

Springville Area Little League By-Laws

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We, the members of the Springville Area Little League, in order to form a better organization, establish this Constitution to govern the operations, policies, and procedures of our league. This Constitution is established to ensure the fair, safe, and effective administration of Little League Baseball and Softball within our community.

Article 1: General League Policy

1. League Year and Season Schedule

- The official league year begins on April 1 and concludes on August 1.
- Player registration is conducted through Sports Connect.
- Season schedules are managed and communicated via the GameChanger app.
- Games are scheduled two days per week per division, as follows:
 - T-Ball, Rookie Baseball, Rookie Softball: Monday, Wednesday, Friday
 - Challenger Division: Tuesday, Thursday
 - Major Baseball, Major Softball, Minor Softball: Combined League – Days may vary
 - Senior Division: Combined League – Days may vary

2. Volunteers and Safety Requirements

- All team managers and coaches are volunteers.
- Volunteers must complete all required safety trainings, including:
 - Abuse Awareness Training
 - Concussion Awareness Training
- All volunteers are required to undergo a background check conducted through Springville Youth Inc.

3. Equipment and Uniforms

- All necessary equipment and jerseys are provided by the league.
- These items are funded through player registration fees, sponsorships, and contract fees through Town of Concord and Village of Springville

4. Field Maintenance

- Primary field maintenance is the responsibility of the Town of Concord.
- Basic field preparation, such as raking and lining, is the responsibility of coaches and board members.
- Fields must be raked and repaired at the end of each game to prepare for the following day's games.

5. Insurance

- Insurance coverage for players and volunteers is provided through Little League International and is included in the league's registration fees.

6. Player Eligibility

- All players must be registered and confirmed as eligible to participate.
- Eligibility is determined in accordance with Little League Baseball and Softball residency requirements or by submission of a School Enrollment Form, along with proof of age. Players age as of August 31.

Article II: Players

1. Player Selection and Draft Process

- Player selection for all competitive divisions is conducted through a draft process overseen by the Player Agent and participating team managers.
- Draft order is determined by a random drawing of numbers and follows a serpentine format (e.g., 1-2-3-4-4-3-2-1).
- Players are drafted by age group, beginning with the oldest eligible group. Once all players in that age group are selected, the draft proceeds to the next younger group.
- Sibling players (brothers and sisters) will be placed on the same team unless otherwise requested by the family.
- Special requests (e.g., for specific coaches or teammates) may be considered but are not guaranteed and are subject to league discretion.

2. Post-Draft Review and Trades

- Upon completion of the draft, the Player Agent will review the selections to ensure fairness and balance across teams.
- A limited trade window will be provided immediately following the draft, during which managers may propose trades. All trades must be approved by the Player Agent.
- Once final rosters are confirmed, no further trades or roster changes may occur without approval from the Board of Directors.

3. Team Communication

- Coaches are required to contact all players and families on their roster within 24 hours of final roster approval.
- Initial communication must include team assignment, practice/game schedule, and league information.

4. Player Participation and Conduct

- All players are expected to participate in accordance with:
 - Mandatory play rules
 - Substitution regulations
 - Pitch count limits
 - Division-specific age requirements
- Any issues involving discipline, suspension, reinstatement, or release of a rostered player must be handled in accordance with Little League International rules and approved by the Board of Directors.

Article III: Game Operations

1. Oversight and Scheduling

- Game and practice operations are overseen by the Vice President and Scheduler, under the supervision of the Board of Directors.
- Practice and game schedules must be submitted to the Board for approval by April 15 of each league year.
- Once approved, the schedule must be submitted to the Town of Concord for park scheduling and field allocation.

2. Game Day Procedures

- On the day of a scheduled game or practice, designated board members are responsible for inspecting field conditions and making a playability determination by 4:15 PM.
- Umpires must report to the field 15 minutes prior to game time and are responsible for providing official game balls.

- A pre-game meeting between umpires, coaches, and players will take place 5 minutes before game time to review ground rules.
- All games will begin promptly at 6:05 PM.
- No new inning shall begin after 1 hour and 45 minutes of play.

3. Postgame Responsibilities

- The home team is responsible for raking the field and ensuring the site is clean of bottles, trash, and other debris before leaving.
- Ground rules are provided to all coaches and are available on the league website.

4. Game Rescheduling

- Any delayed, suspended, or postponed games must be rescheduled by the league scheduler within one week of the original date.
- Rescheduled game information must be communicated promptly to all affected teams.

5. Tournament Teams

- Tournament team tryouts will be held by June 1, organized by the Player Agent.
- Tournament coaches will be selected from current division managers and coaches and must be approved by a vote of the Board of Directors.
- All tournament players must be active participants in the Springville Area Little League program.
- Fundraising efforts will be conducted to support tournament team expenses.
- The tournament game schedule will be announced to players prior to tryouts.

Article IV: Awards

1. Championship Awards

- Awards shall be presented to the league champions in the following divisions:
 - Rookie Baseball
 - Minor Softball
 - Major Softball
 - Major Baseball
 - Senior Division
- The type and format of these awards will be determined in accordance with the guidelines of the league in which each team participates.

2. Participation Awards

- Participation awards will be given to all players in the following divisions:
 - Challenger Division
 - Tee-Ball
 - Rookie Softball
- These awards are intended to recognize the effort, growth, and sportsmanship of all players regardless of competitive outcome.

3. Award Presentation

- All awards will be distributed during the league's "End of Year" Celebration, held annually in July.
- The celebration serves as a community event to honor the achievements and participation of all players, coaches, and volunteers.

Article V: Tournament Play

1. Player Commitment

- Players selected to participate on a Springville Area Little League Tournament Team must sign an agreement of commitment confirming their availability and dedication to the team for the duration of the tournament season.
- Commitment is required immediately following team selection and is necessary for participation.

2. Tournament Teams and Tryouts

- The league will hold official tryouts for the following Little League International Tournament teams:
 - (1) 10U Baseball
 - (1) 10U Softball
 - (1) 12U Baseball
 - (1) 12U Softball
- Tryouts will be organized by the Player Agent and attended by the All-Star Manager.
- Player evaluations will be scored and documented by both the Player Agent and the All-Star Manager to ensure transparency and fairness in the selection process.

3. Manager and Coach Selection

- The All-Star Manager for each tournament team will be selected from the head coaches of the corresponding division in the recreational league.
- If no head coach is available, the Board will extend the opportunity to assistant coaches or head coaches and assistant coaches in rest of the recreational league.
- If no assistant coaches are available, the Board will issue a general call for volunteers.
- The selected All-Star Manager will choose assistant coaches to support the team.
- All tournament coaches must:
 - Pass a background check
 - Complete all required Little League safety and coaching trainings

4. Player Eligibility

- Only players who are active participants in the Springville Area Little League program are eligible for tournament team selection.

Article VI: Board Governance

Section 1: Election of Board Members

- Board members shall be elected annually at the General Membership Meeting, typically held at the end of the playing season or as scheduled by the current Board.
- All eligible voting members (as defined by Little League's constitution) may nominate candidates.
- A simple majority vote of those present is required to elect a board member.
- Elected board members shall serve a one-year term, beginning immediately following the election and continuing until the next election.

Section 2: Board Member Roles and Expectations

- Board members are expected to:
 - Attend all scheduled board meetings
 - Fulfill the duties of their assigned role
 - Act in the best interest of the league and its participants
 - Maintain confidentiality and uphold league policies
- Failure to meet these expectations may result in disciplinary action or removal.

Section 3: Removal of Board Members

- A board member may be removed for:
 - Misconduct or unethical behavior
 - Failure to perform assigned duties
 - Excessive unexcused absences from meetings
 - Actions detrimental to the league or its mission
- Removal requires a two-thirds majority vote of the full Board of Directors.
- The board member in question must be given written notice of the proposed removal and an opportunity to address the board before the vote.

Section 4: Replacement of Board Members

- If a board position becomes vacant due to resignation, removal, or other reasons, the Board may appoint a replacement by a majority vote.
- The appointed individual will serve for the remainder of the term of the vacated position.

Section 5: Board Meetings

- The Board of Directors shall meet regularly, with a minimum of one meeting per month during the active season.
- A quorum (majority of current board members) must be present to conduct official business.
- Meetings shall follow a standard agenda, including:
 - Call to order
 - Approval of previous minutes
 - Officer and committee reports
 - Old business
 - New business
 - Adjournment
- Special meetings may be called by the President or by a majority of the Board with at least 48 hours' notice.

Article VIII – League President

Definition:

The President of a local Little League organization serves as the chief executive officer of the league. This individual is responsible for overseeing all aspects of league operations, ensuring compliance with Little League International rules and policies, and fostering a safe, inclusive, and positive environment for players, families, and volunteers.

Duties and Responsibilities:

1. Leadership and Governance

- Preside over all Board of Directors meetings and league functions.
- Serve as the primary point of contact between the local league and Little League International.
- Ensure the league operates in accordance with its bylaws, constitution, and charter.
- Guide the board in policy-making, strategic planning, and conflict resolution.

2. Oversight of League Operations

- Supervise the work of all board members, coordinators, and volunteers.
- Ensure timely completion of key tasks such as registration, scheduling, field preparation, and equipment distribution.
- Oversee the draft process, team formation, and tournament team selection.

3. Compliance and Safety

- Ensure all volunteers complete background checks and mandatory safety trainings (e.g., abuse awareness, concussion protocols).
- Monitor adherence to Little League rules, including mandatory play, pitch count, and age eligibility.
- Address any disciplinary issues, including suspensions or reinstatements, in coordination with the board.

4. Communication and Community Engagement

- Act as the public representative of the league to parents, players, town officials, and the broader community.
- Communicate important league updates, schedules, and policies to families and volunteers.
- Promote a culture of sportsmanship, inclusivity, and community involvement.

5. Financial and Administrative Oversight

- Work with the Treasurer to ensure fiscal responsibility, including budgeting, fundraising, and reporting.
- Approve major expenditures and ensure proper use of registration fees and donations.
- Ensure the league maintains proper insurance coverage and files required documentation with Little League International.

Expectations:

- Demonstrate strong leadership, integrity, and fairness in all decisions.
- Be accessible and responsive to the needs of players, families, and volunteers.
- Promote a positive and safe environment for youth development through baseball and softball.
- Commit the time and energy necessary to support the league throughout the season and off-season planning.

Article IX – Vice President

Definition:

The Vice President (VP) serves as a key executive officer of the league and acts as the primary support to the President. The VP helps oversee league operations, ensures smooth coordination across divisions, and assumes leadership responsibilities in the President's absence.

Duties and Responsibilities:

1. Support and Leadership

- Assist the President in managing the overall operations of the league.
- Serve as a liaison between the Board of Directors and division coordinators, coaches, and volunteers.
- Represent the league at meetings or events when the President is unavailable.

2. Division Oversight

- Work closely with Division Coordinators to ensure each division is operating smoothly and in compliance with league policies.
- Help resolve scheduling conflicts, roster issues, and game-day concerns.
- Monitor adherence to Little League rules, including player eligibility, safety protocols, and game regulations.

3. Scheduling and Game Operations

- Collaborate with the Scheduler and Town officials to finalize and submit practice and game schedules.
- Ensure schedules are submitted to the Board by April 15 and to the Town for field allocation.
- Oversee game-day operations, including field readiness, umpire coordination, and weather-related decisions.

4. Volunteer Coordination

- Support the recruitment, training, and management of coaches and team managers.
- Ensure all volunteers complete background checks and required trainings.
- Help facilitate communication between volunteers and the Board.

5. Conflict Resolution and Conduct

- Assist in addressing disciplinary issues, parent concerns, and sportsmanship violations.
- Promote a positive and respectful environment for players, families, and volunteers.

Expectations:

- Be proactive and organized, with strong communication and leadership skills.
- Maintain regular contact with division coordinators and board members.
- Be available to attend games, practices, and league events as needed.
- Uphold the values of fairness, safety, and community that define Little League.

Article X – Player Agent

Definition:

The Player Agent is a Board-appointed official responsible for overseeing all matters related to player eligibility, registration, team assignments, and the draft process. This role ensures that all players are treated fairly and that league operations comply with Little League International rules regarding player participation.

Duties and Responsibilities:

1. Player Registration and Eligibility

- Manage and oversee the player registration process, including verifying:
 - Proof of age
 - Residency or school enrollment
- Ensure all players meet Little League eligibility requirements before participating in practices or games.
- Maintain accurate and confidential player records.

2. Draft Oversight and Team Formation

- Organize and supervise the player draft process for all competitive divisions.
- Ensure the draft follows league-approved procedures, including:
 - Serpentine draft order
 - Age group sequencing
 - Sibling placement
 - Special requests (as applicable)
- Evaluate the fairness of the draft and approve final rosters.
- Allow a brief trade window post-draft and approve any proposed trades.

3. Tryouts and Tournament Team Selection

- Coordinate and manage tryouts for tournament (All-Star) teams.
- Attend tryouts alongside the All-Star Manager to ensure transparency.
- Assist in scoring and evaluating players during tryouts.
- Help finalize tournament rosters and confirm player eligibility.

4. Player Movement and Roster Management

- Handle all requests for player movement between teams or divisions.
- Monitor and approve any disciplinary actions, suspensions, or releases of players in coordination with the Board.
- Ensure compliance with mandatory play, pitch count, and substitution rules.

5. Communication and Support

- Serve as a point of contact for parents regarding player placement and eligibility questions.
- Work closely with coaches and division coordinators to resolve player-related issues.
- Promote a fair, inclusive, and supportive environment for all players.

Expectations:

- Be organized, impartial, and detail-oriented.

- Maintain confidentiality and professionalism in all player matters.
- Be available during registration, draft, and tournament seasons.
- Ensure all decisions are made in the best interest of the players and the league.

Article XI – Treasurer

Definition:

The Treasurer is the chief financial officer of the league, responsible for managing all financial matters, including budgeting, accounting, reporting, and ensuring compliance with financial policies. This role is essential to maintaining the league's fiscal health and transparency.

Duties and Responsibilities:

1. Financial Management

- Maintain accurate and up-to-date financial records for all league income and expenses.
- Manage the league's accounts, including deposits, withdrawals, and reconciliations, coordinating with Springville Youth Inc. Office Administrator.
- Track and report on registration fees, sponsorships, donations, and fundraising income.

2. Budgeting and Planning

- Develop and present an annual budget for board approval.
- Monitor actual spending against the budget and report any variances.
- Provide financial input for league planning, including equipment purchases, field maintenance, and events.

3. Reporting and Transparency

- Prepare and present monthly financial reports to the Board of Directors.
- Provide a year-end financial summary for league records and community transparency.
- Ensure all financial records are organized and accessible for audits or reviews.

4. Compliance and Oversight

- Ensure compliance with Little League International financial guidelines and any applicable local, state, or federal regulations.
- File any required tax documents or nonprofit filings (if applicable).
- Maintain documentation for all expenditures and reimbursements.

5. Payment and Reimbursement

- Issue payments for approved league expenses, including:
 - Umpire fees
 - Equipment and uniforms
 - Field rentals and maintenance
 - Tournament fees
- Process reimbursement requests from board members and volunteers in a timely and documented manner in coordination with Springville Youth Inc. Office Administrator.

Expectations:

- Be organized, detail-oriented, and trustworthy.
- Maintain confidentiality and integrity in all financial dealings.
- Be available to attend board meetings and provide timely financial updates.
- Ensure the league's financial practices are transparent, responsible, and sustainable.

Article XII – Secretary

Definition:

The Secretary is the official record-keeper of the league and is responsible for maintaining accurate documentation of all league activities, including meetings, communications, and official correspondence. This role ensures organizational transparency and supports the smooth operation of the Board of Directors.

Duties and Responsibilities:

1. Meeting Documentation

- Record and maintain minutes of all Board of Directors meetings, including:
 - Attendance
 - Motions and votes
 - Key discussions and decisions
- Distribute meeting minutes to board members in a timely manner for review and approval.
- Maintain an archive of all meeting records for league reference and compliance.

2. League Records and Documentation

- Maintain and organize all official league documents, including:
 - Bylaws and constitution
 - Board member contact lists
 - League charters and insurance documents
 - Volunteer applications and background check confirmations
- Ensure all documents are secure, accessible, and up to date.

3. Communication and Correspondence

- Serve as the primary point of contact for league-wide communications.
- Draft and distribute official league announcements, including:
 - Meeting notices
 - Election information
 - Policy updates
 - Event invitations
- Assist in managing email communications and maintaining the league's contact database.

4. Board and Election Support

- Assist in the coordination of board elections, including:
 - Nominations
 - Ballot preparation
 - Vote tallying and reporting
- Ensure compliance with league governance procedures during elections and board transitions.

Expectations:

- Be organized, detail-oriented, and reliable.

- Maintain confidentiality and professionalism in all communications and record-keeping.
- Be available to attend all board meetings and league events as needed.
- Ensure that league operations are well-documented and transparent.

Article XIII – Umpire in Chief (UIC)

Definition:

The Umpire-in-Chief is responsible for the recruitment, training, scheduling, and supervision of all umpires within the league. This role ensures that games are officiated fairly, consistently, and in accordance with Little League rules and regulations.

Duties and Responsibilities:

1. Umpire Recruitment and Training

- Recruit volunteer and/or paid umpires for all divisions of play.
- Organize and conduct umpire training sessions prior to the start of the season, covering:
 - Little League rules and mechanics
 - Game management and conflict resolution
 - Safety protocols and responsibilities
- Ensure all umpires complete required background checks and Little League safety trainings.

2. Scheduling and Game Coverage

- Coordinate with the Scheduler and Division Coordinators to assign umpires to all scheduled games.
- Ensure that each game has qualified and prepared umpires present.
- Maintain a substitute list for last-minute changes or cancellations.

3. Game Day Oversight

- Ensure umpires arrive 15 minutes before game time and are equipped with game balls and proper gear.
- Confirm that umpires conduct pre-game meetings with coaches and players to review ground rules.
- Monitor umpire performance and provide feedback and support as needed.

4. Rule Enforcement and Interpretation

- Serve as the league's authority on rules and rule interpretations.
- Provide guidance to coaches, players, and board members on rule clarifications.
- Assist in resolving on-field disputes or protests in accordance with league and Little League policies.

5. Evaluation and Development

- Observe games periodically to evaluate umpire performance.
- Offer constructive feedback and opportunities for growth.
- Encourage a positive and respectful environment between umpires, coaches, and players.

Expectations:

- Be knowledgeable, impartial, and professional in all interactions.
- Promote consistency, fairness, and safety in game officiating.
- Be available to support umpires, especially during high-stakes or tournament games.
- Foster a culture of respect and continuous improvement among the umpiring staff.

Article XIV – Equipment Manager

Definition:

The Equipment Manager is responsible for the inventory, maintenance, distribution, and collection of all league-owned equipment and uniforms. This role ensures that teams are properly outfitted and that equipment is safe, functional, and available throughout the season.

Duties and Responsibilities:

1. Inventory Management

- Maintain a detailed inventory of all league equipment, including:
 - Bats, balls, helmets, catcher's gear, bases, tees, and training aids
 - Uniforms and jerseys
 - First aid kits and safety equipment
- Conduct pre-season and post-season inventory checks to assess condition and identify needs.

2. Equipment Distribution and Collection

- Organize and oversee the distribution of equipment to team managers before the start of the season.
- Ensure each team receives a complete and appropriate set of equipment for their division.
- Collect all equipment at the end of the season, inspect for damage, and prepare for storage or replacement.

3. Maintenance and Safety

- Inspect all equipment for wear, damage, or safety concerns before and during the season.
- Replace or repair any items that are unsafe or unusable.
- Ensure that all equipment meets Little League safety standards.

4. Uniform Coordination

- Work with the league Treasurer, Springville Youth Inc. Executive Director, and vendors to order uniforms and jerseys.
- Distribute uniforms to teams in a timely manner, ensuring correct sizes and quantities.
- Assist with customization or numbering as needed including proper spelling of sponsor names with coordination from Springville Youth Inc. Executive Director.

5. Storage and Organization

- Maintain the equipment storage area in an organized and secure manner.
- Ensure that equipment is properly stored during the off-season to prevent damage or loss.

Expectations:

- Be organized, proactive, and responsive to team needs.
- Communicate clearly with coaches and board members regarding equipment issues or shortages.
- Ensure that all players have access to safe and functional equipment.
- Support the league's mission by helping create a well-equipped and professional environment for all participants.

Article XV – Safety Officer

Definition:

The Safety Officer is responsible for developing, implementing, and monitoring the league's safety program. This role ensures that all players, coaches, volunteers, and spectators are participating in a safe environment, in compliance with Little League International's ASAP (A Safety Awareness Program) guidelines.

Duties and Responsibilities:

1. Safety Program Development

- Create and maintain the league's ASAP Safety Plan, including:
 - Emergency procedures
 - Safety checklists
 - Contact information for emergency services
- Submit the plan to Little League International annually for review and approval.
- Ensure plan is made available to all officers and visible in the concession area.

2. Training and Education

- Ensure all coaches, managers, and volunteers complete required safety trainings, including:
 - Abuse Awareness Training
 - Concussion Protocol Training
- Provide pre-season safety orientation for coaches and team staff.
- Distribute safety materials and guidelines to teams and families.

3. Facility and Equipment Safety

- Conduct regular inspections of fields, dugouts, and equipment for hazards or maintenance needs.
- Work with the Equipment Manager and Town officials to address safety concerns.
- Ensure first aid kits are available and stocked at all fields.

4. Incident Reporting and Response

- Maintain a system for reporting and documenting injuries or safety incidents.
- Respond promptly to any reported injuries or unsafe conditions.
- Submit injury reports to Little League International as required.

5. Communication and Oversight

- Serve as the point of contact for all safety-related questions or concerns.
- Promote a culture of safety throughout the league by encouraging awareness and accountability.
- Attend games and practices periodically to observe safety practices in action.

Expectations:

- Be proactive, detail-oriented, and responsive.
- Ensure the league is in full compliance with Little League safety standards.
- Foster a safe and supportive environment for all participants.
- Maintain clear communication with the Board, coaches, and families regarding safety policies and updates.

Article XVI – Communications Manager

Definition:

The Communications Manager is responsible for managing all internal and external communications for the league. This includes promoting league activities, maintaining clear communication with families and volunteers, and ensuring the league's presence across digital platforms is consistent, informative, and engaging.

Duties and Responsibilities:

1. League Communication

- Serve as the primary contact for distributing league-wide announcements and updates.
- Draft and send emails, newsletters, and alerts to players, families, and volunteers.
- Ensure timely communication regarding:
 - Registration deadlines
 - Game schedules and cancellations
 - League events and fundraisers
 - Safety updates and policy changes

2. Website and Social Media Management

- Maintain and update the league website with current information, including:
 - Schedules
 - Rosters
 - News and announcements
 - With caution of publishing players names and likeliness without proper permissions from parents.
 - Contact information
- Manage the league's social media accounts (e.g., Facebook, Instagram) to promote:
 - Game highlights
 - Community events
 - Volunteer recognition
 - Important reminders

3. Public Relations and Promotion

- Promote the league within the community through flyers, press releases, and local media.
- Support recruitment efforts for players, coaches, and volunteers.
- Help coordinate photo days, opening/closing ceremonies, and special events.

4. Coordination with Board and Volunteers

- Work closely with the President, Vice President, and Division Coordinators to ensure consistent messaging.
- Assist other board members in communicating their initiatives or responsibilities to the league community.

5. Crisis and Emergency Communication

- Help disseminate urgent messages related to weather delays, safety concerns, or emergency procedures.
- Ensure communication is clear, accurate, and timely during critical situations.

Expectations:

- Be responsive, creative, and detail-oriented.
- Maintain a positive and professional tone in all communications.
- Ensure that all league messaging is inclusive, accurate, and aligned with Little League values.
- Be available to support communication needs throughout the entire season.

Article XVII – Concessions Manager

Definition:

The Concessions Manager is responsible for the operation, staffing, inventory, and financial management of the league's concession stand(s). This role plays a key part in enhancing the game-day experience and supporting league fundraising efforts.

Duties and Responsibilities:

1. Concession Stand Operations

- Oversee the daily operation of the concession stand during games and events.
- Ensure the stand is clean, organized, and compliant with local health and safety regulations.
- Open and close the stand according to the game schedule and ensure proper handling of food and beverages.

2. Inventory Management

- Maintain an accurate inventory of food, beverages, and supplies.
- Order and restock items as needed to ensure consistent availability.
- Track expiration dates and ensure proper storage and rotation of perishable goods.

3. Staffing and Scheduling

- Recruit and schedule volunteers or paid workers to staff the concession stand.
- Provide training and guidance on food handling, customer service, and cash management.
- Ensure adequate staffing for all home games and special events.

4. Financial Oversight

- Manage the cash box or point-of-sale system, ensuring accurate tracking of sales.
- Work with the Treasurer to deposit funds and maintain financial records.
- Provide regular reports on concession income and expenses to the Board.

5. Health and Safety Compliance

- Ensure the concession stand complies with local health department regulations.
- Maintain cleanliness and sanitation standards, including proper food handling and waste disposal.
 - Be prepared for unannounced inspections.
- Keep first aid supplies on hand and accessible.

Expectations:

- Be organized, dependable, and customer-focused.
- Maintain a welcoming and efficient environment for families and spectators.
- Support the league's fundraising goals through effective and responsible management of concessions.
- Communicate regularly with the Board and volunteers to ensure smooth operations.

Article XVIII – Scheduler

Definition:

The Scheduler is responsible for creating, organizing, and maintaining the practice and game schedules for all divisions within the league. This role ensures that teams have fair and consistent access to fields and that schedules are communicated clearly and on time.

Duties and Responsibilities:

1. Schedule Creation

- Develop season schedules for practices and games across all divisions, ensuring:
 - Balanced field usage
 - Equitable game times
 - Consideration of age group needs and division-specific days
- Coordinate with the Vice President, Division Coordinators, and Town officials to finalize field availability.

2. Submission and Approval

- Submit proposed schedules to the Board of Directors by April 15 for review and approval.
- Once approved, submit final schedules to the Town of Springville for park and field scheduling.

3. Communication

- Distribute finalized schedules to:
 - Coaches and team managers
 - Division Coordinators
 - Communications Manager (for posting to website and GameChanger app)
- Ensure any schedule changes are communicated promptly and clearly to all affected parties.

4. Rescheduling and Adjustments

- Manage the rescheduling of postponed, suspended, or delayed games due to weather or other conflicts.
- Coordinate with coaches and the Umpire-in-Chief to ensure umpire availability for rescheduled games.
- Ensure all rescheduled games are communicated within one week of the original date if possible.

5. Tournament and Special Events

- Assist in scheduling tournament games, tryouts, and league events such as Opening Day and the End-of-Year Celebration.
- Work with the Player Agent and Tournament Team Managers to coordinate tournament schedules.

Expectations:

- Be organized, detail-oriented, and responsive to scheduling needs.
- Maintain flexibility to accommodate weather delays and field conflicts.
- Ensure schedules are fair, balanced, and communicated clearly.
- Collaborate effectively with board members, coaches, and town officials.

Article XIX – Fundraising Manager

Definition:

The Fundraising Manager is responsible for planning, organizing, and executing fundraising initiatives to support the financial needs of the league. This role helps ensure that the league can provide quality programs, equipment, and experiences for all participants through community engagement and sponsorships.

Duties and Responsibilities:

1. Fundraising Strategy and Planning

- Develop and present a seasonal fundraising plan to the Board of Directors which will be presented to the Springville Youth Inc. Board for approval.
- Identify and coordinate a variety of fundraising activities, such as:
 - Raffles
 - Sponsorship drives
 - Community events (e.g., car washes, dine-out nights)
 - Online donation campaigns
- Set fundraising goals and track progress throughout the season.

2. Event Coordination

- Plan and execute fundraising events, including logistics, promotion, and volunteer coordination.
- Work with the Communications Manager to promote events through email, social media, and flyers.
- Ensure events are well-organized, safe, and family-friendly.

3. Financial Oversight and Reporting

- Work with the Treasurer to:
 - Track income and expenses related to fundraising
 - Ensure proper handling of funds
 - Provide regular updates to the Board on fundraising performance
- Maintain detailed records of all fundraising activities and outcomes.

4. Tournament and Special Project Support

- Coordinate fundraising efforts for tournament teams, including travel and uniform expenses with approval from the Springville Youth Inc. Board.
- Assist with special projects such as field improvements or equipment upgrades that require additional funding.

Expectations:

- Be creative, enthusiastic, and community-oriented.
- Communicate clearly and professionally with sponsors, families, and board members.
- Ensure all fundraising activities align with Little League values and policies.
- Help foster a spirit of volunteerism and support within the league community.

Article XX – Coach Coordinator

Definition:

The Coach Coordinator is responsible for the recruitment, training, support, and evaluation of all team managers and coaches within the league. This role ensures that coaches are well-prepared, aligned with league values, and equipped to provide a positive and developmentally appropriate experience for all players.

Duties and Responsibilities:

1. Recruitment and Assignment

- Assist the Board in recruiting qualified and committed coaches for each division.
- Help match coaches to teams based on experience, availability, and division needs.
- Ensure all coaches complete required background checks and Little League safety trainings.

2. Training and Development

- Organize and lead pre-season coaching clinics and orientation sessions.
- Provide ongoing resources and support throughout the season, including:
 - Practice plans
 - Skill development guides
 - Game management tips
- Promote positive coaching practices and adherence to Little League's mission and values.

3. Communication and Support

- Serve as the primary liaison between coaches and the Board.
- Communicate league policies, rule updates, and scheduling information to coaches.
- Be available to address questions, concerns, or conflicts that arise during the season.

4. Evaluation and Accountability

- Observe practices and games periodically to evaluate coaching performance.
- Provide constructive feedback and support to help coaches improve.
- Report any issues related to sportsmanship, safety, or conduct to the Board for review.

5. Coach Recognition and Retention

- Help recognize and celebrate outstanding coaching efforts at the end of the season.
- Encourage returning coaches to stay involved and help recruit new volunteers.

Expectations:

- Be approachable, knowledgeable, and supportive.
- Promote a positive, inclusive, and development-focused environment for coaches and players.
- Ensure all coaches are aligned with league policies and Little League standards.
- Foster a collaborative coaching community within the league.

Article XXI: T-Ball Coordinator

Role Definition:

The T-Ball Coordinator is a designated member of the Board of Directors responsible for the administration, development, and oversight of the T-Ball division within the Springville Area Little League. This role ensures that the youngest participants in the league are introduced to baseball in a safe, fun, and developmentally appropriate environment, consistent with the mission and standards of Springville Area Little League Baseball.

Duties and Responsibilities:

- Organizing and managing all T-Ball division activities, including team formation, scheduling, and coordination with coaches and parents.
- Ensuring that all T-Ball operations align with Little League International rules and the policies of the Springville Area Little League.
- Facilitating coach training and development specific to the T-Ball age group.
- Promoting a positive, inclusive, and developmentally appropriate environment for players aged 4–6.
- Serving as the primary liaison between the Board and T-Ball coaches, families, and volunteers.
- Reporting regularly to the Board on the status and needs of the T-Ball division.

Appointment and Term:

The T-Ball Director shall be nominated and approved by majority vote of the Board of Directors. The term of service shall be one year, with eligibility for reappointment.