

Guidelines for Officers

As provided by the Irmo Little League (ILL) Constitution, the Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, Coaching Coordinator, one or more Player Agents, and a Safety Officer. The Board of Directors may also appoint such other officers or agents as it may deem necessary or desirable. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been otherwise elected to fill a vacancy on the Board.

All Directors, Officers, and other Agents are reasonably expected to:

- Be aware of, and support, objectives and rules of ILL as prescribed by Little League International, the ILL Constitution, and local rules of the League.
- Prepare a summary of issues for discussion at regular Board meetings, and attend regular board meetings.
- Perform the role of Officer on Duty (OOD) as scheduled/needed throughout the season.
- Assist fellow Officers as situations and issues arise.
- Attend trainings, clinics, seminars, and meetings, as needed, in order to best support and promote ILL.
- Volunteer to help at league activities above and beyond typical duties.

While the typical duties of some Officers are listed in the ILL Constitution, the following information provides additional guidance on how those and other officers may typically be applied by the League, noting that these are guidelines and may easily be adapted or shared across other officers, as needed.

Buildings/Grounds Officer

The Buildings/Grounds Officer is responsible for ensuring that the fields and facilities are maintained and adequate for league use.

- Setup an annual fertilization and field treatment programs for the fields.
- Audit all field equipment before each season and recommend additional purchases.
- Test each scoreboard and ensure fixed as needed (prior to season and again before All-Stars).
- Test the sound systems before each season (including wireless microphone).
- Provide game schedule/field needs to Richland County to ensure fields are properly setup and marked.
- Ensure the temporary fence on Field #1 is properly installed as needed.
- Ensure that field materials are on hand (quick dry, dirt, etc.)
- Plan/Coordinate park improvements with Richland County and appropriate volunteers/contractors.

Coaching Coordinator *(also refer to league constitution)*

The Coaching Coordinator is responsible for the ensuring that team managers are qualified, trained and representing the league appropriately. This will be done through evaluations, training, observations and leadership.

- Report any issues/concerns with managers/coaches including any training/equipment needs.
- Setup and execute Manager/Coaches meeting prior to the start of the season for Safety, Coaching and Rules training.
- Assist the President in obtaining qualified potential managers as input to the President's manager selection.
- Interview/qualify people that are newly interested in managing a team.

- Ensure with the Safety Officer that all managers/coaches have an approved background check completed.
- Establish practice schedule for the pre-season practices.
- Obtain and provide to the Uniform Officer, size information for all managers/coaches.
- Observer/Evaluate managers/coaches and mentor them as needed.
- Maintain general communications with all team managers.
- Deal with manager/coaching issues.
- Present to the board data related to manager/coaching issues/ejections.

Competitive Division Officer *(often just named as Majors Officer)*

The Competitive Division Officer is responsible for overseeing the Majors, Intermediate, Juniors and Senior divisions (both Softball and Baseball, as applies) to ensure they are operating properly by interacting with the players, coaches and families of those divisions.

- Work with the Vice Presidents to ensure that the divisions are properly established and local rules are updated.
- Observe and interact with the players, coaches and families of the divisions in order to provide input to the board. Act as a liaison to the board.
- Assist in the evaluation of potential team managers.
- Coordinate volunteers to pitch/work your division evaluations (Spring Only).

Concession Manager

The Concession Manager is responsible for the entire operation of the concession stand throughout the year and food for special events.

- Perform a weekly inventory of the concession stand and place an order for the next week based upon the schedule of games.
- Ensure that the concession stand is stocked weekly and has the required items to properly operate.
- Review/Repair or Replace equipment by ensuring costs are included in the annual budget.
- Perform Concession Stand Training.
- Coordinate volunteers/teams for travel tournaments and All-Star Tournaments.

Equipment Manager

The Equipment Manager is responsible for all equipment needed to practice/play games with the exception of fields/field equipment. This includes equipment needed for Managers, Players and Umpires.

- Perform a weekly inventory of baseballs, softballs and T-Balls. Place orders as needed.
- Audit equipment (Tees, Bags, Catchers Equipment, etc.) prior to each season.
- Order new equipment as needed per the audit.
- Order umpire equipment as needed.
- Obtain practice balls/equipment prior to practices beginning.
- Check-out and Check-in all equipment for each season. Report to the President/Treasurer equipment not returned.
- Ensure the Equipment room is maintained / organized.

Information Officer *(also refer to league constitution)*

The Information Officer is responsible for keeping the league and community well informed by keeping the website updated, displays current, etc.

- Setup new board members in the database system and inactive other members as needed.
- Setup new season/teams/games within the league database.
- Ensure that pitch counts and scores are entered on-line.
- Maintain the league display case at the concession stand with information about the season.
- Oversee manual/paper registrations.
- Submit player/coach information to President for submission to Little League International for insurance purposes.
- Update the league website as needed throughout the year with information to keep the league informed.
- Update the website with weather delay information and process weather notifications via RainedOut.com.
- Monitor Facebook account for activity.

JCP/Challenger Officer

The JCP/Challenger Officer is responsible for overseeing the Junior Coaches Pitch (JCP) and Challenger divisions to ensure they are operating properly by interacting with the players, coaches and families of those divisions.

- Report on the status/opportunities of the divisions in the Monthly Board Meetings.
- Work with the Vice Presidents to ensure that the divisions are properly established and local rules are updated.
- Observe and interact with the players, coaches and families of the divisions in order to provide input to the board. Act as a liaison to the board.
- Assist in the evaluation of potential team managers.
- Coordinate volunteers to pitch/work your division evaluations (Spring Only).

Merchandise/Uniform Officer

The Merchandise/Uniform Officer is responsible for ensuring that uniforms and merchandise are available to the league in a timely manner.

- Order new board member shirts.
- Audit merchandise to know what is selling when, when needs to be re-stocked, etc.
- Design/Plan/Order merchandise as needed.
- Design/Order/Distribute uniforms prior to the beginning of games (players and coaches)
- Resolve uniform issues as needed.
- Take orders/deliver orders for parents as needed.
- Order Medals/Awards/Pins as needed (Spring/All-Stars).
- Order Team Mom bags and fill them appropriately prior to Team Mom meeting (Spring Only).
- Order Coaches bags (new coaches only) and fill the appropriately prior to coaches meeting (Spring Only).
- Design/Order/Deliver All-Star material prior to All-Star kickoff meeting.

Minors Division Officer

The Minors Division Officer is responsible for overseeing the Minors divisions (Coach Pitch, Machine Pitch, Player Pitch) to ensure they are operating properly by interacting with the players, coaches and families of those divisions.

- Work with the Vice Presidents to ensure that the divisions are properly established and local rules are updated.
- Observe and interact with the players, coaches and families of the divisions in order to provide input to the board. Act as a liaison to the board.
- Assist in the evaluation of potential team managers.
- Coordinate volunteers to pitch/work your division evaluations (Spring Only).

Player Agent (*also refer to league constitution*)

The Player Agent is responsible for ensuring that the player participants in the league are properly qualified, evaluated and placed. Additionally, this position will ensure that records and reports are properly maintained and distributed as needed.

- Ensure that the annual team roster data is submitted to Little League International.
- Ensure that All-Star affidavits, proof documents and signatures are obtained and assembled for each tournament team (All-Stars only).
- Ensure that all participants are of the proper league age and reside within the league boundaries by validating and maintaining proof of age and residency documents.
- Plan and conduct player evaluations (Spring Only)
- Plan and conduct player drafts.
- Coordinate/Document all player trades/changes and obtain board approvals.
- Manage player substitution list (pool). Take requests for substitutes and ensure a player is available to fill in by rotating this equally between players on the substitution list (pool).
- Hear and deal with any player related issues by working with the coaches, parents and board members.
- Take requests for substitutes and ensure a player is available to fill in by rotating this equally between players on the substitution list (pool).

President (*also refer to league constitution*)

The President is responsible for the actions of the league and the board. The President is responsible for communicating with league members the decisions of the board.

- Present a report on the condition of the league at the Annual Meeting
- Prepare and submit an annual budget to the board.
- Update Little League International with board/officer data.
- Update/Submit league bi-laws.
- Update/Submit league boundary map.
- Submit/Apply for Charters.
- Schedule and plan the Monthly Board Meetings to ensure that decisions/issues are handled appropriately by the board.
- Complete and Submit lease paperwork for Richland County Recreation Commission.
- Plan/Create a season timeline for planning and execution.
- Appoint managers of teams with the Coaching Coordinator and Vice President's input.
- Research/Respond to complaints.

- Check and process mail in the PO Box on a regular basis.
- Order supplies as requested by other board members/officers
- Process/Submit waivers/requests to Little League International
- Communicate with the league.
- Maintain a relationship and communication with the District Administrator.

Safety Officer (*also refer to league constitution*)

The Safety Officer is responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants of Irmo Little League. Additionally, this position will develop and submit a safety plan for increasing the safety of our activities, equipment and facilities. This will be accomplished through education, compliance and reporting.

- Create and submit the leagues safety plan prior to the Little League International deadline.
- Audit the first aid kit(s) and provide a list of supplies needed to the Concession Manager.
- Test Lightning Detector and ensure spare batteries are on hand. Request new batteries be purchased by the Concession Manager.
- Provide a list of members that have passed the background check.
- Provide a list of members that submitted and failed the background check (the reason for failure should not be disclosed).
- Perform a safety review of the park, equipment, fields and facilities and submit to the board a report of the findings.
- Audit Safety Plan book in the Concession Stand to ensure that there are proper forms for incident reporting.
- Perform a review of all player safety equipment with the Equipment Manager prior to equipment distribution.
- Perform a review of all umpire equipment with the Umpire in Chief prior to the start of the season.
- Perform Safety training during the Manager/Coaches meeting(s) and ensure that any training/certifications are completed.
- Order and Distribute security badges as applicable (Spring Only).
- Collect, process and secure all Volunteer Applications. Research potential background checks issues and handle per the volunteer policy.
- Keep up to date on changes to state/national safety laws that impact the league and implement changes as needed.
- Ensure that all incidents are properly reported to Little League International and coordinate with the family of the injured person.

Secretary (*also refer to league constitution*)

The Secretary will help ensure that board meetings are properly documented and distributed.

- Plan and document Annual Meeting, including member participation.
- Track league memberships.
- Document the attendance, discussions, decisions and action items of each board meeting.
- Distribute the Monthly Board Meeting minutes to all Board Members within 7 days of the actual meeting.

Special Events Coordinator

The Special Events Coordinator is responsible for overseeing Opening Day and the coordination of other league events within the community.

- Find/Schedule a location for the Spring Parent Meeting.
- Chair the Opening Day committee to plan/coordinate/execute Opening Day.
- Plan/Schedule other league events such as Movie Night, Spirit Nights, Ice Cream Parties (All-Stars), Okra Strut Parade.

Sponsorship Manager

The Sponsorship Manager is responsible for planning/finding/obtaining corporate sponsorships to help in the funding of the league.

- Send “Thank You” letters/pictures to sponsors and request a sponsorship again the next year.
- Estimate sponsorship levels for annual budget.
- Create sponsorship promotional materials.
- Research/Identify/Communicate with potential sponsors.
- Ensure sponsors are provided the value of their sponsorship.
- Assign sponsors to teams and work with Merchandise/Uniform officer to get sponsor name on uniforms.
- Order/Hang sponsorship banners in the fields/dugouts.
- Coordinate with the Information Officer concerning sponsor logos/links on the website.

Treasurer *(also refer to league constitution)*

The Treasurer is responsible for creating and managing to an annual budget. Additionally, the Treasurer will track all deposits and ensure that all bills are paid in a timely manner.

- By working with other Board Members, create an annual budget that is approved no later than the November Board Meeting.
- Prepare a financial report for the Annual Board Meeting.
- Ensure the league taxes are prepared and filed timely.
- Ensure that the SC Charities paperwork and fees are processed.
- Attend at least one training class.
- Produce a financial report for the Monthly Board Meetings that shows how we are tracking to budget.
- Process Refunds as needed.
- Transfer money from PayPal to our account as needed.
- Track/Notify members of fees due
- Process/Collect funds for bad checks

Umpire in Chief

The Umpire in Chief is responsible for ensuring that the league has an adequate number of trained umpires to support the games and in-league tournaments. Ensure that Managers and Coaches are educated as to the rules and/or modified rules.

- Attend an umpire or rules type training.
- Perform a review of all umpire equipment with the Safety Officer prior to the start of the season.
- Ensure the new Managers/Coaches are trained on Little League rules.
- Ensure that all Managers/Coaches are trained on any rule changes/updates for the year.

- Schedule umpires for all applicable games.
- Coordinate replacement umpires as needed.
- Seek and recruit additional umpires for the league.

Volunteer Coordinator

The Volunteer Coordinator is responsible to help the league know our needs and ensure that the proper volunteers are assigned to events and properly recognized for their service.

- Plan a “Thanks for Volunteering” event for league members that have volunteer above and beyond the normal expectation.
- Prepare a report of volunteers that are going above and beyond.
- Plan/Execute Team Mom meeting.
- Assign Concession Stand responsibilities to teams.
- Send weekly reminders to teams about concession stand duties.
- Coordinate the volunteer sign-up for Opening Day and other Special Events.
- Maintain a list of volunteers with specific skills and help identify them as needs arise.

Vice President of Baseball *(also refer to league constitution)*

The Vice President of Baseball will oversee all of the baseball divisions and ensure that they are operating smoothly and that the programs are properly structured. The Vice President will perform the duties of the President in the absence or disability of the President.

- Review/Guide each level (division) of play to ensure it is properly structured and the number of teams properly defined.
- Review and/or adjust all Baseball Local Rules.
- Review/Update the All-Star selection process.
- Lead the All-Star Selection Meetings for Baseball.
- Coordinate communications between Division Officers and divisional coaches, players, and parents.
- Mentor Division Officers as needed.
- Answer general questions/concerns about the Baseball Divisions.

Vice President of Softball *(also refer to league constitution)*

The Vice President of Softball will oversee all of the Softball divisions and ensure that they are operating smoothly and that the programs are properly structured.

- Review/Guide each level (division) of play to ensure it is properly structured and the number of teams properly defined.
- Review and/or adjust all Softball Local Rules.
- Review/Update the All-Star selection process.
- Lead the All-Star Selection Meetings for Softball.
- Mentor Division Officers as needed.
- Answer general questions/concerns about the Softball Divisions.