

**Cupertino Little League, 2018-2019
Season Board Positions**

Position	Description
President	Preside over the Board, liaison to D44 and Little League, nominate managers, review & submit annual budget to Board for approval, verify age/residency for player application, investigate complaints/irregularities, obtain city permits and Little League charter, ensure smooth operation of the League.
Vice-President	Perform duties of President if/when needed, assume other responsibilities as assigned by Board or President.
Secretary	Record League activities, maintain files/lists/records as needed, record meeting minutes, facilitate Board voting (in-person, off-line) as needed
Treasurer	Receive and deposit monies, keep record of receipts/payments, approve payments per established Board policies and budget limits, prepare annual budget under direction of President and submit to Board, prepare annual financial report under direction of President and provide to Board and Little League, file required state and federal tax forms.
Auditor	Audit financials mid-season and at year end.
Baseball Operations	Oversee and ensure baseball operations are consistent with League by-laws, <i>e.g.</i> , forming of teams/tryouts/player draft, division rules, scheduling, All-Star selection.
Player Agent(s)	Overall, serve as advocate for players, field complaints/requests from players. Conduct tryouts and player draft/player assignment, support President in age/residency validation, prepare team rosters, put together affidavits for All-Star play, put together and get approved waiver documents,
Player Agent-Tball/Farm	
Player Agent-Little League Minors/Majors	
Player Agent-Upper Division	
Safety Officer	Develop, submit to Little League and implement qualified safety plan, working with Equipment Director and Facilities/Field Maintenance Director. Create League awareness of safety, Report safety incidents to President, ensure proper safety supplies for managers/coaches and at field locations.

Historian	Manage and maintain records of current and previous seasons.
Web Master	Manage League website, assign online user rights to League members, ensure League news/scores updated on a regular basis,
Coaching/Clinics Coordinator	Advocate for managers/coaches. Oversee (plan/budget/implement) coach and player training programs for the League; coordinate with Cupertino High and SJSU, among others. Communicate plan and budget to Board for approval.
Past President	As needed, provide guidance to current President and Board.
Board Recruiting	Recruit appropriate Board and Committee members for the current season and for the next season
Marketing/Player Recruiting	Develop, budget and implement marketing plan for the purpose of recruiting players to the League. Communicate plan and budget to Board for approval.
Registrar	Manage player registration (online, manual) process, answer registration-related questions, ensure compliance with LittleLeague registration rules.
Sponsorship/Fundraising	Develop, budget and implement plan for raising money from sponsorships and fundraising. Communicate plan and budget to Board for approval.
Sponsorships	
Fundraising	
Capital Improvements	Oversee committee responsible for budgeting, identifying, prioritizing, and getting approval to implement items for capital spending.
Field Maintenance	Develop, budget and implement plan to maintain the playing fields and baseball facilities, for Wilson Park, Hyde Middle School, Collins Elementary, Faria, and Kennedy Middle locations. Work closely with City of Cupertino Public Works and Parks & Rec departments. Communicate plan and budget to Board for approval.
Wilson Park	
Hyde	
Equipment	Develop, budget and implement plan for all team and player equipment, work with Coaching Coordinator for league training equipment. Communicate plan and budget to Board for approval.
Manager Recruiting	Lead a committee to identify, contact, select and propose to President managers and coaches to provide to the Board for approval.
Umpire-in-Chief	Develop, budget and implement plan for umpires. Recruit volunteer (adult) and paid (youth umpires). Ensure umpire training. Schedule umpires. Work with District for training and scheduling umpires.
District Liason	Responsibility of the President
Auxiliary	Catch-all for miscellaneous volunteer tasks and events

Trophies/Plaques	Develop, budget and implement plan for selecting, ordering and distributing trophies/medals/plaques for players, sponsors, special recognition, etc.
Pictures Coordinator	Coordinate and execute the overall process for League pictures, for regular season and all-star pictures. With Board direction, choose the photographer and get budget approved.
Little League Day	Coordinate promotion, selling and distribution of tickets to Little League Day baseball game fundraiser (e.g., SF Giants game).
Opening Day Coordinator	Develop, budget and implement plan for Opening Day ceremonies
Picture Day/Pancake Breakfast	
Closing Day	Develop, budget and implement plan for Closing Day ceremonies
Hit-a-Thon	
Division Operations	Ensure the smooth operation of the respective baseball division - game and practices schedules, set-up and following of division rules (per by-laws), initial intermediary for complaints
TBall Commissioner	
Farm-A Commissioner	
Farm-AA Commissioner	
Minors Commissioner	
Majors Commissioner	
Juniors/Seniors Commissioner	
Fall Ball Director	Oversee the planning and implementation of Fall Ball. Ensure registration capability. Form teams and support Player Agent to assign players for different divisions. Division Directors ensure smooth operation of their respective divisions
Farm	
Minors	
Majors	
Juniors	
Snack Shack Director	Overall responsibility for planning, budgeting and operating the Snack Shack.
Snack Shack Supervisors	Responsible for opening and closing snack shack, training and supervising shift workers.
Snack Shack Inventory	Plan, monitor, purchase, stock inventory.
Snack Shack Scheduling	Work with Team Parents to schedule for team weeks, work with Volunteer Coordinator for league-level volunteer requirements (e.g., Opening Day, Closing Day, Picture Day, Post-Season)
Snack Shack Financials	Ensure financial/audit procedures, report financial results to Treasurer.
Hyde Snack Shack	Has not operated in several years. For Post-Season games, need to ensure water for teams and umpires.

Uniforms	Plan and budget for player uniforms, coach/league shirts - for fall ball, regular season and post-season. Communicate plan and budget to Board for approval. Order and distribute uniform items. Plan, budget and sell additional merchandise items, <i>e.g.</i> , sweatshirts, as appropriate.
Volunteer Coordinator	Develop and implement League volunteer plan, including communication plan. Track volunteer completion status, work with Treasurer to reconcile volunteer checks.
Tournament Director	Oversee post-season games hosted at Wilson Park, Hyde Middle School. Schedule scorer table and work with Field Maintenance Director to schedule field set-up/take-down and with Snack Shack for scheduling snack shack
Wilson Park	
Hyde & Kennedy Middle Schools	