



Maricopa Little League Board Roles

Updated August 27, 2023

[Little League Reference](#)

Executive Board

President

- Provide long-term vision for the League.
- Ensure all tasks are completed to ensure a smooth-running League
- Appoints all managers to their positions officially.
- Ensure all documents, including the Constitution, Charter, district reports, and tax reports, are completed promptly.
- Liaison to Western Region and Little League International.
- Presides at league meetings.
- Assumes full responsibility for the operation of the local league.
- The president receives all mail, supplies, and other communications from the Little League Headquarters.
- Delegates tasks as needed
- Expect 10-15 hours per week, including Board meetings, Executive Board presence during games, etc.

Vice President

- Head all Committees (i.e. Rules Committee)
- Responsible for League in the event the President is unavailable.

Player Agent

- Lead registrations, collect all information, all paperwork
- Assign players to teams in non-drafted divisions, manager requests, etc.
- Manager All Stars Book during tournaments
- Be the Player's Advocate for all issues as they arise

Secretary

- Take minutes during Board meetings
- Publish minutes to the website and/or email
- Issues membership cards (if applicable)

Treasurer

- Reconcile Accounts monthly.
- Prepare annual taxes for filing before Dec 31 (due Feb).
- Prepare monthly P&L reports.
- Provide projections for each spring and fall league to support uniform purchases, fields, and equipment so we can adequately price our dues.

Safety Officer

- Generate annual Plan for Safety.
- Coordinate safety training for our volunteers, including CPR, concussion, etc.
- Receive and manage accident incident reports.

Coach Coordinator

- Lead of Division Coordinators
- Recruit, train, and communicate to all managers
- Provide a training strategy each season to train managers and coaches—the manager's advocate for the League.

Auxiliary Board

Volunteer Coordinator

- Reception, processing, and management of volunteer forms (integral for election proceedings, coaching positions, and other positions within the league)
- Advocate for volunteers within the Board.

Umpire in Chief

- Manage the Umpire Program
- Work with the Scheduling Coordinator to schedule umpires for games
- Recruit, Train, and Groom umpires for the Little League
- Work with Western Region to offer 3-day training to umpires
- Accept all Protests from Managers, write reports, and present to the Board.

Scheduling Coordinator

- Develop Game plans for future seasons to plan according to field allocations.
- Provide game schedules for each season.
- Provide practice schedules of League Resources as needed.
- Work with the umpire-in-chief to schedule umpires.

Uniforms Coordinator

- Obtain uniform sizes and rosters from the Player Agent.
- Obtain Sponsorship information from the sponsorship coordinator as needed.
- Obtain quotes for uniforms for each season.
- Order, pay, and receive uniforms from vendors.

Photo / Trophy Coordinator

- Development of plans for photographs and trophies for the preceding season.
- Collaboration with vendors to establish a comprehensive photo schedule.
- Management of vendor relations to ensure timely receipt of photos and trophies before the season's conclusion.

Special Events Coordinator

- Oversight of opening and closing ceremonies.
- Allocation of budget for ceremonial elements like decorations and balloons.
- Coordination of Special Guests, including National Anthem singers and speakers.

Equipment Manager

- Point of Contact for all equipment.
- Provide projections for equipment needs for upcoming seasons.
- Obtain new equipment as needed, including softballs and baseballs for seasons.
- Disseminate and collect equipment from managers.

Sponsorship Coordinator

- Market League sponsorship opportunities to local businesses and interested parties.
- Provide Sponsorship Levels and Plans to maximize value.
- Work with Player Agent to assign sponsors to teams.
- Work with the Uniforms Coordinator for uniform information.

Communications Officer

- Manage all communications to the community, including announcements about new seasons and events (Umpire Clinic, Pitch Hit and Runs, Ceremonies).

- Communicate with the community via Email, Facebook, Website, and other effective tools.
- Keep the website and Facebook content updated as needed throughout the year.
- Help the Umpire in Chief, Coach Coordinator, Volunteer Coordinator, and Sponsorship Coordinator recruit resources for necessary plans.

Scorekeeper Coordinator

- Responsibility for organizing scorekeeper training
- Ensuring adherence to proper procedures
- Oversight of rule enforcement, including pitch counts and minimum play requirements

Concessions Manager

- Procure Snackbar items for sale.
- Manage all cash and Square accounts and ensure cash is deposited to bank accounts and adequately accounted for with the Treasurer.
- Train concessions assistants
- Maintain Food Handler Card proof

Baseball Director

- Understand Little League policy, philosophy, constitution, and national/local rules.
- Coordinate and run evaluations for local league-offered divisions.
- During the regular season:
 - Request budget to operate baseball clinic and facilitate the planning of clinic.
 - Organize 2-3 clinics during regular season.
- Point of contact /partner with player agent for parents and athletes to:
 - Request program-specific information.
 - Partner with the safety officer to conduct player evaluations.
 - Answer questions from families regarding appropriate division, etc:
 - Point of contact for parents and players for any type of related issues

Softball Director

- Understand Little League policy, philosophy, constitution, and national/local rules.
- Coordinate and run evaluations for local league-offered divisions.
- During the regular season:
 - Request budget to operate softball clinic and facilitate the planning of clinic.
 - Organize 2-3 clinics during regular season.
- Point of contact /partner with player agent for parents and athletes to:
 - Request program-specific information.
 - Partner with the safety officer to conduct player evaluations.
 - Answer questions from families regarding appropriate division, etc:
 - Point of contact for parents and players for any type of related issues