



NORTH REGINA LITTLE LEAGUE

#250 - 918 Albert Street

Regina, SK | S4R 2P7

[www.nrll.ca](http://www.nrll.ca)

# ROLES OF EXECUTIVE

## DESCRIPTION OF POSITIONS – BOARD OF DIRECTORS

The following are the general responsibilities associated with the Board of Directors.

Note: This is not a complete list of tasks, but rather a guideline for each position.

### Director

- Governs the organization in accordance with provincial non-profit law and NRLL bylaws.
- Establishes the organizations Mission and Purpose.
- Leads organizational planning and ensures strategic plans are current, relevant and that the organization is meeting its goals.
- Monitors and manages the financial situation of the organization by creating budgets and authorizing spending.
- Provides guidance and support to the Executive members on their sub-committees.
- Accountable for ensuring the tasks in their portfolio are completed on time and on budget.
- Develops and maintains positive working relationship with other local, provincial and national Little Leagues.



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## DESCRIPTION OF POSITIONS – OFFICERS

The following are the general responsibilities associated with the Officers.

Note: This is not a complete list of tasks, but rather a guideline for each position.

### President

- Conducts NRLL affairs and executes policies established by the Board of Directors.
- Creates and presents the President's Report at the AGM.
- Responsible for the conduct of NRLL in strict conformity to the policies, principles, rules and regulations of Little League Baseball as agreed to in the charter.
- Executes contracts and leases on behalf of NRLL, with prior Board of Director approval.
- Investigates complaints, irregularities and conditions detrimental to NRLL and reports to the Board of Directors or Executive as circumstances warrant.
- Accountable to oversee creation and execution of the annual budget, in cooperation with other Directors.
- Represents Local League at District Level meetings.
- Chairs all Board Meetings.
- The President must not manage, coach or umpire, unless NRLL has received explicit written permission to allow this from the Little League District Administrator.

### Vice President

- Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to act. When so acting, the Vice-President shall have all the powers of that office.



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### **Treasurer**

- Receives all monies and deposits in a bank that has been approved by the Board.
- Must have previous bookkeeping education, experience or skills.
- Keeps records for the receipt and disbursement of all monies, approve all payments from allotted funds and draw cheques in agreement with the policies set out by the Board of Directors. All disbursements by cheque must have dual signatures.
- Prepares an annual budget, in cooperation with the President and Board of Directors.
- Prepares an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at AGM, and to Little League Headquarters.
- Maintains financial books, accounts, and records in condition for audit and ready to turn over his/her successor.
- Provides a monthly report indicating all receipts and disbursements and a copy of the monthly bank statements to the Board of Directors. Manages the annual budget and provides Directors with a year-end projection every month.

### **Player Agent**

- Oversees all aspects of the management of playing members of NRLL including registration, evaluations and the formation of teams.
- Oversees the evaluation process to ensure it is conducted fairly and to ensure things run smoothly.
- Oversees the draft process to ensure all of the house and Little League rules are followed during the draft process.
- Oversees the Division and Tier Commissioners to ensure team rosters are finalized, filed and submitted to Little League.
- Selects and appoints coaches to teams.
- Reviews house rules regularly and ensures coaches are made aware of rule changes.



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## DESCRIPTION OF POSITIONS – EXECUTIVE

The following are the general responsibilities associated with the Executive.

Note: This is not a complete list of tasks, but rather a guideline for each position.

### Commissioner

- Reviews Rules of Play for each Division and propose revisions to the Board of Directors.
- Chooses coaches for each team within the Division (and Tier).
- Communicates with coaches about important aspects of the season such as equipment and uniform pick-up, schedules and jamboree.
- Schedules a Manager's Meeting and Coach's Meeting to ensure they have everything they need for a successful season.
- Handles concerns within the Division and act as a liaison to the Board of Directors and Executive.
- Presents medals at the final game of the season.
- Any other activities that will help ensure success within the Division.

### Evaluations Coordinator

- Prepares a budget, with the assistance of the Director, for evaluation programs.
- Ensures processes are in place for the fair evaluation of players who are eligible for drafting.
- Recruits Executive members and independent evaluators to fairly evaluate players.
- Confirms tabulation processes, scoring and ratings are working properly.
- Books facilities and ensures equipment is available for evaluations.
- Creates an evaluation process that is seamless and efficient to ensure good use of everyone's time.



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### **Umpire in Chief**

- Prepares a budget, with the assistance of the Director, for umpire programs.
- Supervises, mentors and coordinates the efforts of all umpires.
- Maintains communication between the Board of Directors and the umpires.
- Conducts clinics to train umpires in the knowledge and application of Little League Baseball's Official Regulations and Playing Rules and NRLL house rules.
- Manages relationship with umpire association and related umpires, where needed.
- Creates an umpire schedule for Regular Season and Play-off games.
- Manages re-scheduling of umpires for cancelled or suspended games.
- Communicates with umpires to determine general availability and special requests.
- Determine which Division and Tier an umpire can work in.
- Logs umpires time and work with Treasurer to pay them accordingly.

### **Registrar**

- Prepares a budget, with the assistance of the Director, for registration programs.
- Manages the overall registration process using an appropriate on-line application.
- Works with the Communications Manager to create Registration Campaign information.
- Works with the Treasurer to collect registration and other related fees.
- Maintains Division and Team rosters.
- Uploads NRLL rosters to Little League Headquarters datacenter.



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### **Scheduler**

- Prepares a budget, with the assistance of the Director, for scheduling programs.
- Manages the scheduling of all field usage (including lighting) using an appropriate on-line application.
- Schedules all Regular Season practices, games and locations for all Divisions and Tiers according to NRLL plans, rules and policies.
- Manages re-scheduling of cancelled or suspended games, as needed.
- Schedules the Office Managers throughout the season.
- Manages playoff games/brackets according to NRLL plans, rules and policies.

### **Secretary**

- Maintains a Minute Book with bylaws, meeting minutes, financial statements, corporate filings, member lists and other necessary records.
- Maintains a list of all NRLL Members, Directors, Officers and Executive members.
- Gives appropriate notice of all meetings along with a detailed agenda.
- Keeps meeting minutes of all Board of Director, Executive and AGM meetings.
- Carries out all orders, votes and resolutions as requested by the Board of Directors.

### **Facilities | Events Coordinator**

- Prepares a budget, with the assistance of the Director, for special NRLL events.
- Plans, organizes and implements special events such as opening day, special game nights, closing ceremonies, family days at the park, movie night, coach BBQ, etc.
- Purchases required equipment, supplies and entertainment to execute NRLL events.
- Determines which Divisions and Tiers will receive medals and trophies at the end of the season. Orders trophies and awards according to the budget and plan.
- Works with the Commissioners to distribute medals and awards at the end of the season.



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### **Communication Coordinator**

- Prepares a budget, with the assistance of the Director, for Communication programs.
- Prepares a communication plan for all NRLL events and activities to effectively communicate with our membership and Executive.
- Coordinates advertising campaigns for registration.
- Creates a regular email/newsletter for NRLL membership and Executive with league news, deadlines and important information.
- Updates the [www.nrll.ca](http://www.nrll.ca) website with current information and news.
- Manages the Contact Us email inbox and responds to each message.
- Manages NRLL social media properties including Facebook and Instagram.
- Creates and curates content to keep our social media audience informed and engaged.
- Manages a social media content calendar to ensure a steady flow of meaningful communications.
- Answers direct messages to the NRLL inboxes.

### **Member at Large**

- Represents the NRLL membership as a whole.
- Gathers feedback on initiatives from members and relays that information to the Executive and Board of Directors.

### **Coach | Player Development**

- Prepares a budget, with the assistance of the Director, for skill development programs.
- Serves as the primary contact point of contact for coach and player education programs.
- Develops and coordinate a training curriculum for all coaches in all Divisions and Tiers.
- Plans and executes year round development clinics/camps for players and coaches.
- Develops relationships with baseball instruction providers and use their services wherever feasible.



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### **Merchandise Coordinator**

- Prepares a budget, with the assistance of the Director, for merchandise programs.
- Orders NRLL merchandise for sale in the clubhouse and on-line.
- Manage inventories and orders more merchandise as necessary.
- Manages on-line store.
- Works with the Treasurer to accurately project income from merchandise.

### **Uniform Coordinator**

- Prepares a budget, with the assistance of the Director, for team uniforms.
- Works with the Registrar to know how many registered players we have in each Division.
- Orders uniforms including jerseys, hats, patches and pins.
- Orders enough uniforms of every type and size to ensure every player receives a uniform that fits them properly.
- Coordinates the distribution of uniforms for each team.

### **Equipment Coordinator**

- Prepares a budget, with the assistance of the Director, for team equipment.
- Keeps an accurate inventory of all equipment purchased and maintained by NRLL.
- Makes necessary purchases to properly equip each team for the season including required safety equipment, regulation baseballs, bats and catcher's equipment.
- Ensures all NRLL team equipment is kept in approved storage sheds.
- Coordinates distribution and return of NRLL equipment for each team.
- Repairs or replaces worn or damaged team equipment.





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### **Canteen Coordinator**

- Assist with the preparation of an annual canteen budget/forecast for review by the Directors.
- Establish canteen operating hours and schedule canteen staff accordingly
- Order all food and drink items considered necessary to stock the canteen
- Arrange pick-up and delivery of all items
- Ensure the canteen is regularly stocked throughout the season
- Supervise canteen staff and assist during busy periods
- Obtain and account for any floats that are required from the Treasurer
- Maintain appropriate records as required by the Treasurer and or Directors
- Ensure the canteen and its contents are secure at all times
- Ensure the canteen is kept in a hygienic manner, following safe food handling practices (a course in Safe Food Handling is required)

### **Park Maintenance**

- Effectively manage a budget that will include supplies, services and equipment
- Oversee the preparation of the entire park (diamonds, bleachers and other seating, batting cages) for baseball related and special event activity
- Manage all diamond prep including lawn management, fertilization, disease control, edging, mound and plate prep, warning track maintenance, and infield playing surface maintenance
- Ensure the diamonds are dragged, chalked and ready for every game during the season
- Operate and maintain all equipment in a safe manner and keep in excellent working condition
- Perform repair and maintenance work on all structures within the park to ensure they are safe and up to code
- Ensure the park is clean of all garbage and other debris to ensure the safety of our park guests
- Prepare and carry out off-season field maintenance, shut down and winterization