



RLL Job Descriptions with Timeline



This document was created to assist the Rocklin Little League Board of Directors in understanding their position with a description of each director's role, a monthly timeline for each director, and any document links that would assist in the process of execution of the position.

The calendar reflects the current fiscal year of October 1st to September 30th of the following year.

President

Job Description

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Present a report of the condition of the Local League at the Annual Meeting.
- Communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League, including final Manager Approval.
- Be responsible for the conduct of the Local League in strict conformity to the policies, principles and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to the Local League by the organization.
- Authority to make and execute contracts and leases in the name of the Local League, with prior Board of Director's approval.
- Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant. The President may, with the Executive Committee remove any Member of the Board for actions unbecoming.
- Prepares and submits the annual budget to the Board of Directors and be responsible for the proper execution thereof.
- With the assistance of Registrar and Player Agent(s), examine and certify the application, proof of age and residency of players.
- Represents Local League at District Level meetings.
- Chairs all Board Meetings and only can vote in case of ties.
- Fulfill a fair share of Board Member on Duty shifts.

Timeline of To-Dos -

- October
- November
- December
- January
- February
- March
- April
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Vice-President

Job Description -

- 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 to act. When acting, the Vice-President shall have all the powers of that office.
- Acts as an ex-officio member of all committees, and carries out such duties assigned by the Board of Directors or by the President.
- The Vice-President may manage, coach or umpire, during the regular season, provided he or she does not serve on any protest committee. However may serve on disciplinary committees providing it is not within the division that they are managing/coaching.
- With the delegation of the President, act as disciplinary liaison.
- Fulfill a fair share of Board Member on Duty shifts.

Timeline of To Do's -

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Secretary

The Secretary shall:

1. Be responsible for recording the activity of the local league and maintain appropriate files, mailing lists, and necessary records.
2. Maintain a list of a Regular, Sustaining, Honorary Members, Directors, and committee members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
3. Conduct all correspondence not otherwise specifically delegated in connection with the said meeting, and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
4. Notify Members, Directors, Officers, and committee members of their election or appointment.
5. Perform such duties 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.
6. Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1. Create [a basic agenda](#) for all meetings directed by the President or Executive Board. Retain any email topics for discussion from directors for the President to consider discussing during a meeting.
2. Record Minutes then email BoD soft copy for a two-day review and/or audit.
 - a. Email out final for a motion of 1st/2nd.
 - b. Save all meeting minutes and any collaborating information for reference.
3. Manage www.RocklinLittleLeague.com calendar on the website. (Non-game events).
4. Organize facilities needed for meetings, clinics, and or classes for RLL. Work with the Treasurer with any charges due.
5. Update or revise with board approval any documents with dates expiring. I.e. Constitution, policies, ground rules, clinic reviews, and or pitching numbers.

Secretary's annual checklist: (outside of meetings)

- October
 - Welcome via email all Board of Directors their new volunteer position within the league.
 - Create the Board of Directors Contact List, distribute, and [send to League Information Officer](#) to post on the RLL website.
 - Work with President, Sponsorship, Fundraising, and Event Coordinator to create and distribute a donation letter. Retain a soft copy and upload it to RLL official document reference.
 - Reserve 1st Walk-in Registration location, with the partnership of the Treasurer. Scheduled in the first part of November.
 - Create sign up for board and members to assist in the Fall Field Workday is scheduled on the first weekend of November.
- November
 - Reserve 2nd Walk-in Registration location. Scheduled on the first weekend of January.
 - Reserve location for interviews for Manager Committee to do interviews in January.
 - Research and book donated meals for Tryouts Weekend in late January. This task can be with the assistance of any other Director(s).
- December
 - Send out upcoming years Ground Rules and Local Policies to all Player Agents, UIC and Manager Committee.
 - Record directions needed to assist President, Player Agents, Field Coordinators, and UIC in booking Manager & Coaches Day details. Send out information to those who have applied to be managers & coaches.
- January



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- Attend, record, and send out drafted teams in alphabetical order to each Manager during each division's draft. Send final to Player Agents.
- Obtain non-drafted teams player lists, alphabetize them, then send them to Player Agents.
- Volunteer badges pick upstart. Make arrangements for board members to have 2 dates and times for badges to be picked up at a designated location.
- Reserve location for Team Parent Meeting, Scorekeepers Meetings, Snack Bar interviews, and Umpire Clinic. Send out notifications to Team Parent Coordinator, UIC, and Director(s) who will volunteer to lead the Scorekeepers clinic.
- Email out B.M.o.D Responsibilities to all board members.
- February
- March
 - Send in mid year's attendance record to the executive board.
- April
- May
- June
 - Record on which board members will be returning or retiring for the Executive Board to start the process of needs for volunteers for the following season.
 - Update Jobs Descriptions and Annual Timeline document with any changes needed.
- July
- August
- September
 - Send in the total year's attendance record to the executive board.
 - Set up Annual Meeting open to all RLL to attend. Book location, send the invitation and take minutes. Turn in a copy of minutes to the president, retain a soft copy and upload to RLL official document reference.



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Treasurer

Job Description -

- 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 monies and securities, and deposit the same in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all monies and securities of the Local League, 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 financial 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.
- At all times, maintain the Local League's financial books, accounts, and records in condition for audit and ready to turn over his/her successor.
- At a minimum, provide a monthly report indicating all receipts and disbursements and a copy of the monthly bank statement for each of the Local League bank accounts to the Board of Directors.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

- October
- November
- December
- January
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RLL Job Descriptions with Timeline



Umpire in Chief

Job Description -

- Prepare a budget, with the assistance of the Treasurer, regarding required umpire equipment and services.
- Supervise, schedule and coordinate the efforts of the umpires (both adults and Junior umpires).
- Maintain a list of all active volunteer umpires. A copy of the list shall be provided to the Local League President for approval.
- Maintain communication between the Board of Directors and the umpires.
- Conduct clinics for the purpose of training umpires in the knowledge and application of Little League Baseball's official Regulations and Playing Rules and the Local League's Ground Rules.
- Serve as a permanent member of the protest committee.
- Manage relationships with umpire association and related umpires, where needed.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1. Review manager feedback
2. Check and ensure the umpire room is organized. Order or request items from the equipment director when needed.

Timeline of To Do's -

- October
- November
 - After the Fall ball is complete, review what items need to be replaced. Discuss it with the board.
- December
 - Review upcoming season's ground rules and local policies.
- January
 - Request Secretary to reserve a location for Umpire Clinic in February.
- February
 - Host a Jr. Umpire Clinic with Senior Umpires from the Junior. Umpire Program.
 - Create a schedule for the Junior. Umpire Program
- March
- April
- May
- June
- July
- August
 - Providing a list of Jr. Umpires and what division they can be used in during the fall season.
- September



RLL Job Descriptions with Timeline



Registrar

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the Local League's registration programs.
- Manage the overall registration process. Receives assistance from League Information Officer regarding online registrations using an approved IT solution.
- Oversee the preparation and distribution of registration sign-up notifications/flyers.
- Secure the facilities for conducting registration walk-ins/sign-ups.
- Organize and manage the activities of registration workers.
- With the assistance of the Treasurer, he collects registration fees including fundraising buy-outs and facilitates reimbursement of payments for appropriate cases of non-participation.
- Assists Player Agent(s) with team building for both draft and non-draft divisions.
- Maintain Local League rosters within approved IT solutions used for League Administration.
- Uploads Local League rosters, with the assistance of League Information Officer, to Little League Headquarters datacenter.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1. Work with LIO on getting out any information needed for programs.
2. Update BoD with Registration Numbers

Timeline of To Do's -

- October
- November
 - Request the RLL Secretary to reserve locations for 2 walk-in registration days.
- December
 - Plan and attend walk-in registration.
- January
 - Plan and attend walk in registration.
- February
- March
- April
- May
- June
- July
- August
- September



RLL Job Descriptions with Timeline



Scheduler

Job Description -

- Manage to schedule all field usage (including lighting), using Local League approved IT solution.
- Schedule all regular season practice and game times and locations consistent with Local League plans, rules, and policies.
- Manage re-scheduling of canceled or suspended games, as needed.
- Manage playoff games/brackets consistent with Local League plans, rules and policies, and Little League Rules and Regulations.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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League Information Officer

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the Local League's Information Technology ("IT") requirements.
- Manages the Local League's official website, using an IT solution approved by the Board of Directors.
- Manages online registration set up with assistance from Local League Registrar.
- Assigns administrative rights to league volunteers and teams with regards to Local League's website.
- Ensures Local League news and scores are updated on a regular basis.
- Collects, posts and distributes important information on Local League activities to Little League Headquarters, District, Board of Directors, League Members, Media, and the public.
- Serves as a primary contact person for Little League and approved IT solution providers regarding optimizing the use of the Internet for league administration and for distributing information.
- Responsible for maintaining Local League membership and roster data within Little League Headquarters data center.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1. Publish out our support of our sponsors.
2. Publish out any program information or updates.

Timeline of To Do's -

- October
 - Assign any new directors needed to social media accounts. (Executive Board, Events, Sponsors).
 - Publish information about Walk-in Registration 1 & 2, Fall Field Day
- November
 -
- December
- January
- February
- March
- April
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RLL Job Descriptions with Timeline



Training and Safety Officer

Job Description -

- Prepare a budget, with the assistance of the Treasurer, to implement a league-wide safety program.
- 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.
- Develop and implement a safety plan (e.g. Little League ASAP Program) for increasing safety of activities, equipment, and facilities through education, compliance, and reporting.
 - Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
 - Reporting – Define a process to assure that incidents are recorded, information is sent to Local League, District, and National offices, and follow-up information on medical and other data is forwarded as available.
 - Evaluate players for any safety issues during tryouts, and make subsequent recommendations to the Board of Directors thereof.
- Prepare a budget, with the assistance of the Treasurer, to implement a league-wide manager/coach training program.
- Serve as the primary contact point for the Local League manager/coach education program.
- Develop and coordinate training curriculum and approach for all baseball divisions.
- Order and distributes training materials to players, coaches, and managers.
- Coordinate Local League training clinics, as necessary.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

Timeline of To Do's -

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Sponsors Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the Local League sponsorship program.
- Solicits and secures local business sponsorships to support Local League operations.
- Collects and reviews sponsorship opportunities.
- Maintains records of monies secured through sponsorship initiatives.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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Spirit Wear Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for purchase and sale of Local League spiritwear products (e.g. hoodies, shirts, caps, stickers, cups).
- Organizes and implements approved Local League spiritwear activities.
- Maintains records of monies secured through spiritwear initiatives.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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RLL Job Descriptions with Timeline



Fundraising Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the Local League fundraising initiatives.
- Organizes and implements approved Local League fundraising activities.
- Maintains records of monies secured through fundraising initiatives.
- Responsible for securing and implementing team photography services.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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Events Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for all Local League events, including tryouts, drafts, opening day, special game nights, closing ceremonies, All-star tournaments, etc.
- Purchase required equipment and supplies necessary to execute Local League events.
- Organizes and implements approved Local League events.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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RLL Job Descriptions with Timeline



Uniform Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for purchase of team uniforms and Board of Director's attire for the entire season (including All-Stars).
- Make purchases necessary to properly uniform Local League teams, including jerseys, caps, patches, and pins.
- Make purchases necessary to properly uniform Local League Board of Directors, including shirts and caps.
- Ensure that all Little League uniforms are kept in approved storage sheds.
- Coordinate distribution of Local League issued uniforms for each team.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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Team/Field Equipment Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the purchase of equipment for the upcoming season and the care and maintenance of the Local League playing fields, batting cages, bullpens, equipment (e.g. tractors, mowers, tools, supplies) and city usage fees (e.g. lighting).
- Keep an accurate inventory of all equipment maintained by the Local League and maintenance of the playing fields, batting cages and bullpens.
- Make purchases necessary to properly equip the Local League for each season, including required safety equipment, regulation baseballs, and bats.
- Ensure all Local League team equipment is kept in approved storage sheds.
- Coordinate distribution and return of Local League issued equipment for each team.
- Repair or replace worn or damaged team equipment issued by the Local League.
- Supervise and coordinate the collective efforts of the Field Coordinators.
- Coordinate with the City of Rocklin, under the direction of the President, appropriate baseball field facilities for Local League play.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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Concession Coordinator

Job Description -

- Prepare a budget, with the assistance of the Treasurer, for the purchase and sale of concession products for the entire season, including All-Star postseason.
- Maintains the operation of concession facilities.
- Organizes the purchase of concession products.
- Responsible for the management of the concession sales at Local League events.
- Schedules workers for the concession booth during Local League events.
- Collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities.
- Organizes tallies and keeps records of concession sales and purchases.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

Timeline of To Do's -

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- November
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Team Parent Coordinator

Job Description -

- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

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RLL Job Descriptions with Timeline



Player Agents

Job Description -

- Record all player transactions and maintain an accurate and up-to-date record thereof for his/her assigned division(s), with assistance from the Registrar.
- Receive and review applications for player candidates, within his/her assigned division(s), and assists the Registrar and President in verifying residence and age eligibility.
- Receive and review applications for manager/coach candidates, within her/her assigned division(s), then interviews and submits recommended candidates to the President for nomination and subsequent approval by the Board of Directors.
- Conduct the player tryouts, the player draft, and all other player transactions or selection meetings.
- Evaluate players for any safety issues during tryouts and make subsequent recommendations to the Board of Directors thereof.
- Ensure that the proper number of players, within an age group, is drafted to each team.
- Shall not manage, coach or umpire in the division over which he/she has authority unless the Local League has received explicit written permission to allow this from Little League Headquarters.
- Prepares for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

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Field Coordinators

Job Description -

- Coordinate care and maintenance of his/her assigned division's playing fields, bullpens and batting cages (where applicable).
- Assist the Field Equipment Coordinator in maintaining communication between the Board of Directors and the Managers and Coaches, with regard to field care and maintenance for his/her division.
- Fulfill a fair share of Board Member on Duty shifts.

Responsibilities:

Monthly or bi-monthly

1.

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