

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 and Level Directors, 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) Required to keep all official approved Little League waivers and documents on file (including, but not limited to, 2d, 4d, h, and others)
- (j) Obtain Volunteer Applications and run background checks for all Board Members, Managers, Coaches, Umpires, etc.

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 President.
- (c) Be responsible for the following tasks:
 - Franchise boundaries
 - Playoffs
 - Trophies and Awards
 - Award Presentation/League Banquet
 - Jamboree

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.
- (c) Maintain a list of all Regular, 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) Prepare packet for each Board Member which includes:
 - Our Constitution

- Little League Operating Manual
 - Little League Official Regulations and Playing Rules
- (i) Publish, copy and distribute Roster & Schedule Book to all Members

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 monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies 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, and at no time shall those two (2) signatures be of persons who are related (ex: husband and wife).
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the end of the fiscal year.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the end of the fiscal year, and to Little League Headquarters.
- (f) Prepare and submit monthly financial statements to the Board of Directors
- (g) Submit fiscal year financial statements and supporting documents to Board-approved CPA for preparation of annual tax return
- (h) Prepare and submit all tax exemption forms as required by the Federal Government and the State of Washington

Player Agent. (This position maybe held simultaneously by more than one person.) The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review registration documentation for player candidates and assist the President in verifying residence and age eligibility.
- (c) Oversee the tryouts, the player draft and all other player transaction or selection meetings to ensure our compliance with the Rules and Regulations of Little League Baseball, Inc.
- (d) Along with the Level Director's, prepare the Player Agent's list prior to tryouts showing the names and league age of each player candidate. Prior to player drafts, and after requirements have been taken into consideration, prepare a list of all players who have qualified as eligible candidates, maintaining this list for future player transactions.
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.

Safety Officer. The Safety Officer shall:

- (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.
- (b) Develop and implement a plan (ex: ASAP) for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance - Should promote safety compliance leadership by increasing awareness of the

safety opportunities that arise from these responsibilities.

- (3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
- (c) Submit all accident insurance claims for charter.

League Information Officer. The League Information Officer shall:

- (a) Manage the league's official home page on the website approved by Little League.
- (b) Manage the online registration process; work with Player Agent to ensure that league rosters are maintained.
- (c) Assign administrative rights to league volunteers and teams, and the President as a back-up.
- (d) Ensure that league news and scores are updated on a regular basis.
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.
- (f) Serve as primary contact person for Little League and myteam.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

Level Directors. For their division, the Level Directors shall:

- (a) Represent coaches/managers in league.
- (b) Obtain Manager candidate volunteer applications and present to the Board
- (c) Collectively Coordinate mini-clinics as necessary.
- (d) Cooperate with Player Agent for player skills evaluations and subsequent draft
- (e) Keep track of game scores, sportsmanship points, and pitching records and report to League Information Officer for posting standings on website
- (f) Supervise post-season play (if applicable)
- (g) Record all player transactions and maintain an accurate and up-to-date record thereof for their respective level.
- (h) Receive and review registration documentation for player candidates and assist the Player Agent and President in verifying residence and age eligibility for their respective level.
- (i) Oversee the tryouts, the player draft and all other player transaction or selection meetings to ensure our compliance with the Rules and Regulations of Little League Baseball, Inc., for their respective level.
- (j) Assist in preparing the Player Agent's list prior to tryouts showing the names and league age of each player candidate. Prior to player drafts, and after requirements have been taken into consideration, prepare a list of all players who have qualified as eligible candidates, maintaining this list for future player transactions, for their respective level.
- (k) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit for their respective level.
- (l) Notify Player Agent and President of any subsequent player replacements or trades.

Sponsorship Director. The Sponsorship Director shall:

- (a) Obtain sponsors for the league's teams from local businesses
- (b) Assign sponsors to teams and notify team managers of sponsors
- (c) Collect all sponsor funds and submit to Treasurer for deposit
- (d) Provide Secretary with names and addresses of all sponsors for inclusion in the Roster and Schedule Book

- (e) Coordinate fundraising vehicles/events; manage proceeds and submit to Treasurer for deposit

Scheduling Officer. The Scheduling Officer shall:

- (a) Work with King County parks, cities, municipalities and the Highline School District to obtain permits for use of fields.
- (b) Prepare a master schedule with field assignments for each division.
- (c) Schedule all practices and games.
- (d) Submit game schedule to the Umpire in Chief and to the Secretary for inclusion in the Roster and Schedule Book.
- (e) Coordinate field use with Safety Officer for submission to District and Fields Manager for preparation and inspection.

Equipment Manager. The Equipment Manager shall:

- (a) Annually inventory all league equipment – listing repairs required and replacement of equipment
- (b) Present to the Board a budget for new equipment
- (c) Be given authority to purchase said equipment within said budget approved by the Board.
- (d) Distribute and collect equipment from team Managers.
- (e) Submit documentation to Safety Officer for each team stating that equipment meets current safety standards and is in proper condition for use.

Umpire in Chief. The Umpire in Chief shall:

- (a) Be responsible for the training, scheduling and supervision of all staff umpires.
- (b) Act as their representative to the Board of Directors.
- (c) Be responsible for the training of Junior Umpires.
- (d) Obtain District background check information for submission to League (ASAP states that Umpire checks need to be done at both a District level and League level.)

Uniform Manager. The Uniform Manager shall:

- (a) Annually inventory all league uniforms with another Board Member listing repairs required and replacement of uniforms.
- (b) Present to the Board a budget for new uniforms.
- (c) Be given the authority to purchase said uniforms within said budget approved by the Board.
- (d) Distribute and collect uniforms from team Managers.
- (e) Coordinate with Sponsorship Director any lettering that needs to be done.
- (f) Coordinate with Coaches regarding uniforms for the All-Star Teams.
- (g) Prepare year-end inventory report and present to Board for subsequent year's budgeting purposes.

Fields Manager. The Fields Manager shall:

- (a) Oversee all improvements and/or physical changes to playing fields within our league and maintained by the Highline School District, King County or the Cities of Normandy Park and Des Moines.
- (b) Coordinate with these organizations when changes need to be made to their fields.
- (c) Schedule, form and supervise work parties.
- (d) Procure and distribute materials needed to keep the fields in playing condition.

- (e) Present to the Board a budget for any field needs.
- (f) Coordinate condition and properties of each field with Safety Officer and Scheduling Officer to meet current League play requirements and League safety requirements.