

Howe Sound Minor Ball Association



Executive and Coordinator Volunteer Position Descriptions

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Executive Directors

President

- Assumes full responsibility for the operation of the league
- Attends and chairs executive meetings
- Receives all mail, supplies and other communications from D5
- Ensures that the league personnel are properly briefed on all phases of rules, regulations, and policies.
- Presides at league meetings and D5 meetings

Time commitment: year round, high

Baseball knowledge: moderate

Vice President

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

Time commitment: year round, high

Baseball knowledge: moderate

Secretary

- Attends executive meetings
- Maintains a register of members and directors
- Records the minutes of meetings
- Is responsible for sending out notice of meetings and maintains a record of the league's activities

Time commitment: year round, moderate

Baseball knowledge: low

Treasurer

- Attends executive meetings
- Signs checks co-signed by another officer or director

- Dispenses league funds as approved by the Executive
- Reports on the status of league funds
- Prepares budgets and assumes the responsibility for all league finances
- Prepares and files necessary documents to for annual reporting

Time commitment: year round, moderate

Baseball knowledge: low

Registrar

- Administer and oversee the league on-line registration system.
- Attend registration events to obtain paper registration and encouraging online registration
- Downloading online player registrations and communicating with active network regarding online registration dates and fees
- Inputting player registration and recording payment
- Issuing tax receipts to families who have not registered online
- Providing player information and reporting registration numbers to division coordinators and HSMBA board, as required
- Provide player information to Little League Canada
- Works closely with Treasurer, President and Division Coordinators

Time commitment: year round- moderate; pre-season/season-high

Baseball knowledge: low

Director of Baseball Development and Director of Softball Development

- In conjunction with Coaches, Division Coordinators, Field Manager, and Treasurer plan and execute development clinics for all divisions for both pre-season and season
- Develop relationships with various baseball instruction providers

Time commitment: year round-high

Baseball knowledge: high

Sponsorship Director

- 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 HSMBA initiatives and schedules
- Identify and develop potential new sponsorship and fundraising opportunities, as required

- Coordinate sponsor signage and recognition for sponsors as appropriate.

Time commitment: Spring and periodically during the year

Baseball knowledge: low

League Coordinators

Umpire Coordinator

- Oversee scheduling of umpires for softball and baseball divisions
- Get schedule of games as soon as it is released; and schedule of playoffs when it is released
- In conjunction with the Division Coordinators organize and order uniforms
- Keep on top of makeup games
- Communicate with umps and determine general availability and special requests
- Communicate with coaches to let them know you are ump coordinator and that they need to keep you in the loop (cancelled games, makeup games, playoff games, etc)
- Facilitate payments to the umps calculate amount owing and report to the treasurer for payments

Time commitment: Pre-season and season long

Equipment Coordinator

- Pre-season, order necessary equipment for all divisions
- Organize distribution of equipment to coaches
- Maintain appropriate level of equipment during season
- At season end, organize, receive, sort and store equipment

Time commitment: Pre-season and season long

Uniform Coordinator

- Responsible for maintaining an up to date inventory of uniforms.
- Work within the budget provided to ensure league uniforms are adequate in numbers and are in respectful condition.
- Be responsible for procurement of new uniforms and annual hat order as required.
- Work with the president and treasurer to order and distribute all uniforms for players at the beginning of the season.
- Coordinate sizing for tournament team uniforms.

Time commitment: Pre-season and Post-season

Umpire-In-Chief

- Organize umpire clinic in pre-season through District 5 and Softball BC
- Organize HSMBA umpire clinic either pre-season or during season
- Act as referral point for coaches and umpires in the interpretation of rules
- Attend 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
- Ensure all coaches have a copy of the Official Regulations and Playing Rules and updating any changes to these rules
- Answering questions related to rules from Umpires and coaches by quoting the rule book
- Ensuring all coaches have a copy of the Official Regulations and Playing Rules
- Pay the umps - at end of season (or in mid-season as well) calculate amount owing, get cheques from league and distribute to umps
- Implement an evaluation system of umpires
- Communicate with coaches regarding umpire related issues
- Get feedback from coaches and make decision on how to feed back to kids

Time commitment: Pre-season and season long

Pre-Season Evaluation and Assessment Coordinator

- Book gym space and field time for pre-season assessments
- Organize and schedule evaluations for player placement
- Organize coaches to evaluate
- Tabulate scores and prepare overall rating on each player

Time commitment: Pre-season

Website Coordinator

- Learn all aspects of HSMBA Content Management System and be familiar with HTML
- Update website as requested by members of the league executive
- Convert documents submitted for posting onto website into format usable by website (pdf files)
- Keep website current removing out of date items as necessary
- Write and edit copy for placement on the website
- Make recommendations to improve presentation and efficiency of the website
- During the pre-season, organize and implement promotional messages through the schools and local newspapers as well as signage for registration

Time commitment: 1-2 hours per week

Tournament Coordinator(s)

- Plan, organize and oversee tournaments for softball or baseball divisions including advertisement and team registration.
- Responsible for recruiting volunteers and working with the umpire coordinator for tournament games.
- Coordinate concession requirements as appropriate
- Arrange tournament trophies or awards as appropriate.
- Work with executive and the district to ensure fields are playable and if any repairs are necessary

Time commitment: During season – moderate

Baseball knowledge – low to moderate

Photo Day Coordinator

- Establish the schedule for photo day taken, communicating that schedule to the families through email and webmaster.
- 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.

Time commitment: 5 hours

Baseball knowledge - low

Division Coordinators

Pre-Season Responsibilities

- During pre-season, obtain list of volunteers, coaches, assistants, managers,
- Work with coaches to develop team rosters by or draft as appropriate.
- Using the computer system and in conjunction with coaches, assign players to teams and e-mail team lists to coaches
- Host a coaches meeting at start of season (hand out uniforms, equipment & schedule)
- Ensure all coaches have followed up with obtaining a CRC

Scheduling

- Create game schedule & playoff format (collect game results for standings Minors/Mites and above)

Season Long

- Send reminders to coaches re: rules, dates for events, etc.
- On-going communication between coaches, managers and league
- Deal with rule questions as they arise throughout the season
- Track team stats and pitch counts

Post-season

- Collect uniforms & equipment in conjunction with Uniform and Equipment Managers
- Get feedback from coaches, parents, players

Coaches | Managers

Team Coach

This job is perfect for the person who loves the game of baseball and enjoys teaching the skills to play! It requires a commitment of time, energy, patience, and some basic knowledge of the game.

Other responsibilities include organizing and managing practices (2 or 3 during pre-season, and at least 1 per week once the games begin), games (1-2 per week), selecting Assistant Coaches for your team, helping at the Players Skills Assessment in March/April, participating in the Player Draft, attending the Coaches Clinic in March/April

This important and very visible role requires a person who can attend almost all the team's games and practices. A baseball background and or attendance of coach training sessions offered by HSMBA is also suggested. At the older levels (Minors/Mites and up) where practices are held, this person should develop a practice plan so the players on his/her team develop both baseball skills and an understanding of the game's rules and concepts. At HSMBA, an emphasis is placed on good sportsmanship as well as fairness and safety for its players, so as the Coach it is vital that this be communicated and demonstrated. A criminal background check is required.

Time commitment: Pre-season and season long – high

Baseball Knowledge –mod to high

Assistant Coach

The Assistant Coach works with the Coach to help develop the skills of our players and ensure they also have a positive experience. The expectation is that the Assistant Coach will be at the majority of the team's games and practices. The Assistant Coach is also encouraged to attend the coaching clinic offered by HSMBA and must complete a background check.

Time commitment: Pre-season and season long – high

Baseball Knowledge -high

Team Manager

The Manager assists the coaches by relaying vital team communications from coaches to parents. This includes email distribution of the team list with contact numbers, and game and practice

schedules. Managers make up a duty roster for parents on the team. Depending on the division, this could mean bringing snack, keeping score, or keeping the peace on a fidgety bench. Parents are responsible for arranging another team parent to substitute if they have a conflict with a scheduled duty

- Organize team roster with contact details
- Communicate to parents on game and practice times and clinics
- Communicate with other teams managers to cancel and make-up games
- Communicate with Division Coordinator and Umpire Coordinator in the event of change in schedule
- Communicate with Communications Coordinator on score of games for posting on website
- Promote, assist with, and encourage team families to help with Special Events

Time commitment: Season long

Baseball Knowledge -low