



## VOLUNTEER ROLES 2025

### EXECUTIVE COMMITTEE

#### President (voting Board Member Position)

- 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 (voting Board Member Position)

- 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 (voting Board Member Position)

- 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 (voting Board Member Position)

- 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
- 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:**

#### Pitching 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 – Major/ Minor A / 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 email 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 postseason 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


<b>NON-PITCHING DIVISION:</b>
<p><u>Non-Pitching Chair</u> (voting Board Member Position)</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p>Division Coordinators – Minor B / Mini Minor / T-Ball / Blastball</p> <ul style="list-style-type: none"> <li>• Obtain list of volunteers, coaches, assistant coaches, managers</li> <li>• Obtain list of player names and create teams with the focus of matching friend requests, school connections and minimizing scheduling conflicts</li> <li>• Assign players to teams and e-mail team lists to coaches</li> <li>• Attend and assist Coaches Meeting at start of season (hand out uniforms, equipment &amp; schedule)</li> <li>• Send reminders to coaches re: rules, dates for events, etc.</li> <li>• Act as the main point of contact between coaches, managers and league by providing ongoing communication</li> </ul>
<b>FIELDS COMMITTEE:</b>
<p><u>Fields Chair</u> (voting Board Member Position)</p> <ul style="list-style-type: none"> <li>• Oversees the meetings of the committee and attends KLL board meetings to present the report of the activities of the Fields Committee</li> <li>• Oversee and implement Capital Projects/Field Upgrades</li> </ul> <p>Fields Manager</p>

- 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:**

#### Equipment 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, distribution/collection & inventory (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

#### Batting Cage Coordinator

- Maintenance batting cage calendar
- Maintenance and cleaning of the batting cage and surrounding area

### **BRAND COMMITTEE:**

#### Brand 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:**

##### Development 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

##### 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