, and families

Player Agent - Intermediate/Juniors:

- Recruit managers and coaches at each level
- Conducts pre-season tryouts and facilitates player selection
- Assist President in checking birth records and eligibility of players
- Meet with managers prior to the start of the season to review rules, set expectations, and give advice
- Coordinate the transfer of players to or from the Minor Leagues according to the provisions of the regulations of Little League
- Ensure that play at this level is running smoothly and resolve any issues between managers, players, and families

Scheduling Manager:

- Create schedule for all divisions for games and practices per guidelines
- When appropriate, work with other league schedulers to create interleague schedule (e.g. Majors)
- Maintain schedule during season
- Facilitate changes as required

Uniform Manager:

- Identify uniform vendors
- Obtain and communicate return / exchange policy
- Verify sizes, order and distribute uniforms for all divisions. Usually work through managers
- For uniforms owned by Sunnyvale Metro (e.g. All Star uniforms), distribute, facilitate returns, and store

Fundraising Manager:

- Manages fundraising activities (i.e. Hlt-a-Thon, Metro goods sales etc.)
- Directs volunteers with organizing and coordinating team fundraising events.