

Salt City Board of Directors Responsibilities

General:

The local league Board of Directors, elected from and by the adult members of the league, is responsible for the day to day operations of the league within the rules, regulations and policies of Little League. This board does not have authority to alter, suspend or change any of the rules, regulations or policies of Little League. However, wide latitude is given to this board in many areas of operation so that the local needs of the community may be met.

Annually, the regular membership of each Little League is required to meet and elect the board of directors. Following the election, the board of directors may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper. The board has the power to discipline, suspend or remove any officer or committee member of the league, subject to provisions of the local league constitution.

President:

Apart from all other considerations, sound leadership, knowledge, experience and common sense is the greatest requirement and exemplary qualification of the man or woman selected as president of a Little League.

The president has many responsibilities in the administration of the league. Each President is elected by and is accountable to, the local board of directors. Duties of a President are described within the limits of the rules and regulations within the local league constitution, giving each President the ability to oversee the affairs of the league. As the chief administrator, the President selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President. However, all appointments are subject to final approval by the local leagues board of directors.

The President is the officer with whom Little League International maintains contact. The President also represents the league in the District organization. Each President must know the regulations under which Little League operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. Little League International Headquarters reserves the right to require removing any officer who does not carry out the terms of the charter application. Serious violation can result in loss of the leagues charter by action of the Charter Committee in Williamsport, Pennsylvania.

The President presides at league meetings, and assumes full responsibility for the operation of the local league. The President receives all mail, supplies and other communications from the Little League Headquarters. A President may manage, coach, or umpire provided he/she does not serve on the protest committee. The President may not serve as a tournament team's manager or coach.

Vice President:

The Vice President presides in the absence of the president, works with other officers and committee members and carries out such duties and assignments as may be delegated by the President. Separate vice presidents may also be selected to oversee individual divisions within the league. If so, one vice president should be selected as the one to preside in the absence of the President. A vice president may manage, coach or umpire provided they do not serve on the protest committee.

Secretary:

The Secretary maintains a register of members and directors, records the minutes of the meetings, is responsible for sending out notice of meetings and maintains a record of leagues activities.

Treasurer:

The Treasurer dispenses league funds directed by the board of directors, reports on the status of league funds, keeps local league books, financial records and assumes the responsibility of all local finances. He/she submits to the President or Board, a monthly checking account statement of the leagues financial status.

Player Agent:

The Player Agent conducts annual tryouts, is in charge of player selection, assists the President in checking birth records and edibility of players, and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball. Separate player agents may also be selected to oversee individual divisions within the league. The player agent is required to provide a complete roster to Little League by June 1st to register league and be eligible for All star competition. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League Baseball.

Information Officer: (former League Advisor)

The Information Officer manages the leagues official home page, online registration process and ensures that leagues rosters are maintained. Ensures that league news and scores are updated on a regular basis. Collects, posts and distributes important information on league activities. He/she serves as primary contact person for Little League, regarding the use of the internet for the league administration and for the distributing information to league members. Assists the player agent with registering league roster to Little League international website. Assists the schedule coordinator with updating the league website with updated schedules for the year.

Safety Officer:

The Safety Officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, safe playing conditions, reporting and prevention of injuries. Making general conditions safer and reports suggestions to Little League Baseball through the ASAP program. Fills out and submit ASAP program to Little League Baseball each year. The safety officer is required to fill out forms when any player is injured during a game at the field. A copy of this form is to be kept on file with the league.

Salt City General Board Roles

Concession Stand Coordinator(s):

The Stand Coordinator is responsible for the daily set up and break down of the stand for every regular season, all-star, special tournaments and fall ball season games. They are required to order all food, beverages and supplies for the operation of the stand. Making sure the bathrooms, stand equipment and general conditions are clean and orderly daily. The stand coordinator is also responsible for a season schedule for all teams to work the stand during all games. Our stand is one of the best in all of District 8 and is the biggest revenue provider that helps offset the yearly operation costs for the league.

Schedule Coordinator:

The Schedule Coordinator is responsible for providing schedules for all divisions during the regular season and championship week games. If the league is once again playing in interleague format, they are required to coordinate with those leagues for season schedules. This will require meetings with the other leagues involved. The schedule coordinator is also responsible for scheduling games that need to be "made up", due to rain out or any other unforeseen cancelation. Finally, the coordinator is responsible to provide a schedule to the District 8 chief umpire for all home games (regular season and championship week). This is only required if the league is using District 8 umpires.

Equipment Manager:

The Equipment Manager is responsible for the ordering of all uniforms, equipment and trophies for the regular and fall ball season. The equipment manager is also responsible for handing out all equipment to Managers at the start of the season and collecting the equipment at the end of the season. The equipment manager is required to fill out order forms that will need to be cosigned by the President of the league and him/herself before placing order with uniform vender. This will also be required for any All star and Fall Ball teams. The equipment manager is responsible for the correction of any trophy that the league hands out to all players for the entire season.

Sponsor/ Fund Raiser Coordinator:

The Sponsor/Fund Raiser Coordinator is responsible for contacting returning and new sponsors for each season. Sponsors are needed to help offset the cost of uniforms and the daily expenses of the league. The sponsor coordinator is responsible for ordering new signs and replacing any damage sign that is being reused. Also coordinate the installation of these signs on the outfield fences at the start of the season, and the storing of these signs at the end of the season. Coordinate with the equipment manager the sponsors that need to be printed on the uniform jerseys. Finally coordinate one fund raising event (example: spaghetti dinner) for the league each year.

Field Maintenance Coordinator:

The Field Maintenance Coordinator is responsible for the ordering of all material required in maintaining our baseball fields during the regular and fall ball seasons (ie. Chalk, dirt, quick dry). Coordinate "field maintenance days" at the start of the season. Coordinate someone to cut and trim the grass on both baseball fields for the regular and fall ball seasons. Coordinate field preparation for the start of each game played during the regular, fall ball, all star and any special tournaments during the year.

Fall Ball Coordinator:

The Fall Ball Coordinator is responsible for the registration of players for the Fall season. District 8 provides all schedules and field locations, so coordination with them is required. Coordinate with equipment manager for the equipment and uniforms for the fall season. Coordinate with the concession stand coordinator, if our fields are host sites for any games, to open and close the concession stand. Finally, coordinate with the field maintenance coordinator any field preparations to our baseball fields if required.