



Fillmore Little League Baseball

Fillmore, California
www.fillmorebaseball.com



Board Duty Descriptions & Nomination Form 2019 Season

The Fillmore Little League Board of Directors, elected from and by the adult members of the league, is responsible for the day-to-day operations of the league within the rules, regulations and policies of Little League. Annually, the regular membership of each Little League is required to meet and elect the board of directors/officers. This is a one-year term. The officers required are: president, vice president, secretary, treasurer, player agents, and safety officer, although there are several other positions we have created based on our league requirements.

The board may adopt such rules and regulations for the conduct of its meetings and the management of the league. The board has the power to discipline, suspend or remove any director or officer or committee member of the league, subject to provisions of the FLL by-laws/constitution.

All nominees must understand that while it is an honor and a privilege to serve the community of Fillmore and be a part of the rich 72-year history of Fillmore Little League, it is also a commitment to fulfill the required duties and be present at all scheduled board meetings and events.

The following describes the positions and their responsibilities of Fillmore Little League (FLL) for the duration of the 2019 season:

President

- Conduct the affairs of FLL and execute the policies established by the Board of Directors.
- Present a report of the condition of FLL at the Annual Meeting.
- Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions to promote the welfare of FLL.
- Be responsible for the conduct of FLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to FLL.
- Designate in writing other officers, if necessary, with the authority to make and execute documents in the name of FLL. This includes which contracts and leases they may receive, with prior approval of the Board.
- Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.



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- Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution.
- With the assistance of the Player Agents, examine the application and support proof-of age documents of every player candidate. Certify residency and age eligibility before the player may be accepted for tryouts and selection.
- As chief administrator, oversee the selection process and appoint all managers, coaches, umpires and committees (subject to the approval of the Board).
- Represent FLL in the District 53 organization. This includes attendance at all district meetings, etc.
- Ensure league rosters are maintained with Little League Data Center (update and maintain league rosters and submit to Little League International).
- Authorize the annual application for charter and bind all members of FLL to faithfully observe the regulations.
- Take an active role in gaining support and developing relationships in the community to foster a successful League program.
- Preside at all board meetings and assume full responsibility for the operation of the League.
- Receive all mail, supplies and other communications from the Little League Headquarters and the District.

Vice President

- Preside in the absence of the President.
- FLL “Chief Operating Officer,” responsible for coordinating efforts of all board/committee members.
- Ex-officio member of all committees.
- League Player Agent responsible for informing all Division Player Agents.
- Coordinate annual draft tryouts and preside over draft selection process.
- Organize Team Parent Meeting and Managers' Meetings. Oversee Manager and Coach selection process.
- Prime coordinator of all player affairs including conflict resolution with parents, coaches, volunteers, etc.
- Oversee and coordinate with FLL Information/Media Officer on all League Publicity campaigns, including but not limited to announcements, registration, clinics, seminars, articles, etc.
- Oversee all long-term development and planning.
- Any other tasks requested and approved by the President and the Board.



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Secretary

- Maintain a register of board members.
- Record the minutes of meetings and distribute within five (5) calendar days after the meeting.
- Responsible for sending out notice of meetings.
- Maintain a record of the league's activities.
- May be required to be an additional signer on FLL Bank Account.
- Any other tasks requested and approved by the President and the Board.

Treasurer

- Maintain FLL books and financial records.
- Report on status of League funds.
- Sign checks as directed by FLL By-laws/constitution.
- Dispense League funds as approved by Board of Directors.
- Assume responsibility for all League finances.
- Ensure league tax returns are properly prepared and submitted.
- Prepare budgets with assistance of the President.
- Examine current bills/invoices for accuracy and financial soundness.

Safety Officer

- Maintain and submit "ASAP" (A Safety Awareness Plan) to FLL President.
- Coordinate Red Cross First-Aid training with Fillmore City Hall and ensure managers and coaches attend.
- Coordinate safety training as outlined in ASAP.
- Conduct and coordinate all background checks of all volunteers to meet Little League guidelines, and work with Volunteer Coordinator to maintain log of all volunteers approved.
- Coordinate all safety activities including supervision of ASAP.
- Ensure safe playing conditions.
- Coordinate prevention and reporting of injuries.
- Maintain and/or obtain First Aid Kits throughout the parks and team equipment bags.

Concessions Coordinator

- Maintain the operation and cleanliness of concession & restroom facilities.
- Coordinate and schedule any vendors or food trucks.
- Create menu and pricing, subject to board approval.
- Inventory non-perishable items & order/pickup/organize purchase of concession products.



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- Coordinate with the Volunteer coordinator to ensure schedule is maintained.
- Communicate with the Events Coordinator to ensure the concession stand is properly informed of special events.
- Schedule openers and closers on a daily basis for in-season games and special events.
- Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities.
- Organize, tally and maintain records of concession sales and purchases.

Field Maintenance/Scheduling Coordinator

- Ensure fields are maintained and safe.
- Coordinate field readiness for game days.
- Participate in plan and proposal for new fields in Fillmore.
- Maintain tools and order new field maintenance equipment/products.
- Maintain Little League scoreboard and ensure it is operational.
- Operate and maintain field lights at Little League field.
- Schedule announcers/scorekeepers for all games played at Fillmore Little League field.
- Coordinate with President to maintain All-Terrain Vehicle for field maintenance.
- Schedule and reschedule all games and practices on all fields, including but not limited to: practices and games for all pre-season, in-season, in-season "travel", and post-season tournaments.
- Provide schedules to Information/Media Officer for inclusion on website.

Equipment Manager/Uniform Coordinator

- Responsible for the upkeep and maintenance of all player equipment.
- Coordinate with the Division Player Agent to receive all equipment bags back from the managers at the end of the season.
- Maintain an electronic inventory of all equipment in each bag to ensure that all equipment is returned and faulty equipment is replaced.
- Inspect all equipment and removed damaged, worn, or unsafe equipment.
- Communicate equipment needs to the board for approval and order all new equipment.
- Maintain inventory of reserve equipment.
- Prepare all equipment bags for distribution each new season.
- Order and distribute all uniforms for players and managers, including the regular season, all-stars and other post-season teams.
- Order Little League patches from Little League International at the beginning of the season and before All-Stars. Distribute to teams with uniforms.



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Umpire-in-Chief

- Responsible for securing base and plate umpires for every regular season game (minus Coach-Pitch).
- Responsible for securing base and plate umpires for any majors, intermediate, or junior division home game (in some cases, away games).
- Coordinate and organize all training clinics and seminars for umpires.
- Coordinate with Field Maintenance/Scheduling Coordinator to prepare umpire schedules.
- Schedule umpires for tournaments hosted by FLL.
- Maintain list of qualified umpires with contact information.
- Coordinate with Division Player Agents for game schedules/changes.
- Coordinate with Information/Media Officer to include umpire updates and sign-ups on website.

Division Player Agents (Coach Pitch, Minor B, Minor A, Majors, Intermediates, Juniors)

- Prepare and propose a list of managers for Board approval.
- Coordinate and oversee all assigned Division activities, including but not limited to: making sure that equipment bags are distributed to and returned by managers in a timely manner; making sure that all uniforms are distributed in a timely manner; making all managers, coaches, team moms, and parents aware of all meetings; enforcing local rules; conduct expected at all practices and games; concession stand assignments; and safety items.
- Coordinate with the Safety Officer and Field Maintenance Manager in making sure that all safety issues are addressed.
- Coordinate with the Coach/Player Development Officer and the VP to ensure that all managers, coaches and players at all levels are receiving proper instruction.
- Coordinate with the Scheduling Coordinator for scheduling of all practices and games.
- Coordinate with the Safety Officer, Commissioners, and Managers in executing all national rules and in developing and executing all local rules.
- Coordinate with Information/Media Officer to enter scores, game/practice changes, division standings on Fillmore Baseball website.

Sponsorship/Fundraising Coordinator

- Coordinate, plan and direct all fund-raising activities (candy sales, value cards, shirts, etc).
- Coordinate with the Treasurer to make sure that all funds are secured.
- Develop and distribute sponsorship packages.
- Follow up with phone calls or face-to-face contact to maximize sponsorship success



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rate

- Responsible for fulfilling sponsorship agreements, especially payment to FLL.
- Coordinate with the equipment manager to ensure corporate logos are assigned to requested team, if applicable
- Responsible for banner printing and placement on fences, buildings, scoreboards, etc. in the Little League Field.

Information/Media Officer

- Maintain league database and ensure league rosters are uploaded to the Little League Data Center and Fillmore Baseball website.
- Publish monthly newsletter and distribute via email. Solicit articles, information, news, scores etc., to be included in newsletter or Facebook page.
- Collect, post and distribute important information on League activities to Little League Baseball, district, public, league members and media.
- Be responsible for the updating all phone service messages and information.
- Manage the FLL official home page on teamsideline.com
- Coordinate with VP, sponsorship director, and events coordinators to ensure web site is accurate and up-to-date.

Registration Coordinator

- Coordinate all aspects of the registration process.
- Prepare and distribute registration flyer to area schools and mail and email to previous years participants.
- Reserve locations for registration days.
- Obtain permit from City Hall to hang signs and post registration information.
- Obtain boundary map for FLL.
- Assemble a list of volunteers to work on registration day.
- Coordinate with Information/Media Officer to announce registration dates on Fillmore Baseball website and enter all registration information in "Team Sideline" database.
- Ensure funds are accurately entered into database and checked against actual receipts deposited.
- Ensure each participant has provided a medical release form, copy of their birth certificate, and proof of residency.
- Work with Information/Media Officer to streamline online registration process.
- Coordinate with selected All-Star managers to collect player verification sheets, medical release forms, birth certificates, and three forms of proof of residency for required district All-Star Affidavit books.

Events Coordinator

- Coordinate, plan, and direct all of the Opening Day Events, Team Picture Day, Pitch



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Hit Run event, Homerun Derby, Closing Ceremonies, Movie Night, and any other potential events that may arise during the season.

- Coordinate with the Treasurer to make sure that all funds are secured.

Volunteer Coordinator

- Communicate with Concession Stand Coordinator ensuring concession scheduling needs are met.
- Schedule official scorekeepers, scoreboard operators, & music during games at the Little League Field.
- Communicate with Tournament Director for all post-season tournaments hosted by FLL.
- Communicate with Information/Media Officer to receive lists of volunteers from website and maintain list of volunteers.
- Communicate with parents and community members about volunteer opportunities available.

Coach/Player Development Coordinator:

- This person should be well versed in baseball player development.
- Oversee all programs and development opportunities relating to managers, coaches and players.
- Help coordinate tryouts/draft to ensure managers/coaches are informed, qualified, safe, and have the necessary skills/tools.
- Coordinate with the Player Agent to schedule, conduct and monitor all clinics, seminars, or other development affairs.
- Prime contact with High School Varsity School coaches. Work with school coaches to tailor all development programs to act as a feeder programs to the schools.
- Monitor and evaluate the development and progress of all managers and coaches in the League. Diligently work to continually teach managers and coaches correct basic player skills, as well as managerial skills.
- Institute and update all printed development vehicles, such as manuals, flyers, and internet correspondence, etc. Responsible for making information available to all managers, coaches and players as appropriate.

~~The following form can be used to nominate yourself or someone else to fill a board member position for the 2018 season. With your nomination, the person will be placed on the ballot for election at the meeting on December 28, 6:30 PM, at the Fillmore Youth Center. Write-in nominations will also be placed on the ballot at the meeting. To be considered for any position, a person must be willing to submit to a criminal background check. Thank you for your participation and continued support of Fillmore Little League! Let's make this a great season!~~



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