



## LMB Volunteer Positions

- 1) Divisional Coordinators;
- 2) Head Coach;
- 3) Umpire in-Chief;
- 4) Tournaments Co-ordinator;
- 5) Uniform Co-ordinator;
- 6) Awards, Trophies and Medals Coordinator
- 7) Equipment Co-ordinator;
- 8) Player Development Co-ordinator;
- 9) Fundraising Co-ordinator (grants);
- 10) Community Engagement Co-ordinator (sponsorships);
- 11) Parks Board Co-ordinator;
- 12) Scheduling Co-ordinator;
- 13) Field maintenance Co-ordinator/Groundskeeper;
- 14) Facilities Co-ordinator;
- 15) Concession Co-ordinator;
- 16) Ceremonies/Events Co-ordinator;
- 17) Communications Co-ordinator (social media, web);
- 18) Assistant Registrar

**Divisional Coordinators** (Blastball, T-Ball, Mini-Minors, Mini-Minors A, Mini-Minors B, Majors A/AA, Majors B and Challenger)

*Responsible for:*

- Working with the Player Agent, Registrar, and coaches at the beginning of the season on assessments and evaluations to set up teams
- Coordinating all activities related to the Division they are responsible for, and communicating these to the Coaches/Managers
- Ensuring uniforms and equipment is distributed to, and returned by Coaches/Managers
- Ensuring managers, coaches, players and parents are aware of the rules and conduct expected by LMB
- Ongoing communication between coaches, managers and LMB (events, rules, etc.)
- Tracking team statistics and updating these on the website
- Dealing with any questions on rules that arise throughout the season
- Managing any issues that may arise in the Division during the season
- Escalating any issues that cannot be resolved at a Divisional level to the Executive Committee for review
- Distributing player evaluations to the coaches/managers at the end of the season

## **Head Coach**

### *Responsible for:*

- Serving as the primary resource for the development of coaches, and ensuring the best approaches are being utilized to maximize this
- Working with Registrar/Scheduling Coordinator to schedule clinics, seminars, or other forms of coach development
- Monitoring and evaluating the development, skills and management techniques of all coaches
- Involvement in post-season Coach selection process

## **Umpire in Chief**

### *Responsible for:*

- Recruiting and retaining umpires for each division in LMB
- Maintaining / developing training materials for umpires
- Organizing all training clinics and seminars for umpires, consistent with Little League® guidelines
- Scheduling umpires for all regular, pre-and post-season games, and all tournaments
- Adjust schedule to accommodate rainouts, conflicts and no-shows, finding substitutes as needed.
- Drafting changes to rules each season and communicating these to the Executive Committee, Coaches, Managers and umpires
- Evaluating umpires and establishing guidelines to report issues in a manner consistent with respectful, fair play
- Communicating any feedback/areas of improvement/conduct issues with umpires
- Researching and recommending competitive umpire fees at the beginning of each season
- Ensuring there is an adequate inventory of safe, well-maintained umpires' equipment
- Communicating with umpires at a District level, as required
- Mediating any controversial / challenged calls made by umpires
- Attending umpire training programs to stay abreast of rules and regulations, and opportunities for further development

## **Tournaments Coordinator**

### *Responsible for:*

- Managing all elements of the regular season tournaments (Dower, Matsumoto, and Havard), and some post-season tournaments (as required)
- Managing all communications with participating teams (invitations, rules, details, final schedule, schedule changes, standings/scores, etc.)
- Working with the Registrar/Scheduler to ensure field are appropriately allocated
- Working with the Umpire in Chief to ensure umpires are scheduled for each game, and paid accordingly
- Keeping official records of all games played, which includes ensuring that all scoresheets and innings pitched logs are received at the end of each game
- Developing content, maintaining and updating all tournament details on LMB's website (including game results and standings)
- Working with the Medals Coordinator on the design and acquisition of medals for all tournaments
- Scheduling volunteers to participate in tournament responsibilities
- Coordinating any pre/post-game ceremonies
- Participating in the coordination and execution of any special tournaments (ie. International, District, Provincial, etc.)
- Organizing tournament play (in coordination with Tournaments Coordinator) for the All-Star and Selects teams to participate in

## **Uniforms**

### *Responsible for:*

- Ordering and distributing all uniforms for players and managers to the Division Coordinators/Team Managers, including house league, Selects and All-Star teams
- Working with the All-Star/Select Division Coordinator to determine uniforms required, and any other apparel for the post-season
- Obtaining samples and helping coaches/players/parents select the appropriate sizes for each player
- Working directly with the uniform provider to place all uniform orders (team colours, sizing, quantities, etc.)
- Maintaining an accurate and up-to-date inventory of all uniforms

## **Awards, Trophies and Medals**

### *Responsible for:*

- Working with the Tournaments Coordinator and vendors to order all medals, trophies, etc. for all regular and post-season tournaments
- Working with Division Coordinators and vendors to design and order medals and trophies for end of season play, and all tournaments

## **Equipment Coordinator**

### *Responsible for:*

- The upkeep and maintenance of all player equipment
- Maintaining accurate, up-to-date inventory of equipment
- Coordinating the distribution of all equipment to each Division Coordinator at the start of the season, and collection it at the end of the season
- Inspecting all equipment, removing damaged, worn, or unsafe equipment, and replacing it with new equipment
- Staying abreast of regulations around equipment and ensuring LMB is compliant with these

## **Player Development Coordinator**

### *Responsible for:*

- Serving as the primary resource for player development, and ensuring the best approaches are being utilized to maximize this
- Working with Registrar/Scheduling Coordinator to schedule assessments, clinics and other forms of player development
- Developing/maintaining materials for distribution to Coaches around player development

## **Fundraising Coordinator**

### *Responsible for:*

- Coordinating, planning and directing all fund-raising activities (grants, 50/50, Spring Fling, special events, etc.)
- Looking for opportunities to maximize fundraising efforts
- Organizing and implementing all approved fundraising activities
- Ensuring all funds raised are submitted to the Treasurer to be reconciled and recorded

## **Community Engagement Coordinator (Sponsorships)**

### *Responsible for:*

- Soliciting and securing local sponsorships to support LMB's operations and special events (ie. International Tournament)

- Developing and distributing sponsorship packages
- Following up on sponsorship opportunities to maximize success rate
- Following up on all sponsorship agreements, particularly around payment to LMB
- Coordinating sponsor signage and other recognition for sponsors as appropriate (with logos, etc.)

### **Parks Board Coordinator**

#### *Responsible for:*

- Ensuring permits and agreements are in place and that fields are available for practice during regular, pre- and post-season play
- Obtaining consent from the Parks Board for special events, and any special projects LMB is undertaking (ie. Field maintenance)

### **Scheduling Coordinator**

#### *Responsible for:*

- Scheduling and rescheduling all games and practices, for all divisions, on all fields, for regular, pre- and post-season and tournament play
- Liaising with the Field Maintenance Coordinator to obtain field playing conditions to determine if cancellations are required
- Communicating any cancellations or rescheduling requirements to Divisional Coordinators
- Providing schedules to the Communications Coordinator for inclusion on the website

### **Field Maintenance Coordinator (Head Groundskeeper)**

#### *Responsible for:*

- Ensuring that the playing fields are in a safe playable condition
- Maintaining the in-and outfielders at playing fields and ensuring there are appropriate supplies at each (dirt, line materials, tools, bases, etc.)
- Ensuring lawn maintenance equipment is properly used and maintained
- Advising of any cancellations due to inclement weather, or unplayable field conditions
- Soliciting volunteers to maintain, prepare and clean-up fields as required
- Recommending and initiating improvements to the fields

### **Facilities Coordinator**

#### *Responsible for:*

- Maintenance and upkeep of all LMB facilities (clubhouse, concession, stands, etc.)
- Contracting outside vendors, as appropriate, to ensure concessions and facilities are properly cleaned and maintained
- Ensuring scoreboards and sound systems are working properly

### **Concession Coordinator**

#### *Responsible for:*

- Maintaining the operation of the concession
- Ordering/purchasing food and supplies, and ensuring these are delivered to the concession on time
- Tracking inventory in the concession
- Hiring and scheduling paid staff and volunteers to operate the concession
- Working with the lead concession staff person to determine the menu and pricing.
- Organizing the concession set-up at the beginning of the season, and clean-up at the end of the season
- Keeping appropriate records of concession sales, and ensuring funds are transferred to the Treasurer

## **Safety Officer and Ceremonies/Special Events Coordinator**

### *Responsible for:*

- Coordinating, planning, and directing Opening and Closing Day ceremonies, Picture Day, the Spring Fling party, and any other potential events that may arise during the season
- Ensuring safety is a priority in all player training, and that regulations around safe playing conditions are adhered to
- Obtaining and maintaining First Aid Kits for each playing field
- Organizing appropriate medical / safety staff at all special events
- Coordinating efforts on the prevention, care and reporting of all injuries

## **Communications Coordinator (Web and Social Media)**

### *Responsible for:*

- Managing the content on LMB's official website
- Working with the Registrar, Scheduler, Divisions Coordinators, Tournaments Coordinator and others on the creation, updates and maintenance of content
- Setting up online registration, in coordination with the Registrar
- Creating division schedules (with input from others)
- Creating any custom online forms/information, as required
- Assigning administrative rights to Coordinators and other league volunteers
- Ensuring league news and required updates are made on a regular, and timely basis
- Updating and maintaining all of LMB's social media sites (Facebook, Twitter, Instagram, etc.)
- Developing and maintaining marketing materials around player recruitment and league initiatives/events
- Soliciting media coverage to promote the interests of LMB and to bring visibility to special events

## **Assistant Registrar**

### *Responsible for:*

- Working with the Registrar to coordinate all aspects of the registration process (coordinating, updating and maintaining online registration)
- Preparing all forms required for registration
- Reviewing all registration information in the database
- Ensuring all required documentation has been received (ie. Birth certificates and proof of residency)
- Working with the Communications Coordinator to update the website on registration and team rosters (post-draft)