**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)

* 1st 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*
* *Ensures there are bases, volunteers and game balls for all games*
* *Ensures the Awards Director (or president) has the awards ordered*

Rookie –

Mosquito –

Pee Wee –

Bantam –

Midget/Junior –

**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

**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

**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** **DIRECTOR** (May–End of season) (see below)

* Creates shopping list/ Purchases Food / Inventory (including driving; shopping) ~ 2 hours for each week
* Prep Food and Money if required (ie. go to the bank; cut onions; fill ketchup bottles etc) ~ 2 - 3 hours week
* Logistics required every week (ie. contacting volunteers and scheduling; worrying) ~1-2 hours week
* Opening/Closing concession booth / putting food away / inventory / cleaning utensils / site clean up ~ 1 hour per day booth open
* Working booth days there are no other volunteers - 2.5hrs day
* 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

**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
* Contacts newspapers about info on registration dates
* Inputs all player and coach registrations
* Recommends if additional registration dates are needed
* Recommends number of teams per division
* Receives all money from registration, competitive and uniform deposits
* Hands in report to treasurer on number of players registered/money received
* Records all player placement on teams and maintains rosters

**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) (10 hours?)

* Ensure website is kept up to date

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

* administer website, documents and calendars
* 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 and Twitter account
* Prepares and 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

**TECUMSEH COMPETITIVE LIAISON** (All Year)(30+ hours)

* Attends all Tecumseh meetings
* Represents EBBA at Tecumseh meetings
* Brings any pertinent information back to the EBBA board