

# Los Alamos County Little League Board & Coordinator Positions

## LACLL Board Positions

Board Members include required roles from LLU and are voting members.

### 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 International. The president must see to it that league personnel is properly briefed on all phases of rules, regulations, and policies of Little League. The league president is the contact between the local organization and Little League International.

### VP Baseball

Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

### Treasurer

Signs checks co-signed by another officer or board member; dispenses league funds as approved by the Board; reports on the status of league funds; keeps local league books and financial records; prepares budgets and assumes the responsibility for all local league finances.

### Secretary

Maintains a register of members and board members; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership cards (if applicable) and maintains a record of league's activities.

### Safety Officer

Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; responsible for ensuring volunteer background checks are completed; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the safety plan for submission to Little League International.

### Website/Registration Coordinator

Responsible for setup of player database for current year. Manages the online registration process (coordinating, updating and maintaining on-line registration). Prepare forms and handouts for registration (registration forms, volunteer signup forms, contact list of board members, softball clinic, coaches and umpire clinics). Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media; serves as primary contact person for Little League and Dick's Team Sports HQ regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International. P

### Player Agent

Conducts annual tryouts/skills camps, and is in charge of player selection, assists president in checking birth records and eligibility of players; serves as a member of the Board Members of the local league and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League.

### VP Majors Baseball

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Baseball.

### VP Minors A baseball – Los Alamos & White Rock

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Baseball.

### VP Minors B baseball – Los Alamos & White Rock

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Baseball.

### VP Tee Ball – Los Alamos & White Rock

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Baseball.

**VP Softball**

Presides in the absence of the president; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the President.

**VP Softball Minors**

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Softball.

**VP Softball Majors**

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Softball.

**VP Softball Seniors**

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Softball.

**Umpire in Charge/Coordinator**

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

**Concession Coordinator**

Maintains the operations of concession facilities; organize the purchase of concession products; responsible for the management of the concession sales at league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases.

**Coaches Coordinator**

Represents coaches/managers in league; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; serves as the contact person for Little League and its manager-coach education. Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

**VP Juniors/Seniors Baseball**

Responsible for soliciting coaches for their respective divisions. Responsible to run and organize their individual divisions working in conjunction with the Coaches Coordinator and Vice President of Softball.

## LACLL Coordinator Positions

Board Coordinators include support roles and are non-voting members.

### **Schedule Coordinator**

Manage scheduling of all field usage (including lighting), using Local League approved IT solution. Schedule all regular season game times and locations consistent with Local League plans, rules and policies. Manage re-scheduling of canceled or suspended games, as needed. Manage playoff games/brackets consistent with consistent with Local League plans, rules and policies and Little League Rules and Regulations.

### **All-Star Coordinator/ Softball**

Oversees the coach and player selection process. Coordinate with the Uniform Coordinator for ordering and distributing all uniforms. Ensure all required forms are submitted to District Manager. Schedule volunteers to support District Tournament. Work with local community to secure overnight accommodations.

### **All-Star Coordinator/ Baseball**

Oversees the coach and player selection process. Coordinate with the Uniform Coordinator for ordering and distributing all uniforms. Ensure all required forms are submitted to District Manager. Schedule volunteers to support District Tournament. Work with local community to secure overnight accommodations.

### **Fundraising Committee**

Solicits and secures local sponsorships to support league operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through sponsorship and fundraising initiatives.

### **Uniform Coordinator**

Responsible for ordering and distributing all uniforms for players and managers, including the regular season, all-stars and other post-season teams to Division VPs. Will need the quantities, sizes, and colors for each team. Include copies of team order sheets for each manager so they can distribute to team. Work directly with uniform provider. Work with uniform provider on the colors according to what team we were outfitting. Coordinates with the Sponsorship Officer to ensure correct team colors and sponsorship logos are used. Once shirts are in, contact VP to set up a date and time to pick up uniforms. Can have them pick up at your home or at the fields if you want. Order the All-Star uniforms once those teams are formed near the end of the season.

### **Equipment Coordinator**

Responsible for the upkeep and maintenance of all player equipment. Coordinates with the Vice Presidents of Baseball/Softball and Division VPs to receive all equipment bags back from the managers at the end of the season (or the end of all-star season). Maintains an inventory of all equipment in each bag to ensure that all equipment is returned and that equipment which has exceeded its life expectancy is replaced. Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment. Orders all new equipment. Maintains inventory of reserve equipment. Provides scorebooks and pitch-count books to appropriate teams.

### **Assistant Concession Coordinator**

Support the Concession Coordinator with operations of concession facilities; schedules volunteers to work the concession booth during league events; maintains inventory logs for purchase.