



# VP's of Baseball/Softball Operations Position Descriptions



This document was updated to accommodate BOD approval of SRN expansion into Little League Girls Fastpitch Softball 10-09  
Subsequent changes may be made to accommodate number of Teams, and need for "Division Coordinators"  
SRN Division Coordinators are organized under VP Softball Operations

The Board of Directors first priority when transitioning positions to new or Returning BOD is to provide as much help as possible. Below are two descriptions of this position. The first is SRN By-Laws. Second equally important, taken from BOD position Operations Manual. We hope both will assist you in your decision to become a candidate.

## Vice President of Baseball/Softball Operations

### SRN By-Laws

- Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When, so acting, the Vice President shall have all the powers of that office.
- Is responsible to the League President for the proper conduct and achievement of SRN program goals by Softball Team Managers & Coaches of Minors, Junior, Senior, and Big League. *Divisions are contingent upon number of players (related to Softball Expansion 10-08)*
- Schedules meetings for Softball Operations as needed.
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

## Vice President of Baseball/Softball Operations

### Board Operations Manual

#### 1) Facilitate field maintenance

- a) Interface with Team Managers to facilitate spring, fall, and intra-season field care.
- b) Interface with buildings and grounds to provide needed supplies to Team Managers.

#### 2) Participate in the draft process

- a) Assist Player Agent with the analysis of try-out data to prepare for the draft.
- b) Assist the Player Agent in the conduct of the draft.

#### 3) Coordinate and chair the coach selection committee

- a) Review credentials of all interested parties.
- b) Develop a candidate slate of coaches for presentation to the committee.
- c) Chair the coaches selection meeting.

#### 4) Attend district meetings as directed by the president

#### 5) Facilitate sign ups for District, All-Star, and Can-Am Tournaments

- a) Interface with Team Managers to determine number of teams for the tournament.
- b) Ensure that the teams are registered for the correct tournament division based on the age and skill level of the players.
- c) Communicate relevant tournament information with the Team Managers

#### 6) Facilitate the All-Star selection process for all divisions

- a) Chair the All-Star coach selection meeting.
- b) Ensure that all SRNLL rules concerning all-star selection are followed.
- c) Communicate relevant tournament information with the all-star manager.

#### 7) Observe team practices

- a) Provide coaches assistance during practice



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- b) Provide coaches with tips and drills
- c) Ensure coaches use practice plans for each practice
- d) Provide feedback to the Team Manager on the effectiveness of practices and opportunities for improvement.

### **8) Observe team games**

- a) Observe games to assess coaches and managers.
- b) Provide feedback to the Team Manager on strong points and opportunities for improvement.

### **9) Approve practice, game and playoff schedules on the game fields**

- a) Coordinate with District 8 of Team Schedules as required.
- b) Verify that schedules conform to SRNLL rules and regulations.

### **10) Facilitate approval of SRNLL specific game rules.**

- a) Meet with division Team Managers to discuss SRNLL specific rules.
- b) Approve any changes to existing rules.
- c) Bring new/changed rules to Board of Directors for vote.

### **11) Work with Team Managers to develop a strategy for the conduct of softball operations.**

- a) Conduct monthly softball meeting to discuss softball related issues as needed.
- b) Along with Team Managers, devise softball operational strategy for discussion with the Board of Directors.
- c) Communicate primarily by phone or face-to-face.
- d) Secondary method: email, web site.

### **12) Assist Team Managers with the distribution of uniforms and team equipment**

### **13) Assist in Opening Day activities**

### **14) Review and Approve end-of-season ratings on players and coaches**

### **15) Coordinate Team Picture day all divisions**

- a) Work with BOD member responsible LIO to develop schedules.

### **16) Participate in try outs**

### **17) Facilitate player moves to other teams or divisions**

- a) Discuss rationale for any player move with the Team Managers.
- b) Along with Team Manager, present rationale to player agent and request approval of move.
- c) Player agent authorizes all moves

### **18) Resolve parent and coach issues and complaints**

### **19) Assist with uniform and equipment turn in**

- a) Assist Equipment manager in developing turn in schedule
- b) Assist Equipment manager during turn in equipment.