



## Clayton Little League – 2018 Committee Tasks, Roles and Responsibilities

### Nominating Committee:

#### Per CLL Task List:

Task	When
Solicit for Candidates	August
Absentee Ballot	September
Annual Meeting	September

#### Per CLL Constitution:

**Nominating Committee:** The Nominating Committee consists of a minimum of the following Directors: Secretary and Information Officer. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### Managers Committee:

#### Per CLL Task List:

Task	When
Assign Spring Managers/Coaches	February
Assign All Star Managers/Coaches	May
Assign Fall Managers/Coaches	August

#### Per CLL Constitution:

**Managers Committee:** The Managers Committee consists of a minimum of the following Director: Coaching Coordinator. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor-League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors.

## Scheduling Committee:

### Per CLL Task List:

Task	When
Build Spring Schedules	February
Confirm Black Out Dates	February
Schedule Spring Evaluations	February
Confirm Garner Schedules	March
Build Fall Schedules	August

## Events and Tournament Committee

### Per CLL Task List:

Event/Tournament	Month
MLB Pitch, Hit and Run	April
Jr. Home Run Derby	May
Christmas Parade	December
Powhatan Vendor Fair	December
Housepower Clinic	February
Spring EOS Tournament	June
All Star Tournament	June
Opening Day	March
MLB Jr. HR Derby	May
Harvest Fest	October
Chris Archer Clinic	October
Fall Ball Classic	October
Dicks Night (Spring)	February
Dicks Night (Fall)	August
Equipment Swap	February
MudCats Night	

### Per CLL Constitution:

**Events & Tournament Committee.** The Events and Tournament Committee consists of a minimum of the following Director: Player Agent. The Events Committee is responsible for organizing and executing plans for Opening & Closing Day ceremonies, any tournament held at Clayton LL or any event which may occur on CLL grounds & involve our membership. Committee membership will be open to other appointed Regular Members or volunteering board members.

**Sponsorship and Fundraising Committee:**

**Per CLL Task List:**

Task	When
Yard Signs for Spring	December
Yard Signs for Fall	July
Sponsor Letters	January

**Per CLL Constitution:**

**Sponsorship & Fundraising Committee.** The Sponsorship Committee consists of a minimum of the following Director: Marketing and Public Relations Officer. The President shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations to the entire board for approval. They will develop a budget for the league and a long-term plan for the fiscal stability of CLL.

**Grounds Committee:**

**Per CLL Task List:**

Task	When
Walk Fields	Bi Weekly In Season
Ensure Rakes/Paint	Monthly in Season
Spring Field Prep	March
Fall Field Prep	September
New Fields/Locations	

**Per CLL Constitution:**

**Grounds Committee.** The Grounds Committee shall consist of a minimum of the following Director: Safety Officer. The Committee shall be responsible primarily for grounds and building of the league. The will provide & initiate recommendations for maintenance, repair and improvements on CLL facilities. If there are issues with other fields or facilities used by the membership for league functions, they will work with the person in charge of those facilities to remediate any issues. They will determine the need for labor on the various facilities and provide recommendation, estimates and plans for the facilities. Any safety issues for the above noted facilities will be the responsibility of this committee to report to the entire board and develop a plan for remediation. Committee membership will be open to other appointed Regular Members or volunteering board members.

## Uniforms and Equipment Committee:

### Per CLL Task List:

Task	When
Inventory and Order Equipment	January
Order Patches	February
Order/Distribute Spring Uniforms	February
Order/Distribute Fall Uniforms	September
Spring Balls	March
Fall Balls	September
Order Trophys	May
Gear Distribuation (Spring)	MArch
Gear Distribuation (Fall)	August

### Per CLL Constitution:

**Uniform and Equipment Committee:** The Uniform and Equipment Committee consists of a minimum of the following Director: Treasure. This committee provides the uniforms and player equipment required to operate league teams. These include uniforms, hats, balls, catcher's gear, and bats etc. The committee selects, purchases, and distributes the uniforms and equipment at least 2 weeks prior to the first game. The committee will provide the Finance committee with a budget for providing equipment for the league for the season including all-star uniforms etc.