

**All Board Members:** The Seaview Board of Directors, elected from and by the adult members of the league, is responsible for the day-to-day operations of the league within the rules, regulations and policies of Little League. Dedication to the goals and purpose of Little League is inherent in the volunteer aspect of those who serve. Each position is a one year term and there are no “legacy” positions.

### **BOD Responsibilities by Position**

**President** - The president provides sound leadership, is chief administrator, and selects and appoints managers, coaches, umpires and committees. The president represents the League in the District organization and oversees the affairs of all elements of the league. The president is the officer with whom Little League International maintains contact. 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 a member of all committees, and carries out such duties and assignments as may be delegated by the president. The vice president works closely with the president to administer and oversee the operation of the league. A vice president may manage, coach or umpire, provided they do not serve on the protest committee.

**VP – Intermediate/Juniors/Seniors** – This VP role administers and oversees the affairs of all elements of the Intermediate, Juniors and Seniors divisions. Presides in the absence of both the president and vice president, and carries out such duties and assignments as may be delegated by 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, issues membership cards and maintains a record of league's activities.

**Treasurer** - The treasurer signs checks and work closely with the president on league finances, 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.

**Player Agents** - 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. The player agent must not manage, coach or umpire in the division over which he/she has authority.

**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. The safety officer sets up

the safety kits for each team prior to being allocated to the teams, and keeping them replenished as needed. This position is also responsible for all safety issues pertaining to the children and the League in general. This coordinator is responsible to have up-to-date information on any related safety issue and is responsible for informing the Board/managers of any news relevant being issued from Williamsport. The safety officer is responsible for collecting application and conducting background checks for all league volunteers.

**Information Officer** - The information officer manages the league's official website, manages the online registration process and ensures that league rosters are maintained on the site, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities.

**Auxiliary Chair** - The Auxiliary Coordinator is responsible for coordinating, scheduling and overseeing the volunteers for the snack stands. This position is responsible for keeping a detailed list of volunteers and their service or non-service to the League as it relates to volunteer deposits. This position is responsible to provide to the Secretary at the end of the season a detailed report of the volunteer activities for the season. The Auxiliary Coordinator is responsible for coordinating annual events such as opening day, picture day, angel day and banquets. This chairperson will work with the sponsorship chair to setup and manage an auxiliary/sponsorship committee consisting of 4-5 non-voting volunteers.

**Equipment Manager** - The equipment director's responsibilities include ordering of all uniforms, playing equipment, balls, umpire equipment and safety kit contents for regular season, post-season and tournament play. This position is also responsible for coordinating with the sponsorship chair for sponsor designations to teams. This director is responsible for having the uniforms printed with numbers and sponsor names. This director is responsible for keeping a detailed up-to-date inventory of all equipment and is responsible for allocating equipment and balls to teams at the beginning of the season and is also responsible for their collection at the end of the season. This director will work with the safety officer in related matters.

**Field Maintenance Director & Co-Field Maintenance Director** - These directors are responsible for the upkeep and maintenance of the leagues fields. They are responsible for ordering any supplies needed in the upkeep/maintenance of the field complex. They are responsible for organizing and coordinating the efforts of field maintenance crews. They are also responsible for organizing and running field maintenance days with league volunteers.

**Snack Bar Chair** - Concessions are a vital part of raising money for the league. The Concession Chair works closely with the Treasurer. The Concession Chair ensures every game is covered with volunteer help for snack bars. They are responsible for restocking food, beverage and retail items, make deposits from the sales and train people to open, close, and work their shifts.

- Maintains the operation of concession facilities
- Organizes the purchase of concession products
- Responsible for the management of the concession sales at league events
- Schedules volunteers to work the concession booth during league events
- Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- Organizes, tallies and keeps records of concession sales and purchases

**Sponsorship Chair** –The sponsorship chair is responsible for all fundraising aspects, the distribution of the fundraiser information, the later collection of the all monies owing and due for fundraisers, the procurement of sponsors and related fees. This chairperson is responsible for tracking all fundraiser information and is responsible for providing a detailed report at periodic intervals to the Treasurer.

**Umpire-in-Chief (UIC) & Co-Umpire-in-Chief** The Umpire-in-Chief's (UIC's) are responsible for the coordination and assignment of umpires for games. The UIC's are responsible for assigning managers and coaches to ump games to fulfill their volunteer umpiring requirement as managers and coaches. The UIC's are responsible for maintaining a detailed assignment sheet of umpires. The UIC's provide umpire training, and scorekeeper training.

**Divisional Coordinator – Majors/Minor A**

**Divisional Coordinator – Minor B/Minor C**

**Divisional Coordinator – Coach Pitch/T-Ball**

Divisional Coordinator responsibilities include overseeing their respective divisions, recruiting managers and coaches, scheduling preseason and regular season games, scheduling field practice time, rescheduling make-up games, and disseminating information to managers and teams in their assigned divisions. The Coordinator is a direct conduit between the League officials and the managers. The Coordinators will assist the player agents with player agent responsibilities. The Coordinators are responsible to do periodic on-site supervision. The Coordinators are responsible for reviewing all scorebooks to ensure compliance with rules and reporting to the Information Officer scores from games to be updated to the website. The Coordinators are the first and primary point of contact for managers in their respective divisions.

### **Committees**

#### ***Manager Interview Committee***

Description: This committee is responsible for interviewing all perspective managers and providing input to the president for the final manager selections.

- President
- Vice President
- UIC's
- Upper Division Player Agent
- Lower Division Player Agent

All board members are welcome to attend as non-participating visitors.

#### ***Team Allocation Committee***

Description: This committee is responsible for determining how many teams will be in each division and how many players per team.

- President
- Vice President
- Upper Player Agent (MC-Majors)
- Lower Division Player Agent (TB-CP)

### ***Protest Committee***

Description: This committee is responsible to hear and rule on both preseason and regular season protests. Any member of the committee that is a coach or manager in the division that the protest is in question, must abstain from the committee and an alternate will be appointed by the President.

- President
- Vice President
- UIC
- Co-UIC

### ***Disciplinary Committee***

Description: This committee is responsible to address any issues with players, coaches, managers, umpires and parents that may require disciplinary action. If the committee determines that more than a mandatory one game suspension is required, the entire board shall be convened to discuss the offense and vote on the course of action.

- President
- Vice President
- UIC
- Player Agent (only in the case of player disciplinary action)

### ***Local Rules Committee***

Description: This committee is responsible to review the local rules prior to each season and make recommendations to the board for changes. The board members that are listed are the minimum members required, however the entire board can participate in the process.

- President
- Vice President
- UIC
- Co-UIC
- Division Coordinators

### ***Budget Committee***

Description:

This committee is responsible to review and set the budget for each fiscal season. The fiscal season shall start on October 1<sup>st</sup> every year. The board members that are listed are the minimum members required, however the entire board can participate in the process.

- President
- Vice President
- Treasurer
- Sponsorship Director
- Auxililary Chair

Through the course of a season there will be other sub-committees that will be formed to address specific issues. These sub-committees will meet as needed and bring recommendations to the board for discussion and approval.

***Draft Committee***

Description: This committee is responsible to oversee the draft process and ensure the draft rules as established in the local rules are adhered to.

- President
- Vice President
- Upper Player Agent
- Impartial Witness (designated by the President)
- Record Keeper (designated by the President)

***All-Star Selection Meeting Committee***

Description: This committee is responsible to oversee the all-star player selection process and ensure the selection rules as established in the local rules are adhered to.

- President
- Vice President
- Upper Player Agent
- Impartial Witness (designated by the President)
- Record Keeper (designated by the President)