**East Lyme Little League - Board - Job Descriptions**

**Job Title:** President

**Job Overview:** The President East Little League provides leadership and oversight for the organization, ensuring that it operates effectively and aligns with its mission and goals. The President will work closely with the Board of Directors, coaches, parents, and players to maintain a positive, well-organized league.

**Key Responsibilities:**

1. **Leadership and Vision:**
   * Provide strategic direction and leadership to guide the league’s growth and development.
   * Develop and implement policies and procedures that support the league’s mission and objectives.
   * Represent the league in interactions with local organizations, sponsors, and media.
   * Familiarity with Little League Baseball and Softball rules and regulations is a plus.
2. **Board and Committee Management:**
   * Preside over Board of Directors meetings and ensure productive and effective decision-making.
   * Work with the Board to recruit and retain volunteers, including coaches, umpires, and committee members.
   * Oversee the formation and activities of various committees, such as fundraising, safety, and player development.
3. **Operational Oversight:**
   * Ensure the league operates in compliance with Little League International rules and regulations.
   * Oversee the management of league finances, including budgeting, financial reporting, and fundraising efforts.
   * Coordinate with the league’s registrar and scheduling coordinator to manage player registrations, team assignments, and game schedules.
4. **Communication:**
   * Maintain effective communication with parents, players, coaches, and volunteers.
   * Address and resolve any issues or conflicts that arise within the league.
   * Promote league activities and events through newsletters, social media, and community outreach.
5. **Event Planning:**
   * Oversee the planning and execution of league events, including opening day ceremonies, tournaments, and award ceremonies.
   * Ensure that all events run smoothly and meet the expectations of participants and attendees.
6. **Safety and Compliance:**
   * Ensure that all league activities adhere to safety standards and protocols.
   * Implement and enforce policies related to player safety, coach training, and equipment maintenance.

**Commitment:**

* This is a volunteer position requiring a significant time commitment, including evenings and weekends during the season.
* Term length is typically [1-2 years], with the possibility of renewal.

**Job Title:** Vice President, Softball

**Job Overview:** The VP of Softball provides leadership and oversight for the softball division of the organization, ensuring that it operates effectively and aligns with its mission and goals. The VP of Softball presides in the absence of the president; works with other officers and committee members; is a member of all committees and carries out such duties and assignments as may be delegated by the President.

**Core Monthly Duties Include:**

* Monthly Meeting
* For the 2024 season I assisted and attended District 10 meeting

November – Gym Space for clinic/contact Deeb

December

* Open Registration for winter clinic - make sure registration pages ready to go for season if Judy Deeb has it ready to go
* Coaches meeting
* List of expected players with players names/league age/emails (review previous years numbers)
* Juniors, Majors, minors, rookies (AA), T ball for past 2 seasons

January

* Create and open registration for season
* Email softball registration every other week - personal email and website emails
* Get pitching clinic organized

February

* Coaches meeting
* Get tryouts organized (if needed) last Sunday of Feb first Sunday of March
* Coaches need to be picked for Majors and Minors
* Start to find coaches for minors and juniors’ team
* Watch numbers/send personal email to try to get kids back or final reminders for minors and majors
* Check equipment for tryouts
* Reach out to high school for JV field usage they will want a copy of insurance
* Rookies - do we want to combine with another town for additional games

March

* Order equipment if needed through equipment board member
* Organize teams Majors and Minors first (use evaluations)
* Juniors watch numbers start to reach out to other towns (Salem) (registration can close later for this team, unless there are enough 7/8th graders to play during spring high school season in all towns)
* Rookies teams use friend/coach requests to build team, start reaching out to players registered for coaches
* Organize/distribute equipment bags (rookies need helmets and bats)
* Order Uniforms
* Create indoor practice schedule
* Report number of teams to district (Jeff Pierce)

April

* Outdoor practice schedule - Keep an eye on CIAC East Lyme schedule changes all the time for changes to Vets and JV field if using for practices
* Add game schedule to practice schedule for coaches – continue to have one practice a week as games are starting
* Submit a game schedule to park and rec with dates and pitching distances for lining and if lights are needed
* Distribute uniforms
* Book umpires
* Concession stand needs to be open supplies need to be ordered; and schedule created for who will be manning

May

* Plan all Stars - Send out letter/commitment/ link for all stars – May 1st – create free registration with form fill in on new site
* If combining with other towns, set a date by mid may for evals – working with the player agent to find dates that works for all interested

June

* Affidavit’s will need to be organized and signed / paperwork collected from players
* All-star schedule, games/Practices
* Usually a district all-star meeting
* If hosting TDs will be needed
* If hosting, send schedule to parks and rec for lights and fielding maintenance. Will need to coordinate field maintenance and equipment for double or triple headers if hosting.

**Job Title:** Vice President, Baseball

**Job Overview:** The VP of Baseball provides leadership and oversight for the baseball of the organization, ensuring that it operates effectively and aligns with its mission and goals. The VP of 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.

Core Responsibilities:

* Monthly Meeting
* For the 2024 season I assisted and attended District 10 meeting in president’s absence
* Picked up and placed registration signs throughout the town (Flanders 4 Corners, LBH and NCS locations)
* Assisted the player agent with registration
* Attended and ran evals in President and Player Agent absence.
* Assisted Danny Hayes with Fundraising efforts
* Helped Coaching Coordinator with coaches selection and processes of his duties
* Helped organize minors and majors draft
* Attended Minors draft to assist with process
* Helped Mike with field maintenance
* Cut grass on fields 2&3 when town dropped the ball.
* Served as TD for 12U all stars when not coaching 11U.
* Assisted in concessions when I could during tournament play.

**Job Title:** Treasurer

**Job Overview:** The Treasurer of East Lyme Little League plays a critical role in managing the league’s finances, ensuring financial stability, transparency, and compliance with relevant regulations. The Treasurer will oversee budgeting, financial reporting, and record-keeping to support the league’s operational needs and strategic goals. This position requires a detail-oriented individual with strong financial acumen and a commitment to the league’s mission.

**Duties Include:**

Active treasury role starts on October 1st as the accounting goes till end of September from the year prior, once positions is turned over the treasurer is responsible for handling the bank account solely which includes any payments to be made to vendors and all bills relating to the league as well as any money coming in through registration, donation and sponsorship as well as documenting all transactions and keeping all receipts and invoices to maintain a balanced bank account while providing a breakdown for all board members to know where the account stands at all times and what any and all money is going to. Treasurer also has the sole responsibility of checking PO box for any bills and checks being sent to the league.

With the prior years accounting done October is the time to review all spreadsheets and confirm that account is balanced all transaction have been accounted for and that there are no discrepancies, then the information gets forwarded to a very generous volunteer to have taxes prepared and filed.

Besides bills the first couple months October November and December are quite for treasurer except pending the presidential role assisting in building the budget for the upcoming season.

End of December into January and February registration starts to pick up so revenue will start coming in which is all trackable through Sports Connect as well as deposits directly into the account as well as sponsorship checks . This is also when purchasing for the season begins whether it be equipment field maintenance items uniforms hats balls ect…. So keeping a close eye on the account and all transactions to make sure every one is documented and to also make sure that the league stays within the approved budget.

Indoor clinics are now starting which all registration revenue come through the league but will need to be tracked broken down for reimbursement to the hosts who were generous enough to help out getting our kids prepared for the upcoming season. The league does not keep any revenue from the clinics.

March starts the kick off of our baseball season and practices starting up soon and purchasing for both concessions stand start as well as getting with the board member who schedules practices and games so you can assess how much cash needs to be taken out and given to AAA and majors coaches on both baseball and softball to pay for the umpires as well as making sure both registers are equipped with the correct amount of cash to start the season.

Throughout the regular season you are responsible after every game to count the cash drawer leaving the initial amount still there and removing all additional and depositing and recording as to keep track of how well the stands are doing profibility wise.  
(Softball handles there own and drops off in safe in baseball concessions)

Into All stars season duties are same as regular season plus as a board member signing up as a tournament director is one of the extra tasks required for all board members to try and assist with.

After all stars August and September is making sure all bills have been paid as to not cross over into the next years budget and verifying account is balanced and ready for the next season to kick off

**Job Title: Secretary**

**Job Overview:** The Secretary of East Lyme Little League is responsible for managing the administrative and organizational tasks of the league. This role ensures that all documentation is accurately maintained, meetings are effectively organized, and communication within the league is clear and efficient. The Secretary plays a key role in supporting the Board of Directors and ensuring smooth day-to-day operations of the league.

Responsibilities:

* Monthly meeting minutes (record thorough meeting minutes each month, should be posted on website, take attendance)
* Tally votes (scrap paper on hand)
* September meeting will be voting on ELLL Board members- will need to coordinate this and tally votes, announce members in meeting and via social media.
* Make sure motion for each item and a second
* record meeting called to order and adjourned
* Keep track of side committees
* Make list of all board members, their role and email addresses for your records and to be posted on ELLL website
* Timeline for events ie: Opening Day, Capital Improvements, Allstar managers, AAA and Majors managers, selection committees, photos, elections, Memorial Day, Play for Jay Day, September meeting -voting in new officers
* Opening Day- Pictures w/ Bear Sports. Contact Jeff in January when the Opening Day date is chosen. Book for that day, start at 8am and end before noon. Make sure managers and families have order info via email and social media. Send Jeff @ Bear a list of all teams, their players, and their managers. Make a spreadsheet for picture time slots every 5 minutes. 1-2 ELLL Board Members present for picture day to keep organized flow. Line up teams for opening day ceremonies. Confirm that the President has a list of all teams and the sound system on field 3 is operational. 1-2 months prior to Opening Day ELLL will need to vote on Sportsmanship Award/First Pitch (baseball/softball 12 yr olds). Volunteer Award (1 BB/1SB), Sponsorship award (1- 2 BB/1-2SB) , discuss ideas for a speaker. Confirmed speaker. Confirm w/ President that they have invited the speaker, volunteer and sponsorship winners, as well as local politicians.
* Memorial Day- confirm that the Fundraising Coordinator has order sponsorship banners. Assign someone to purchase mini American Flags (at least 75), purchase candy to throw (will need a wagon or buckets to hold candy), and email/social media blast to families and managers to get players to march w/their teams. Wear your  team jersey. Organize/line up players for marching and supervise during the parade. Return banners to the Fundraising Coordinator after the parade.

**Job Title: Player Agent, Softball**

**Job Overview**: The Softball Player Agent is responsible for overseeing player registration, team assignments, and player development. This role ensures a fair and efficient process for player placement and serves as a key liaison for the softball division, between players, parents, coaches, and the Board of Directors. The Player Agent plays a crucial role in enhancing the overall experience for players and ensuring a smooth operation of the league’s activities related to player management.

**Core Responsibilities include:**

* Build and launch of registration forms (in conjunction with Baseball Player Agent, VP’s, and President)
* Organizing and running spring Evaluations
* Building of Spring Softball Teams
* Managing “Borrowed Player” Pools
* Allstar commitment forms (in conjunction with Baseball Player Agent, VP’s, and President)
* If needed, organizing and running Allstart Evaluations
* Building Allstar teams with team managers
* Launch of Fall Softball Registration forms (in conjunction with Baseball Player Agent, VP’s, and President)
* Building Fall softball Teams

**Job Title: Player Agent, Baseball**

**Job Overview:** The Player Agent is responsible for overseeing player registration, team assignments, and player development. This role ensures a fair and efficient process for player placement and serves as a key liaison for the baseball division between players, parents, coaches, and the Board of Directors. The Player Agent plays a crucial role in enhancing the overall experience for players and ensuring a smooth operation of the league’s activities related to player management.

**Core Responsibilities include:**

* Launch of registration forms (in conjunction with Softball Player Agent, VP’s, and President)
* Organizing and running spring Evaluations
* Building of Spring Baseball Teams
* Managing “Borrowed Player” Pools
* Allstar commitment forms (in conjunction with Softball Player Agent, VP’s, and President)
* If needed, organizing and running Allstar Evaluations
* Building Allstar teams with team managers
* Launch of Summer Baseball Registration forms
* Building summer baseball teams
* Launch of Fall Baseball Registration forms (in conjunction with Baseball Player Agent, VP’s, and President)
* Building Fall Baseball Teams

**Job Title: Information/Social Media Officer**

**Job Overview:** The Information Office and Social Media Manager is responsible for overseeing the league's online presence, managing digital communications, and ensuring that all league-related information is accurately and efficiently shared with stakeholders. This role involves setting up and managing the league’s official website, coordinating online registration, and maintaining up-to-date league rosters. The ideal candidate will be a tech-savvy individual with a passion for community engagement and sports, capable of managing multiple tasks and interacting with a variety of stakeholders.

**Key Responsibilities:**

1. **Website Management:**
   * Set up and manage the league’s official website, ensuring it is user-friendly, current, and functional.
   * Implement and oversee online registration processes, ensuring smooth and secure registration for players and coaches.
   * Upload and maintain league rosters on Little League’s official system.
2. **Administrative Coordination:**
   * Assign online administrative rights to other local volunteers as needed.
   * Encourage and guide team managers, coaches, and parents in creating and maintaining team websites.
   * Ensure that league news, scores, and updates are regularly posted online.
3. **Information Dissemination:**
   * Collect, post, and distribute important league information, including fundraising and sponsor activities.
   * League Emails for registration, announcements, etc.. Following guidelines on how to send emails and who we should be sending emails from. Create and maintain email templates to leverage when needed.
4. **Social Media**
   * Manage social media accounts to promote league activities and foster community engagement – include sponsorship, registration, important dates, and game day posts and follow-up.
5. **Technical Support and Optimization:**
   * Optimize the use of internet resources for league administration.
   * Address any technical issues related to the website and online platforms promptly.

**Job Title: Coaching Coordinator**

**Job overview:** 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.

Responsibilities:

* Actively recruit potential coaches for ELL teams at various levels
* Organize and facilitate coaching materials (practice plans, drills, etc) for both managers and coaches
* Collaborate with the equipment manager to distribute necessary gear and uniforms
* Keeps a close eye on the performance of managers and coaches, offering support and guidance as needed.
* Notify the player agent of any roster-related problems that may arise
* Communicate any scheduling conflicts to the league scheduler promptly

**Job Title: Umpire in Chief/Scheduling Coordinator for BB & SB**

**Overview:** The Schedule Coordinator and Umpire-in-Chief is a dual-role position responsible for managing all aspects of the league’s scheduling and overseeing the umpiring staff. This individual will ensure that game schedules are efficiently created and communicated while maintaining high standards of officiating and support for the umpire team. The ideal candidate will possess strong organizational skills, a deep understanding of the game, and the ability to manage and motivate a team of umpires.

Monthly Responsibilities:

**Job Title: Concessions**

**Overview:** Maintains the operation of concession facilities; organizes  the purchase of concession products; responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during 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.

Responsibilities:

**Job Title: Safety Officer**

**Overview:** Coordinates all safety activities; ensures safety in player training; ensures safe playing conditions; coordinates reporting and prevention of injuries; solicits suggestions for making conditions safer; reports suggestions to Little League International through the league president and prepares the ASAP plan for submission to Little League International.

**Responsibilities:**

**February-March**

* Inspect all site fire extinguishers for proper operation and test/inspection dates
* Inspect AED on the outside of the building for usage/damage. Maintain the pads and battery for proper operation.
* Hold annual safety meeting with all coaches and volunteers for the start of the season following the PowerPoint Syllabus.
* Obtain approval of the East Lyme Little League ASAP Safety Plan through littleleague.org
* Be sure that First Aid Kits are issues to all team coaches/managers prior to the start of the season

**April-May-June**

* Document safety meeting attendance and sign-offs
* Document abuse awareness training certificates and store on league website
* Document background check paperwork for all volunteers and coaches on league website
* Document all recordable injuries and upload into folder on league website
* Document and file all Medical Release Forms on the league website
* Address any issues or concerns from coaches and families. Always include league President/Vice President in correspondence to anyone with safety related issues.

**Job Title: Field & Grounds Maintenance**

**Overview:** The Field and Maintenance Coordinator is responsible for ensuring that all playing fields and related facilities are well-maintained and ready for league activities. This role involves overseeing field preparation, conducting routine maintenance, managing equipment, and coordinating with volunteers and vendors. The ideal candidate will have experience in facility management or maintenance, a strong attention to detail, and the ability to work effectively with a diverse group of volunteers and staff.

Responsibilities:

**Job Title: Fundraising Coordinator**

**Overview:** 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.

**Core Responsibilities:**

* Keeping up with old sponsors along with driving new sponsors for the current baseball/softball year
* In charge of putting up and taking it down all sponsor banners
* In charge of ordering new banners for new sponsors
* In charge of getting sponsorship banners for memorial day parade

**Job Title: Equipment Manager**

**Overview:** The Uniform and Equipment Manager is responsible for managing the procurement, distribution, and inventory of uniforms and equipment for the local Little League. This role involves coordinating with vendors to order uniforms and gear, ensuring timely distribution to coaches and teams, and maintaining accurate records of inventory. The ideal candidate will have strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently.

Monthly Responsibilities:

· November:

o -reach out to all fall ball managers to retrieve team baseballs and league equipment bags

o do a quick inventory and cleanup of equipment in locker to see if any repair or replacement of league equipment may be made for the new league year

- reaching out to vendors for setting up a league holiday store for apparel

o -look over previous years invoices and contact uniform supplier of any changes in pricing for the uniform budget meeting

· December:

o -work with player agent and sponsorship coordinator for possible number of teams anticipated for the upcoming season

o -order budget approved equipment and items for the league

· January:

o -work with sponsorship coordinator and uniform supplier on team sponsors/names/uniform color and design

o -set up and launch league apparel store and league baseball equipment store

· February:

o -continue working with sponsors and sponsorship coordninator along with uniform supplier for team color/artwork and availability of uniforms for all levels Baseball and Softball

o -order hats and uniforms once approval is given for all Majors, AAA, Majors SB and minors SB rosters have been set

o -work with player agent, Sponsorship Coordinaor and uniform supplier on lower level Baseball and softball team rostes, sponsors and uniform orders

· March:

o -order lower level uniforms for baseball and softball after approval

o -order new safety kits for team gear bags

o -assemble team gear bags for the season for all levels of baseball

· April:

o -receive and distribute uniforms when arrived

o -ensure umpires have proper gear to call games

o -distribute league apparel store orders

o -distribute game balls

· May:

o -work with elected Majors BB and SB all star managers and uniform suppliers for all star uniform design

o -maintain proper equipment safety by having open line of discussion with managers by replacing/repairing worn or broken equipment

· June:

o -order and distribute allstar unifomrs for both BB and SB 10,11 and 12U teams

o -distribute equipment and batting helmets for all stars

o -assist wherever needed during all star duration

· July:

o -set up summerball uniforms ans equipment and distribute to teams

o -assist wherever needed during allstar duration

· August:

o -return all all star equipment

o -set up fall ball uniform and equipment teams

o -return all summerball equipment

September:

October: