



CONSTITUTION & BY-LAWS –EAST SIDE LITTLE LEAGUE

Appendix I – Division Directors Duties & Responsibilities

1. Section 1. Role.

- a. Division Director serves as the primary point of contact and leader for all teams within their designated division. Reporting directly to the Vice President - Little League, Vice President - Big League, and Player Agent. The Division Director is responsible for the smooth operation, communication, and coordination of all division-related activities.

2. Section 2. Responsibilities.

- a. Team Communication and Support
 - i. Serve as the main liaison between the league and each team's Head Coach.
 - ii. Communicate important league updates, deadlines, and expectations.
 - iii. Provide guidance and support to coaches throughout the season.
- b. Head Coach / Assistant Coach Support
 - i. Identifying and confirming Coaches HC/AC
 - ii. Supporting the Player Agent and VP of LL in the collection of background checks and specific paperwork
- c. Rules Knowledge and Enforcement
 - i. Maintain a thorough understanding of the division's specific rules and regulations.
 - ii. Assist in resolving on-field disputes or rule clarifications in coordination with umpires and the VP.
- d. Umpire Coordination
 - i. Monitor umpire assignments through Sign Up Genius (SUG).
 - ii. Ensure umpire coverage for all scheduled games and communicate gaps to the appropriate coordinator.
- e. Collaboration with VP of Little League
 - i. Work closely with the VP to set goals and standards for the division.
 - ii. Participate in regular check-ins or planning sessions with the VP.
- f. Field and Equipment Oversight
 - i. Assist with field maintenance and readiness (e.g., tarping fields, equipment placement, trash cleanup).
 - ii. Ensure teams and coaches are following field use policies and maintaining cleanliness.
- g. Tryout and Evaluation Assistance
 - i. Help organize and manage tryouts for league play and All-Star selections.
 - ii. Support player evaluations and assist in team placements.
- h. All-Star Nomination Process
 - i. Collect and organize All-Star player and coach nominations from teams.
 - ii. Submit nominations to the VP of Little League for review and selection.
- i. Reporting and Accountability
 - i. Keep detailed records of team issues, communications, and other relevant activities.
 - ii. Promptly report major incidents, concerns, or rule violations to the VP.
- j. Uniform Distribution
 - i. Being available to distribute Hats and Jerseys
 - ii. Handling issues, delays, coaches' shirts