

## 2023 EBBA Job List

**VOLUNTEER POSITIONS** - The following positions may be filled by members of EBBA

**LITTLE SLUGGERS DIRECTOR** (January-July) (Jan-April 2 hrs week, May-July 4 hrs week)

- Confirm with T-Ball director that Little Sluggers uniforms are ordered
- Attend board meetings March-July
- Plan and organize program details and rosters
- Field parent questions and/or concerns
- Find volunteers to help each week
- Organize equipment
- Set up/break down each week
- Run weekly program (manage kids and volunteers)

**T-BALL DIRECTOR** (February-July) (Jan-April 4 hours week, May-July 6 hours week)

- Ensure T-Ball (and Little Slugger) uniforms are ordered through Tim Horton's
- Organize the T-Ball program format, set dates, etc
- Field emails from parents
- Select (recruit) coaches and volunteers
- Organize equipment
- Run weekly program
- Order awards and Rally Caps

**HOUSE LEAGUE CONVENORS** (April-end of season)(varies-20+hours)

- 1<sup>st</sup> line of contact with teams in their division
- Responds to parents inquiries/emails
- Tries to resolve any problems before contacting President
- Oversees draft
- Monitors teams and issues throughout season
- *If there is no playoff director -*
- *Attends (or has board members attending) all playoff games*
- *Sets up the schedule for playoffs and sends to teams (if LDBA convener)*
- *Ensures there are bases, volunteers and game balls for all games*
- *Ensures the Awards Director (or LDBA) has the awards ordered*

9U –

11U –

13U –

15U –

18U/21U –

**HOUSE LEAGUE CHAIRMAN** (January–April)(6 hours)

- Finds Managers/Coaches for all teams and brings to the board for approval
- Sets up meeting for all house league divisions
- Is the main contact for coaches until the draft, when the conveners take over

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### **DRAFT DAY DIRECTOR (April-May)(10 hours)**

- Oversees evaluations
- Sets date and location for draft
- Oversees all aspects of the draft

### **COACH'S TECHNICAL ADVISOR (All Year)(20 hours - 5 hrs prep and meeting, the rest assisting at practices)**

- Set standardized practice routines and drills
- Be available to assist all division coaches
- Provide assistance at practices on request

### **BATTING CAGE DIRECTOR (April-End of season)(6 hours)**

- Assembles and dismantles batting cage
- Maintains cage (remove weeds, work on batters box, etc.)

### **VOLUNTEER APPRECIATION EVENT (July-September)(4 hours)**

- Sets date and location of event
- Makes all arrangements necessary for event

### **SPONSORSHIP CHAIRMAN (November-April)(10+ hours)**

- Responsible to send out letter before Christmas to last year's sponsors
- Finds new sponsors and donations (For incentives and Colman Day)
- Sends out tax receipts and plaques to all sponsors at the end of the season
- Ensures money is received from all sponsors
- Hand in report to Treasurer with Sponsors names and money received

### **FUNDRAISING - (April-August)(5+ hours)**

- Presents different fundraising possibilities to board
- Ensures players receive fundraising info
- Oversees collection and distribution of fundraising items and money

### **OPENING DAY/PICTURE DAY DIRECTOR (May-June)(12 hours)**

- Set day for event
- Contact photographer
- Ensure information is posted on website and Facebook
- Make up schedule for teams to have pictures taken
- Follow up with managers so they know the procedure for that day
- Ensure all teams receive their pictures

### **CONCESSIONS (May-End of season) (see below)**

- Creates shopping list/ Purchases Food / Ice / Inventory (including driving; shopping; packing van; packing coolers; setting up site etc) ~ 6 hours for each event - couple hours each day (ie. Friday, Saturday, Sunday)
- Prep Food and Money if required (ie. go to the bank; cut onions; fill ketchup bottles etc) ~ 2 - 3 hours for each event
- Logistics required for every event (ie. contacting volunteers; bbq scheduling; worrying) ~1-2 hours
- Closing concession booth / putting food away / inventory / cleaning utensils / site clean

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up ~ 1 hour

- Counting Money, updating spreadsheet, clearing receipts ~ 1 hour
- Year End Report / Final Tally of Inventory / Final Tally of Money ~ 1 hour

### **FIRST AID KITS** (January-February)(7 hours)

- Go through all first aid kits and get ready to hand out
- Order supplies as needed

### **COLMAN DAY ASSISTANT** (April-July)

- Assists the Colman Day Director with planning and all other areas of Colman Day

### **UNIFORM DIRECTOR** (March-April, August) (15 hours)

- Informs purchasing agent of uniform status and needs
- Ensures all competitive uniforms are ready to hand out
- Organizes uniform room
- Sets uniform hand-out dates

### **GRANT APPLICATION DIRECTOR** (Year round)(hours dependant on number of grants applied for)

- Presents possible grant avenues to board
- Completes grant applications and follows through with all information necessary

### **HOUSE LEAGUE PLAYOFF DIRECTOR** (May-August)

- Organizes house league end-of-season playoffs, setting dates and grids
- Finalizes playoffs rules and holds pre-playoff meeting for each division
- Supervises games and schedules additional supervisors

### **UMPIRE IN CHIEF** (All Year)

- Sets up umpire clinics
- Handout and collect back umpires equipment
- Orders any new umpire equipment
- Recruits new umps
- Make recommendations of any umps advancing to a higher level
- Go to games and evaluate how umps are performing
- Ensures all umps have information on dress code
- Recommend how many umps needed (from registration numbers)

**BOARD POSITIONS** - The following positions, due to their sensitive nature, must be filled by board members.

### **EQUIPMENT CHAIRMAN & PURCHASING AGENT** (All Year)(20+ hours)

- Responsible for filling equipment bags
- Keeps up to date on inventory
- Gets quotes and orders new equipment
- Ensures we have enough stock in the equipment room
- Responsible for handing out and receiving equipment bags from team managers
- Available on equipment nights

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### **REGISTRAR (All Year) (Heavy workload)**

- Recommends registration rates to board for approval and sets dates
- Makes up flyer for distribution to schools in EBBA area
- Sends out registration info to last years players by email
- Responds to parents queries/emails
- Inputs all player and coach registrations
- Recommends if additional registration dates are needed
- Recommends number of teams per division
- Hands in report to treasurer on number of players registered
- Records all player placement on teams and maintains rosters
- Creates registration on website

### **SCHEDULE DIRECTOR (February-April)(10 hours)**

- Makes up practice schedule for all teams
- Creates schedules for all divisions
- Books batting cage
- Teams will contact the schedule assignor to book extra practice times or to reschedule games

### **PARKS/REC DEPT LIAISON (All Year)(15 hours)**

- Liaison with the city
- Books diamonds for the season, tournaments and playoffs
- Books meeting rooms and gyms for EBBA meetings and events
- Reports any safety or damage issues of the diamonds to the city

### **CASH CALENDAR DIRECTOR (5 hours)**

- Get licensing
- Make suggestions about the amount to be printed and price
- Have calendars printed
- Handout calendars
- Organize collection of calendars and money
- Draw winners and notify treasurer to mail out cheques
- Write up year end report for municipality

### **ELECTION CHAIRMAN/MEMBERSHIP CHAIRMAN (August-September)(4 hours)**

- Sets date for election meeting
- Finds/books location
- Sends out information to all members concerning the Annual General Meeting
- Writes up an agenda
- Ensures a list is made up of all members

### **WEBSITE DIRECTOR (All Year) (15 hours)**

- Ensure website is kept up to date

### **WEBSITE ADMINISTRATOR (All Year) (10 hours)**

- administer website, documents and calendars

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- add new users, delete old

### **COLMAN DAY CONVENER (May-July)(10+ hours)**

- Set date to have Colman Day (book with scheduler)
- Find door prizes (work with Sponsorship Chair)
- Select the Managers and Coaches for the day
- Determine how many players from each team and how they are to be selected
- Determine if you will be giving anything out to the players
- Make up program for the day and take to printers
- Ensure you have enough volunteers for the day
- Make up report for Treasurer

### **COMMUNICATION & PUBLICITY DIRECTOR (All year)(10 hours)**

- Provide timely information emails to all parents regarding league activities and functions
- Notify press regarding league functions, updates Facebook page
- submits articles to SportsXpress

### **POLICE CHECKS (January-May)(3 hours)**

- Ensure returning coaches have signed 'status quo' declaration
- Ensure new coaches complete police check providing assistance as necessary

### **TALON COMPETITIVE LIAISON (All Year)(30+ hours)**

- Attends all Talon meetings
- Represents EBBA at Talon meetings
- Brings any pertinent information back to the EBBA board