

East Sacramento Little League President

The president assumes responsibility for the operation and leadership of the league. A major responsibility is to preside over board meetings that need to be held at least once a month between October and June. The president should compose and send electronically to all board members an agenda (at least 24 hours previous to meeting) for an upcoming board meeting. The president may only vote on league issues to break a tie. Subject to board approval, the president is responsible for the appointment of all managers and coaches. Between October and June, the president must also attend a once monthly meeting of all other presidents in District 7. Information conveyed at this meeting should be conveyed back to board and league as appropriate.

Monthly Activities

October: Schedule and compose agenda for first board meeting early in month. Make sure all board positions filled. If no, help recruit for vacant positions. Gather and report contact info for all board members and coordinate early registration for mid-November and early-December with registrar. Meet with equipment manager and go over needs for upcoming season. Collect volunteer application forms from all board members.

November: Schedule and compose agenda for second board meeting early in month. Coordinate the formation of manager selection committee. Coordinate with field manager on prep of fields for upcoming season. Coordinate with treasurer on the filing of income taxes for league.

December: Schedule and compose agenda for third board meeting early in month. Discuss plans for upcoming tryouts in December. Decide upon league clothing to be sold in upcoming season.

January: Schedule and compose agenda for fourth board meeting early in month. Appoint managers at all level for baseball and softball. Insure that tryouts run smoothly this month. Schedule draft for late January. Set dates for field prep day, opening day, hit-a-thon, and last weekend of season. Organize/find a coaching clinic for next month.

February: Schedule and compose agenda for fifth board meeting early in month. Insure that opening day program, playing schedule began, and t-ball teams created. Schedule and coordinate a mandatory coach meeting and safety clinic for March. Help the process of finding sponsors begin and schedule annual River Cats outing.

March: Schedule and compose agenda for sixth board meeting early in month. Coordinate the hit-a-thon to be held this month. Insure that a team parent meeting is held.

April: Schedule and compose agenda for seventh board meeting early in month. Ask who plans to stay on board and make plans for finding needed new members.

October: Schedule and compose agenda for first board meeting early in month.

May: Schedule and compose agenda for eighth board meeting early in month. Ask for suggestions from board on policy revisions for next year. Make plans for conducting board election at end of month. Schedule all star selection committee meeting for next month.

June: Schedule and compose agenda for ninth (and last) board meeting early in month. Report results of board election. Breathe sigh of relief, season is over.

East Sacramento Little League Vice President

The Vice President assumes primary responsibility for schedules and field permits. He or she should also be on hand to serve as league official in assistance to the President. The Vice President should attend the monthly board meetings.

Monthly Activities

July: Submit permit request to City of Sacramento Parks and Rec for use of City Park Fields. Web info: <http://www.cityofsacramento.org/parksandrecreation/parks/permits/lt-field.html>. Forms are available at the above web address and are currently turned in at: Coloma Community Center, 4623 T Street, phone: 808-6060. I think it's \$15, just pay and submit to Anne for reimbursement. I've tried to get East Portal Park for softball practice (through July for All Stars) every weeknight (4:00 to sunset) and a few hours on Saturday. For 2008, I also got three days a week at Bertha Henschel for TBall (no backstop)

January: Obtain permits for use of Sacramento City Unified School district fields. The past two seasons, we've asked for the following: Phoebe Hearst, Kit Carson, Theodore Judah, and David Lubin. Forms are available at the Serna Center (5735 47th Ave.) Office you need is down hallway to your left as you enter, first door on the right. They have the forms, and they need a check (last year \$5 per site). Right now the woman who runs it is Shirley Lee.

February: Attend draft and sign up managers for practice schedule. I just bring a blank version of practice form (which I'll include) and have managers choose. They generally take turns in the order where they left from draft. Let baseball choose two field times plus a batting cage times. Then leave some spots open for Tball. (Send remaining spots to Tball coordinator let them take their picks, then some of the other managers (Howard) will probably ask you about adding extra times. Reserve a batting cage time for Jr/Sr softball if they desire.

March: Create season schedule. Deliver to program coordinator in time to create for Opening Day. Post on bulletin board at field. If swapping out the names in the brilliantly crafted 2008 schedule doesn't work (i.e. you have a different number of teams), the LL Operations Handbook (white book) has great simple schedules that are really more helpful than any software solutions that I tried.

General schedule guidelines: Begin after spring break if possible. Take a week off around Memorial Day weekend if possible (sometimes that helps the numbers work out). End with enough time for championship team to prep for TOC (you can get TOC dates from President). Add playoff games for Majors and AAA

June: Attend All Star meeting. Coordinate practice schedule for TOC and All Star teams.

East Sacramento Little League Player Agent/Registrar

INFO NEEDED

East Sacramento Little League Treasurer

INFO NEEDED

East Sacramento Little League Communications Officer

The Communications Officer shall:

- A) Responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
 - B) Give notice, of all regular board meetings to the Board of Directors, and the local league. Reserve and coordinate the monthly meeting location.
 - C) Responsible for any communication between the Board of Directors and the league.
 - D) Keep the minutes of the meetings of the Members, the Board of Directors and Executive committee, and record in a book kept for that purpose.
 - E) Attend and keep informal record of annual All Star selection committee meeting.
 - F) Attend and keep record of ESLL Draft for all divisions.
 - G) Head Manager Selection Committee.
 - H) Vote on matters before the Board.
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East Sac Little League Team Parent Coordinator

The team parent coordinator assumes responsibility for the communication (primarily email) with team parents/ managers/ reps regarding scheduled activities of the league to include reminders regarding upcoming dates, league rules, and general information and safety announcements.

A major responsibility is to schedule an initial team parent meeting in early to mid February, before the beginning of the season. During this meeting, information is provided to each team parent regarding as Hit-A-Thon, Opening Day, Snack Bar Scheduling, team parent responsibilities and various paperwork and guidelines essential to ensure a successful season.

The coordinator is responsible for assigning each team designated snack bar coverage days, and compiling the parent work schedule which requires ongoing email communication with team parents during the season, to ensure the snack bar is scheduled appropriately. The completed schedules are provided in advance to the snack bar. If a shift

is not covered, the team parent coordinator must communicate directly to the snack bar manager.

The coordinator is responsible for generating the opening day line up schedule. Reserving the photographer for opening day photos (and retakes) & obtaining the team photo schedule from the photographer for distribution to team parents/managers (photos are typically scheduled before or after the 1 hour exhibition game).

The coordinator is also responsible for assisting with Hit-A-Thon, to include preparing player packets to be distributed by team parents, setting deadlines, compiling pledges, determining winners, announcing winners and distributing prizes and forwarding pledges for deposit by treasurer. The coordinator will also work with Board to identify "Hit A Thon" give-away item, and order appropriate inventory to be available during redemption period.

In order to ensure efficient, incumbent must be computer literate and available routinely by email.

Monthly Activities

January: Obtain from the Board, a date for Parent Word Day, Hit A Thon, Opening Day. Coordinate with board to schedule a date for team parent meeting for Mid Feb. Identify and schedule a central location that can host 20+ for team parent meeting

February: After teams have been formed, obtain a roster from Reps of all managers, to include phone and email addresses. Obtain opening day game schedule from VP and coordinate photo schedule. Email managers about upcoming mandatory team parent meeting, asking that a representative from each team attend meeting. At team parent meeting, obtain team parent names, and contact information (including email address) for each team. Produce agenda and package for each team- to include hit a thon, opening day, photo schedules, snack bar assignments, 3-Way contracts, and provide overview of team parent responsibilities. Create an email group, allowing efficient communication with team parents and managers/ reps. Ask Board if ESLL will host Challenger Day, and ensure snack bar is appropriately scheduled.

March: Begin scheduling snack bar shifts with team parents. Ensure snack bar is open for Hit A Thon, and Opening Day, and for all dates during the season. The snack bar is typically open
5 to 6 days per week.

April-June: Work with Snack bar coordinator to ensure all parents have been scheduled to work who would like to work. Schedule Wilson Trophy to come to the field to display trophies.

July: Ensure that the snack bar is adequately staffed for TOC's and All-Stars if ESLL hosts the event.

East Sac Little League Softball Coordinator

The Softball Coordinator assumes responsibility for the ongoing needs and operation of the League's softball program within District 7. Responsibilities include:

- Identifying managers for the upcoming season
- Overseeing softball tryouts
- East Sac Little League rep to D7 softball for matters such as schedule, rules, issues, diamond availability softball waivers, meetings, and SPOC with other leagues during the season
- Coordinate softball draft
- Coordinate practice and game day fields
- Coordinate softball umpires including scheduling and payment
- Ordering of tops for regular season and all stars
- Coordination with equipment manager on softball equipment needs
- Coordinate softball all star draft

Monthly Activities

November/December: Finalize managerial selections based on expected number of teams in each division.

January: Coordinate softball tryouts

January/February: Conduct draft and arrange practice fields with VP. Also, arrange times that the District can use for games for the district to use to schedule major and minor leagues.

February: Line up umpires for upcoming season

February: Order regular season uniform tops after consulting with team managers on sizes of their kids. February: Attend D7 softball meeting to coordinate season including schedules and rules. Report on number and division of teams from East Sac as well as times that games can be scheduled.

March: Provide softball input to Opening day program including pictures. Determine which softball player will throw out the Opening Day pitch based on longest longevity with the league.

March-June: Work with our Treasurer and umpires to insure attendance at games and payments.

March-June: Ongoing contact with D7 on variety of issues or information requests they have related to softball.

March-June: League liaison with managers when District or ESLL issues arise, or information needs to be disseminated.

May (or earlier): Develop softball waiver packages.

June: Coordinate all star selections for softball. Coordinate the ordering of the all star softball jerseys. Coordinate practice fields/hitting cage times for all star teams with the VP.

East Sacramento Little League Player Representatives

Act as the primary liaison between the managers and the league board.

Monthly Activities

Pre-Season

November

- Interview the potential managers.
- Outline the requirements and expectations of managers and coaches.
- Discuss any league concerns with managers and coaches.
- Gather all contact information for managers.
- Rank the managers in order of preference and submit to the nomination committee.

December

- Provide details regarding the method of the draft, dates and league bylaws to all managers.
- Ensure that all manager level volunteer forms are completed.
- Update manager contact information as needed.

January

- Player reps jointly organize spring tryouts.
- Notify east sac parents and players of the dates and requirements for tryouts.

February

- Act as draft coordinator for respective division.
- Facilitate any player trading to ensure that all transactions are as equitable as practical and consistent with ESLL bylaws.
- Establish the player pool for AA, AAA and Major levels of play.

SEASON

- Arbitrate any disputes.
- Keep managers up to date on board policies and decisions.
- Act as the liaison for distribution of uniforms, equipment and make sure any equipment needs are forwarded to the ESLL equipment manager.

POSTSEASON

- Assist the equipment manager with the return of equipment and keys.
 - Post season meeting with the managers
 - a) Determine who would like to return as managers the following year.
 - b) Discuss any concerns, observations and thoughts regarding the just completed season.
 - c) Solicit a list of potential managers and coaches.
 - d) Rank players for the purpose of assisting with the next years draft process.
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East Sacramento Little League Umpire in Chief

INFO NEEDED

East Sacramento Little League Sponsors/Adds Coordinator

INFO NEEDED

East Sacramento Little League Safety Officer

The Safety Officer shall:

- A) Be responsible to create awareness, through education and information, to provide opportunities for a safer environment for all participants in Little League.
 - B) Develop and implement a plan for increasing safety through education, compliance and reporting. This includes the generation of an annual comprehensive Safety Manual. The Safety Manual is due to National Headquarters no later than March 30th of each year. It is advised that this task is not put off any longer than February 1st of each year. It is very time consuming, often taking upwards of 40 hours.
 - C) Establish and coordinate with the equipment manger before the season and periodic spot checks throughout the season of equipment, especially batting helmets.
 - D) Make recommendations to improve any unsafe field conditions, both for players and spectators.
 - E) Vote on Matters before the Board.
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East Sacramento Little League Field Manager

- 1. June – Sep
 - Weekly maintenance (mow fields, water if necessary)
 - Prep fields if hosting TOC or All-Stars
- 2. Sep-Jan
 - Weekly maintenance
 - Break down fences, banners etc.
 - Remove portable toilets
 - Engineer if applicable major renovation
- 3. Jan-June
 - Renovations to complex if needed
 - Orchestrate field set/clean up weekend prior to tryouts and/or opening day (weather permitting)
 - Coordinate watering with school district personnel

- Secure and/or repair field equipment used for field/batting cage set up
 - Secure and/or repair pitching machines
 - Obtain field chalk
 - Weekly maintenance
 - Coordinate any maintenance needs for snack bar building with snack bar manager
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East Sacramento Little League Equipment Officer

November:

- Clean Compton's Storage and access needs for upcoming season.
- Get approval for and order all necessary equipment. Balls, scorecards, first aid, ice packs, etc.

December:

- Follow managers' selection committee search. As soon as coaches' names are released ascertain requests for teams desired and order jerseys. Get board approval ASAP and order T-Ball, AA and AAA jerseys.

Desired jersey counts 13 in all

T-Ball	AA	AAA
7SM	3SM	2SM
4MD	4MD	4MD
2LG	4LG	4LG
	2XL	3XL

Major's jerseys only need to be spruced up if necessary. We have complete sets of A's and Giants. Red Sox, Cardinals and Yankees could be put in use with minimal sprucing up.

- Consult with each major manager re; distribution of uniforms. Get approval for any changes or purchases.

January

- Collect deliveries and prepare for give out night.
- Get Jerseys numbered. (Evil Genius 916-361-1508)

February

- Arrange an equipment and uniform give out night.

March

- Follow up to ensure needs are met.

April

- End regular season portion of equipment

May

- Order equipment for All Stars and get logo's embroidered on hats.
- Arrange schedule to pick up regular season equipment.

June

- Pick up regular season equipment from all teams.
- Get names of all stars to finish embroidery.
- Give out All Star equipment.

July

- Pick up all equipment at all levels. Return deposit checks.
 - Close season
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East Sac Little League Website Coordinator Position Description

The website coordinator is responsible for maintaining and improving the ESLL web presence. Duties include renewing the domains (eastsaclittleleague.com, eastsaclittleleague.org, and eastsacll.com), keeping the site content current, providing and managing access to the content management system, improving the site over time, monitoring page rank, and attending ESLL board meetings during the season.

Monthly Activities

October -January: Post meeting agendas and minutes; provide content management access to website editors; post bylaws, registration materials, calendar, etc.; maintain home page and news page with current events; make improvements for coming season

February -June: Post meeting agendas and minutes; continue to maintain home and news pages, monitor and maintain team pages as necessary.

East Sac Little League Snack Bar Coordinator Position Description

The SBC position assumes overall responsibility for running the snack bar. The snack bar area of responsibility also includes maintenance of restroom and trash cans outside the snack bar area and recycling bins. The snack bar is a major income producer at the league, and must be run in a professional and hygienic manner. Snack Bar prices are set in the beginning of the season, and the menu is limited to items high volume that are sold in high volume. The snack bar is typically open 5 days a week (with 2 dark days- typically Monday and Sunday). The SBC is responsible maintaining and having available at the snack bar a procedure manual, which includes operating standards, work schedules and general information. The SBC facilitates weekly Coca Cola vendor deliveries, and is responsible for modifying the once monthly trash pick-up to twice a month during the active season and returning the schedule to once a month after the active season ends. A major responsibility is to assemble a group of daily managers, who will be orientated regarding standards of the snack bar, who are willing to either open or close the snack bar. Snack bar managers will,

count the start/end shift cash drawer (remit deposit to SBC at close of shift) check in parents on the daily schedule, orientate parents regarding policies and procedures of working in the snack bar, and may assist with shopping duties. The SBC is responsible for maintaining adequate inventory of menu items, and ensures prompt re-supply of perishable menu items. An inventory of menu items served and standard shopping list is maintained. The SBC provides the treasurer with receipts for all purchases. All "out of the till" expenditures, must have a receipt, and be remitted to the treasurer. In addition, the SBC is responsible for delivering daily snack bar deposits to the ESLL Treasurer, and ensuring the cash drawer is maintained with the sufficient funds so that change can be made for purchases.

Monthly Activities

January: Obtain from the Board, a date for Parent Work Day, Hit A Thon, Opening Day, and league schedule. Coordinate with team parent coordinator to ensure parents will be scheduled appropriately (3 parents are assigned to each 3 hour shift).

February: Clean and inventory snack bar.

March-June: Ensure sufficient inventory and supplies are available for Hit-A-Thon (children receive a free snow cone) Opening Day, and Challenger Day and to begin the season. Orientate managers, assign keys to snack bar, and ensure all managers review updated policy manual. Order initial delivery of coca cola products, and have soda bibs, cleaned and supplied. Confirm if TOC's or All Stars are being hosted by ESLL, and ensure proper inventory is maintained. Communicate with team parent coordinator regarding work schedule, ensure managers sign off on daily work schedule. Reconcile daily work schedules and confidentially destroy snack bar deposit checks as parents work required, one shift per player (the only exception to this requirement are team Managers). Remit snack bar forfeit checks to treasurer for parents who do not work their scheduled shift, and do not find a replacement. Keep track of all forfeit checks and the reason, in the event a parent disputes forfeiting a snack bar deposit. Obtain the initial cash drawer amount from the ESLL Treasurer – starts with \$100 in cash- majority \$1.00's and \$5.00's, and quarters.

July: Ensure that the snack bar is adequately staffed for TOC's and All-Stars if ESLL hosts the event. Clean and close snack bar for the season. Reconcile remaining snack bar deposit checks against snack bar work schedule, destroy checks or remit forfeit checks to treasurer for deposit.