

Summary of Board of Directors Duties

More information may be found in the Davis Little League Constitution

The management of the property and affairs of the local league shall be vested in the board of directors. The directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified. The board membership shall include the officers, including Player Agent and a minimum of one manager and one volunteer umpire. The number of managers and coaches including Minor League representation elected to the board shall not exceed a minority of the total board members. Every board member should have a copy of the Operating Manual for reference to proper operating procedures and policies. The board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper.

Annually, the regular membership of each Little League is required to meet and elect a board of directors. Following the election, the board of directors will meet and elect its officers from within the membership of the board. The Officers of the DLL shall consist of a President, one or more Vice-Presidents, a Secretary, a Treasurer, a Player Agent or Director of Baseball with equivalent duties, a Director of Operations, an Information Officer, a Chief Umpire or Umpire Coordinator, Registrar, the Major League Representative and a Safety Officer, all of whom shall hold office for the ensuing year or until their successors are duly elected (see Regulation 1 (b)). The Board of Directors may appoint such other Officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

Officer Duties:

President. The President shall:

- (a) Conduct the affairs of the DLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the DLL 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 DLL.
- (d) Be responsible for the conduct of the DLL 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 DLL 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 DLL 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 DLL 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 or Director of Baseball, examine the application and support proof-of age documents of every player candidate and certify residency and age eligibility before the player may be accepted for tournament play.

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.

Secretary. The Secretary shall:

(a) Be responsible for recording the activities of the DLL 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, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the DLL, the Board of Directors and Committees.

(d) Issue membership and voter registration 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.

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 DLL, 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.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors as part of the annual report at the Annual Meeting, and to Little League International.

Player Agent. The Player Agent or Director of Baseball shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list of players eligible for the draft.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.

Director of Operations. Responsible for facilities maintenance and repairs. Oversees all construction projects and works with the city to obtain required permission to modify fields. Responsible for keys to all locks and distribution/collection of keys, coordinates janitorial services for restrooms and solicits the membership help on improvement projects.

League Information Officer. The League Information Officer shall:

- (a) Manage the league's home page (site authorized by Little League International);
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (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 International, 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 International.

Umpire in Chief or Umpire Coordinator. Responsible for training of all umpires for all divisions, schedules and coordinates training session prior to the season, provides communications to the umpire staff, schedules umpires for all games, provides support for question related to umpires. The Umpire in Chief or Umpire Coordinator identifies potential umpires to present to the President whose duty it is to appoint umpires for the year.

Registrar. The primary role of the Registrar is to track all registrations, collect fees and categorize players by league, age, team, etc. Additional duties include:

- (a) Collect mail-in registrations from the Post Office every 1-2 days during open registration and input info into database, or update demographics as indicated.
- (b) Download on-line registrations and import info into DLL database.
- (c) Provide player lists to appropriate player reps throughout enrollment period and any add-ons throughout the season.
- (d) Track all volunteers and provide info to board for manager/coach selections.
- (e) Provide current email mailing lists for mass communications as requested.

- (f) Create player tryout lists (and All Stars & 4th of July player lists), arrange times and set up calling & emailing system for board members to assist with notification system.
- (g) Maintain team lists, provide copies of registration forms to managers once their teams are chosen.
- (h) Notify accountant of refund requests, communicating adds/drops to player reps immediately
- (i) Distribute non-player registration mail to appropriate people in a timely manner
- (j) Deliver registration money to treasurer periodically
- (k) Respond to general questions from parents/public or direct to appropriate person.
- (l) Create or assist marketing with creating/updating registration forms.
- (m) Coordinate in-house registration, set dates, time, location and helpers.
- (n) Work with Marketing Director to ensure adequate public notification is done (newspaper ads, flyers, emails) to promote sign ups.

Majors Player Representative. The Majors Player Representative is the primary point of contact for players, parents, and coaches in the Majors division. The Majors Player Representative is responsible for assisting in the required tryouts for players ages 10-12, works with the Director of Baseball in setting up the Majors draft format and player selection meeting, assists in putting together Majors manager packets or binders at start of season, schedules and leads manager meeting at start of season, communicates timely updates to managers, keeping them informed of league information, maintains a complete list of manager contact information, including emails and phone number. The Majors Player Representative is also the first point of contact for any player issues and resolves issues or parent complaints, or if needed escalates them to the Director of Baseball. The Majors Player Representative works with game scheduler to put together a schedule for all teams, works with Chief Umpire to recruit parents to umpire Majors games, hands out awards at conclusion of any medal or trophy-round playoff games, hands out Manager of the Year awards at July 4th game, collects player evaluations from each manager at conclusion of season and any other duties, responsibilities, requirements, or needed work related to Majors not already described.

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 for increasing safety of activities, equipment and facilities through education, compliance and reporting. In order to implement a safety plan using education, compliance and reporting, the Safety Officer:

(1) Should facilitate meetings and distribute safety information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers – education.

(2) Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities - compliance.

(3) 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 - reporting.

(c) Other duties of the Safety Officer are as follows:

(1) Annually, with the President, prior to the start of the season, audit the field lighting system(s) to insure it meets Little League minimum standards, The lighting audit to be performed by a qualified technician.

(2) Frequently inspect all playing areas for holes, damage, glass and other foreign objects.

(3) Make certain all fences, screens and dugouts are in safe condition.

(4) Periodically inspect the stands or bleachers,

(5) Have arrangements in place in advance of all games and practices for emergency medical services.

(6) Arrange first aid training and CPR for all managers and coaches.

(7) Arrange with the President an annual training meeting for managers and coaches by implementing Little League's "Prevention and Emergency Management Program."

(8) Handle all accident claims promptly and shall maintain all records pertaining to all injuries and to include any claims for liability.

Other Officers. Other Officer positions of the Board of Directors as described on the league's official website.