

**FHLL Board of Directors**  
**Primary Duties & Responsibilities**

**President**

- a) Conduct the affairs of the League and execute the policies established by the Board of Directors.
- b) Present a report of the condition of the League at the Annual Meeting.
- c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of Fletcher Hills Little League.
- d) Be responsible for the conduct of Fletcher Hills Little League in strict conformity to the policies, principles, Official Rules and Regulations of Little League Baseball Inc., as agreed to under the conditions of charter issued to Fletcher Hills Little League by that organization.
- e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of Fletcher Hills Little League such contracts and leases they may receive and that have had prior approval of the Board.
- f) Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board or Executive Board as circumstances warrant.
- g) Lead the investigation of all protested game disputes via the formation of a Protest Committee per the guidelines prescribed in the Little League Operating Manual.
- h) Prepare with the Treasurer and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- i) With the assistance of the Player Agent, examine the application and supporting proof-of age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for tryouts and selection.
- j) Before Oct. 1, the newly elected President shall appoint an Audit Committee of at least three (3) members of the newly elected Board for the purpose of auditing the accounting books of the incumbent Treasurer. The Audit Committee may request the service of an outside firm to assist in the audit should it be deemed necessary. A written report of this committee shall be submitted to the Board within 90 days. Reasonable costs incurred by the Audit Committee shall be authorized at the time of the report.
- k) Shall provide Little League Operating Manuals for every board member as soon as the current seasons manuals are available.

**Secretary**

- a) Be responsible for recording the activities of the Fletcher Hills Little League and maintaining appropriate files, mailing lists and necessary records.
- b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c) Maintain a list of all Regular Members, Honorary Members, Sustaining Members, Directors and Board of Directors' designated Committee Members. Secure or reserve meeting facilities and give notice of all meetings of the Fletcher Hills Little League.
- d) Keep the minutes of the Members, the Board of Directors and the Executive Board, and cause them to be recorded in a notebook kept for that purpose. Transfer or deliver said notebook and all related materials to the incoming Secretary at the end of the elected term.
- e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for documenting

**Secretary (Continued)**

- all orders, votes and resolutions of the League and Board of Directors.
- f) Conduct the League Board of Directors elections at the regular season closing ceremony.
  - g) Notify Members, Directors, Officers and Committee Members (if any) of their election or appointment.

**Treasurer**

- a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursements of all monies and securities of the Fletcher Hills Little League, 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. All checks should be signed by the President or Vice President and co-signed by the Treasurer. Except in the absence of the Treasurer, checks may be signed by the President and co-signed by the Vice President.
- d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the October Board of Directors meeting.
- e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and the Board of Directors at the Annual Meeting and to Little League Headquarters.
- f) Ensure funds of the Fletcher Hills Little League are not commingled with any person's personal funds or accounts.
- g) Ensure checks are pre-printed with the name of the Fletcher Hills Little League and are pre-numbered.

**Player Agent**

- a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- c) Report to the board of directors the number of players that have registered, by age and division (played the prior year) that have registered for the current season of play after each league registration by email or at the board meeting following any registration within seven (7) days.
- d) Coordinate discussions regarding the number of teams planned for each division with the Board of Directors meetings at the December and January meeting before player tryouts and manager selections occur, so that the Board of Directors may approve the final number of teams in each drafted division.
- e) Announce registration dates, conduct the tryouts, the player draft, and all other player transaction or selection meetings. Be responsible for the draft system for Majors, Minors and Caps Divisions. Rookie and Tee-Ball players will be assigned by the Player Agent and Rookie/Tee-Ball Coordinator.
- f) Prepare the Player Agent's list, which is a master list of the names and league ages of all players who are participating in the League. The Player Agent shall be responsible for providing this list to Little League Inc. as required and shall ensure that it meets all of their standards and requirements.
- g) Notify Little League Headquarters of any subsequent player replacements or trades.

### **Player Agent (Continued)**

- h) Be responsible for recording trades during the first fourteen (14) days of the season in the Majors Division.
- i) Prepare for the President's signature, team rosters including players claimed and the tournament team eligibility affidavit. Team rosters and players claimed shall be sent by the Player Agent to Little League Headquarters in Williamsport.
- j) Notify Little League Headquarters of any subsequent player replacements. The Player Agent will be the guardian of all player records and waivers.
- k) Prepare the League playing schedules of the entire season, including winter ball and practice rounds of games. The Player Agent will work closely with the Division Coordinators and the Board of Directors to develop and publish the League's season playing schedule.
- l) Prepare all notices to parents and players for the All-Star selection process. The Player Agent, along with the President and 2nd Vice President/Equipment & Purchasing Agent, will handle the All-Star balloting process. Player Agent will collect and verify all certified birth certificates from each All-Star player.
- m) Identify on the League map of boundaries, the location of each registered playing member and confirm the address of that member as the actual residence.
- n) Prior to pre-season play, chair a meeting with the Umpire-In-Chief, Division Coordinators, Managers and Coaches to discuss the Official Rules & Regulations and Local League Policies for each division.

### **Equipment & Purchasing Agent**

- a) Be responsible for determining the source of supply for equipment for the League by obtaining competitive prices from vendors, preferably within our boundaries.
- b) Be responsible for the procurement and proper issuance of all supplies and equipment as necessary for League operation and for the repair, cleaning, and storage thereof at the close of the season.
- c) Check the quality of the equipment and determine that the equipment meets Little League specifications.
- d) Periodically inspect all equipment and arrange for its repair and/or replacement.
- e) Develop an inventory of all League equipment and its return at the end of the season. All equipment and uniforms must be inventoried at the end of the season and a report given to the Board of Directors for review for the next year's season.
- a) Develop and submit an equipment budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.
- f) Present to the Board of Directors for approval any requested, suggested and/or necessary uniform changes, tributes or significant alteration to the standard baseball uniforms from the previous season.

### **Safety Officer**

- a) Be 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. As such, be responsible for implementation of the A.S.A.P. (A Safety Awareness Program) at the local league level.
- b) Be responsible to make all members aware of all safety procedures found in the Little League Safety Code. The Safety Officer must also participate in the pre-season managers' meeting with other board members, managers and coaches to review league safety rules and regulations.

### **Safety Officer (Continued)**

- c) Annually, with the President, prior to the start of the season, audit the field lighting system(s) to ensure it meets Little League minimum standards. The lighting audit shall be performed by a qualified technician.
- d) Frequently inspect all playing areas for holes, damage, glass and other foreign objects.
- e) Make certain all fences, screens and dugouts are in safe condition.
- f) Periodically inspect the stands or bleachers.
- g) Have arrangements in place in advance of all games and practices for emergency medical services.
- h) Arrange first aid training and CPR for all Managers and Coaches.
- i) Arrange with the President an annual training meeting for Managers and Coaches by implementing Little League's "Prevention and Emergency Management Program."
- j) Handle all accident claims promptly and maintain all records pertaining to any injuries, which shall include any claims for liability.
- k) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

### **Junior League Coordinator\***

- a) Be responsible to see that the entire Junior League Program runs smoothly and efficiently. Ensure that Managers and Coaches in the Division are aware of and follow the Little League Official Rules & Regulations and the Local League Policies.
- b) Coordinate with co-chartered leagues for field maintenance and practice schedules.
- c) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to the progress or any problems in the Junior League Division.
- d) Act as a liaison between the Board of Directors and the Junior League managers and be responsible for the distribution of correspondence from the Board of Directors to all Junior Division players and parents.
- e) Keep an accurate record of Junior League standings.
- f) Make the Umpire-In-Chief aware of need for umpires at Junior/Senior League games.
- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### **Major League Coordinator**

- a) Be responsible to see that the entire Major League Program runs smoothly and efficiently. Ensure that Managers and Coaches in the Division are aware of and follow the Little League Official Rules & Regulations and the Local League Policies.
- b) Coordinate and participate to see that the field and associated buildings, fences, etc., are kept in good repair and are maintained in a safe manner. The Majors Coordinator will organize work parties with Managers, Coaches and parents in the Majors Division.
- c) Develop a practice and game schedule for the Majors Division prior to Feb. 1, which will be approved by the Player Agent and the President. The schedule will be given to the Managers on the night of the draft. The schedule will span through season completion.
- d) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems in the Majors Division.

### Major League Coordinator (Continued)

- e) Act as a liaison officer between the Board of Directors and the Major League Managers and be responsible for the distribution of all correspondence from the Board of Directors to the Major Division players and parents.
- f) Keep an accurate record of the Major League standings working with the Information Officer and Major League Scorekeepers to post the current league standing prior to each game.
- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### Minor League Coordinator

- h) Be responsible to see that the entire Minor League Program runs smoothly and efficiently. Ensure that Managers and Coaches in the Division are aware of and follow the Little League Official Rules & Regulations and the Local League Policies.
- i) Coordinate and participate to see that the field and associated buildings, fences, etc., are kept in good repair and are maintained in a safe manner. The Minors Coordinator will organize work parties with Managers, Coaches, and parents in the Minors Division and shall report to the Field Maintenance Coordinator for final action and approval.
- j) Develop a practice and game schedule for the Minors Division prior to Feb. 1, which will be approved by the Player Agent and the President. The schedule will be given to the Managers on the night of the draft. The schedule will span through season completion.
- k) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems in the Minors Division.
- l) Act as a liaison officer between the Board of Directors and the Minor League Managers and be responsible for distribution of all correspondence from the Board of Directors to the Minors Division players and parents.
- m) Keep an accurate record of Minor League standings working with the Information Officer and Minor League Scorekeepers to post the current league standings prior to each game.
- n) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### Caps League Coordinator

- a) Be responsible to see that the entire Caps League Program runs smoothly and efficiently. Ensure that Managers and Coaches in the Division are aware of and follow the Little League Official Rules & Regulations and the Local League Policies.
- b) Coordinate and participate to see that the field and associated buildings, fences, etc. are kept in good repair and are maintained in a safe manner. The Caps Coordinator will organize work parties with Managers, Coaches, and parents in the Caps Division and shall report to the Field Maintenance Coordinator for final action and approval.
- c) Develop a practice and game schedule for the Caps Division prior to Feb. 1, which will be approved by the Player Agent and the President. The schedule will be given to the Managers on the night of the draft. The schedule will span through season completion.
- d) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems in the Caps Division.
- e) Act as a liaison officer between the Board of Directors and the Caps League Managers and be responsible for distribution of all correspondence

### Caps League Coordinator (Continued)

- from the Board of Directors to the Caps Division players and parents.
- f) Keep an accurate record of Caps League standings working with the Information Officer and Caps League Scorekeepers to post the current league standings prior to each game.
- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### Rookie/Tee-Ball League Coordinator

- a) Be responsible to see that the entire Rookie and Tee-Ball League Programs run smoothly and efficiently. Ensure that Managers and Coaches in the Divisions are aware of and follow the Little League Official Rules & Regulations and the Local League Policies.
- b) Coordinate and participate to see that the field and associated buildings, fences, etc. are kept in good repair and are maintained in a safe manner. The Rookie/Tee-Ball Coordinator will organize work parties with Managers, Coaches and parents in the Rookie and Tee-Ball Divisions and shall report to the Field Maintenance Coordinator for final action and approval.
- c) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems in the Rookie and Tee-Ball Divisions.
- d) Act as a liaison officer between the Board of Directors and the Rookie and Tee-Ball League Managers and be responsible for distribution of all correspondence from the Board of Directors to the Rookie and Tee-Ball Divisions players and parents.
- e) Coordinate with the Player Agent the placement of Rookie and Tee-Ball players on teams to balance the 5-, 6-and 7-year-olds on teams and ensure an equal distribution of male and female players on all teams.
- f) Develop a practice and game schedule for all Rookie and Tee-Ball teams, which shall be approved by the Player Agent and President. The approved schedule will be given to all Managers no later than Feb. 1. The schedule will span through season completion.
- g) Ensure no Rookie/Tee-Ball scoring, standings or any other sort of evaluation or statistics are maintained.
- h) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### Coaching Coordinator

- a) Develop and seek out new ways to improve coaching skills through: clinics, classes, training, internet resources, etc. These methodologies can hopefully be put in practice during the winter ball season. Any cost for these activities should be included in the annual budget.
- b) Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems.
- c) Act as a liaison officer between the Board of Directors and Managers and be responsible for distribution of all correspondence from the Board of Directors to the managers and coaches.
- d) Be involved in the coordination and search for qualified coaches and managers in all divisions, along with the division coordinators for the regular season and winter ball season.
- e) Maintain records on all coaches for coaching clinic attendance, while coordinating with the Safety Officer in the collection/processing of all background checks and CPR status updates.
- f) Participate in the pre-season managers meeting with other Board members to review our league rules and

### **Coaching Coordinator (Continued)**

regulations in regards to coaching.

- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

### **Information Officer**

- a) Be responsible, along with the Board of Directors, for ensuring that all pertinent information is distributed throughout the League membership.
- b) Update the League website to reflect roster standings and current events.
- c) Distribute via e-mail and newsletters with important dates, deadlines and current events.
- d) Coordinate with each member of the Board of Directors so that any necessary information is distributed in a timely manner to the appropriate recipients.
- e) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any services and/or materials needed to carry out his/her duties and responsibilities.

### **Umpire-In-Chief**

- a) Maintain and schedule a working staff of Umpires for all divisions. Be responsible for ensuring that two or more Umpires work all Majors, Minors and Caps games.
- b) Conduct training sessions with Umpires, Managers and Coaches covering the current Official Little League Rules and Regulations and the Local League Policies. Provide a copy of the Official Little League Rules and Regulations and the Local League Policies to all Umpires, Managers, Coaches and Scorekeepers.
- c) Ensure that a father or mother (or any immediate family member) is not scheduled to umpire his/her own child's game. Unscheduled exceptions may occur only if approved in advance by both Managers of the game.
- d) Be a liaison to the Board of Directors regarding any problems, rule interpretations or changes that affect League play.
- e) Recommend to the Board of Directors for approval all Umpires for the regular season and Local Little League playoff games.
- f) Order Little League Rule Books for the current season for EVERY manager, coach and umpire in the league (typically a minimum of 3 per team).
- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

### **Field Maintenance Coordinator**

- a) Be responsible for coordinating and participating in the maintenance of all League fields and associated buildings, fences, etc., such that they are kept in good repair and are maintained in a safe playing condition and to Little League standards.
- b) Supervise all work projects and be responsible for ordering necessary supplies, chalk, fertilizer, irrigation fixtures, etc. as required and approved by the Board of Directors.
- c) Supervise and ensure that all contracted work is completed properly.
- d) Act as a liaison officer between the Board of Directors and Division Coordinators.
- e) Recommend to the Board of Directors for approval of a Field Maintenance Assistant.

### **Field Maintenance Coordinator (Continued)**

- f) Shall participate in the pre-season managers meeting with other board members to review our league rules and regulations in regards to coaching.
- g) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any services and/or materials needed to carry out his/her duties and responsibilities.

### **Sponsorship & Trophies Coordinator**

- a) Be responsible for soliciting sponsors for all teams in the League, including special events and All-Stars.
- b) Begin recruiting sponsors in November of each year.
- c) Be responsible for ordering of trophies and awards for all divisions of the League.
- d) Attend the team parent meeting.
- e) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

### **Auxiliary Event Coordinator**

- a) Act as a liaison officer between the Board of Directors and the League Auxiliary.
- b) Report directly to the President and shall have such other responsibility as the President or Board of Directors may direct.
- c) Coordinate all fundraising, concession operations and special events, as well as assist with Tournament and All-Star activities.
- d) Establish committees as needed for the league events.
- e) Coordinate with the Treasurer the disposition of all funds relating to the League Auxiliary.
- f) Report status of all Auxiliary activities to the Board of Directors.
- g) Provide information on all Auxiliary activities and events to designated Team Parents for distribution to all Division players and parents.
- h) Develop and submit budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

### **Concession Coordinator**

- a) Maintain adequate safeguards to protect concession and other fundraising inventory (i.e. candy) from improper disposition.
- b) Develop schedule for teams to work snack bar shifts and hire teen workers as needed.
- c) Oversee and coordinate the opening and closing of the snack bars at all fields.
- d) Report status of all snack bar activities and plans to the Board of Directors.
- e) Develop and submit a snack bar budget for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any services and/or materials needed to carry out his/her duties and responsibilities.