

## **General Notes**

- Board Members will be expected to attend at least 60% of monthly meetings each year (both EOB and General).
- Board Members are expected to always address any By-Laws or rules that they see or are aware are being broken.

## **President**

- Oversees the affairs of all elements of the League.
- As chief administrator, selects and appoints all managers, coaches, umpires and committees (subject to the approval of the Board).
- Represents the League in the District organization. This includes attendance at all district Meetings, etc.
- Presides at all League meetings, and assumes full responsibility for the operation of the League.
- Receives all mail, supplies and other communications from the Little League International, and the District.
- Oversees all Post-season tournaments hosted by CBSL, both sanctioned and non-sanctioned, or ensures that a surrogate is in place.
- Oversees all scheduling with other board members, including but not limited to yearly calendar, opening day, scheduling of fields for all non-Little League uses.
- Oversees the League Information Officer all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.
- Oversees all long-term development and planning.
- Conducts new director meeting and field director walk through at the fields before the season starts.
- Acts as the primary liaison with the town and heads of the other sports leagues.

## **Vice President**

- Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- Coordinates with and assists the Player Agent and Division Coordinators in conducting all drafts and/or selection of all teams.
- Coordinates with the Safety Officer and other in making sure that all safety issues are addressed.

- Assists the President in overseeing all Post-season tournaments hosted by CBSL, both sanctioned and non-sanctioned, or arranges a surrogate.
- Coordinate picture day details

## **Directors of Baseball & Softball**

- Responsible for the coordination of all activities relating to baseball/softball year round.
- Coordinates and oversees all Division Coordinator activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms and awards are distributed in a timely manner; making all managers, coaches, and parents aware of all meetings, local rules, and conduct expected at all practices and games.
- Oversees all Manager/Coach activities.
- Coordinates with the Safety Officer and the Player Agent to insure that all managers, coaches and players at all levels are receiving proper instruction.
- Responsible for overseeing all programs and development opportunities relating to managers, coaches and players.
- Presents coach/manager training budget to the board.
- Coordinates with the VP's of Softball/Baseball and the Player Agents to schedule, conduct and monitor all clinics, seminars, or other development affairs.
- Prime contact with High School Varsity/Junior Varsity and Middle School coaches. Works with school coaches to tailor all development programs to act as a feeder programs to the schools.
- Responsible for monitoring and evaluating the development and progress of all managers and coaches in the League (coordinated with VP Softball/Baseball and Division Directors). Diligently works to continually teach managers and coaches correct basic player skills, as well as managerial skills.
- Institutes and updates all printed development vehicles, such as manuals, flyers, internet correspondence, etc. Responsible for making information available to all managers, coaches and players as appropriate.
- Maintains library of teaching materials including team training manuals and DVDs.

## **Secretary**

- Maintains a register of members and directors.

- Records the minutes of meetings, prepare in written format, ensure they are posted on the website and also distributed via email.
- Provide copies of meeting minutes for each board meeting.
- Provide attendance roster for each board meeting.
- Maintain files of all board minutes, attendance rosters, meeting agendas, activities.
- Responsible for sending out notice of meetings (coordinates with President).
- Maintains operational agendas for meetings.

### **Treasurer**

- Signs checks as directed by league constitution.
- Dispenses League funds as approved by the EOB.
- Reports on status of League funds.
- Keeps League books and financial records.
- Assumes responsibility for all League finances.
- Prepares and submits league tax returns, etc.
- Prepares budgets (and coordinates with each budget discipline regarding use of budgets).

### **Player Agent**

- Conducts annual tryouts (In coordination with VP Baseball/Softball).
- Responsible for player selection (conducts all drafts, coordinates scheduling of drafts with VP Baseball/Softball).
- Responsible for checking birth records and eligibility of all players.
- Supervises and coordinates the transfer of players between divisions, either up or down in age.
- Assume responsibility of prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc.
- Responsible for conducting and coordinating all background checks of all volunteers to meet Little League guidelines, and keeping a log of all volunteers approved.
- Coordinates with coordinators in preparing and proposing a list of all divisional Managers for Board approval and President's selection.
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### **Safety Officer / Field Maintenance**

- Coordinates all safety activities including supervision of ASAP (A Safety Awareness Plan).
- Ensures safe playing conditions.

- Coordinates reporting and prevention of injuries.
- Solicits suggestions for making conditions safer.
- Reports suggestions to Little League Headquarters through the ASAP program.
- Be responsible for Field Director scheduling and coordination.
- Obtain, update and maintain First Aid Kits throughout the Park.
- Responsible for tracking and/or coordinating the CPR requirement for coaches/EOB.
- Check all sheds for proper levels of stock, replenish as necessary (Lyme, Turface, etc).
- Respond to/fulfill coordinator requests to restock/resupply.
- Complete field walk-through in conjunction with President and any others prior to Spring season. Report back to the EOB with findings. Coordinate/Complete any necessary repairs.

### **Information Officer**

- Manages the League's official home page at [www.CBSL.org](http://www.CBSL.org).
- Ensures that League news and scores are updated on a regular basis.
- Works with Registration Director to maintain an accurate online membership database.
- Ensures that all division schedules turned in by the division coordinators/VPs of baseball and softball are uploaded to the website.
- Updates schedules as needed, with input being submitted by division coordinators or VPs
- Closes fields on the website according to town field closures or coach/coordinator field decisions.
- Create custom online forms for use as needed.
- Manage and maintain CBSL Online Store.
- Collects, posts, and distributes important information on League activities to Little League Baseball, district, public, league members and media, including monthly email newsletter.
- Responsible for setup of player database for current year.
- Manages the online registration process (coordinating, updating and maintaining online registration).
- Prepare forms for registration (registration forms, volunteer signup forms, contact list of directors, softball clinic, coaches and umpire clinics). Post to website.
- Responsible for creating team rosters on the website (inputs from Player Agent, VP, and Division Director) after drafts.
- Responsible for providing Uniform Manager with uniform report listing for each team.

- Ensures that league rosters are maintained on the Little League data center (coordinating, updating and maintaining League Rosters, submitting all League Rosters to Little League International).

### **Equipment Coordinator**

- Responsible for the upkeep and maintenance of all player equipment.
- Coordinates with the Vice Presidents of Baseball/Softball and Division Directors to receive all equipment bags back from the managers at the end of the season (or the end of all-star season).
- Maintains an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced.
- Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment.
- Orders all new equipment.
- Maintains inventory of reserve equipment.
- Prepares all equipment bags for distribution each new season with size appropriate equipment for each division.
- Provides scorebooks and pitch-count books to appropriate teams.
- Coordinates with the Vice Presidents of Baseball/Softball and Division Directors to make sure that all equipment bags are distributed to managers by/on draft day for each league.

### **Uniform Coordinator (combo with Sponsorship) (MAL)**

- Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to Division Directors. Will need the quantities, sizes, and colors for each team. Include copies of team order sheets for each manager so they can distribute to team.
- Work directly with uniform provider. Either our Registration Director or Information Officer will get all the uniform lists from our database. Work with uniform provider on the colors according to what team we were outfitting.
- Use team names that have been used in the past for Tball and Minors as provider may already have screens made from previous years.
- Get samples of styles and sizes from uniform provider to display at in-person registration. Work at registration helping parents select the shirt sizes for each player.
- Coordinates with the Sponsorship Officer to ensure correct team colors and sponsorship logos are used.

- Once shirts are in, contact each director to set up a date and time to pick up uniforms.  
Can have them pick up at your home or at the fields if you want.
- Order the All-Star uniforms once those teams are formed near the end of the season.
- Responsible for ordering and distributing all trophies and medals for players to directors.  
Can order these right after the season starts so the directors can give them to their managers before their final game.

### **Sponsorship Manager (combo with Uniform Coordinator) (MAL)**

- Contact and maintain relationships with sponsors.
- Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
- Responsible for ordering all sponsorship signs.
- Responsible for the coordinating of all sponsorship activities, including but not limited to: in-season team uniforms, scoreboard signs, outfield signs, bleacher signs, concession stand signs, restroom signs, post-season teams, and post-season tournaments.
- Coordinates with the Treasurer to make sure that all sponsorships are paid.
- Coordinates with the uniform officer to ensure correct team colors and sponsorship logos are used. You need to get list of sponsors, colors, logos, and team sponsoring to Uniform Officer 1 week before shirts are ordered.
- Coordinates to make sure correct sponsorship signs are placed on buildings, scoreboards, etc in the park.
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### **Fundraising / Volunteer Coordinator (MAL)**

- Act as the primary coordinator and facilitator for the annual CBSL raffle
  - Gather prizes
  - Generate tickets
  - Assemble player packets
  - Collect, track, and count packets at end
  - Run the actual auction event
  - Distribute prizes
- Work to develop a small network of volunteers
- Develop a few ancillary, smaller fundraisers to complete through the course of the year
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