



Ponderosa Little League By-Laws 2019

Appendix A: Board Positions and Job Descriptions

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ARTICLE I. Board of Directors Positions

Section I. Overview

This document outlines each of the Board of Directors Officer and Non Officer Positions for the current year and the responsibilities associated each position. All of the Board of Directors Officers and Non Officer Positions will be considered a Regular Member of the Ponderosa Little League and therefore shall have the right to vote on Ponderosa Little League Board issues.

Section II. Board Meeting Attendance

It is the responsibility of each Board of Director Officers to attend each and every Board Meeting (generally held on the first Thursday of each month). If an Officer misses three (3) Board Meetings they are subject to disqualification from the Board. Each Board Member must provide an informed representative in his/her place in the case that he/she cannot attend a Board Meeting. Non Officers are not required to attend the Board Meetings, but do have a vote on Board matters if desired.

Section III. Officers Positions

The Ponderosa Little League Board of Directors shall include the following positions:

President	Vice President – League Operations
Vice President – Field Operations	Treasurer
Information Officer	Secretary
Division Coordinator – T-Ball	Division Coordinator – A Ball
Division Coordinator – AA Ball	Division Coordinator – AAA Ball
Division Coordinator – Majors	Division Coordinator – Juniors thru Big League
Special Events Coordinator	Umpire-in-Chief

Section IV. Non Officer Positions

The following positions will also be considered Regular Members of the League but will not be required to attend Board Meetings

Assistant to the President	Fall League Coordinator
Equipment Coordinator	Uniform Coordinator
Field Coordinator	League Registrar
Sponsor Coordinator	Snack Bar Coordinator
Safety Officer	Player Agent(s)
Manager Coordinator(s)	Fund Raiser Coordinator
River Cats Coordinator	Tournament Coordinator
Code of Conduct Committee	Team Parent Coordinator

Section V. Roles and Responsibilities of Officer Positions

The following defines the Specific Roles and Responsibilities of each of the Officers of the Ponderosa Little League Board of Directors:

I. President

1. The following personnel will have a direct reporting relationship to this position:

Vice President League Operations	League Secretary
Vice President Field Operations	Division Coordinators
Informational Officer	Special Events Coordinator
Treasurer	Assistant to the President
2. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
3. Present a report of the condition of the Local League at the annual meeting.
4. Communicate to the Board of Directors, on such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
5. Conduct the Local League in conformity to the policies, principles, rules and regulations of Little League Baseball Incorporated, as agreed to under the conditions of the charter issued to the Local League by that organization.
6. Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
7. With the assistance of the League Registrar, examine the application and support proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
8. Conduct the opening and closing day Ceremonies.
9. Represents Ponderosa Little League at district level meetings.
10. Chair all Board Meetings.
11. Shall update and maintain the Ponderosa Little League By-Laws and Local Rules
12. Shall work with the League Secretary to maintain a running history of the Ponderosa Little League
13. Shall assist Board of Director Officers in creating and maintaining an overall League budget
14. Shall be responsible for arranging for team and League Insurance coverage
15. Shall be in charge of election of Officers to the new Board.
16. Shall have the authority to delegate duties for any open Officer position as deemed necessary
17. Shall have authority to appoint committees and committee members
18. Shall have authority to take immediate disciplinary action against any Coach, Manager, Board Member, or League Member for any violations of these by-laws as determined by the President.
19. Shall approve Managers and Coaches to the teams for Season Play.
20. Shall supervise the coordination of the All-Star activities
21. Shall make All Star Manager and Coaches recommendations to the Board of Directors

22. Shall be responsible to oversee all investigations and background checks of League members.

23. Vote on Board matters in case of a tie

II. Vice President – League Operations

1. Shall report directly to the President.

2. The following personnel will have a direct reporting relationship to this position:

Umpire in Chief

Uniform Coordinator

Fall League Coordinator

3. The following personnel will have an in-direct reporting relationship to this position:

Code of Conduct Committee

4. In case of the absence or disability of the President, and provided he/she is authorized by the President or Board so to act, the Vice President shall perform the duties of the President. When so acting, shall have all the powers of that office, and such other duties, which may be assigned by the President or Board of Directors

5. Shall develop and manage the Ponderosa Little League Operations Budget

6. Shall act as an aide and assist the President on conducting the affairs of the League

7. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board of Directors as circumstances warrant.

8. Coordinate with Division Coordinators in responding to player-related complaints, disputes and concerns.

9. Shall have authority to take immediate action regarding game calls, judgments etc. and making rulings that supersede umpire calls and/or actions if deemed necessary and appropriate in the best interest of the Ponderosa Little League.

10. Shall have the authority to assign a dispute resolution /disciplinary issue to the Code of Conduct Committee.

11. Shall provide a League Operations Report at each Board meeting

III. Vice President – Field Operations

1. Shall report directly to the President.

2. The following personnel will have a direct reporting relationship to this position:

Equipment Coordinator

Co-Field Coordinators

3. Shall develop and manage the Field Operations Budget

4. Shall be responsible for ensuring that the League Facilities are available and adhere to the Little League International regulations as they pertain to field dimensions and conditions.

5. Shall coordinate all League Field Improvement activities

6. Shall provide a Field Operations Report at each Board meeting

IV. League Information Officer

1. Shall report directly to the President
2. The following personnel will have a direct reporting relationship to this position:

League Registrar
3. Shall develop and manage the Budget for maintaining the League's Information resources including the procurement of Hardware and Software.
4. Shall set-up and maintain the League's website
5. Shall set-up registration processes as well as online disbursement of information
6. Shall maintain the league's registration database.
7. Shall ensure that league registration rosters are uploaded to Little League and mailed to District 54
8. Shall assign online administrative rights to the League's web-site to other volunteers as necessary
9. Shall assist with creation and encourage the development of team specific web-sites
10. Shall ensure that League news and scores are updated online on a regular basis
11. Shall ensure the proper distribution of information to League members and the public regarding League business, meetings, etc.
12. Collect, post and distribute important information on league activities including direct dissemination of fund raising and sponsor activities to Little League Baseball, the President, the public, League members, and the media
13. Shall provide a report at each Board meeting

V. Treasurer

1. Shall report directly to the President
2. The following personnel will have a direct reporting relationship to this position:

Sponsor Coordinator

Snack bar Coordinator
3. Shall receive and distribute all funds of the league as authorized by the Board
4. Shall keep financial records of the League
5. Shall be responsible for prompt payment of all the League's bills, Including Little League International Bills, Vendors, Board Members reimbursements, and Umpire stipends (Monthly).
6. Shall file the League's Tax Returns.
7. Shall ensure that proper financial controls are in place and adhered to.
8. Shall maintain a running history of the League's financial records

9. Shall assist the President in creating and maintain a budget for all League expenses.
10. Shall provide a Financial Status report at each Board meeting

VI. League Secretary

1. Shall report directly to the President
2. The following personnel will have a direct reporting relationship to this position:
 Safety Officer
3. Shall maintain records of business transacted at each meeting and provide a copy of the minutes to the Board members prior to the next regularly scheduled Board meeting.
4. Prepare and coordinate the annual calendar. Update the calendar as necessary and distribute. Coordinate upcoming events with the League Informational Officer
5. Shall coordinate and supervise team pictures
6. Shall record minutes of all official Board proceedings (when applicable)
7. Shall document the running history of the league
8. Shall procure the League meeting locations
9. Shall distribute information, among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers as appropriate
10. Shall promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
11. Shall notify the President immediately regarding injuries or safety issues/concerns.

VII. Division Coordinator*

1. Shall report directly to the President
2. The following personnel will have a direct reporting relationship to this position:
 Player Agent
 Manager Coordinator (as necessary)
3. Shall be responsible for all aspects of the Division including but not limited to:
 - a. Shall be the main contact for all issues regarding the Division, including communication to the Parents, Players, Managers and Coaches regarding Division Specific activities
 - b. Establish Team Rosters
 - c. Provide recommendations to the League President for Manager and Coach Selection
 - d. Develop and post Game and Practice Schedules in a timely manner
 - e. Shall ensure all make-up games are scheduled in a timely manner

- f.* Define and enforce Ponderosa Little League Local Rules
 - g.* Enforcement of Little League International Rules and Regulations
 - h.* Participate in League training for the Manager and Coaches (Coaches Clinics)
 - i.* Conduct Parent Orientation Session to review Ponderosa Little League Code of Conduct Policy
 - j.* Shall prepare Team rosters, players claimed from upper Divisions, and All Star tournament eligibility affidavits for the President's signature and submission to Little League
 - k.* Shall prepare and attest to the accuracy of the Team Rosters, (including spelling of last names and shirt sizes).
 - l.* Shall submit the Team Rosters to the Uniform Coordinator 6 weeks prior to Opening Day festivities.
 - m.* Shall assist the Uniform Coordinator in the distribution of player, manager and coaches uniforms.
4. Additional Division Specific Responsibilities (Minors AAA, Majors, Juniors, Seniors and Big League ONLY)
- a.* Shall be responsible for conducting the Player Draft including Player Pools
 - b.* Shall be responsible for creating & collecting All Star ballots from Players and Managers
 - c.* Shall make recommendations for All Star Managers and Coaches to the President of the League
 - d.* Assist the Umpire in Chief in scheduling Umpires for Games
5. Division Specific Restrictions (Minors AA, Minors AAA, Majors, Juniors, Seniors and Big League ONLY)
- a.* Due to potential Conflict of Interest issues that might arise, Division Coordinators of these Divisions may not have their sons or daughters playing within that Division.
 - b.* Also due to potential Conflict of Interest issues, Division Coordinators are restricted from being a Manager or Coach within the same Division.

VIII. Special Events Coordinator

- 1. Shall report directly to the President
- 2. The following personnel will have a direct reporting relationship to this position:
 - Fund Raiser Coordinator
 - Opening / Closing Day Coordinator
 - Tournament Coordinator
 - River Cats Coordinator
 - Team Parent Coordinator
- 3. Shall plan and manage the League's Opening Day, Closing Ceremonies, End of Season Tournaments, banquet, picnic, and any other social functions
- 4. Shall oversee all Board approved fundraising activities
- 5. Shall be responsible for communicating league related information with local newspapers

6. Shall have responsibility for distributing fliers to public and private schools prior to registration in order to promote player registration
7. Shall submit a budget to the Board for approval for these functions.

IX. Umpire-In-Chief

1. Shall report directly to the Vice President of League Operations
2. Shall be responsible for recruiting, evaluating, training and selection of all umpires.
3. Shall be Responsible for administrating the umpire organization including youth umpires and the direction of junior coordinators. Oversees all Umpire related content for the league website Umpire section to be sure information is accurate and useful.
4. Shall be responsible for ascertaining and assuring that all playing operations are conducted in accordance with the rules and regulations of the Local League and Little League Baseball, Inc.
5. Shall represent the Local League at all District 54 umpire meetings and report back to the board.
6. Shall be responsible for communicating new rulings to the Umpires, Managers and Coaches.
7. Shall coordinate with Equipment Manager to insure that the proper uniform in code and safety is provided to all umpires.
8. Shall schedule all Umpires for Ponderosa Little League prior to the beginning of the season.
9. In the case of Inter-League Play, will coordinate umpire schedule with Inter-League Schedule Coordinator
10. Shall be the primary contact for all Umpires and Scorekeepers
11. Shall train and supervise all Scorekeepers
12. Shall create a budget and maintain the finances and related records for the umpiring crew.
13. Shall be responsible for the accuracy and approval of all umpire time cards and documentation prior to submittal to the Treasurer for payment.
14. Shall submit all paperwork to the Treasurer by the 5th of each month, with checks disbursed by the 10th of the month. The pay period for all umpires during the season shall be the thirtieth (30) of the month.
15. Shall be the primary contact point in addition to the Vice President of League Operations for any complaints or issues that arise with Scorekeepers or Umpires
16. Shall issue rulings overriding Umpires and Scorekeepers if in the best interest of the Ponderosa Little League.

X. Committees

Committees shall be appointed by the President and/or the Board as required or desired to conduct the business of the League.

XI. Non Board Positions

It shall be the duty of the elected Officers to recruit and appoint qualified people for other positions as necessary for the operation of the League.

Section VI. Roles and Responsibilities of Non Officer Positions

I. Fall League Coordinator

1. Shall report directly to the Vice President of League Operations
2. Shall be responsible for the overall Fall League program including but not limited to :
3. Establishing Team Rosters
4. Selecting Managers and Coaches
5. Developing Inter-League and Inter-District Schedules
6. Developing Coaches Clinics and Baseball “camp” agenda
7. Provide Vice President of Field Operations Field Requirements
8. Assist Uniform Coordinator in the procurement of player and Manager and Coaches Uniforms.

II. Equipment Coordinator

1. Shall report directly to the Vice President of Field Operations
2. Shall review equipment vendors for price discounts and make recommendations to the Vice President of Field Operations on the preferred vendor of choice for procurement of equipment
3. Shall develop and maintain an inventory of each team’s equipment and league equipment including storage units.
4. Shall provide documentation of damaged equipment and submit costs related to the replacement of equipment.
5. Shall purchase necessary equipment to support the League
6. Shall disburse and collect equipment from team managers with the assistance of the Player Agents
7. Shall create an Annual list of recommended equipment for procurement for review by and approval of the Board by December 31st.
8. Shall periodically check fields to ensure that safety equipment and proper supplies are available to teams.
9. Shall work with Safety Officer to ensure that, at each game there is a first aid kit ample to cover the types of injuries that would be expected.

III. Uniform Coordinator

1. Shall report directly to the Vice President of League Operations
2. Shall review uniform vendors for price discounts and make recommendations to the Vice President of League Operations on the preferred vendor of choice for procurement of uniforms
3. Shall Procure Team Uniforms prior to Opening Day (Spring Season) and prior to first Clinic / Game (Fall Season)
4. Shall approve all vendor invoices prior to issuance to the Vice President of League Operations for payment.
5. Shall assist the Player Agents in ensuring the accuracy of the player, manager, coaches and sponsors names and sizes on uniforms.

6. Shall disburse and collect uniforms from team managers with the assistance of the Player Agents
7. Shall handle all requests for uniform replacements or special orders
8. Shall oversee end of the year Trophy committee (if applicable)

IV. Field Coordinator(s)

1. Shall report directly to the Vice President of Field Operations
2. Shall review vendors for price discounts and make recommendations to the Vice President of Field Operations on the preferred vendor of choice for procurement of field maintenance equipment
3. Shall obtain required field use permits for fields utilized by the League
4. Shall work with the Division Coordinators to ensure field availability for all games and practices.
5. Shall assist the Vice President of Field Operations in creating a budget and maintain the finances and related records for field maintenance.
6. Shall oversee that all fields are in safe condition and good repair in accordance to Little League International regulations
7. Shall develop and plan for field improvements and maintenance (including Field Improvement Day as required)
8. Shall coordinate fields for League playoffs and League tournaments (if applicable)
9. Shall maintain records on all field maintenance and field incidents
10. Shall perform other duties as assigned as required

V. League Registrar

1. Shall report directly to the Informational Officer
2. Shall be responsible for registering all players, managers, coaches, and any other volunteers for the league, and shall insure that all necessary registration documents are received (ie: certified birth certificate & medical release)
3. Shall be responsible for verifying all birth certificate documentation on all players and updating the leagues database with electronic copies of needed documents (ie: birth certificate)
4. Shall update the database with manually obtained registrations
5. Shall prepare an annual League Roster Book of all players, teams, sponsors and game schedules (ie: a Year Book) and have enough printed to provide one to every player and manager by Opening Day.

VI. Sponsor Coordinator

1. Shall report directly to the League Treasurer
2. Coordinates, contacts and solicits former business sponsors, new business and commercial/corporations and sponsors for Little League donations.
3. Shall coordinate and collect team sponsor information from all Division Coordinators and/or team managers.
4. Shall collect necessary Sponsoring documentation for Roster Book, Ponderosa Little League Web-Site and Player

Uniforms.

5. Shall be responsible for collecting donations for participation in the Ponderosa Little League
6. Responsible for the purchase and distribution of Commercial sponsor's trophies and plaques.
7. Shall provide League Treasurer all financials collected from Sponsors
8. Shall assist Special Events Coordinator in procuring Sponsors for Opening Day, Closing Day, and other Fund Raising Activities

VII. Snack Bar Coordinator

1. Shall report directly to the League Treasurer
2. Shall submit a budget for including food menu and prices for Board approval
3. Shall chair the Snack Bar Committee (if the board chooses to form this committee)
4. Shall coordinate with team parents for scheduling of volunteers to open, work and close
5. Shall oversee the operation of the snack bars
6. Shall purchase and stock snack bars with food, ice and necessary supplies.
7. Shall provide a financial report to the Treasurer.

VIII. Safety Officer

1. Shall report directly to the League Secretary
2. Shall ensure the safety of all League members.
3. Shall be responsible to create a League wide safety and awareness program including creating a safe environment for children, the public, League members and all participants of Little League Baseball
4. Shall develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance and reporting
5. Shall define a process to assure that incidents are documented and that information is sent to the League/District and national offices, and follow-up information on medical and other data is forwarded as available
6. Shall assist the field coordinator to ensure that at each game that there is a first aid kit ample to cover the types of injuries that would be expected.
7. Coordinate First Aid and CPR training programs, which shall be required to be attended by all Managers and Coaches per District 54 requirements. Ponderosa Little League shall pay for the training programs.

IX. Player Agents

1. Shall report directly to the Division Coordinator
2. Shall assist the League Registrar with registration responsibilities
3. Shall assist the Division Coordinator in creating and issuing the team rosters.

4. Shall facilitate and communicate to the Division Coordinator and Informational Officer all team/player changes
5. Shall notify the Division Coordinator and Information Officer of any subsequent player replacements or trades
6. Shall coordinate with the Equipment and Uniform Coordinators for uniform and equipment needs of the teams in their division(s)
7. Shall perform other duties as assigned by the President or the Board.

X. Division Specific Requirements

1. Division Player Agents (Minors AAA - Seniors)
 - a. Shall conduct the player draft and tryouts
 - b. Shall maintain a “Pool Player” list and provide pool players to managers for individual games upon request (per LL Operating Manual)
 - c. Due to Conflict of Interest issues, Shall NOT be a coach or manager of the division they coordinate
2. Division Player Agents (T-Ball, Minors A and Minors AA)
 - a. Shall develop team rosters with emphasis on parity and taking into consideration parent wishes.

XI. Manager/Coach Coordinator

1. Shall report directly to the Division Coordinators of that Division
2. Due to Conflict of Interest issues, Shall NOT be a coach or manager of the division they coordinate (AAA and above)
3. Shall coordinate the recruitment and selection of Managers and Coaches
4. Shall facilitate the training of the Managers and Coaches of the Little League International Rules and Regulations and the Ponderosa Little League Local Rules.
5. Shall assist Managers and Coaches with the development of practice knowledge and abilities of Little League Baseball
6. Shall work with the Field Coordinator in the preparation the game schedules for their division
7. Shall be responsible for scheduling all make-up and rescheduled games and must notify the appropriate Player Agent, Umpire in Chief and involved Managers
8. Shall provide scores for all games in their division weekly to the Information Officer for posting on the website (Minor AA, AAA, Majors, Juniors, Seniors only)
9. Shall assist the Division Coordinator in making recommendations to the President of the League on the selection of All–Star Managers (for applicable Divisions).

XII. Fund Raiser Coordinator & River Cats Coordinator

1. Shall report directly to the Special Events Coordinator
2. Defines, organizes and conducts the fundraiser (s) for the year.

3. Coordinate methodology with Treasurer to effectively collect monies from fundraisers.
4. In coordination with the Treasurer, the issuance of thank you letters and tax certificates to sponsors.

XIII. Tournament Coordinator

1. Shall report directly to the Special Events Coordinator
2. Oversee and manage Tournaments sponsored by the Ponderosa Little League.
3. Shall assemble the All Star binders for tournament play. Shall validate All Star affidavits to confirm player is in Ponderosa Little League boundaries. Shall collect and assemble the appropriate proof of residency documents and birth certificates.
4. Shall design and order merchandise for sale; tournament shirts, hats, visors and fan ware for the adults and coaches
5. Shall organize volunteers needed to run Tournaments.
6. Shall attend meetings for district tournament directors. (as applicable)
7. Shall act as or assign an Official Scorekeeper for Ponderosa Little League end of season Tournaments.
8. Coordinate Ceremonial & Pre/Post Game Procedures
9. Confirm Players are properly equipped.

XIV. Team Parent Coordinator

1. Shall report directly to the Special Events Coordinator
2. Shall confirm all teams acquire a team parent
3. Shall provide instruction to team parents regarding their responsibilities
4. Shall coordinate all communications with teams via the team parents
5. Works with all the other board positions in disseminating information to the teams through the team parents

XV. Assistant to the President

1. Shall report directly to the President
2. Checks the board's email address and forwards emails to the appropriate person(s)

Section VII. Roles and Responsibilities of Code of Conduct Committee

1. Code of Conduct Committee shall have the authority to discipline Players, Parents, Coaches, Managers, Volunteers, Sponsors, Vendors and Board Members for violations of the League's Code of Conduct Policy.
2. The Vice President of League Operations or the League President has authority to submit a case to the Code of Conduct Committee for review and action.
3. The Board of Directors reserves the right to hear appeals regarding the Code of Conduct decisions and override

previous decisions made by the Committee. The Board of Directors decision will be final.

Section VIII. Term / Vacancies

The term of office for each board position shall be a one-year term, from October 1st through September 30th.

Vacancies occurring in elected offices before the expiration of that term shall be appointed by the President with the approval of a two-thirds vote of the remaining Board Officers.