

## **Sky Valley Little League Board Positions**

We are looking for any and all ideas that will benefit our players and league. If you see a need for a position that is not listed, create it and bring it to the meeting or the Board's attention.

### **President – Position Open (Past President Mike Martin)**

- Conduct the affairs of the SVLL and execute the policies established by the Board of Directors
- Present a report of the condition of the SVLL 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 SVLL
- Be responsible for the conduct of the SVLL in strict conformity to the policies, principles, rules and regulations of the Little League Baseball, Inc, as agreed to under the conditions of charter issued to the SVLL by that organization
- Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the SVLL such contracts and leases they may receive and which have paid approval of the Board
- Investigate complaints, irregularities and conditions detrimental to the SVLL and report thereon 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

### **Vice President Position Open (Past VP Todd Newhouse)**

- 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 acting, the president shall have all the powers of the office
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President

### **Secretary – Jason Sundet**

- Be responsible for recording the activities of the SVLL and maintain appropriate files, mailing list and necessary records

- 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
- Maintain as list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the SVLL, the Board of Directors and Committees
- Keep the minutes of the meeting of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for the purpose
- Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed
- Notify Members, Directors, Officers and committee members of their election and appointment

### **Treasurer - Position Open**

- 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
- Receive all moneys and securities, and deposits same in a depository approved by the Board of Directors
- Keep records for the receipt and disbursement of all moneys and securities of the SVLL, including the Auxiliary; approve all payments from allotted funds and draw checks therefore in agreement with the policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting
- Prepare an annual 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
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### **Vice President of Softball Operations - Jason Sundet**

- Oversees the day to day activity of the softball program
- Reports to the board on all budgetary needs for the softball program
- Oversees the softball equipment manager, coaches, division coordinator and softball UIC
- Investigate complaints, irregularities and conditions detrimental to the softball program and reports thereon to the Board or Executive Committee as circumstances warrant
- With the assistance of the Player Agent, examine the application and support proof-of age documents of every softball player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection

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### **Player Agent – Position Open**

- 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 verifying residence and age eligibility
- Conduct the tryouts, the player draft and all other player transaction or selection meetings
- Prepare the Player Agents list
- Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit
- Notify Little League Headquarters of any subsequent player replacements or trades

### **League Information Officer- James Pino**

#### **Assistant IO – Position Open**

- Set up and manage the league's official website
- Ensure that the league news and scores are updated online on a regular basis
- Collect, post and distribute important information on league activities including direct dissemination of fund raising and sponsor activities to Little League baseball, the district, the public, league members and the media
- Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball

#### **Jamboree Coordinator – Position Open**

- Set up and manage the league's Jamboree program
- Determine schedule and activities
- Organize day of events and volunteers
- Primary function is to have a one day gathering of players and family in conjunction of the fundraiser

#### **Coaching Coordinator – Scott Sarto**

- Represents managers/coaches in league
- Presents a coach/manager training budget to the board

- Gain the support and funds necessary to implement a league-wide training program
- Order and distribute training materials to players, managers and coaches
- Coordinate mini-clinics as necessary
- Serves as the contact person for the SVLL for coach/manager candidates
- Heads the Managers Committee for coach/manager evaluation, search and selection
- Works in conjunction with the Division Coordinators of SVLL on policies and principles

### **Managers Committee**

- Searches, interviews and investigates prospective managers and coaches and make the recommendations to the President for approval and subsequent approval by the Board of Directors
- During the playing season, observe the conduct of the managers and coaches and report its findings to the SVLL
- At the request of the President or Board, investigate complaints concerning managers or coaches and make a report thereof to the President or Board

### **Registration Coordinator – Position Open** **Assitant Registration Coordinator – Position Open**

- Coordinates entire membership database including separate list for managers/coaches Sponsors, Board Members and Committee Members
- Coordinates SVLL registration and assigns all needed support
- Coordinates all sign up materials, filing and work with Treasurer for managing the registration funds

### **Divisional Coordinator Softball, Sr/Jr, Big League, Majors, AAA, AA, A and Tee-Ball** **There will be some open positions**

- Represents managers/coaches players and member of SVLL
- Serves managers/coaches in developing inner division rules of play under the guidance of the Little League Baseball Rule Book
- Assist managers/coaches in understanding SVLL policies for player selection
- Assist Coaches Coordinator in locating and selecting managers/coaches
- Coordinates and is responsible for organizing division tryouts
- Leads player selection meeting and finalizes roster to be submitted to Player Agent
- Monitors all activities of division during league play, divisional playoffs and championship games
- Settles all inner division issues

## **Umpire in Chief –Bill Bigelis**

### **Assist UIC - Position Open**

### **Umpire in Chief Softball –Position Open**

- UIC participates in all district meetings pertaining to umpiring (4x) and reports finding to the President and Board of Directors
- UIC sets up the Umpire Committee who is responsible for organizing all umpire training and activities for each SVLL division
- UC is responsible for setting up all necessary umpire training clinics, with assistances by the Divisional Coordinator
- UC coordinates and schedules all in house and district training
- UIC is responsible for selecting umpires for divisional playoffs and championship games
- UIC oversees Umpire Committee as it relates to umpire equipment and budget and reports budget needs to the President for approval
- Umpire Committee is responsible for directing media and the promotional activities of volunteers needed for the duty of umpiring
- UIC works directly with the Player Agent and President for settling any rules misunderstanding or clarifications

## **Safety Officer – Mike McCabe**

- Responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and participants
- Define a process to assure that incidents are recorded; information is sent to league/district and national offices
- Responsible for setting up a safety group for distributing information and safety kits to all managers/coaches
- Safety group is responsible for setting up mandatory first aide clinics for all managers/coaches
- SO is responsible to report to the President all individuals who are not qualified to coach/manage who did not participate in the mandatory clinics

## **Building and Property Committee**

- This committee appointed and approved by the Board of Directors, shall investigate and recommend available, suitable sites and plans for development
- Determine feasibility, cost of procurement and budgetary means and ways for development
- It shall be responsible for repair and improvement recommendations, other than normal maintenance and supervise the performance of approved projects

### **Grounds Committee – Open Position**

- This committee appointed and approved by the Board of Directors, which shall be responsible for the care and maintenance of the playing fields, buildings and grounds
- Operate within the amount appropriated in the approved budget for that purpose
- Advise the Board of upcoming cost and resource needs
- Assist in setting up a group of field maintenance volunteers and organize field maintenance day(s) prior to the start of the season
- Work with private interest to donate to our supply needs

### **Field Schedule Coordinator – James Pino**

- Responsible for and is in charge of setting up all practice and game schedules
- Responsible for distributing the schedule to the Divisional Coordinators
- Accountable for determining the rain out reschedules
- Works with the school district and City Parks to coordinate enough fields for practices and games

### **Equipment Manager – Troy Cummins**

- Responsible for the current inventory and determine the condition and needs of SVLL
- Submit a list of needs and be responsible to contact the proper league approved vendors for price quotes
- Submits the budgetary needs to the Board for approval
- Once approved, the equipment will be purchased and the new equipment will be put into use
- Responsible for ensuring all the equipment is ready to be handed out at the start of each season and collected at the end of the season
- At season's end, sorts through and prepares the equipment for the following season

### **Uniform Manager – Open Position**

- Works with the Player Agent to determine number of players and teams for each division
- submit a list of needs and be responsible to contact the proper league approved vendors for price quotes
- Submits the budgetary needs to the Board for approval
- Once approved, the uniforms will be purchased and the new equipment will be distributed during the preseason managers/coaches meeting

### **Fundraiser Committee Kim Sather**

- Responsible for setting up all fundraiser programs, time lines and then presenting their concepts to the Board for approval
- Responsible for being involved in the preseason meeting with the team fundraiser volunteers to ensure proper understanding of fundraiser event and schedule
- Responsible for being available to organize the fundraiser and be present to operate the fundraiser at the time of the event

### **Marketing Committee- Open Position**

- Responsible for getting the brand SVLL out to the community
- Find creative ways to get our information out to our players and parents
- Responsible for getting the who, what, when and where out to the masses
- The Committee will need to get this information out early and often so we leave no player or parent behind
- Coordinates with the League Information Officer to ensure proper usage of any *Little League* material

### **Sponsorship Committee- Position Open**

- Responsible for setting up the standard team sponsorship drive
- Responsible for sending out sponsorship letters and forms to previous sponsors
- Will also be asked to look further into the community for special sponsorship donation
- Will be asked to find new and creative approaches to generate sponsors and sponsor exposure
- Will work with the board to determine ideas of interest and for final approval

### **Summer Ball Coordinator**

- Responsible for setting up and organizing the Summer Ball program
- Works with the school district and City Parks to coordinate enough fields for games
- Responsible for collecting Summer Ball fees
- Responsible for ensuring all field used have proper equipment

### **Fall Ball Coordinator**

- Responsible for setting up and organizing the Fall Ball program
- Works with the school district and City Parks to coordinate enough fields for games

- Responsible for collecting Fall Ball fees
- Responsible for ensuring all field used have proper equipment

### **Mariners Night- Open Position**

- Responsible for including Mariners Night materials in the coaches packets distributed at the start of the season
- Responsible for setting up due dates for collecting monies and ticket information for Mariner Night games
- Responsible for purchases tickets as a group package
- Responsible for handing tickets out to managers/coaches

### **League Photographer – Open Position**

- Responsible taking photos of the Jamboree, games, All-Stars and other SVLL events if asked
- Works with League Information Officer in publishing photos to leagues website