



# Volunteer Responsibilities for Grafton Little League (Board of Directors)

*Grafton Little League hereinafter referred to as GLL.*

*Board of Directors hereinafter referred to as Board.*

## Responsibilities for all Board Positions

- Complete a Volunteer Application at the beginning of each season.
- Attend a minimum of 75% (9 out of 12) of Board meetings per year.
- Assist with GLL special events and functions as needed (*Registration, Field Clean Up, Opening Day, Family Night, Year-End Picnic, etc.*).
- You need to be reachable; monitor and respond to GLL email\Vmail\texts within 24 hours.
- Manage and operate within the budget as authorized by the Board.
- Miscellaneous duties as delegated by the league President.
- Assist with finding\recruiting your replacement when you retire.

## President

Major responsibilities include (*but are not limited to*):

- Responsible for the conduct of GLL in strict conformity to the policies, principles, goals, mission and rules and regulations of Little League International.
- Maintain contact with Little League International and represent GLL in the District organization.
- Promote the welfare of GLL.
- Provide sound leadership, couched in knowledge, experience and common sense.
- Personify the best public image in reflection to the community at large and take an active role in gaining support and winning friends for GLL.
- Preside at GLL meetings, assume full responsibility for the operation of GLL and communicate all appropriate matters to the Board.
- Authority to make and execute contracts and leases in the name of GLL, with prior Board approval.
- Investigate complaints, irregularities and conditions detrimental to GLL and report to the Board as warranted.
- With assistance of the Player Agent, examine and certify the application, proof of age and residency of players.



### **Vice-President (League)**

Major responsibilities include *(but are not limited to)*:

- Responsible for performance of the duties and with the powers of the President when absent if authorized by the President or Board to do so.
- Oversight of the Division VP's and Managers.
- Address any in-season issues as they arise (*rosters, local rules, conduct of fans or players or representatives, umpiring, parent complaints, etc.*).

### **Treasurer**

Major responsibilities include *(but are not limited to)*:

- Prepares the budget in conjunction with the President.
- Assumes the responsibility for all GLL finances.
- Prepare and report annual budgets and monthly financial statements.
- Receive all monies and securities and deposit in a depository approved by the Board.
- Work closely with a Board approved accounting firm to file annual tax returns.
- Keep records for receipt and disbursement of GLL monies and securities.
- Dispenses GLL funds as approved by the Board.
- Keeps GLL books and financial records.
- Approve all payments from allotted funds and draw checks in agreement with policies established in advance by the Board.

### **Secretary**

Major responsibilities include *(but are not limited to)*:

- Responsible for recording activities of GLL and maintaining appropriate records including minutes of Board and Executive Committee meetings.
- Records and distributes the minutes of Board meetings.
- Maintains a record of GLL activities.
- Give notice of all GLL meetings.
- Maintain lists of all members, directors, and committee members.



**Vice-President (Divisions)** (*T-Ball, Baseball Rookies, Baseball Minors, Baseball Majors, Baseball Juniors, Baseball Seniors, Softball, Challenger*)

Major responsibilities include (*but are not limited to*):

- Develop game schedule (*T-Ball only*).
- Recruit, select and coordinate Team Managers.
- Recruit players to fill out teams.
- Schedule and hold manager meetings (*beginning and middle of the season*).
- Schedule league draft, distribute player listings and attend league draft.
- Distribute league information to managers as requested by the Board.
- Act as liaison between parents\coaches\managers and the Board.
- Coordinate with the Scheduling Agent concerning the scheduling of makeup games.
- Coordinate and manage end of season tournaments for your division.
- Coordinate with GLL Managers (*Minors\Majors\Juniors Baseball*), Grafton Baseball and Information Officer to record pitch counts in a timely manner.
- Coordinate with your counterpart in other communities to schedule interleague games (*Juniors Baseball and Softball*).
- Address any in-season issues as they arise (*rosters, local rules, conduct of fans or players or representatives, umpiring, parent complaints, etc.*).
- Assist the Equipment Manager in coordinating equipment distribution and return.

**Player Agent**

Major responsibilities include (*but are not limited to*):

- Supervise the player selection system, maintains complete player records, conducts trades and replacements of players in cooperation with the league VP, determines eligibility and develops rosters for all GLL players.
- Maintains a database of all players in GLL including address, phone number, email and age.
- Examine and certify the application, proof of age and eligibility of players.
- Manage all player registration activities.
- Work with Information Officer to coordinate online registration.
- Prepare list of players for the draft; attend and record results of all team drafts.
- Prepares and uploads team rosters to Little League International.
- Provide player reports as needed for the Board and Team Managers.
- Responsible for the preparation, distribution and collection of player evaluations to be used as an aid to the Managers in the draft process for the following year.



## **Scheduling Agent**

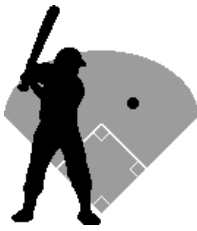
Major responsibilities include *(but are not limited to)*:

- Develop the master field schedule in coordination with the Umpire-in-Chief, GHS Baseball and Softball, Stingers and Grafton Baseball for all games and practices.
- Develop game and location schedules consistent with Board plans, rules and policies *(excluding T-Ball, Softball & Challenger)*.
- Coordinate and oversee the draft process for field practice slots.
- Coordinate with the Information Officer to publish the field and game schedules.
- Reschedule games as required due to inclement weather.
- Manage tournament games/brackets consistent with Board plans, rules and policies and Little League International Rules and Regulations.

## **Information Officer**

Major responsibilities include *(but are not limited to)*:

- Maintain GLL Board Member e-mail system *(Google)*.
- Send e-mails to GLL membership regarding league activities.
- Coordinate online registration with Blue Sombrero and GLL Player Agent.
- Manage the online registration process.
- Manage the GLL website and pitch tracking system.
- Manage the text blasting system *(RainedOut)*.
- Manage the email blasting system *(VerticleResponse)*.
- Coordinate the creation of concession shifts with the GLL Concessions Managers.
- Manage the online concessions signup system *(SignUpGenius)*.
- Manage the volunteer tracking system and gift card distribution *(will move to the Volunteer Coordinator when we can fill that position)*.
- Manage the year-end parent surveys *(SurveyMonkey)*.



## **Umpire in Chief**

The Umpire In Chief position is ideal for a highly organized person. For all levels (*excluding the Juniors*), GLL uses kids (*age 11 and up*) to umpire the games. Major responsibilities include (*but are not limited to*):

- Promote strict conformity to the policies, principles, rules and regulations of GLL and Little League Baseball.
- Train the umpires by conducting an annual umpire clinic in April.
- Communicate with the Scheduling Agent and GLL divisional VP's to obtain the latest game schedules and be knowledgeable about schedule changes, makeups, etc.
- Work in conjunction with the Scheduling Agent to schedule umpires for the Baseball & Softball Rookies, Minors, and Majors divisions.
- Keep accurate records of when kids ump; they are paid on a graduated scale.
- Responsible for writing checks to pay the umpires throughout the season.
- Work with the Treasurer to provide a monthly accounting summary of all checks written to the umpires. Also work with the Treasurer to maintain an adequate balance in the umpire checking account.
- For the Baseball Juniors level, work with Al Hochmuth and the Arbiter umpire service to assign umpires for these games. Responsible for paying these umpires by either providing them with a check at the field or mailing a check to their home. The Arbiter assignment process is all done through a website so this person must have internet access in order to monitor the games to make sure that umpires are assigned.

## **Sponsorship Coordinator**

Major responsibilities include (*but are not limited to*):

- Review sponsorship opportunities yearly.
- Solicits and secures local sponsorships to support GLL operations.
- Maintains records of monies secured through sponsorships.
- Responsible for marketing events to promote GLL within the community.
- Work to advertise GLL, promote registration, drive community involvement and manage public relations.
- Work to bring GLL into a more visible role in the community and bring more community involvement into GLL.
- Work closely with the Fund Raising Director since many of these duties may overlap.



## **Fundraising Coordinator**

Major responsibilities include (*but are not limited to*):

- Research and apply for various grants/donations available from local and regional organizations.
- Organize and implement Board approved fundraising activities.
- Secure sponsorship opportunities for the GLL complex (*naming rights for fields, dugouts, scoreboards, concession stand, etc.*).
- Create new and innovative fundraising initiatives and coordinate volunteer efforts.
- Maintain records of monies secured through fundraising initiatives and communicate closely with GLL Treasurer.
- Work closely with the Sponsorship Coordinator since many of these duties may overlap.

## **Concessions Manager**

Major responsibilities include (*but are not limited to*):

- Maintains the operation of concession facilities.
- Organizes the purchase and stocking of concession products.
- Responsible for the management of concession sales at GLL events.
- Organizes, tallies and keeps records of concession sales and purchases.
- Secures all revenue on a daily basis and reports such income to the Treasurer.
- Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities.
- Open and prepare concession stand on game days; clean as needed at the end of the day.
- Work with designated Board members on Volunteer Gift Card distribution and logging.
- Train 1<sup>st</sup> shift of concession stand workers.

## **Equipment Manager**

Major responsibilities include (*but are not limited to*):

- Procures, stores and inventories all baseball\softball equipment within the scope of the budget approved by the Board.
- Ensures each team has the proper amount of equipment and that such equipment is in safe condition.
- Ensures that broken and/or damaged equipment is replaced immediately and maintains a record of equipment issued to each team.
- Ensures inventory issued to each team is returned, cleaned and inspected for deficiencies, replacing that which is necessary to be ready for the next season.
- Manage distribution and collection of all equipment for GLL.



## **Safety Officer & Field Operations Manager**

Major responsibilities include *(but are not limited to)*:

- Responsible for the maintenance of the GLL fields and facilities.
- Coordinate the field maintenance between GLL and School District of Grafton.
- Work with Grafton School District officials to explore improvements in fields, facilities and partnerships with GLL.
- Coordinate any projects to improve the GLL fields or facilities.
- Manage volunteers or services to both maintain and improve our fields.
- Purchase field supplies.
- Coordinate all safety activities including ensuring safe playing conditions.
- Responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants of GLL.

## **Volunteer Coordinator**

Major responsibilities include *(but are not limited to)*:

- Work with the Board to organize volunteers for Field Clean Up, Team Manager, Assistant coaches, in person registration, coaching clinics, concessions, opening day assistant, ball throw contest, etc.
- Assist Concession Manager with scheduling the concession shifts.
- Track volunteers using the Google Sheets log.
- Secure gift cards, manage the distribution of cards to volunteers as they complete their volunteer requirement(s).

## **Member at Large**

Major responsibilities include *(but are not limited to)*:

- Serve the Board's strategic needs as determined by the President.
- Assist with special projects and events.
- Assist other Board members who need additional resources.