



## **CONSTITUTION & BY-LAWS –EAST SIDE LITTLE LEAGUE**

### **Appendix II – League Directors Duties & Responsibilities**

#### **1. Section 1. Role.**

- a. League Directors serve as the primary point of contact of a specific role within the League. League Directors report directly to the President, Executive Director, Secretary, and Treasurer. League Directors are responsible for the smooth operation, communication, and coordination of all league wide-related activities which benefit all League members.
- b. The Executive Board reserves the right to add or remove League Director positions as they deem fit in accordance with the needs of the League.

#### **2. Section 2. Responsibilities.**

##### **a. Director of Player Development**

- i. Oversee and implement programs that enhance player skills, safety, and sportsmanship across all divisions.
- ii. Coordinate with the Player Agent to establish and manage pre-season evaluations, winter workouts, player clinics, skills sessions, and in-season development opportunities.
- iii. Coordinate with the Division Directors and Coaches to ensure developmentally appropriate instruction and drills.
- iv. Evaluate and recommend player development tools, technologies, and training resources (e.g., GameChanger analytics, Winter Workout progress).

##### **b. Director of Coach Development**

- i. Recruit, train, and support all managers and coaches across divisions in coordination with the VP of Little League.
- ii. Coordinate with the Division Directors and Coaches to ensure developmentally appropriate instruction and drills.
- iii. Plan and facilitate mandatory coaches' clinics covering rules, player safety, and positive coaching philosophy.
- iv. Create a mentorship program pairing new coaches with experienced leaders for guidance.

##### **c. Director of Fundraising**

- i. Plan, coordinate, and oversee all league fundraising initiatives (e.g., Bat-A-Thon, Dine & Donate, Flower Sales).
- ii. Work with local businesses and sponsors to secure partnerships and donations for league programs.
- iii. Manage the fundraising budget, track contributions, and ensure transparency with the Treasurer.
- iv. Coordinate with the Secretary to promote fundraising events through league communications, social media, and community outreach.

##### **d. Director of Snackbar & Concessions**

- i. Oversee all operations of the league's snack bars, including staffing, inventory, and sales management.
- ii. Ensure compliance with health and safety regulations and maintain clean, organized facilities.
- iii. Develop efficient volunteer scheduling systems (e.g., SignUpGenius) for coverage during games.
- iv. Track revenue and expenditures in coordination with the Treasurer, reporting profit margins each season.

- e. Director of Communications and Social Media
  - i. Manage all league communication channels, including email announcements, newsletters, and press releases.
  - ii. Oversee social media accounts (Facebook, Instagram) to promote events, highlights, and community engagement.
  - iii. Ensure consistency of messaging and branding across all communications.
  - iv. Maintain League website to keep online information accurate and current.
- f. Director of Safety
  - i. Serve as the league's Safety Officer and oversee compliance with Little League International's ASAP (A Safety Awareness Program).
  - ii. Maintain and submit the annual safety plan to Little League International.
  - iii. Ensure all coaches and volunteers complete required safety certifications (e.g., First Aid, Concussion, SafeSport).
  - iv. Inspect facilities and equipment regularly to identify and address safety hazards.
- g. Umpire-in-Chief
  - i. Recruit, train, and schedule umpires for all league games in coordination with Division Directors.
  - ii. Conduct pre-season rules meetings and on-field training sessions for new and returning umpires.
  - iii. Serve as the primary liaison between the umpire team, coaches, and league officials for rule interpretations and disputes.
  - iv. Promote sportsmanship and respect for officials throughout the league.
- h. Director of Sponsorships & Signs
  - i. Manage relationships with league sponsors and coordinate all sponsorship opportunities.
  - ii. Oversee the design, production, installation, and maintenance of field signage and banners.
  - iii. Ensure sponsor recognition on league platforms (website, social media, newsletters).
  - iv. Track sponsorship renewals and outreach efforts, maintaining organized records for the Treasurer and Board.
- i. Director of Facilities & Field Maintenance
  - i. Oversee the maintenance, safety, and improvement of all League fields, dugouts, batting cages, and league facilities.
  - ii. Coordinate seasonal field preparation, repairs, and upgrades in collaboration with township officials, contractors, and league volunteers.
  - iii. Manage scheduling of field maintenance, including mowing, dragging, lining, and equipment upkeep to ensure readiness for practices and games.
  - iv. Supervise field supply inventory (lime, bases, tarps, tools) and coordinate with the Treasurer for purchases and budget tracking.