SANTANA NATIONAL LITTLE LEAGUE
BOARD OF DIRECTOR POSITIONS

Santana National Little League (“SNLL”) is comprised of 17 elected positions.

PRESIDENT:

This is a no-vote position, however, in a deadlock vote, the President is the tie breaker.

- The President presides at league meetings, and assumes full responsibility for operations of Santana National Little League.
- Chair all Board meetings.
- Communicate to the Board of Directors, such matters as deemed appropriate, and makes such suggestions as may tend to promote the welfare of SNLL.
- Responsible to present a report of condition of SNLL at the Annual Meeting.
- Designate in writing, other Board members if necessary, to have power to make and execute for/and in the name of SNLL such contracts and leases they may receive and which have had prior approval of the Board.
- Receive all mail, supplies, and other communications from the Little League Headquarters.
- The President must see that SNLL are properly brief on all phases of rules, regulations and policies of Little League Baseball.
- The President is the contact between SNLL and Little League Headquarters.
- The President, with assistance of Player Agent examines, and certifies the application, proof of age and residency of players.
- As President, selects and appoints all managers, coaches, umpires and committees (subject to the approval of the Board). No such person becomes a manager, coach, umpire or other, without the approval of the President. However, all appointments are subject to the final approval by SNLL’s Board of Directors with a vote.
- Oversee all post-season tournaments hosted by SNLL.
- Oversee and coordinates all scheduling with other Board members, including but not limited to, yearly calendar and opening day.
- Conduct the opening and closing day ceremonies.
- The President should be the most informed of SNLL.

VICE-PRESIDENT:

This a voting position.

- Presides in the absence or disability of the President; provided he/she is authorized by the President or Board so to act.
- The Vice-President works with other officers and committee members; is ex-officio member of all committees and carries out such duties and assignments as may be delegated by the President. When so acting, the Vice-President shall have all the powers of that office.
- Create SNLL game schedule. Coordinate and oversee opening day activities.
- Prepare the League seasons/playoffs schedule and team playing schedule.
• Perform such duties from time to time which may be assigned by the Board of Directors or by the President.

**TREASURER:**

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Treasurer shall:

• Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
• Keep records for the receipt and disbursement of all monies and securities of SNLL, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have **DUAL** signatures (Executive Member - President/Vice President and Secretary, if deemed necessary)
• Prepare a monthly financial report to the Board of Directors and President of the financial condition of SNLL, including reporting on budgets of each board member.
• Prepare an annual financial report, under the direction of the President, for submission to the Board of Directors at the annual meeting, and to Little League Headquarters.
• Oversee and manage annual tax filing.
• Assume all responsibility for all SNLL finances.

**SECRETARY:**

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Secretary shall:

• Maintain a register of all members and directors.
• Oversee and manage Registration Committee.
• Be responsible for preparing and distributing sign-up information (*i.e.*, flyers, social media, etc.)
• Record the minutes of meetings, prepare in written/typed format, and distribute via email for an approval/non-approval vote from Board of Directors.
• Provide attendance roster for each board meeting.
• Maintain files of all board minutes, attendance rosters, meetings agenda’s and activities.
• Responsible for sending out notice of meetings (coordinates with President).
• Responsible for recording the activities of SNLL and maintain appropriate files, mailing lists and necessary records.
• Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
• Notify Board of Directors of their election or appointment.
• Work with other board members as need to support all areas of SNLL.
PLAYER AGENT:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Player Agent shall:

- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and review applications for player candidates and assist the President in verifying residences and age eligibility.
- Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- Prepare the Player Agent’s list of players for draft purposes.
- Prepare for the President’s signature and submission to Little League Headquarters, team rosters, including players’ claimed, and the tournament team eligibility affidavit.
- Notify Little League Headquarters of any subsequent player replacements or trades.
- Oversee activities of the All Star Committee and verifies eligibility of players nominated for all-star teams.
- Conduct with the President the All-Star/Tournament team selection meetings with assistance from Division Commissioners.

SAFETY OFFICER:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Safety Officer shall:

- Responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- Perform all background checks on all volunteers. Responsible for reporting to the President.
- Solicit suggestions for making conditions safer, and report suggestions to Little League International through the league President.
- Make recommendations to improve any unsafe field conditions, both for players and spectators.
- Maintain a confidential list of Code of Conduct offenders and provide feedback to the Board when managers and coaches are selected at the beginning of the year.
- Order all first aid supplies to distribute to managers.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

INFORMATION OFFICER:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Information Officer shall:

- Manage the league’s official home page.
- Assign administrative rights to SNLL volunteers and teams.
- Ensure SNLL news and scores are updated on a regular basis.
- Collect, post and distribute important information on SNLL activities, including fund-raising.
- Serve as primary contact person for Little League and SNLL homepage.

DIRECTOR OF MANAGERS:

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Managers shall:

- Liaison to the managers and coaches of the SNLL.
- Order and distribute training materials to managers and coaches.
- Coordinate mini-clinics as necessary.
- Serve as the contact person for Little League and its manager-coach education.
- Receive and distribute coaching information from Little League International and distributes to all Coaches and Managers.

DIRECTOR OF UMPIRES:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Umpires shall:

- Recruit and/or confirm umpires for the upcoming season, and prepare all SNLL umpires for the upcoming season.
- Responsible for having, training and scheduling of all umpires for SNLL.
- Responsible for providing each umpire a rule book, ball, strikes counter, umpire hat and shirt as well as ensure they have proper protective equipment.
- Organize and direct all training clinics, seminars, etc.
DIRECTOR OF PUBLIC RELATIONS AND SPONSORSHIP:

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Public Relations and Sponsorship shall:

- Work to advertise SNLL, promote registration, drive community involvement and manage public relations.
- Work closely with Fund Raising to bring SNLL into a more visible role in the community, bring more community involvement into SNLL.
- Contact and maintain relationships with sponsors.
- Responsible for ordering all sponsorship signs.
- Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
- Coordinate with Treasurer to make sure that all sponsorships are paid.
- Responsible for Picture Day with SNLL.
- Responsible for SNLL End of the Year party.

DIRECTOR OF AUXILIARY:

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Auxiliary shall:

- Maintain the operation of concession facilities.
- Organize and purchases of concession products.
- Responsible for the management of the concession sales at league events.
- Schedule volunteers to work the concession booth.
- Responsible for making sure concessions is clean and money is put away at end of night.
- Organize, tally and keep records of concession sales and purchases.

DIRECTOR OF SCOREKEEPING:

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Scorekeeping shall:

- Oversee and direct all league volunteer scorekeeping positions to ensure scorekeeper training and consistency.
- Develop and deliver scorekeeping training.
- Responsible of understanding baseball rules and scorekeeping technique.
- Compile prior year player statistics for player evaluation and formation purposes. Work with Player Agent to determine relevant information. Distribute statistics accordingly.
- Identify key player statistical information and develop collection and repository systems for purposes of evaluating all-star selection processes. Also to be used as basis for next year player formation.
- Assist Tournament Director with Tournament Scorekeeping duties.
DIRECTOR OF PROCUREMENT:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Procurement shall:

- Procures, stores and inventories all baseball equipment and uniforms for SNLL, within the scope of the budget approved by the Board of Directors.
- 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.
- 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.
- Maintains a record of equipment to coaches.
- Check in all equipment at the end of season.
- Submit a list of missing equipment to the Board of Directors at the end of the year meeting.
- Submit a budget and an assessment of all equipment listing needs for the next season.

DIRECTOR OF TOURNAMENTS:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Tournaments shall:

- Oversee and manage Tournaments sponsored by the SNLL.
- Keep official records of games.
- Organize volunteers to participate in tournament responsibilities.
- Attend meetings for district tournament directors.
- Act as or assign an Official Scorekeeper.
- Coordinate Ceremonial & Pre/Post Game Procedures.
- Confirm Players are properly equipped.
- Responsible for ordering and maintaining all Tournament of Champions, All-Star pins and trophies.

DIRECTOR OF WINTERBALL:

This a voting position.

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Winterball shall:

- Responsible for organizing and running SNLL Winterball program in accordance with Board approved guidelines.
- Advertises for Winterball (social media, email, and banners)
- Conducts a survey, before the end of the spring season, to gauge expected participation levels.
- Provides registration dates for Winterball sign-ups and attends.
• Works with the Player Agent with Winterball registrations and development of the player database.
• Convenes a committee necessary to fulfill the objectives of the Winterball program.

FIELD MAINTENANCE:

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, Field Maintenance shall:

• Responsible for regular maintenance and upkeep of SNLL fields to ensure the proper and safe field conditions at all league practices, games and events. Prior to start and throughout the spring season, ensure each field is in good playing condition:
  • Pitcher’s mound is built up to appropriate height.
  • Enough field mix at each base, home plate and pitcher’s mound.
  • Base cutouts are neat and crisp.
  • All bases and home plate are in good condition
  • Field grass is appropriately mowed
  • Maintain adequate inventory of field marking lime, quick dry compound and rakes at each field location throughout the season
• Responsible for ordering supplies needed in the upkeep/maintenance of the SNLL fields.
• Maintains all SNLL field equipment.
• Works to maintain quality and safety as well as organizing repair for fields.

DIRECTOR OF FUNDRAISING:

*This a voting position.*

In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Fundraising shall:

• Coordinates, contacts and solicits former business sponsors, new business and commercial/corp. and sponsors for Little League donations.
• Defines, organizes and conducts the fundraiser(s) for the year.
• Works with teams and parents to ensure fundraisers’ success and functionality.
• Monitor fundraising distribution of items and collect all monies for the league.
• Works with the Treasurer to provide thank you letters and tax certificates to sponsors.
• Coordinate methodology with Treasurer to effectively collect monies from fundraisers.
• Organizes and conducts the Logo merchandise sales during the year.
• Prepares a fundraising collection report to present at monthly Board Meeting.
• Oversee Closing day volunteer committee.