

## SKLL League Positions

The following is a list of positions and the duties associated with the title. Please realize that all the positions might not be filled, but all the duties must be performed for the league to operate properly. Non-board member can do some positions and some positions can go unfilled if the duties are split up and assigned to different people. This is a brief summary of the positions and duties.

**President-** As the chief administrator, the president selects and appoints managers, coaches, umpires and committees. Importantly, the president is the officer with whom Little League International maintains contact. The president also represents the league in the District organization. The president should be the most informed officer of the league. Each president must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. The president presides at league meetings, and assumes full responsibility for the operation of the local league. The president receives all mail, supplies and other communications from the Little League Headquarters. A president may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

**Vice President-** The vice president presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. Separate vice presidents may also be selected to oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the president. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

**Secretary-** The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, and maintains a record of league's activities.

**Treasurer-** The treasurer signs checks and dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances. He/She also helps to manage league registrations.

**Player Agent-** The player agent conducts annual tryouts, is in charge of player selection, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International.

**Safety Officer-** The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system.

**Information Officer-** The information officer manages the league's official home page and other social media venues, helps manage the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis. He/She also collects, posts and distributes important information on League activities (such as Registration information, Evaluation date notices, the Calendar of Events, All-star information, and team score updates) to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

**Coaching Coordinator**- Organizes and runs the league coaches training program. Also coordinates with the Safety Officer to deliver the CPR/AED, and First Aid training programs.

**Background Checks Coordinator**- Collects/receives the completed forms, and submits them to the appropriate agency so they can be checked. Receives the report and gives it the president. This position involves confidentiality.

**Junior/Senior Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games both within the league and within the district. Helps to organize the draft process if needed. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**Major Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games. Helps to organize the draft process if needed. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**AAA Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games. Helps to organize the draft process if needed and/or assigns players to teams based on league standards and maintaining the teams' equality. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**AA Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games. Assigns players to teams based on league standards and maintaining the teams' equality. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**Instructional Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games. Assigns players to teams based on league standards and maintaining the teams equality. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**T-Ball Coordinator** (Doesn't have to be a Board position)- Oversees the operation of the division. Assigns players to teams based on league standards and keeping friends together. May assist the president in evaluating the potential managers/coaches for selection for a team.

**Softball Coordinator** (Usually a Board position)- Oversees the operation of the division including scheduling the practices, games, and make-up games for SK and other towns. Helps to organize the draft process if needed and assigns players to minor league teams based on league standards and maintaining the teams' equality. May assist the president in evaluating the potential managers/coaches for selection for a team. Collects player evaluations at the end of the year.

**Umpire in Chief** (Usually a Board position)- Communicates with Mary Hughes (Washington County Umpires) or other such organizations to make sure umpires are scheduled for games, make-up games, tournament games. Also trains and schedules the junior umpires (12-15 year olds) for the minor divisions.

**Sponsorship Coordinator** (Usually a Board position)- Contacts and recruits businesses to obtain sponsors for the league. Follows up to make sure they submit the fee. Orders and places the banners or signs at fields. Informs the Equipment Coordinator of any special requests or if the sponsor has players in the league.

**Equipment Coordinator** (Usually a Board position)-Evaluates all equipment for the league and distributes to the division coordinators. Orders new team equipment, field equipment, safety equipment, and balls. Places, picks up, and distributes the Uniform order (the President and Board determine the order). Informs the treasurer which divisions received new equipment.

**Fundraising Coordinator** (Usually a Board position)- Organizes the annual raffle if held, including having the tickets made, distributing the tickets to division coordinators, separating the ticket stubs, recruiting businesses to donate prizes. Fills out the paper work with the appropriate law enforcement organization. Also represents the SKLL in other fundraising opportunities.

**Concession Coordinator** (Usually a Board position)- Recruits and schedules the “cooking/opening-closing” volunteers. Coordinates with other vendors to keep it stocked. Coordinates with the vendor (if used) to make sure the stand is set up and running for the year; and to make sure the vendor has the game schedules (including All Star games). Opens and closes the stand at beginning and end of year.

**Field Manager/Coordinator** (Usually a Board position)- Maintains, and organizes individuals to maintain the fields. Acts as the liaison between SKLL and the town and the Kingston Improvement Association (Potter Woods) for field maintenance and usage. Coordinates with the divisions on field usage during the season, and equitably manages the field usage during the All-star season.

**Special Events Coordinator** (Doesn't have to be a Board position)- Oversees any special events including Opening Day, Picture Day, All-star events, Banquets, etc...

**Fall Ball Coordinator** (Usually a Board position)- Organizes and oversees the program, including registrations, scheduling, ordering uniforms, and coordinating with other leagues to make sure it runs smoothly.

**TAD / Sand Lot Coordinator** (Doesn't have to be a Board position)- Organizes and oversees the program, including registrations, scheduling, ordering uniforms, organizing volunteers, and to make sure it runs smoothly.

**Picture Day Coordinator** (Doesn't have to be a Board position)- Receives and evaluates bids from companies, arranges for the location, oversees the process, and distributes the sponsor plaques to the league coordinators for distribution.

**All-star Coordinator** (Usually a Board position)- Helps to organize the All-star binders, including receiving the documents and payments from the parents. Organizes the volunteers who are become the tournament director, pitch-counter, and official scorer. Also works and coordinates with the President, Field Coordinator, and Concession Coordinator.

**Web site and Social media Coordinator** (Usually a Board position)- Helps the League Information Officer in: managing the league's official home page and other social media venues; ensure that league rosters are maintained on the web site; ensure that league news and scores are updated on a regular basis; post important information on League activities (such as Registration information, Evaluation date notices, the Calendar of Events, All-star information, and team score updates); and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable, informative and efficient Little League experience.