

Balcones Youth Sports Board Role Descriptions

1. President - The President shall:
 - a. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
 - b. Present a report of the condition of the Local 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 the Local League.
 - d. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local 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 the Local League such contracts and leases they may receive and which have had prior approval of the Board.
 - f. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
 - g. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
 - h. 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.
 - i. Complete the required background checks or delegate this responsibility to the league Safety Officer, or other designated Board member
 - j. Support other board members as needed.

2. Vice President - The Vice President shall:
 - a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
 - b. Perform such duties as from time to time may be assigned by the Board of Directors or by the resident.
 - c. Complete chartering requirements of Little League every year
 - d. Manage field rentals, schedules and invoicing
 - e. Support other board members as needed.

3. Secretary - The Secretary shall:
 - a. Be responsible for recording the activities of the Local League and maintain 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.

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- c. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
 - d. Issue membership cards to Regular Members, if approved by the Board of Directors.
 - e. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
 - f. 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.
 - g. Notify Members, Directors, Officers and committee members of their election or appointment.
 - h. Support other board members as needed.
4. Treasurer - The Treasurer shall:
- a. Perform such duties as are herein 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 moneys and securities, and deposit same in a depository approved by the Board of Directors.
 - c. Keep records for the receipt and disbursement of all moneys and securities of the Local 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.
 - d. Prepare an annual budget, under the direction of the resident, for submission to the Board of Directors at the Annual Meeting.
 - e. Prepare an annual financial report, under the direction of the resident, for submission to the Membership and Board of Directors at the Annual Meeting, Little League International and PONY
 - f. Support other board members as needed.
5. Player Agent (Baseball and Softball)- The Player Agent shall:
- 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. Conduct the tryouts, the player draft and all other player transaction or selection meetings.
 - d. Prepare the Player Agent's list.

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- e. Prepare for the President's signature and submission to Little League International, PONY, team rosters, including players claimed, and the tournament team eligibility affidavit.
 - f. Notify Little League International/PONY of any subsequent player replacements or trades.
 - g. Administer the divisional player pool.
 - h. Oversee equipment management, dispensing and return.
 - i. Support other board members as needed.
6. Safety and Security Officer - The Safety Officer shall
 - a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.
 - b. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
 - c. Background Checks - If the League President so designates, the safety officer will complete the required background checks.
 - d. Confirm all teams have completed medical forms for all players
 - e. Support other board members as needed.
7. Coaching Coordinator (Baseball and Softball) - The coaching coordinator shall:
 - a. Represent coaches and managers in league;
 - b. Present a coach manager training budget to the board;
 - c. Gain the support and funds necessary to implement a league-wide training program;
 - d. Order and distribute training materials to players, coaches and managers;
 - e. Coordinate mini-clinics as necessary;
 - f. Serve as the contact person for Little League International for Baseball and PONY for Softball.
 - g. Coordinate tournaments held on property
 - h. Coordinate coaching clinics and player development clinics each season
 - i. Support other board members as needed.
8. Director of Communication - Director of Communication shall
 - a. Set up and manage the league's official website;
 - b. Assign online administrative rights to other local volunteers;
 - c. Encourage creation of team web sites to managers, coaches, and parents;
 - d. Ensure that league news and scores are updated online on a regular basis;
 - e. Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to the district, the public, league members, and the media.
 - f. Support other board members as needed.

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9. Registrar - The Registrar shall:
 - a. Oversee new player recruitment efforts
 - b. Set up online registration and ensure player and coach data is uploaded to the Little League Data Center;
 - c. Develop and maintain the league registration system including but not limited to: registering late players/assigning to teams, updating payments if there is a payment plan in effect
 - d. Provide reports on registration activity to the Board and Little League International
 - e. Support other board members as needed.

10. Director of Sponsorship/Fundraising- The Director of Sponsorship/Fundraising shall:
 - a. Solicit and secures local sponsorships to support league operations
 - b. Collect and reviews sponsorship and fundraising opportunities
 - c. Organize and implements approved league fundraising activities
 - d. Coordinate participation in fundraising activities
 - e. Maintain records of monies secured through sponsorship and fundraising initiatives.
 - f. Coordinate efforts to make the local league visible in the community year-round,
 - g. Develop and maintain a league marketing plan focused on player recruitment and retention
 - h. Support other board members as needed.

11. Director of Concession- The Director of Concession shall:
 - a. Maintain the operation of concession facilities
 - b. Organize the purchase of concession products
 - c. Be responsible for the management of the concession sales at league events
 - d. Schedules volunteers to work the concession booth during league events
 - e. Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities
 - f. Organize, tally, and keep records of concession sales and purchases.
 - g. Support other board members as needed.

12. Umpire-in-Chief - The Umpire-in-Chief (U.I.C) shall:
 - a. Serve as coordinator of the local league umpire program
 - b. Advise the League President on the local league umpire program
 - c. Recommend volunteer umpires to League President to serve the league during the regular season.
 - d. Recruit, review, and retain volunteer umpires
 - e. Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines
 - f. Communicate rule changes to league volunteer umpires, managers, and coaches
 - g. Recommend tournament-worthy umpires to the District Umpire Consultant

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- h. Attend umpire training programs at the district, state, and region levels
- i. Support other board members as needed.

13. Scheduler (Baseball & Softball)

- a. Work with city/district wide contacts to develop schedules to meet the game requirements for each charter
- b. Work with coaches to develop practice schedule
- c. Enter all games and practices into online system
- d. Work with coaches, district, city to reschedule games if needed
- e. Work with district/city to develop schedules for tournaments spanning all divisions
- f. Support other board members as needed.

14. Director of Softball Operations

- a. Responsible for ordering team uniforms in a timely and cost efficient manner, in coordination with the treasurer
- b. Work in coordination with player agents to create teams for each division
- c. Have full understanding of Little League rules and regulations
- d. Assess equipment needs for their respective division
- e. Support other board members as needed.

15. Director of Baseball Operation

- a. Responsible for ordering team uniforms in a timely and cost efficient manner, in coordination with the treasurer
- b. Work in coordination with player agents to create teams for each division
- c. Have full understanding of Little League rules and regulations
- d. Assess equipment needs for their respective division
- e. Support other board members as needed.

16. Director of Special Events

- a. Work, as part of a committee, developed by the Director
- b. Identify dates for League Pictures, Fall and Spring fundraiser events, and any other events the League supports
- c. Work with the Board to develop an approved budget
- d. Provide logistics for each event
- e. Be the contact person for all vendors for events
- f. Work with Director of Communication to communicate with membership and community
- g. Work with Director of Sponsorship to find potential vendors and sponsors
- h. Work with Director of Parent Reps to communicate needs for volunteers
- i. Support other board members as needed.

17. Director of Fields

- a. Work, as part of committee, developed by the Director.

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- b. Ensure all fields are mowed, watered, weeded and otherwise maintained to ensure safe play
 - c. Communicate any field safety concerns to the Board
 - d. Communicate field equipment needs to the Board
 - e. Facilitate training to coaches and other volunteers on how to properly maintain fields
 - f. Support other board members as needed.
18. Director of Parent Representatives & Volunteers
- a. Hold training for Team Parents and provide updated booklet of information each season
 - b. Communicate with Team Parents about responsibilities and team assignments
 - c. Coordinate volunteers for various events and needs
 - d. Support other board members as needed.