

Lakewood Village Little League officer duties

President: The President shall:

Conduct the affairs of the League and execute the policies established by the Board of Directors. Present a report of the condition of the League at the annual meeting.

Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.

Be responsible for the conduct of the League in strict conformity to the policies, principals, rules and regulations of Little League Baseball Incorporated, as agreed to under the conditions of the charter issued to the League by that organization.

Investigate complaints, irregularities and conditions detrimental to the League and report them to the Board or Executive Committee as circumstances warrant.

Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

With the assistance of the Player Agent, 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.

Preside at all Board of Director, Executive Committee and membership meetings. Select and appoint, with Board approval, all Managers, Coaches and Umpires.

Vice President: The Vice President shall:

In case of absence or disability of the President, and provided he is authorized by the President or Board to so act, perform the duties of the President, and when so acting, shall have the powers of that office.

Have such other duties as from time to time may be assigned by the Board or by the President.

Serve on the Executive Committee.

Secretary: The Secretary shall:

Be responsible for recording the activities of the League, maintaining files, mailing lists and records. Keep the minutes of the meetings of the members, Board of Directors and the Executive Committee. Conduct all correspondence not otherwise delegated and will carry out all orders, votes and

resolutions not otherwise committed.

Perform any and all duties customarily incident to the office of the Secretary or as may be assigned by the Board or by the President.

Oversee the production and mailing of a periodic newsletter to the members.

Serve on the Executive Committee.

Treasurer: The Treasurer shall:

Keep records of the receipt and disbursements of all money of the League, including Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board. All the disbursements shall have the signature of both the Treasurer and the President.

Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.

Prepare an annual financial report, under the direction of the President, for submission to the

membership and Board of Directors at the annual meeting, and to Little League Headquarters.

Serve on the Executive Committee.

Serve as Chair on the Financial Committee.

Perform such other duties as are customarily incident to the office of the Treasurer or as may be assigned by the Board or the President.

Oversee and cause to be prepared all necessary tax returns and audits.

Player Agents: The Major-Minor and Farm-T-Ball Player Agents 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 checking residency

and age ability.

Conduct the registration, tryouts, draft and all other player transaction or selection meetings.

Prepare the Player Agent's list.

Prepare for the Presidents signature and submission to the Little League Headquarters, team rosters,

including players claimed, and the tournament team eligibility affidavit.

Notify the Little League Headquarters of any subsequent player replacements or trades.

Serve on the Executive Committee.

Serve on the Manager/Coach Nominating Committee.

Consider the election procedure and conduct the balloting for the All-Star and Select teams.

Divisional Vice Presidents: The divisional Vice Presidents shall:

Act as liaisons between Managers of their divisions and the Board and President.

Conduct meetings with Managers and Coaches, as necessary, to promote the policies of the League. Assist the Player Agent in resolving any issues involving their division.

Preside as the Director of post-season play in their division.

Serve on the Manager/Coach Nominating Committee in the deliberations involving their division. Divisional Vice Presidents shall NOT:

Manage or Coach in their division or have a child playing in that division.

Safety Officer: The Safety Officer shall:

Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.

Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

Distribute information among participants including players, league officials, parents or other volunteers.

Serve on the Grounds Committee as safety adviser.

Prepare accident reports in accordance with Little League guidelines.

Chief Umpire: The Chief Umpire shall:

Recommend to the Board, the names of qualified and responsible umpires.

Maintain a roster of qualified and responsible umpires.

Develop and update the umpire schedule, to ensure the availability of qualified umpires as needed. Observe and train the umpires as necessary.

Responsible for games scheduling, including make-up and practice games.

Serve as Chair of the Umpire Committee.

Serve on the Manager/Coach Nominating Committee.

Auxiliary President: The Auxiliary President shall:

Serve as Chair of the Auxiliary Committee.

Coordinate the activities of the Auxiliary, including Snack Bar and all other fund-raising efforts of the League, excluding sponsorship.

Auxiliary Vice President: The Auxiliary Vice President shall:

Serve on the Auxiliary Committee.

Assist in coordinating the activities of the Auxiliary, including Snack Bar and all other fund-raising efforts of the League, excluding sponsorship.

Equipment Manager: The Equipment Manager shall:

Supervise the purchase, control, care, disbursement and collection of playing equipment and game equipment.

Submit, for Board approval, a budget prior to the February Board meeting.

Uniform Manager: The Uniform Manager shall:

Supervise the purchase, control, care, disbursement and collection of League uniforms, both regular season and post season.

Submit, for Board approval, a budget prior to the January Board meeting.

Head Scorekeeper: The Head Scorekeeper shall:

Keep a permanent record of player participation as submitted by assistants.

Conduct training and supervision as necessary to assure that accurate records of players

participation, scores and statistics for all games are permanently kept.

Verify that each team provides a scorekeeper.

Submit weekly standings to the local newspaper.

Turn over to the Secretary all records at the end of the season.

Field Maintenance Officers: The Major and Minor-T-Ball Field Maintenance Officers shall:

Serve as Co-Chairs of the Grounds Committee.

Arrange and verify each playing day that the fields are ready to play on, complete with striping, lighting, grading and clean-up.

Arrange for and verify that the playing fields and grounds are cared for and properly maintained year round.

Make recommendations to the President and Board regarding improvements to the grounds. Implement work parties as necessary; putting up and removing fences each year, etc.

Coordinate with team Managers to ensure that each team cleans the dugout and sweeps the stands after each game.

Publicity Manager: The Publicity Manager shall:

Coordinate all efforts necessary to produce the annual Roster Book and Yearbook and provide information for the Web site.

Distribute registration fliers to local community within League boundaries.

Sponsor Representative: The Sponsor Chairperson shall:

Solicit team and League sponsorships.

Web Manager: The Web Manager shall:

Maintain the League Web site with current information, standings, highlights and other information as directed by the Board.

Tournament Manager: The Tournament Manager shall: Supervise the LVLL Division Tournaments and all other tournaments LVLL hosts or enters in the post-season.

Building Manager:

The Building Member shall be responsible for the maintenance of the Score Shack, Equipment Shed, Snack Bar and Restroom Structure. Duties would include distribution of keys, electrical, lighting, security, plumbing, appearance and other aspects of the building. Would work with the Auxiliary Board president and Snack Bar board members, Field Maintenance Managers, Equipment Manager, Head Scorekeeper, City of Long Beach employees and others to maintain the Building.

Member at Large: A Member-At-Large shall:

Serve on committees at the request of the President.

Be available to perform miscellaneous duties as requested by the President.

Amended and approved Feb. 28, 2009