

Temescal Valley Little League Board Positions and Descriptions

President - The President shall: (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors. (b) Present a report of the condition of the Local League at the Annual Meeting. (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League. (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization. (e) Designate in writing other officers, if necessary, to have power to make and execute for and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive & Finance Committee as circumstances warrant. (f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. (g) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection. (h) Complete the required background checks per Little League Regulation 1 (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member^[4]. (i) Serve on all committees: including, but not limited to the 'Executive and Finance' Committee, the On-Field committee, and the Off-Field committee.

Vice President(s) - The Vice President(s) shall: (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office. (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President. (c) When possible, one Vice President shall serve on the On-Field committee while the other will serve on the Off-Field committee. Specific committee determination shall be determined annually upon election and appointment. (d) Each Vice President shall also serve on the 'Executive & Finance' Committee. Additionally, as ratified during the 3/1/20 board meeting, one Vice President will oversee sponsorships and will work closely with the information officer to create the sponsorship banner(s) for the Spring season.

Optimally, there shall be two individual Vice Presidents, one for Lower Division and one for Upper Division.

Secretary -- The Secretary shall: (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records. (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors. (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees. (d) Issue membership cards to Regular Members, if approved by the Board of Directors. (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose. (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed. (g)

Temescal Valley Little League Board Positions and Descriptions

Notify Members, Directors, Officers and committee members of their election or appointment.

(h) Serve on the 'Executive and Finance' Committee, the On-Field Committee, and the Off-Field Committees.

Treasurer - The Treasurer shall: (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors. (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors. (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures. (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting. (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International. (f) Serve on the 'Executive and Finance' Committee, the On-Field Committee, and the Off-Field Committees.

Player Agent(s) - The Player Agent shall: (a) Record all player transactions and maintain an accurate and up-to-date record thereof. (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility. (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings. (d) Prepare the Player Agent's list. (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit. (f) Notify Little League International of any subsequent player replacements or trades. (g) Serve on the On-Field Committee.

Optimally, there shall be two Player Agent positions filled, one for Lower Division and one for Upper Division. Both player agents will serve on the On-Field Committee.

Safety Officer - The Safety Officer shall: (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League. (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

(1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers. (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities. (3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and

national offices, and follow-up information on medical and other data is forwarded as available.

(4) Background Checks - If the League President so designates, the safety officer will complete the required background checks per Little League Regulation 1 (b) and I(C) 8 & 9.

Temescal Valley Little League Board Positions and Descriptions

(c) Serve on the Off-Field Committee.

Manager and Coach Coordinator - The coaching coordinator shall: (a) Represent coaches/managers in league; (b) Present a coach/manager training budget to the board; (c) Gain the support and funds necessary to implement a league-wide training program; (d) Order and distribute training materials to players, coaches and managers; (e) Coordinate mini-clinics as necessary; (f) Serve as the contact person for Little League International. (g) Serve on the On-Field Committee.

League Information Officer - The League Information Officer shall: (a) Set up and manage the league's official website (site authorized by Little League International); (b) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center; (c) Assign online administrative rights to other local volunteers; (d) Encourage creation of team web sites to managers, coaches, and parents; (e) Ensure that league news and scores are updated online on a regular basis; (1) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media; (g) 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 to Little League Baseball, Incorporated. (h) Serve on the Off-Field Committee.

Information Officer - The Marketing/Public Relations Manager shall: (a) Oversee new player recruitment efforts; (b) Develop and maintain a league marketing plan focused on player recruitment and retention; (c) Oversee efforts to market new divisions of play and initiatives offered by the league; (d) Work with local media to promote the interests of Little League; (e) Coordinate efforts to make the local league visible in the community year-round. (f) Serve on the Off-Field Committee.

Concession Manager - The Concession Manager shall: (a) Maintain the operation of concession facilities; (b) Organize the purchase of concession products; (c) Be responsible for the management of the concession sales at league events; (d) Schedules volunteers to work the concession booth during league events; (e) Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities; (f) Organize, tally, and keep records of concession sales and purchases. (g) By approved motion set forth by the FY19 Board of Directors, it has been approved that TVLL can/shall have 2 members for this position. (h) Serve on the Off-Field Committee.

Umpire-In-Chief - The Umpire-in-Chief (U.I.C) shall: (a) Serve as coordinator of the local league umpire program (b) Advise the League President on the local league umpire program (c) Recommend volunteer umpires to League President to serve the league during the regular season. (d) Recruit, review, and retain volunteer umpires

Temescal Valley Little League Board Positions and Descriptions

(e) Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines (f) Communicate rule changes to league volunteer umpires, managers, and coaches (g) Recommend tournament-worthy umpires to the District Umpire Consultant (h) Attend umpire training programs at the district, state, and region levels (i) Serve on the On-Field Committee.

Fields Maintenance Manager - The Fields Maintenance Manager shall: (a) Ensure the readiness of play for all fields within the TVLL boundaries. (b) Coordinate needed resources for each field (chalk, rakes, etc.) (c) Oversee overall condition of the fields (e.g. pitching mounds, batters' boxes, etc.) and coordinating repair if/when needed. (d) Maintain field equipment inventory (chalk, rakes, drag screens, etc.) (e) Coordinate regular field inspections (f) In consultation with the President, Field Maintenance Manager shall provide closure announcements based on weather impacts, etc. (g) Serve on the On-Field Committee.

Team Parent Coordinator - The Team Parent Coordinator shall: (a) Provide team communications for important league events and coordinators. (b) Coordinate special event communications to all teams. (c) Coordinate delivery of league requirements (scorekeeping, sponsors, etc.) to all teams. (d) Serve on the Off-Field Committee.

Uniforms Coordinator – The Uniforms Coordinator shall: (a) Be responsible for the professional and quality appearance of the league uniforms (b) Coordinate vendor activities (samples, styles, etc.) (c) Coordinate uniform requests for regular and postseason play. (d) Serve on the Off-Field Committee.

Community and HOA Liaison - The Community and HOA Liaison shall: (a) Be responsible for being the point person in communications to Riverside County, all applicable HOA(s), and community associations, where needed. (b) Coordinate with Riverside County for lights and additional park needs. (c) Serve on the On-Field Committee and the Off-Field Committee.

Special Events Coordinator – The Special Events Coordinator shall: (a) Lead all event planning efforts for special events, including but not limited to, opening and closing ceremonies, as determined to the Board of Directors (b) Serve on the Off-Field Committee.

Equipment Manager - The Equipment Manager shall: (a) Be responsible for maintaining the physical safety of all teams and players through the delivery of allowed equipment information to the teams and the delivery of league equipment (catchers gear, baseballs, etc.) to the teams and tracking this inventory throughout the season. (b) Maintain and inventory league equipment (c) Distribute equipment to each team (d) Distribute LLI approved equipment information and

Temescal Valley Little League Board Positions and Descriptions

safety requirements (e) Coordinate game ball requirements and delivery to teams (f) Serve on the On-Field Committee.