



## VOLUNTEER ROLES

**Executive Committee** - each a voting Board Member Position:

### **President**

- Presides at league board meetings and District 1 meetings
- Assumes full responsibility for the operation of the league
- Receives all mail, supplies and other communications from District 1
- Ensures that the league personnel are properly briefed on all phases of rules, regulations, and policies of Little League Canada

### **Vice President**

- Presides in the absence of the President
- Works with other officers
- Oversees and works with volunteers
- Is ex-officio member of all committees and carries out such duties and assignments as delegated by the President

### **Secretary / Treasurer**

- Works closely with the Administrator to accomplish many of the below
- Maintains a register of members and directors, in conjunction with the Administrator
- Records the minutes of meetings, in conjunction with the Administrator
- Is responsible for sending out notice of meetings and maintains a record of the league's activities, in conjunction with the Administrator
- Signs checks co-signed by President
- Dispenses league funds as approved by the Executive
- Reports on the status of league funds
- Keeps local league books and financial records
- Prepares budgets and assumes the responsibility for all league finances
- Prepares and files necessary documents to Sports BC for annual grant

### **Player Agent**

- Act as liaison between league and players and parents when required
- Oversee player evaluations, division drafts and team formations
- Situations may include moving players between teams within and across divisions

### **Safety Officer**

- Ensure the physical protection of all members of the league. The majority of this is achieved with good preventative processes in place.
- Ensure all adults involved with the League have submitted a Criminal Record Check Form, in conjunction with the Administrator.
- Work with the Fields Manager to ensure the field facilities should be regularly inspected for any potential hazards that could cause injury.
- Prepare injury reports for any on-field injuries throughout the duration of the season.

### **Coaching Coordinator**

- In conjunction with Coaches, Division Coordinators, Fields Manager, and Treasurer plan and execute year round development clinics.
- Develop relationships with various baseball instruction providers.
- Develop or source development material as required.
- Assist Equipment Manager in assessing divisional needs.
- Chair or Co-Chair of the Development Committee

## **Pitching Divisions Committee:**

### **Chair [voting Board Member position]**

- Oversees the meetings of the Pitching Division Coordinators and attends KLL board meetings to present the report of the activities of the Pitching Divisions Committee

### **Division Coordinators – Majors / Minors/ All-Stars**

- Obtain list of volunteers, coaches, assistant coaches, managers
- Obtain list of player names and assist with organizing player information for team drafts
- Assist with team drafts and e-mail team lists to coaches
- Attend and assist Coaches Meeting at start of season (hand out uniforms, equipment & schedule)
- Send reminders to coaches re: rules, dates for events, etc.
- Act as the main point of contact between coaches, managers and league by providing ongoing communication
- Coordinate with coaches and managers for additional practice times (field and batting cage)
- Work with the Volunteer Coordinator & Registrar/Administrator on recruiting new volunteers for future KLL Officers and Board Members

### **Umpire Coordinator**

- Organize umpire clinic in pre-season through District 1
- Create umpire schedule for regular and post season games
- Provide umpires for makeup games
- Communicate with umpires and determine general availability and special requests
- Get feedback from coaches and make decision on how to feed back to kids
- Ensure all coaches have a copy of the Official Regulations and Playing Rules
- Implement an evaluation system of umpires

### **Umpire-In-Chief**

- Run KLL umpire clinics pre-season and/or during season
- Act as referral point for coaches and umpires in the interpretation of rules
- Attend Majors and Minors games when possible to encourage and work with umpires (ie. Positioning etc)
- Work with umpires in having an umpire evaluation system and providing them with names of registered umpires and which divisions they are qualified for
- Answering questions related to rules from Umpires and coaches by quoting the rule book

**Non-Pitching Divisions Committee:**

**Chair [voting Board Member position]**

- Oversees the meetings of the Non-Pitching Division Coordinators and attends KLL board meetings to present the report of the activities of the Non-Pitching Divisions Committee

**Division Coordinators – Rookie / T-Ball / Blastball**

- Obtain list of volunteers, coaches, assistant coaches, managers
- Obtain list of player names and create teams with the focus of matching friend requests, school connections and minimizing scheduling conflicts
- Assign players to teams and e-mail team lists to coaches
- Attend and assist Coaches Meeting at start of season (hand out uniforms, equipment & schedule)
- Send reminders to coaches re: rules, dates for events, etc.
- Act as the main point of contact between coaches, managers and league by providing ongoing communication

## **Fields Committee:**

### **Chair [voting Board Member position]**

- Oversees the meetings of the committee and attends KLL board meetings to present the report of the activities of the Fields Committee
- Oversee and implement Capital Projects/Field Upgrades

### **Fields Manager**

- In conjunction with Division Coordinators, maintain field usage schedule
- Organize Fields Day assignments - including setting up fencing and scoreboard, pitching mound setup, clay setup
- In conjunction with Equipment Manager, organize field house facility and equipment
- Oversee the **Volunteer Grounds Crews – Elm Park / Kerrisdale / Quilchena / Maple Grove**
  - Maintenance of fields, including mowing, edging and clay management on a regular basis during in-season and during tournaments
  - In-Season weekly / tournament daily reporting of field conditions

### **Fields Equipment Manager**

- Coordinate with Equipment Manager for all equipment required at each field dug-out box
- Oversee the Field Equipment Team (volunteers)
  - In-Season weekly / tournament daily reporting of field dug-out box equipment

## **Equipment Committee:**

### **Chair [voting Board Member position]**

- Oversees the meetings of the committee and attends KLL board meetings to present the report of the activities of the Equipment Committee

### **Equipment Manager**

- Pre-season, order necessary equipment for all divisions
- Organize distribution of equipment to coaches
- Maintain appropriate level of equipment during season
- Coordinate with Fields Equipment Manager for all equipment required at each field dug-out box
- At season end, organize, receive, sort and store equipment
- Oversee the Equipment Team (volunteers)
  - Inventory Volunteers
  - Distribution and Collection Volunteers

### **Trophies Coordinator**

- Manage all trophy and medal orders
- Pickup trophies from supplier
- In conjunction with Division Coordinators organize distribution of trophies

### **Uniform Coordinator**

- Pre-season: check status of uniforms (league and all-stars)
- In conjunction with the Division Coordinators and Sponsorship Coordinator organize and order uniforms
- In conjunction with the Division Coordinators organize return and storing of uniforms
- Pickup uniforms from supplier

## **Brand Committee:**

### **Chair [voting Board Member position]**

- Oversees the meetings of the committee and attends KLL board meetings to present the report of the activities of the Brand Committee
- Develop a comprehensive Marketing Plan for the KLL Board to discuss and approve
- Encourage and develop strategies for Community Engagement

### **Social Media Manager**

- Oversee the posting to social media of appropriate postings to promote league activities
- Consistently coordinate getting new photos in-season and during tournaments place periodically on website and social media

### **Sponsorship Coordinator**

- Discuss the sponsorship and fundraising objectives with League directors before the season
- Contact regular sponsors each Spring to confirm continuing sponsorship and secure contribution
- Provide sponsors with basic information about KLL initiatives and schedules
- Identify and develop potential new sponsorship and fundraising opportunities, as required
- Coordinate sponsor signage and recognition

### **School/Community Liaison(s)**

- Initiates communication and engages with community (schools, preschools, etc) to drive awareness and registration efforts for KLL

### **Volunteer Coordinator**

- Manage list of parents who have chosen to volunteer for the league
- Email out volunteer opportunities when needed
- Actively recruit volunteers if required
- Track their participation

### **Opening Day Coordinator**

- Responsible for scheduling the Opening Day activities, including parade through Kerrisdale, in conjunction with the Administrator
- Coordinate with Sponsorship Coordinator regarding supplier, signage required
- Organize setup/field/sound system
- Coordinate guest speakers/music/MC Opening Day
- Opening Day Program
- Organize parent volunteers for help on day of event

### **Closing Day Coordinator**

- Responsible for scheduling the Closing Day activities, in conjunction with the Administrator
- Coordinate with Director of Sponsorships regarding suppliers
- Coordinate tent/tables/chair/sound system
- Purchase food and beverage
- Coordinate guest speakers/music/MC Opening Day
- Closing Day Program

- Organize games/setup/field decorations and prizes
- Coordinate parent volunteers for help on day of event

**Photo Day Coordinator**

- Establish the schedule for having the team pictures taken usually on Opening Day weekend
- Be on hand to assist in orchestrating the team pictures and collect forms and fees
- You will work with Team Managers to ensure information is dispersed timely
- Organize volunteers during day of the event

## **Development Committee:**

### **Chair [voting Board Member position]**

- Oversees the meetings of the committee and attends KLL board meetings to present the report of the activities of the Development Committee

### **Junior Head Coach**

- Develop and implement the lesson planning for the Mini Minor / T-Ball / Blastball divisions
- Liaise with the Coaches

General Volunteer Members to Focus on the following objectives:

### **Pitching Division Player Development**

- Confirm volunteer coaches to assist with league-wide open clinics and sandlot sessions for the Pitching Divisions

### **Non-Pitching Division Player Development**

- Confirm volunteer coaches to assist with league-wide open clinics and sandlot sessions for the Pitching Divisions

### **Coach Development**

- Work with the Coaching Coordinator and various baseball instruction providers to run pre-season and in-season coach development sessions

### **Umpire Development**

- Work with the Umpire-in-Chief and Umpire Coordinator to run pre-season and in-season development clinics