

# AGLL BOARD RESPONSIBILITIES

## Introduction

1/5/03

Welcome to the Board of Directors of Allied Gardens Little League! You are now part of the governing body of one the historically finest little leagues in all San Diego County. We are here for the kids, not only for our own, but for every child who participates in the AGLL program. Being on the board can be as good or as bad an experience as you make it. Our hope is that all board members pitch in to work as a team, just as we are hopefully teaching the kids. If everyone does their part, and gives 100 percent, the league will run smoothly, the kids will have fun, and the community as a whole will benefit. Conversely, when part of the team slacks in effort, the whole team suffers. We must always remember that we are role models for these kids, and as part of that we should be instilling the commitment to community service that makes a neighborhood strong. We are all busy, and we probably all think we are busier than the next person, but as the old cliché goes, "if you are not part of the solution, you are part of the problem". You have taken the first positive step by volunteering. Take the next leap by fulfilling all of your responsibilities and more. Your child will be watching. He or she will be following your example in all that you do.

Please read the following job descriptions carefully. Don't look at your job description as a fence line to stop at, but rather as the "minimum requirement" before moving on to more. If you have questions, ask another board member. If you need help, ask for it. Too often the mistake is made saying, "no one wants to help", when in fact few were asked to help. Our biggest shortcoming is routinely the easiest one to solve, communication.

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## Overview of Responsibilities

**PRESIDENT:** The president shall be the Chief Executive Officer of the corporation, and shall, subject to the review of the board of directors, have the general supervision, direction and control of the business affairs of the corporation. He or she shall preside at all meetings of the general membership and the board of directors. He or she shall have the general powers and duties of management usually vested in the office of the president, and shall have such other powers and duties as may be prescribed by the by-laws or by the board of directors. The president is the deciding factor in a tie vote of the board of directors on an issue that has been presented to the board of directors. Other responsibilities of the president include, but are not limited to;

- Attendance at district presidents meetings once a month and being the conduit of information from that body to the AGLL board.
- Presentation of a master calendar for the year for approval of the board of directors.
- Securing meeting space for board of directors meetings.
- Making sure that someone from the league files the necessary applications with the school district to secure practice space at area schools.
- Overseeing background checks of all managers, coaches and volunteers.
- Appointing committee members from the board to oversee revision of the local league rules on a yearly basis, and the by-laws on a bi-annual basis.
- Presentation of a slate of proposed managers and coaches to the board before the beginning of practice.
- The president has ultimate authority to remove any manager or coach who he or she finds unfit to manage during the course of the season.
- With the players' agent, the president will supervise the counting of all star votes and the draft at the beginning of the season.

**VICE PRESIDENT:** The vice president shall serve as a general liaison officer, have such other duties as assigned by the president and shall, in the absence of the president, perform the duties of that office. The vice president shall have such powers and perform such other duties as may be prescribed by the by-laws and the board of directors. In case of a vacancy in the office of president, the vice president shall carry out the duties of that office until such time as a new president is appointed by the board of directors or elected by the general membership. There may be more than one vice president.

**SECRETARY:** The job of the AGLL secretary includes, but is not limited to, the following responsibilities.

- Attend all AGLL board meetings. Record the minutes of the meeting, and be sure to send around a sign-in sheet for attendance.
- As required, mail out postcards to notify members of the next board meeting or call if necessary. E-mail notification may work in most cases.
- A typewritten preliminary version of the minutes should be produced and placed on the league website within one week of the meeting. A preliminary copy of the minutes will be discussed at the next board meeting. The board may accept the minutes or request changes. The result of this board review will result in the final version of the minutes.
- The final, approved minutes will be retained by the secretary in a notebook or file that will be available for reference and should be brought to each meeting.
- Keep a copy of the local league rules and by-laws on computer disk for backup.
- The secretary will help with all other general correspondence for the league when needed.

**TREASURER:** The treasurer shall be responsible for maintaining an adequate and correct account of the assets and liabilities of the corporation. The treasurer shall deposit all monies, in the name of the corporation, with such depositories and in such a manner as shall be designated by the board of directors. The treasurer shall disburse the funds of the organization in accordance with the direction of the board and shall render to the board an accounting of the financial status of the corporation when requested. The treasurer shall be chairman of the budget committee and shall have such other powers and perform such other duties as may be prescribed by the board of directors. Specific duties shall include, but not be limited to the following.

- Upon taking office in October, account signatures should be changed to allow for at least four signers, including the president, vice-president, treasurer and secretary. All accounts shall be set up so that checks and withdrawals require two signatures. Checks should never be signed in advance of filling out the recipient and amount.
- At the November meeting, the treasurer shall present to the board for approval a budget of anticipated expenses for the coming year. A simple majority shall constitute approval.
- On a monthly basis the treasurer shall present a financial report to the board, and seek approval for any large or non-regular expenditures.

- A separate checking account shall be set up for the concession manager, to facilitate depositing concession revenue. The treasurer should closely monitor all activity in this account.
- The treasurer shall be responsible for filing all tax forms required by the IRS and paying all property taxes. He or she shall also pay all fees and insurance required by Little League International.
- At the end of his or her term he or she will provide a closing budget report with line items indicating income and expenses, and balances on all accounts.

**PLAYERS' AGENTS:** The players' agent is primarily an advocate for the best interest of the children in the league. While that should be true of all board members, the players' agent specifically is charged with looking out for the best interest of the players. Other duties include;

- Setting up times and reserving a room for the registration of players before the season starts.
- In conjunction with the publicity director, making up and distributing to area schools approved fliers. A final copy of the flier must be taken to the offices of the board of education to be approved before distribution in San Diego Unified Schools.
- Call all of the schools within our boundaries to receive an enrollment count for flier distribution (Foster, Marvin, Hearst, Dailard, St. Therese and Nazareth). Generally Lewis does not allow flier distribution.
- Supervise registration, with the help of other board members. Make sure registration cards are present, tryout time signup sheets are printed and ready for signing, t-ball and rookie "warmup" fliers are printed, boundary maps are present, plenty of change is available for parents who pay in cash and bring large denomination bills (at least \$100 in small bills), a good supply of pens is available for parents to fill out forms, the sponsor chairperson or a representative is present to solicit sponsors, the chief umpire is present to recruit umpires, and the managers' representative is present to facilitate handing out and completion of coach and manager applications.
- Determine eligibility of players within the program.
- Conduct warmup clinics and tryouts with an appointed tryout chairperson or division directors. The players' agent should score tryouts of managers' kids to determine, along with the division director, their placement in the draft.
- Recommend the number of teams in each division and present this to the board for vote.

- Determine the eligibility of players for the drafts and compile a list of players for draft night.
- Conduct the draft for the minor and major division.
- In conjunction with the respective division directors, the lower division players' agent shall put together teams in the rookie and t-ball divisions.
- The players' agent should, well in advance, secure a large venue for team announcement night, where rookie and t-ball players find out what team they are on and meet with their manager for the first time. This also serves as an excellent time to outline the makeup and goals of the league to new parents and to solicit more volunteers. The Lewis auditorium and the Church of the Nazarene auditorium both work well.
- The players' agent files official rosters with Williamsport.
- Replacement of players who leave the program in-season or who are injured and unable to return are the responsibility of the players' agent in conjunction with the president and the division director.
- Any late signups are handled by the players' agent.
- The players' agent shall review official scorebooks to ensure compliance of "must play" rules and pitching regulations.
- All-star balloting and certification are handled by the players' agent.
- Sportsmanship award balloting is conducted by the players' agent.
- Any player complaints or problems are handled by the players' agent. Parents who are unhappy with the treatment their child is receiving should go through the players' agent to voice their complaint. The players' agent should then discuss the matter with the manager, the president, the managers' representative, and the whole board if necessary to resolve the complaint.
- The players' agent should keep a database of all players and their addresses, which can be made available in the form of computer printed labels. This is necessary to send information out to the families of the league.

**TEE BALL DIVISION DIRECTOR:** Responsibilities of the t-ball division director are as follows;

- Communicate well with your managers and coaches. Enforce the rules. Keep in mind that in most cases the managers, coaches, children and parents are new to the league. They are looking for your guidance, and need to learn league rules, property rules, and Williamsport rules. They also need to learn what behavior is

- not acceptable on the field and in the stands. You don't do them any favors letting them slide on rules or make up their own. They need to learn early that the league can function properly only if official rules are followed.
- You should have a minimum of three mandatory managers' meetings during the season. The first is to acquaint them with rules and make sure that all are on the same page. Make it clear to them that they are the franchisee and the league is the franchiser. Everything that happens on their team is ultimately their responsibility, including the work of the team mom on candy sales, etc. It's up to them to see that it all runs smoothly and by the book. The second meeting, mid-season, is to evaluate how the season is going and what problems need to be addressed. The third, at the end of the season, should be a final group evaluation of how the season went and how it could be improved upon in the next season.
  - Stress the importance of each manager having a parent meeting before the beginning of the season to lay out ground rules and expectations, solicit volunteers for team mom, team dad, umpires and generally encourage their participation in the league. Schedules should be passed out if available, and an introductory letter with the manager's philosophy and rules should be distributed.
  - Attend board meetings regularly.
  - Observe practices of teams in your division throughout the season. Stop by to verify that managers have their medical releases. This is required for all league events, including trips to pay batting cages and parties.
  - Do tryout evaluations with the players' agent and other volunteers
  - Jointly work with the players' agent to put together teams which are competitively balanced. The foremost consideration in assembling teams should be to put together balanced teams. Bunching kids together who request a particular coach or to be with specific other players should be avoided if it in any way creates an unfair competitive balance of teams. The players' agent and division director have final say on placement and should not be influenced by parental and managerial pressures. A good balance of returning players (to the division) and new players on each team is essential.
  - Make sure your fields are in good condition. Help to keep them clean. Let the managers, coaches, and parents help out in this area before and after games. . The facilities director should give you a list of cleanup assignments for each team for the season. At a minimum, each team will have one assigned Sunday to do field cleanup during the season. Remind the managers that this is mandatory, and if it doesn't work with their schedule they must arrange a trade with another team. The facilities director should be contacted in advance for recommendations on projects that need doing.
  - Remind the managers to lock everything up and double check each other.

- The division director should help the sponsor chairperson place the sponsor signs around the field.
- The director should attend as many games in the division as possible, and not hesitate to make corrections when rules or safety policies are not being followed.
- In observing games and practices, the director should see that proper techniques are being taught and that players are being rotated fairly.
- You are solely responsible for canceling games due to rain or bad field conditions, as well as scheduling makeup games. Keep the managers' phone numbers with you at your daytime location, and give them plenty of notice so they can call their teams. Please remember that if games are cancelled or added, concession managers need to be notified in addition to the respective teams. Field use needs to be coordinated with the division director of the field being used.

**ROOKIE DIVISION DIRECTOR:** The responsibilities of the rookie division director are as follows;

- Attend board meetings regularly.
- Communicate well with your managers and coaches. Enforce the rules. Keep in mind that in most cases the managers, coaches, children and parents are fairly new to the league. They are looking for your guidance, and need to learn league rules, property rules, and Williamsport rules. They also need to learn what behavior is not acceptable on the field and in the stands. You don't do them any favors letting them slide on rules or make up their own. They need to learn early that the league can function properly only if official rules are followed.
- You should have a minimum of three mandatory managers' meetings during the season. The first is to acquaint them with rules and make sure that all are on the same page. Make it clear to them that they are the franchisee and the league is the franchiser. Everything that happens on their team is ultimately their responsibility, including the work of the team mom on candy sales, etc. It's up to them to see that it all runs smoothly and by the book. The second meeting, mid-season, is to evaluate how the season is going and what problems need to be addressed. The third, at the end of the season, should be a final group evaluation of how the season went and how it could be improved upon in the next season.
- Do tryout evaluations with the players' agent.
- Jointly work with the players' agent to put together teams which are competitively balanced. The foremost consideration in assembling teams should be to put together balanced teams. Bunching kids together who request a particular coach or to be with specific other players should be avoided if it in any way creates an unfair competitive balance of teams. The players' agent and division director

have final say on placement and should not be influenced by parental and managerial pressures. A good balance of returning players (to the division) and new players on each team is essential.

- Visit practices of your managers often. Check to see that medical releases are present and watch for safety violations.
- Make sure that at early practices managers are already working on developing pitchers. Two innings of pitching will commence at the change to daylight savings time, whether they are ready or not.
- Observe as many games as possible. Check for rule violations and notify managers immediately if any rule or safety violations are observed.
- In observing games and practices, the director should see that proper techniques are being taught and that players are being rotated fairly. In this division managers are required to deposit a sheet indicating the positions actually played by players in the equipment shed after each game. These should be reviewed by the director to see that players are seeing the proper playing time and positioning as spelled out in the code of conduct.
- Help take care of your field, inside and outside. Work with the facilities person for your field to keep it in top shape. The facilities director should give you a list of cleanup assignments for each team for the season. At a minimum, each team will have one assigned Sunday to do field cleanup during the season. Remind the managers that this is mandatory, and if it doesn't work with their schedule they must arrange a trade with another team. The facilities director should be contacted in advance for recommendations on projects that need doing.
- Help the sponsor committee put up and take down sponsor signs.
- Work with the players' agent and managers' representative to resolve any problems between managers and parents.
- Make it clear in the first meeting with the managers that official scorekeepers are required for each game, that the home team supplies the scorekeeper and the visiting team supplies the announcer. The scorekeeper must sit in the scorer's booth, and should have attended the scorekeeping clinic at the beginning of the season. The announcers should be told to announce the batter, the score at the end of the inning, pitching changes, push sales of concessions, and make league announcements. Play by play announcing is not what we are looking for and often distracts from the game or causes hard feelings.
- You are solely responsible for canceling games due to rain or bad field conditions, as well as scheduling makeup games. Keep the managers' phone numbers with

you at your daytime location, and give them plenty of notice so they can call their teams. Please remember that if games are cancelled or added, concession managers need to be notified in addition to the respective teams. If makeup games are being scheduled, work out conflicts which might arise with practices already scheduled on the field

**MINOR DIVISION DIRECTOR:** Responsibilities of the minor division director are as follows;

- Communicate well with your managers and coaches. Enforce the rules. Keep in mind that in many cases the managers, coaches, children and the parents are looking for your guidance, and need to learn league rules, property rules, and Williamsport rules. They also need to know what behavior is not acceptable on the field and in the stands. You don't do them any favors letting them slide on rules or make up their own. They need to learn early that the league can function properly only if official rules are followed.
- The minor division director must score the sons and daughters of the managers in the division as they go through tryouts. Based on how they score, and their prior performance in the league, the director will jointly, along with the players' agent, decide where the child will be taken in the draft, as spelled out in the local league rules.
- You should have a minimum of three mandatory managers' meetings during the season. The first is to acquaint them with rules and make sure that all are on the same page. Make it clear to them that they are the franchisee and the league is the franchiser. Everything that happens on their team is ultimately their responsibility, including the work of the team mom on candy sales, etc. It's up to them to see that it all runs smoothly and by the book. The second meeting, mid-season, is to evaluate how the season is going and what problems need to be addressed. The third, at the end of the season, should be a final group evaluation of how the season went and how it could be improved upon in the next season.
- Stress the importance of each manager having a parent meeting before the beginning of the season to lay out ground rules and expectations, solicit volunteers for team mom, team dad, umpires and generally encourage their participation in the league. Schedules should be passed out if available, and an introductory letter with the manager's philosophy and rules should be distributed.
- Attend board meetings regularly.
- Observe practices of teams in your division throughout the season. Stop by to verify that managers have their medical releases. This is required for all league events, including trips to pay batting cages and parties.

- Make sure your field is in good condition. Help to keep it clean. Make sure the managers, coaches, and parents help out in this area before and after games. The facilities director should give you a list of cleanup assignments for each team for the season. At a minimum, each team will have one assigned Sunday to do field cleanup during the season. Remind the managers that this is mandatory, and if it doesn't work with their schedule they must arrange a trade with another team. The facilities director should be contacted in advance for recommendations on projects that need doing.
- Remind the managers to lock everything up and double check each other.
- The division director should help the sponsor chairperson place the sponsor signs around the field.
- The director should attend as many games in the division as possible, and not hesitate to make corrections when rules or safety policies are not being followed.
- In observing games and practices, the director should see that proper techniques are being taught and that players are being rotated fairly. In this division managers are required to deposit a sheet indicating the positions actually played by players in the equipment shed after each game. These should be reviewed by the director to see that players are seeing the proper playing time and positioning as spelled out in the code of conduct.
- Make it clear in the first meeting with the managers that official scorekeepers are required for each game, that the home team supplies the scorekeeper and the visiting team supplies the announcer. The scorekeeper must sit in the scorer's booth, and should have attended the scorekeeping clinic at the beginning of the season. The announcers should be told to announce the batter, the score at the end of the inning, pitching changes, push sales of concessions, and make league announcements. Play by play announcing is not what we are looking for and often distracts from the game or causes hard feelings.
- Set up a tournament schedule for the last two weeks of the season. Managers should hold a drawing for positioning in the tournament once brackets for the tournament are drawn up. Make the tournament schedule double elimination, and allow for fairness in regards to pitching rules when deciding game dates. Get the president's approval of the brackets before announcing them. Also, get a schedule of games immediately to the chief umpire and concession manager so that they can make plans and schedule volunteers.
- Work with the players' agent and managers' representative to resolve any problems between managers and parents.
- You are solely responsible for canceling games due to rain or bad field conditions, as well as scheduling makeup games. Keep the manager's phone numbers with

you at your daytime location, and give them plenty of notice so they can call their teams. Please remember that if games are cancelled or added, concession managers and the chief umpire need to be notified in addition to the respective teams. If makeup games are being scheduled, work out conflicts which might arise with practices already scheduled on the field.

**MAJOR DIVISION DIRECTOR:** The major division director's responsibilities are as follows;

- Communicate well with your managers and coaches. Enforce the league rules, property rules, and Williamsport rules, and make sure your managers do also. They need to know what behavior is not acceptable on the field and in the stands. You don't do them any favors letting them slide on rules or make up their own. They need to understand that the league can function properly only if official rules are followed.
- The major division director must score the sons and daughters of the managers in the division as they go through tryouts. Based on how they score, and their prior performance in the league, the director will jointly, along with the players' agent, decide where the child will be taken in the draft, as spelled out in the local league rules.
- You should have a minimum of three mandatory managers' meetings during the season. The first is to acquaint them with rules and make sure that all are on the same page. Make it clear to them that they are the franchisee and the league is the franchiser. Everything that happens on their team is ultimately their responsibility, including the work of the team mom on candy sales, etc. It's up to them to see that it all runs smoothly and by the book. The second meeting, mid-season, is to evaluate how the season is going and what problems need to be addressed. The third, at the end of the season, should be a final group evaluation of how the season went and how it could be improved upon in the next season.
- Stress the importance of each manager having a parent meeting before the beginning of the season to lay out ground rules and expectations, solicit volunteers for team mom, team dad, umpires and generally encourage their participation in the league. Schedules should be passed out if available, and an introductory letter with the manager's philosophy and rules should be distributed.
- Attend board meetings regularly.
- Observe practices of teams in your division throughout the season. Stop by to verify that managers have their medical releases. This is required for all league events, including trips to pay batting cages and parties.
- Make it clear in the first meeting with the managers that official scorekeepers are required for each game, that the home team supplies the scorekeeper and the visiting team supplies the announcer. The scorekeeper must sit in the scorer's

booth, and should have attended the scorekeeping clinic at the beginning of the season. Accurate scorekeeping, which tracks not only offense, but pitching records for the game, is very important at this level. The scorekeeper should have a thorough knowledge of the rules, and be able to keep a book that any other scorekeeper can follow. Announcers should be told to announce the batter, the score at the end of the inning, pitching changes, push sales of concessions, and make league announcements. Play by play announcing is not what we are looking for and often distracts from the game or causes hard feelings.

- Make sure your field is in good condition. Help to keep it clean. Make sure the managers, coaches, and parents help out in this area before and after games. The facilities director should give you a list of cleanup assignments for each team for the season. At a minimum, each team will have one assigned Sunday to do field cleanup during the season. Remind the managers that this is mandatory, and if it doesn't work with their schedule they must arrange a trade with another team. The facilities director should be contacted in advance for recommendations on projects that need doing.
- Remind the managers to lock everything up and double check each other.
- The division director should help the sponsor chairperson place the sponsor signs around the field.
- The director should attend as many games in the division as possible, and not hesitate to make corrections when rules or safety policies are not being followed.
- Set up a tournament schedule for the last two weeks of the season. Managers should hold a drawing for positioning in the tournament once brackets for the tournament are drawn up. Make the tournament schedule double elimination, and allow for fairness in regards to pitching rules when deciding game dates. Get the president's approval of the brackets before announcing them. Also, get a schedule of games immediately to the chief umpire and concession manager so that they can make plans and schedule volunteers.
- Work with the players' agent and managers' representative to resolve any problems between managers and parents.
- You are solely responsible for canceling games due to rain or bad field conditions, as well as scheduling makeup games. Keep the manager's phone numbers with you at your daytime location, and give them plenty of notice so they can call their teams. Please remember that if games are cancelled or added, concession managers and the chief umpire need to be notified in addition to the respective teams. If makeup games are being scheduled, work out conflicts which might arise with practices already scheduled on the field.

**SENIOR DIVISION DIRECTOR/SENIOR PLAYERS' AGENT:** With the advent of the Patriot League, the senior division director and senior players' agent have taken on new roles. The senior director and the senior players' agent, now are our liaisons with the senior leagues. That league has its own board of directors and it is up to our representatives to be advocates for the best interest of Allied Gardens players in the league and in the interest of our league in general. They should report senior league news to the AG board on a regular basis.

**MANAGERS' REPRESENTATIVE:** Duties of the managers' representative are as follows;

- The managers' representative shall, along with the president, recruit and supervise managers, and also be responsible to the board of directors for the conduct and actions of managers and coaches in the league.
- He or she shall represent managers and coaches in actions between them and the board of directors.
- He or she shall hold a mandatory meeting before the beginning of the season to familiarize the managers and coaches with their responsibilities, the rules, and the conduct expected of them.
- It will be his or her responsibility to find a volunteer to schedule games, practice field assignments, and batting cage use. Game schedules should be presented to the board for approval before distribution.
- He or she should find qualified instructors and hold clinics for managers and coaches to aid them in working effectively with their teams. Also, the managers' representative should be always looking for written and video instructional aids that can be distributed or checked out to managers or coaches.

**CHIEF UMPIRE:** The chief umpire is responsible for knowing all the rules of Little League Baseball, directed by Williamsport and also the local league rules. Additional duties are;

- Recruiting qualified individuals to umpire, and training and instructing these umpires as to the above rules. A list of qualified umpires and their phone numbers should be kept updated at all times.
- Conducting clinics for umpire training on rules and field mechanics. This will necessitate coordinating with the managers' representative and the division directors to get managers and coaches to attend these clinics.
- The chief umpire is responsible for scheduling the umpires throughout the regular season for the minor and major divisions. If possible there should be two umpires present at all games.

- The chief umpire is responsible for controlling his team of umpires during the season, and should always be aware of any problems that umpires are having with managers, coaches or players. Umpires should be taught to stay in control of games and not allow loud protestations of calls by participants or fans.
- He or she should inventory all umpire equipment before the season and ask the board for any additional equipment that is needed. This would include purchase of umpire shirts for volunteers who commit to a number of games.
- Attendance at district umpire meetings, or sending a representative, is also required.

**FACILITIES DIRECTOR:** The responsibility of the facilities director is to maintain the baseball fields and surrounding area in a safe and playable condition. Some of the responsibilities of the job are;

- Do a preliminary walkthrough at the beginning of your term and compile a list of equipment needing repair and maintenance needed.
- Supervise volunteer work parties throughout and before the season. At least one or two major work parties should be scheduled in January to ready the fields for a February start.
- The dugouts, fences, bleachers, concession stands, scoreboards, PA systems, etc. all come under the facilities director.
- Find volunteers to mow and water fields. Assign managers to help with mowing, which needs doing every week.
- Produce a schedule at the beginning of the season which assigns each team in the league at least one Sunday where they are responsible for field cleanup. Help the manager identify projects most in need of doing.
- If a company sponsors in our league, try to use their materials if possible.
- Keep all lawnmowers and weedeaters in good working condition.
- Keep a supply of field marking chalk (not lime) in each field's equipment shed. Normal use is 60-70 bags per season.
- Produce a proposed budget for the year in October and November and give it to the treasurer for board approval.
- Ensure that portable toilets (at least 2) and dumpsters (2) are in place by January. Notify the companies if they need more than the usual servicing.

- Bring in pest control companies as needed to deal with rats, squirrels, gophers, ants, bees, etc.

**UNIFORM MANAGER:** It is the responsibility of the uniform manager to purchase or have repaired the uniforms necessary to outfit all the players of the league during the season. To that end;

- He or she shall do a preliminary estimation of the number of sets of uniforms needed following the final registration date and make contact with a supplier.
- T-Ball, rookie and minor players are generally provided a hat and t-shirt only. Major players are provided a traditionally nicer quality hat, but use jerseys that are used for the season and returned to the league.
- Uniforms for lower divisions need to be ready for distribution on team announcement night. Keep in mind that rookie and t-ball teams sometimes have more than 12 players, whereas minor and major team are locked at 12. An extra jersey should always be handed out for the manager to have ready in the event blood gets on the shirt during the game.
- Four coach hats per team should be supplied in t-ball, and three in the other divisions.
- Work with the chief umpire to provide umpire hats to regular volunteers.
- Keep two good sets of All Star uniforms on hand for the postseason. All Star teams have 14 players and three coaches. Baseball socks and pants are provided by the league. Players keep the socks.
- It is critical that major division and All-star jerseys be returned immediately after the season ends. Players often move during the summer, coaches graduate from the league and move on also. Losing three jerseys may mean having to buy a complete set the next year.
- The uniform manager is responsible for calculating and presenting the board of directors with an annual uniform budget, and controlling that budget.
- Before the term of the uniform manager expires, he or she will be responsible for providing winter or "fall" season uniforms also. This season generally starts in mid-September.

**EQUIPMENT MANAGER:** The equipment manager's responsibilities include the following;

- Purchase and repair all team equipment necessary for play during the season. This equipment includes batting helmets, catcher's gear, catchers gloves (including some left-handed gloves), practice and game baseballs, equipment bags, t-ball tees, and umpires gear (in conjunction with the chief umpire).

- Each manager will be issued an equipment bag at the beginning of the practice schedule, which will be returned immediately after the close of the season.
- You will need to purchase scorebooks for the chief scorekeeper to hand out to each manager as well as books for the three score booths.
- Purchase two dozen baseballs for each TOC team as well as each All Star team. Make sure that they meet tournament ball regulations. Also make sure that each team has seven approved batting helmets and that they have been inspected to see that they are free of cracks.
- Keep all pitching machines in working order, with tires inflated, etc.
- Present an equipment budget to the board for approval prior to the start of the season.
- Coordinate with the safety chairman getting first aid boxes stocked and distributed with the equipment.

**INSURANCE AND SAFETY CHAIRMAN:** Duties and responsibilities are as follows;

- Be sure our insurance application is filed each year. Forms come from Little League headquarters in Williamsport.
- Give each manager claim forms, and make sure that each manager has forms to fill out in the event of injury. Fill out the proper paperwork on each injury throughout the season. This includes any injury sustained on the property or at a Little League event or practice. Forms are necessary when spectators or volunteers are injured also.
- Document any conversations you have with injured parties, or managers, coaches, or parents involving the injuries.
- Remind parents that their own insurance covers first and our insurance is secondary. Therefore they must file their own claims first.
- Order all the medical supplies needed for the first aid kits for each team. Check with the equipment manager and set up a date to pick up the red boxes for each equipment bag. Fill those and get them back to the equipment manager before he or she issues the equipment.
- Be sure the concession stand has a first-aid kit that is up to date, along with icepacks in the freezers at each stand.
- Walk each field with the facilities director and the respective division director to look for safety issues. Point out what you feel needs attention immediately, before the children can play on the field.
- Encourage all board members and managers and coaches to observe all safety rules. Attend the managers' representative's pre-season meeting with the managers and coaches, and stress the importance of safety. Arrange for a doctor or medic to address them on safety issues that may come up on the field.
- File the necessary paperwork with the district administration to meet Little League safety guidelines.

**HEAD SCOREKEEPER:** The head scorekeeper can have a tremendous impact on the smooth functioning of the league. When scorebooks are filled out neatly and correctly, not only do games run smoother, but it is much easier for division directors and players' agents to ascertain whether player rotations and pitching regulations are being followed. Duties of the head scorekeeper include;

- Making sure that all teams have a qualified official scorer.
- Conducting a meeting to instruct scorekeepers on the proper way to keep a book. This meeting should be mandatory for all team scorekeepers.
- Ensure that all managers get a scorebook and all scorebooths are supplied with a scorebook and pencils. Ask the equipment manager to order the scorebooks for you. Keep in mind that in all divisions we bat our entire lineup, so the book used must contain at least 12 rows, and have a space to indicate pitching records.
- During the season, make a weekly check of the scorebooth to see that there are books and that they are filled out properly. Call the manager if there is a problem and insist that it is done correctly.
- Keep homerun stats in the major division.
- If our league is hosting post-season tournaments, you must supply scorekeepers for each game. Also, official scorebooks must be present for each tournament.

**SPONSOR CHAIRPERSON(S):** The sponsor chairperson holds one of the most vital jobs in the league. With recent expectations of 80-plus sponsors, it has become necessary to form a committee to share the responsibilities of this job. Those include...

- In October, or no later than November, make sure the board of directors approves the fees to be charged for various sponsor levels and prices for program ads.
- Compose a letter to send out to potential sponsors and get it in the mail early. Give last year's sponsors first chance to participate in the program. Many will be expecting to hear from you and will send checks in soon after receiving the letter.
- Divide up last year's sponsors among committee members to contact personally. Often times all it takes is a phone call or visit to get them back supporting the program. Target new businesses and divide them up also.
- Have at least one committee member present at all times during registrations, and make sure that each parent is asked to sponsor as they sign up their kid (s). If they aren't interested in sponsoring, ask if they or their business would like to place an ad in the program. Remind them that the program is used as a phone book for many of us year-round, and thus they are receiving constant exposure.

- Always do follow-up calls and visits to sponsors who do not immediately respond. Some will take multiple contacts, but will eventually come through.
- Coordinate with the treasurer to pass along sponsor checks as they come in, and keep a record of those who have paid and those who have said they will pay later. Keep an accurate log of all checks turned over for deposit.
- Some sponsors donate their services or products in trade for a sponsorship. Make sure that we do not have so many of these that we jeopardize our financial goals. Also make sure that these concerns come through with what they have promised during the course of the season.
- Get a business card or stationary from each sponsor that would help in designing outfield signs for them. Ask them what they want on their sign. Organize several work parties for the sponsor committee, and anyone else who can help, to paint and hang the signs on the outfield fences.
- Designate which sponsors go to which teams once teams are formed. Make sure that those sponsors who have kids on a particular team end up as sponsors for that team. If enough sponsors are available, assign sponsors to the minor and major all star teams.
- Get a list of sponsors matched with teams to the program chairperson as soon as it is made up. Give that person the necessary business cards or photo ready artwork to put in the program next to the team picture. It is important that this be done as soon as possible, since delaying it could mean the program doesn't come out until the end of the season.
- Coordinate with the closing day/awards chairperson to get sponsor plaques made up for each sponsor, and make sure they are distributed in a timely manner. This is important, since some sponsors place the plaques prominently in their businesses to show the community that they have participated.
- Make sure that all managers know who their sponsors are, and suggest that they invite them to come throw out a ceremonial first pitch at a game. If available, give the sponsor plaque out then.
- If possible, compile an e-mail list of sponsors, and periodically make them aware of league events, such as opening day, closing day, and pancake breakfast.
- Coordinate with other board members to do league business with league sponsors if possible. Many of our vendors are willing to sponsor if we do business with them, including awards stores, sporting goods stores and concession suppliers.

- Place a list of sponsors matched with teams in each announce booth, so that announcers can make announcements during the games thanking the sponsors of the teams involved.
- Maintain a good list of sponsors, with addresses, phone numbers and contact names, that can be passed along to the next sponsor chairperson.
- Sponsors who give at a higher level, usually \$500 or more, should get a patch on the sleeve of the uniform of the team they sponsor. This should be coordinated with the uniform chairperson, and must be done early on, before uniforms are handed out.
- Don't try to do it all yourself! This is a big job. Get others, both on and off the board, involved.

**CONCESSIONS DIRECTOR(S):** Outside of president and along with facilities, this is probably the toughest position on the board. Opening, closing, stocking and running three concession stands six days a week is a job that will burn you out if you don't find help from others in the league. Responsibilities include;

- Prior to the start of the season make sure that stands and equipment in them are thoroughly cleaned and the stands are sprayed for bugs. Coordinate this with the facilities director.
- Provide a limited menu at tryouts.
- Attend the team mothers meeting. Have handouts ready for their packets with concession stand policies, rules, and if applicable a list of teens available for hire for those unable or unwilling to take their turn in the stand during the season. Make sure they understand that it is their responsibility to have one volunteer working the stand at each of their games....no exceptions! Make sure they also understand that children should not be in the stands, and so parents should make arrangements for care if it's their turn. Make sure they also convey to their parents that working the stand means arriving at least a half hour before game time, and not leaving until the stand is cleaned (including the hot dog cookers). Explain how you want the money counted and packaged for pickup.
- Call your soda distributor at least six weeks before opening day to arrange for the installation of soda machines.
- Ensure that appliances are in working order. Frequently monitor their operation during the season.
- Provide current information for the snack stand page in the league program.

- Working through the treasurer, open a checking account for the concession stand and keep accurate financial records to take to each board meeting.
- Keep the stands well stocked with inventory and supplies during the season and restock as needed.
- Open stands at least one half hour before games and pick up the money and lock the stands after each game. Make sure hot dog cookers are cleaned and off.
- Before each game, make sure that the stands are stocked with ice.
- If possible line up volunteers to help with opening and or closing. Find reliable and trustworthy helpers who are willing to do this regularly on particular days each week, so as to lighten the burden on you.
- Ensure that the stands are kept clean and sanitary as the season progresses.
- Work with the barbeque/softball day chairperson to set and serve a menu. Line up extra volunteers for this.
- If the league is hosting an Aztec Baseball skills clinic, sell snacks and drinks during the clinic, and make sure that there are free hot dogs for the Aztec players after the clinic (usually at least two each).
- If the league is hosting TOC or All Star games, work with the tournament chairperson to line up volunteers and make sure that the stands are well stocked.
- At the end of the season make sure all stock is sold and stands are cleaned up. Transfer all concession moneys to the general Little League account, again working with the treasurer.
- During the winter season, which actually is in the fall from September through November, provide limited snacks and drinks at the major stand only.

**FUNDRAISING CHAIRPERSON:** By Little League rule, players are allowed to participate in one fundraising effort per season. This generally is a candy sale.

Responsibilities of this job are;

- Interview potential suppliers and decide on what type of league fundraiser would raise the most money and be the most profitable. If candy, find a supplier that has a sellable product and a good price, and get references from other charitable organizations that have sold the product. Check those references.
- Present your findings to the Board of Directors for approval.
- Plan to attend the initial team mothers meeting to discuss the upcoming sale and what will be expected of them in regards to it.

- Plan a time and place where the product can effectively be distributed to team mothers. The team mothers will then do the distribution to the parents or players on their team.
- Have additional product available for those who sell their initial quantity and want to sell more. Incentives should be offered for those sell more. Normally these incentives come from the the supplier and range from small toys up to bicycles for super sellers.
- Keep constant control and records of all product and money handed in. Much money has been lost over the years by candy that was never sold or money turned in for it.
- At the end of the sale period, contact any team mother that has not turned in money due. If you have difficulty getting a response on this from the team mother, talk to the manager of the team.
- As soon as possible after the close of the sale, present a report to the board of directors detailing costs and net profits. A copy should be given to the treasurer for his or her records.

**NEWSLETTER EDITOR:** An informative and interesting newsletter can be a major help in bringing together the AGLL community. Some ideas for implementation are;

- Plan on putting out a newsletter on opening day, at least once a month during the season, and on closing day
- Attend the team mother meeting if possible, and distribute publicity sheets to team moms to turn in to you. They should be encouraged to report things such as great catches, homeruns, pitching performances, etc. In the lower leagues especially, they should try to find something positive to say about each player, so that each can see their name in print.
- Set regular deadlines for turning in the sheets, and contact the team mom representative if you have trouble getting responses.
- Look for interesting features or tidbits of information to include in each issue.
- In the first issue, consider listing the board of directors and their phone numbers, so that if parents have questions or concerns, they know who to contact. Also include a listing of important league dates.
- Provide a supply of newsletters at each concession stand for distribution and put it online on the AGLL website.

- Consider finding a sponsor to cover the cost of printing the newsletters. This would have to be done in conjunction with the sponsor chairperson(s), so that businesses aren't approached that are already sponsoring and might not appreciate being hit up again.

**TEAM MOTHER COORDINATOR:** If the team mothers are effectively organized and informed before the season starts, they can go a long way toward making sure the season goes smoothly. Specific Duties include;

- Organize a packet for each team to be distributed at the team mother meeting, which is scheduled by the coordinator. Each packet should include the roster, candy sale information (including who is selling and who bought out), pancake breakfast information, picture information and any other events that are important during the season. This meeting should be scheduled for roughly a week or two after teams are drafted, and prior to opening day ceremonies.
- The coordinator is responsible for informing the team mothers of the rules and regulations involved in running the concession stand. At the team mothers meeting, which should ideally be held at the field, the coordinator should teach them how to change the canisters for soda and inform them of setup procedures, cleanup necessities, and how the money is counted before and after the game. You may want to invite the concession chairperson(s) to your meeting to discuss this information. The team mothers need to understand that the concession workers are responsible for arriving no less than thirty minutes before game time and should not leave until all cleanup is finished. Each team must provide a worker for every one of that team's games. Children are not allowed in the stands, so they need to understand that if it's their turn and they have childcare problems, they need to either trade shifts with another parent or find alternative childcare. Team mothers should be encouraged to make up a schedule at the beginning of the season that includes all on the team. The team mothers should not get stuck doing more than their share of concession duty, but this invariably happens if they don't lay out requirements to their parents at the start.
- The coordinator should encourage the team mothers to help the manager by scheduling announcing and scorekeeping duties for the season before play starts. Qualified scorekeepers and willing announcers should be recruited at the first team meeting, which the manager should organize. The visiting team always provides the announcer and the home team the scorekeeper.
- The team mothers are responsible for getting their team gathered and in uniform at the appointed time on picture day, and completed pictures will come to them for distribution.
- The team mother coordinator should arrange for a selected trophy company, generally CDM Trophies, to come to the fields one Saturday and display their trophies and plaques. The coordinator should notify all team mothers of the time and date, and then explain to them that they should pick out player trophies and

coach and manager plaques for their team, and collect money from the parents to pay for them. They are normally given out at the team party at the end of the season.

- The team mother coordinator should remind all team mothers to tell their parents and players about closing ceremonies and encourage them to attend. In addition, the team mothers need to know that they should, in conjunction with the manager, help plan and run an end of the season team party.

**PICTURES CHAIRPERSON:** The responsibilities of this job are as follows:

- Call around and get bids from photography companies and decide what company would adequately fit our needs and time requirements.
- Ascertain from the players' agents how many children and teams there are in our league.
- In conjunction with the board of directors, decide on a day for pictures to be taken. This is normally done at the same time as the pancake breakfast and should be coordinated with that chairperson. The date should be very early in the season, so that team pictures can be included in the program.
- Schedule the photographer and send any required deposit to them. Request the board's approval for the deposit amount and get the check from the treasurer.
- Coordinate with the publicity chairperson and team mother coordinator to get a flyer made and distributed to all team mothers. Include in the flyer the date when the pictures will be taken, the location, the time and cost.
- Normally the registration fee includes the basic picture package at no charge, but additional pictures or other items with pictures on them are the responsibility of the parent.
- On picture day you are responsible for being the coordinator between the league and the photography company. Be sure to have other people assist you and have a schedule made up when each team will be taking pictures. Have a list of all teams and their names from the players' agents.
- Prepare for a makeup day that pictures may be re-taken. This date will have to be pre-determined to be included in the flyer to the team mothers.
- Once pictures arrive, organize them per team and deliver them to the team mothers so they can distribute them to the players.
- Work with the program chairperson to get his or her team pictures as soon as possible. Generally if you put that person in contact with the photographer, he or she can work that out.

- Set up a date and time with the photographer to take All Star pictures once the teams are announced and uniforms distributed.
- Give the All Star pictures to the managers for distribution and save extra team pictures for the following year's program and possible All Star programs. The players' agent may need a copy for eligibility at each tournament level.

**OPENING CEREMONIES CHAIRPERSON:** This job is critical to getting the league off to a good start and showing that the league is organized and ready for the season.

There are few rules or set procedures to follow, but below are some suggestions;

- Coordinate with the facilities chairperson(s) to make sure the fields are clean and in good shape for the ceremonies. Make sure the field is lined and the bases put out.
- Get a list of all teams by division, including their manager and coaches names, from the players' agents. You may need to get help from the division directors to get coach names in short order.
- Make a list of the teams in alphabetical order by division, starting with the tee-ballers, so that they can be introduced. If you plan on having them run in from the outfield or outside the fence, solicit several people to assist you in lining the teams up in order and keeping them under control (make sure the kids are brought into the infield before any speeches start, since they won't be able to hear them out there and will get bored and restless)
- Possibly have a recording of the national anthem ready to play on the loudspeaker, or even a live singer. Consider a band to play this and other music during the ceremonies.
- Put the multi-colored streamers up around the field to make it a more festive occasion (these are kept in the tractor shed). You might also want to get a helium tank and blow up balloons for decoration. We have also at times displayed the championship flags won by the league on opening day.
- Make out an "order of events" list for those officiating.
- Arrange for someone to do the invocation at the beginning of the ceremonies. In past years we have had churches actually sponsor in our league. If that is the case, the cleric from that church should be asked first.
- Consider getting a guest speaker to briefly address the parents and kids. In past years we have had sports celebrities, television personalities, etc.
- Plan on letting the president be the master of ceremonies if he or she is inclined.

- Coordinate with the concession chairs to make sure that they are prepared for the large crowd and have adequate help running the stand. It has been tradition to barbeque hot dogs and hamburgers at this event, and if that is done it takes more help.
- One tradition carried on in the past is to have the youngest tee-baller throw out the first ball. If doing this, get the name from the players' agent, notify the parents (not the kid...a surprise) so that the child is sure to be there and they have their camera. If you have a guest celebrity or dignitary, you might have them catch the ball. Make sure the equipment manager supplies you with a ball, and give it to the child after the throw.
- Have volunteers lined up to stay and completely clean the grounds after the ceremonies. Take all flags down so that the fields are ready for games the next day.
- Most importantly, make it festive and fun. Don't let it get too long, but make it worthwhile for all in attendance.

**CLOSING CEREMONIES CHAIRPERSON:** In past years we have dissolved the position of awards chairperson and incorporated most of that person's duties into closing ceremonies. That is reflected below along with other duties that include;

- Coordinate with the publicity chair to make sure that all teams know well in advance what day closing ceremonies are, and consider putting a notice in each stand for announcers to read, reminding parents and players of upcoming ceremonies.
- Work with the players' agents to determine how many trophies will be needed for league division champions and order them once you have the names.
- Work with the players' agents to get the names of the perpetual trophy winners and get these back from last year's winners early on, so you have time to get this year's winners names engraved on them. If possible, contact the people whose name the trophy is in to present it. These trophies include....

Roger Manion Award- tee-ball division  
 Mike Peariso Award- Rookie Division  
 Mike Sullivan Award- Minor Division  
 Dudley Dabbs Award- Major Division  
 Matt Bulcao Award- Senior Minor Division  
 Jerry Hayward Award- Senior Major Division  
 Julie Sullivan Award- Big League Divison (if there is one)  
 Lois Boeker Homerun Trophy- LL homerun leader

- Order permanent replacements for last year's perpetual trophy winners to replace those you are getting back.

- Plan on announcing the sportsmanship winners from each team and the winner from each division. In tee-ball and rookie the winner has traditionally been chosen out of a hat from the team winners designated by the manager. In the minor and major divisions secret balloting should take place. Each manager should pick one person from their team, and once that has been determined, they should vote for their player and one other player from the other team winners. The player with the most votes then gets the trophy. The players agent should conduct this balloting and forward the information to you.
- Purchase a plaque to present to the president, thanking him or her for their work, and arrange for someone to present it.
- Line up someone to do an invocation.
- Make sure that the grounds and fields are clean and prepped. Coordinate with the facilities chairperson.
- Plan on announcing the All Star teams at the ceremonies, and make sure the uniform chair has All Star hats ready for the manager to hand out.
- Invite senior league All Stars to be announced also.
- Put the multi-colored flags (kept in the tractor shed) up to create a more festive atmosphere.
- Make sure all sponsors are thanked as part of the ceremonies.
- Consider a homerun derby at the close of ceremonies, using the pitching machine and either rubber practice balls or something softer. Charge an entry fee (perhaps \$5) to help raise money and have signups throughout the ceremonies.
- Make it fun! There are no limits as to what you can include in the ceremonies. Keep in mind that they should be fun for all players of all ages, not just those being announced to All Star teams. It's the end of a long season and parents and players are tired. The younger ones will have a short attention span if you don't keep it interesting for them also. You might want to excuse them before announcing All Stars. Some things that have been done in the past are pie eating contests for managers and coaches, dunk tanks, etc.
- Make sure that you have volunteers lined up to stay to the end and help cleanup the grounds and the concession stand.

**PUBLICITY CHAIRPERSON:** This is a relatively new position on the board, but one that can be very valuable to the overall well-being of the league. Areas where this person can help include;

- Publicizing registration times at schools and in the community, through flyers and signs, and through notices in local community newspapers. This should be done in coordination with the players' agents and president, keeping in mind that any flyers to be distributed in city schools need to be approved at the education center first. This should generally be done in late November or early December, depending on registration dates and newspaper deadlines.
- Keeping the league website updated as a way of distributing information to parents and players quickly. Take, or have others take, pictures throughout the season to include on the website and provide them to the newsletter chairperson.
- Keeping a database of parent e-mails and using it to send event announcements out. These e-mails can be obtained from registration slips.
- Use the e-mail list to solicit volunteer help or services as needed. As an example, if we need a plumber, this list can be used to find one among us.
- The publicity chairperson should work with all event chairpersons in the league to develop flyers and see that they are distributed.
- Interesting stories about the league, that reflect favorably on it or its players, should be pitched to local papers.
- Stories and pictures of league All Star teams and their successes can be given to local papers.

**GOLF TOURNAMENT CHAIRPERSON:** Done correctly, the league golf tournament can be both a big money-maker for the league, and a good chance for members of the league to relax and get their mind off baseball for a day. Things to do include;

- Work with the Board of Directors to pick a date during the season that will work for the tournament. This should be taken care of by December.
- Find a course for the tournament and get a signed contract. If you can find a military dependant to put their name on the contract, Admiral Baker usually works well. It is close to the community, in good shape, and it gives many players a chance to play a course they don't normally have an opportunity to get on.
- Work with the publicity chairperson to develop flyers advertising the tournament and make sure it's publicized on the league website and in the community.

- Make sure you set a signup deadline early enough that if you are short of players you can still change your number of guaranteed spots with the course without financial penalty.
- Write up an announcement encouraging signups and leave a copy in each announce booth to be read at each game in the weeks prior to the signup deadline.
- Encourage league members to look for players both within and outside the league community. Associates from work, relatives, ringers, all are welcome.
- Find other board members or league members to help you organize the event. The more help you have the more successful your tournament is likely to be.
- Try to find one or two major event sponsors. Coordinate this with the sponsor committee to make sure we don't impose too much on businesses that have already sponsored.
- Consider working the community to obtain hole sponsors. Try to find a sponsor for each hole and put their sponsor sign at each hole if the course allows it.
- Work with the course to decide on special prize holes. For instance, one or two par threes should be designated as closest to the pin holes. After all foursomes have gone through, the player who has hit his tee shot closest to the pin wins a prize. Solicit that prize in the community or from league members. Also have a longest drive hole.
- Plan on selling mulligans before the start of play. The amount charged is up to you. Something like two dollars a piece or three for five dollars is in the ballpark.
- Develop a list of who will be in each foursome and what hole they will start on. Have someone assigned to check-in players as they arrive.
- Print out a sheet detailing all the rules and hand them out to each foursome before beginning play. A scramble format with a shotgun start is best. Make sure you indicate how many drives must be used at a minimum from each player.
- If the course allows, sell raffle tickets along with the mulligans. Have your committee work on getting prizes donated for the raffle.
- Plan on a buffet lunch at the course restaurant at the end of play and include it in the cost to sign up. Conduct your raffle after all have arrived from the course and also have prizes ready for the foursome with the low score. If you have enough prizes, dream up other awards to make it more fun.

- Turn in a complete accounting of expenses and proceeds to the treasurer as soon as possible after the event. Keep careful records as players pay you leading up to the tournament.

**BARBEQUE/SOFTBALL CHAIRPERSON:** Approximately 1995 the league began a tradition of having a barbeque and softball tournament about two-thirds of the way through the season. As long as it is not taken too seriously, it has been a fun way to bring the different age levels of the league together. Here are some suggestions;

- Work with the president to pick a Sunday date for the tournament. This should be done by October or November.
- Put signup sheets in the concession stands about three weeks before the tournament. Just have them signup so you can arrange teams, don't ask for money until the day of the tournament. Prepaying in the concession stands can lead to confusion on who has paid and co-mingling of receipts with the concession account.
- Work with the publicity chairperson to make signs to post at the concession stands advertising the event, and get the information on the league website.
- Leave a written announcement pushing the event in each announce booth with instructions to read it at least once each game in the weeks leading up to the tournament.
- Work in advance with the concession manager(s) to plan the barbeque, giving them an estimated number of players. The barbeque is normally included in the cost of signing up for the tournament.
- Arrange for volunteers to help the concession manager handle the barbeque.
- Have enough softballs available for players to warmup before play starts.
- Have a tee ball bat available at each field. Men are generally restricted to using only a tee-ball bat. Women are allowed any bat of their choosing.
- Arrange for umpires at each field. Kids have been used for this in the past, but there is danger in allowing kids who are too young to do this, since line drives are at times hit very hard, and unfortunately tight calls often hotly disputed.
- Make sure all fields are lined and bases out before the tournament.
- Have an air horn available to signal the start and stop of games.

- Arrange teams of hopefully no more than ten players. Teams are normally setup by division. For instance, parents and coaches from the minor division would normally be grouped together.
- A tournament bracket should be set up allowing for double elimination. Each game should be 15 or 20 minutes and each round should start and stop simultaneously. When the horn sounds at the end of the game time, play stops immediately.
- A coin flip should determine home and visitor for each game.
- Make sure that ice packs and other first aid equipment are available.
- Present to the treasurer and the board an accounting of how many players participated and gross receipts at the following board meeting.

**PROGRAM CHAIRPERSON:** The program is a longstanding tradition at Allied Gardens Little League. It serves not only as a helpful way to find league phone numbers quickly, but as a permanent remembrance of the players' time in our league. Getting it put together in a timely manner is a major challenge. Some things to remember;

- Make contact early with the printer you are going to use and determine what they require, what format they want material given to them in, and what timetable works for them and you to get the book out as soon as possible. For many years Western Press in the Mission Gorge area has done the book and donated much of their work, however use your best judgment as to where to have it printed.
- Get copies of last year's All Star team pictures from the picture person or last year's All Star managers.
- Contact the president to see if he or she would like to write a message in the book and what other information he wants included.
- Work closely with the picture chairperson and their photographer to get team pictures back and to the printer as quickly as possible.
- Work with the sponsor chairperson to get a list of sponsors and which team they are sponsoring, again as quickly as possible. You will need artwork for the program from them also.
- Contact someone to design the cover of the program.. For many years this work has been donated by Jiggs Rodrigues. His phone number is 582-9593. He kids played in our league and he is a former manager also.
- Allow approximately one month from the time you turn all completed materials over to the printer for the books to be completed. This will, of course, vary

depending on who you use as your printer. Make sure you print enough books for all players, managers, coaches, and sponsors. Extras can be placed in concession stands for additional relatives and some extras should stay with the president for future use.

- Work with the team mom representative to get the books out to the players.
- Work with the sponsor chairperson(s) to get a book to each sponsor so that they can see the exposure they're getting in it.
- Present a complete accounting of expenses to the treasurer and the board as soon as possible after printing.
- Be creative. There are no rules that the program must be the same year to year. No matter how great the book is, there is always room for improvement.

**PANCAKE BREAKFAST CHAIRPERSON:** Another tradition at AGLL is the pancake breakfast. For many years it has been held in conjunction with picture day, using the fact that all players have to show up to boost attendance at the breakfast. Things to remember;

- Once a date is selected and on the board's master calendar, reserve the AG Rec. center kitchen and adjacent room for the breakfast and pictures on the grass. Normally the breakfast begins at 7am and goes until around 11am, but this may vary. Make sure you arrange for early opening of the recreation center. You will need someone there probably no later than 6am to open up.
- There is a fee charged by the recreation center council for use of there facilities. Ask them if they will waive the fee. Often they do.
- Decide with the board how to handle ticket sales. In some years, each team mother was given four tickets for each player to distribute and parents were responsible for selling the tickets or returning them by a designated date. Other years they were sold at the door.
- Line up the Optimist Club, which has traditionally helped us by doing the cooking. They have an experienced crew which does it on a yearly basis.
- Start looking for donations of supplies from local merchants. Things such as the pancake batter (sometimes Cocos will help on that), individual butter cups (sometimes McDonald's), napkins, orange juice, coffee, milk, sausage, plates, etc., can often be obtained through donation.

- Purchase and arrange for delivery of any food not donated. You will need a way to store it before the breakfast and a vehicle big enough to get it to the recreation center the morning of.
- In some years we have rented or borrowed an additional grill in order to turn out the pancakes fast enough. Arrangements must be made to transport it to and from. Remember, the center kitchen is used constantly and we cannot store materials there. Everything must arrive the morning of and leave when we leave the day of the breakfast.
- Line up plenty of volunteers. You will need people there early to set up tables and chairs and unload supplies. You need people to take tickets or money at the door. You will need people to empty trashcans as they fill up, and replace the bag liners. Most importantly, you will need a crew to clean up at the end. The center must be left as clean or cleaner as it was when you got there and many helpers will need to leave to get to their games.
- Work with the publicity person to publicize the event. Make sure signs are put at the concession stands a couple of weeks before. Put an announcement in each announce booth for announcers to read at each game the week of. Ask publicity to try and get a notice in the local paper and signs at local stores to generate walk-ins.
- Make sure the treasurer and the board receive a full accounting of all income and expenses at the board meeting following the breakfast.
- Keep notes on all you activities and donations, including phone numbers, to pass on to the next chairperson.

