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2023 JOB DESCRIPTIONS

A guide to help volunteers.

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Introduction

As part of the Tottenham-Beeton District Minor Softball Association's (TBDMSA) commitment to communication, transparency and organizational structure, this guide was created to identify key positions within the organization. Each position details an overview of the job, required skills to perform the job along with some minimal expectations. These descriptions are meant to act as guidelines to help this volunteer-based organization with the day-to-day operations as well as sustainability for the recruitment and retention of volunteers.

President

Overview

The President shall be the Chief Executive Officer of the corporation. He/she shall preside at all meetings of the corporation and of the Board of Directors. He/she shall have the general and active management of the affairs of the corporation. He/she shall see that all orders and resolutions of the Board of Directors are carried into effect.

Required Skills

- Passion for sport.
- Natural leader.
- Strong organizational, communication and time management skills.
- Balanced analytical and creative thinker with the ability to have vision for the organization.
- Strong understanding of sport organization and management.
- Negotiator.
- Politically astute.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Attend regular Board of Directors meetings.
- If required, attend special committee meetings.
- Attend Association events including but not limited to, the opening season tournament and year-end playoff tournament.
- Engage in Member correspondence outside of game times, regular meetings etc.

Vice-President

Overview

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon him/her by the Board of Directors.

Required Skills

- Passion for sport.
- Natural leader.
- Strong organizational and time management skills.
- Analytical and creative thinker with the ability to have vision for the organization.
- Moderate understanding of sport organization and management.
- Politically astute.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Attend regular Board of Directors meetings.
- If required, attend special committee meetings.
- Attend Association events including but not limited to, the opening season tournament and year-end playoff tournament.
- Engage in Member correspondence outside of game times, regular meetings etc.

Treasurer

Overview

The Treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time.

He/she shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the President and Directors at the regular meeting of the Board of Directors, or whenever they may require it, and accounting of all the transactions and a statement of the financial position, of the corporation. He/she shall also perform such other duties as may from time to time be directed by the Board of Directors.

Required Skills

- Passion for sport.
- Strong organizational and time management skills.
- Analytical and financial management skills.
- Moderate understanding of sport organization and management.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Attend regular Board of Directors meetings.
- If required, attend special committee meetings.
- Attend Association events including but not limited to, the opening season tournament and year-end playoff tournament.

Secretary

Overview

The Secretary shall attend all meetings of the corporation and of the Board of Directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He/she shall give or cause to be given notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision he/she shall be. He/she shall be custodian of the seal of the corporation, which he/she shall deliver only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Moderate understanding of sport organization and management.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Attend regular Board of Directors meetings.
- If required, attend special committee meetings.

Convenor

Overview

Reporting to the Board of Directors, the Convenor will be assigned specific duties relating to the supervision and operation of assigned divisions within the Association. Such duties may involve collection of game sheets, acting as an Association liaison, rules interpretation, rescheduling of games, and general Member/parent relations.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Experience in running house leagues and/or sports tournaments are preferred.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Frequently attend assigned division games.
- Occasionally attend Board of Directors meetings.
- If required, attend special committee meetings.

Registration Coordinator

Overview

Reporting to the Board of Directors, the Registration Coordinator handles all aspects of Membership registration, including regular season and special events. The Registration Coordinator may offer guidance in the registration process, and provide input into marketing materials offered by the Association.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Experience in running house leagues and/or sports tournaments are preferred.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Frequently attend Board of Directors meetings and provide updates as needed.
- If required, attend special committee meetings.
- Regular communication with Membership between February 1 and August.

Scheduler

Reporting to the Board of Directors, the Scheduler handles all aspects of creating and managing the Association schedule. The Scheduler will act as a liaison between the municipality and the Association to secure diamond times and report to the Board of Directors permit fees and other policies set forth by the Municipality.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Experience in running house leagues and/or sports tournaments are preferred.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Ability to navigate and manage a scheduling software.

Expected Commitment Levels

- Frequently attend Board of Directors meetings and provide updates as needed.
- If required, attend special committee meetings.
- If required, attend Municipal meetings as it relates to scheduling.
- Attend special events.
- Ensure a schedule of games and practices is posted on the website and updated as needed.

Website and Social Media Coordinator

Reporting to the Board of Directors, the Website and Social Media Coordinator handles all aspects of creating and managing the Association website and social media accounts. The Website and Social Media Coordinator may be responsible for sourcing and managing website and social media account vendor relationships. The Website and Social Media Coordinator will work with the Board of Directors and Scheduler to ensure news, images, schedules, statistics and other Association-related communication is executed. The Website and Social Media Coordinator may from time-to-time assign specific duties to assistants to help them manage their duties in an effective way.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Experience in sports management websites and social media accounts is preferred.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).

Expected Commitment Levels

- Occasionally, attend Board of Directors meetings and provide updates as needed.
- If required, attend special committee meetings.
- Attend special events.
- Ensure the website and social media accounts are maintained on a regular basis especially during the season.

Umpire In-Chief

Overview

Reporting to the Board of Directors, the Umpire-In-Chief oversees the conduct of every league game in compliance with all rules and regulations and the recruiting, training and scheduling of league umpires.

Required Skills

- Passion for sport.
- Natural ability to lead.
- Strong organizational, communication and time management skills.
- Strong knowledge and experience of Softball Canada, Softball Ontario and TBDMSA rules and regulations
- Strong (5+ years) umpiring experience.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to games.

Expected Commitment Levels

- Occasionally attend Board of Directors meetings and provide updates as needed.
- Attend and lead Association umpire training clinics.
- If required, attend Softball Canada or Softball Ontario meetings.
- Ensure an umpire's schedule of games is assigned and updated as needed.
- Provide leadership and guidance to umpires.
- Help clarify treatment of umpires with coaches.

Junior Umpire-In-Chief

Overview

Reporting to the Umpire-In-Chief and Board of Directors, the Junior Umpire-In-Chief oversees the conduct of every league game officiated by Junior Umpires in compliance with all rules and regulations and the recruiting, training and scheduling of league umpires. A Junior Umpire is a person between the ages of twelve and nineteen years old.

Required Skills

- Passion for sport.
- Natural ability to lead.
- Strong organizational, communication and time management skills.
- Moderate knowledge and experience of Softball Canada, Softball Ontario and TBDMSA rules and regulations
- Moderate (2+ years) umpiring experience.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to games.

Expected Commitment Levels

- Occasionally attend Board of Directors meetings and provide updates as needed.
- Attend and lead Association Junior Umpire training clinics.
- Ensure a Junior umpire's schedule of games is assigned and updated as needed.
- Provide leadership and guidance to Junior Umpires.
- Help clarify treatment of Junior Umpires with coaches.

Senior Umpire

Overview

Reporting to the Umpire-In-Chief and/or Junior Umpire-In-Chief, the Senior Umpire shall officiate and control games, events, and competitions in a confident, appropriate manner. They will ensure all participants understand and comply with game rules and assess penalties when needed. Compensation for assigned and completed duties is included.

Required Skills

- Passion for sport.
- Moderate to strong knowledge of Softball Canada, Softball Ontario and TBDMSA rules and regulations.
- Communication skills to inform athletes and coaches on the rules of the game, discuss infractions, and settle disputes.
- Decision-making skills.
- Good vision.
- Physical stamina.
- Teamwork.
- Access to travel to games.

Expected Commitment Levels

- Attend assigned games.
- Communicate to the Umpire-In-Chief within a reasonable timeframe, if a scheduling conflict or situation arises.
- Provide leadership and guidance to Junior Umpires.

Junior Umpire

Overview

Reporting to the Junior Umpire-In-Chief, the Junior Umpire shall officiate and control games, events, and competitions in a confident, appropriate manner. They will ensure all participants understand and comply with game rules and assess penalties when needed. A Junior Umpire is a person between the ages of twelve and nineteen years old. Subsidies for uniform and training expenses is covered by the TBDMSA. Compensation for assigned and completed duties is included.

Required Skills

- Passion for sport.
- Limited to moderate knowledge of Softball Canada, Softball Ontario and TBDMSA rules and regulations.
- Communication skills to inform athletes and coaches on the rules of the game, discuss infractions, and settle disputes.
- Decision-making skills.
- Confidence.
- Good vision.
- Physical stamina.
- Teamwork.
- Access to travel to games.

Expected Commitment Levels

- Attend assigned games.
- Communicate to the Junior Umpire-In-Chief within a reasonable timeframe, if a scheduling conflict or situation arises.

Equipment Manager

Overview

Reporting to the President and Treasurer, the Equipment manager is responsible for managing the purchase, maintenance, repair, inventory, distribution and collection, storage and liquidation of all Association-owned equipment. This also includes: uniforms, hats, sponsorship plaques, digital photos, trophies and awards.

Managing the Equipment distribution and collection is a major component to this job. The Equipment Manager must ensure that each team receives the appropriate equipment in their league-issued bag (bats, balls, helmets, bases, first-aid kit) and coordinate a day for team officials to pick-up and drop-off equipment. In addition to team-issued equipment, the Equipment Manager will ensure that all Jr. Umpires receive a shirt, hat and umpire kit.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Moderate knowledge of softball equipment.
- Understanding of current Softball Canada and Softball Ontario equipment guidelines.
- Financial management.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to Equipment storage facility.

Expected Commitment Levels

- Occasionally attend Board of Directors meetings and provide updates as needed.
- Manage equipment storage relationships.
- Attendance and maintenance of fields during special events.
- Occasionally act as a liaison between the municipality and the Association with respect to field maintenance.
- Oversee and communicate equipment disbursement and collection times.
- Ensure Grounds Crew volunteer schedule is assigned and updated as needed.
- Handles equipment-related enquiries from Membership.

Grounds Crew Team Member

Overview

Reporting to the Equipment Manager, the Grounds Crew Team Member is responsible for field and facility maintenance during special events.

Required Skills

- Moderate organizational, communication and time management skills.
- Moderate knowledge of softball equipment.
- Access to travel to Equipment storage facility.
- Physical labour including lifting may be required.

Expected Commitment Levels

- Attendance and maintenance of fields during special events.

Sponsorship and Fundraising Director

Overview

Reporting to the President and Treasurer, the Sponsorship Director focuses researching and soliciting sponsorship and fundraising on behalf of the Association. They will develop relationships with new sponsors and managing existing relationships. The position may also be responsible for researching and evaluating suitable granting and funding opportunities, and for compiling the information needed to apply for such grants and funds.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Understanding of sponsorship and fundraising practices.
- Moderate to strong negotiation skills.
- Financial management.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Occasionally travel to visit sponsors.

Expected Commitment Levels

- Occasionally attend Board of Directors meetings and provide updates as needed.
- Manage sponsor and fundraising partner relationships.
- Oversee collection of sponsorship applications and marketing materials including but not limited to logos.

Concessions Manager

Overview

Reporting to the Board of Directors, the Concessions Manager is responsible for running the operation of the concession stands at special events including the cashiers, cooking/serving and prep areas. The Concession Manager will oversee ordering and liquidation of food/drink and other materials required at the concessions. They will uphold the high standards of cleanliness/neatness, product quality, customer service, stand safety, and food safety.

Required Skills

- Passion for sport.
- Strong organizational, communication and time management skills.
- Leadership.
- Moderate knowledge of softball special events.
- Understanding of food services and regulations.
- Vendor management and relationship.
- Financial management.
- Lifting and physical work including extended periods of standing.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to Association special event facilities.

Expected Commitment Levels

- Occasionally attend Board of Directors meetings and provide updates as needed.
- Attend all Association special events including but not limited to tournaments and year-end playoff weekends.
- Ensure concession stand volunteer schedule is assigned and updated as needed.
- Provide leadership and guidance to concession stand volunteer.
- Help clarify treatment of concession stand volunteer with the public.

Concessions Team Member

Overview

Reporting to the Concessions Manager, the Concessions Team Member is responsible for assistance with the operation of the concession stands at special events including the cashiers, cooking/serving and prep areas. They will uphold the high standards of cleanliness/neatness, product quality, customer service, stand safety, and food safety.

Required Skills

- Moderate organizational, communication and time management skills.
- Moderate knowledge of financial management.
- Access to travel to special events.
- Lifting and physical work including extended periods of standing.

Expected Commitment Levels

- Attendance during special events for assigned shifts.

Head Coach

Overview

The Softball Head Coach is responsible for training the players on the sport's rules and regulations, advancing their batting, throwing, and running skills, ensuring they are playing to the best of their abilities, instructing in relevant skills, and encouraging. They are the main point of contact for the team and act as a liaison between the Association and team.

Required Skills

- Passion for sport and youth.
- Strong organizational, communication and time management skills.
- Moderate to strong knowledge of softball rules, regulations, policies and procedures.
- Leadership and motivational skills.
- Confidence.
- Ability to act under pressure.
- Anxiety control.
- Composure, self-awareness and self-regulation.
- Competitiveness in the spirit of the Association.
- Sense of fair play and sportsmanship.
- Focus.
- Belief in positive thinking and constructive criticism.
- Mentorship.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Lifting and installation of game-day equipment including bases, bats, balls.
- Completing a game-day line-up.
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of all games and practices.
- Attendance of Association special events including Coach Orientation, Equipment Pick-up/Drop-Off days, opening weekend and year-end playoff tournament.

Assistant Coach

Overview

Reporting to the Head Coach, the Assistant Coach assists the Head Coach with instructing players in the rules, regulations, equipment, and techniques of the sport. The Assistant Coach will assess player's skills, monitor players during competition and practice, and keeps the Head Coach informed of the athletic performance of the athletes.

Required Skills

- Passion for sport and youth.
- Moderate organizational, communication and time management skills.
- Moderate knowledge of softball rules, regulations, policies and procedures.
- Leadership and motivational skills.
- Confidence.
- Ability to act under pressure.
- Anxiety control.
- Composure, self-awareness and self-regulation.
- Competitiveness in the spirit of the Association.
- Sense of fair play and sportsmanship.
- Focus.
- Belief in positive thinking and constructive criticism.
- Lifting and installation of game-day equipment including bases, bats, balls.
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of the majority of games and practices.
- Attendance of the majority of Association special events including opening weekend and year-end playoff tournament.

Team Manager

Overview

Reporting to the Head Coach, the Team Manager will act as liaison between parents and coaches. They will prepare a team list showing names/phone numbers/e-mails of players and parents. The Team Manager will collect all medical forms, if required, from parents and keep handy at each game. They may be responsible for advising parents and players the team of schedule(s) for games, practices etc.

Required Skills

- Passion for sport and youth.
- Moderate organizational, communication and time management skills.
- Moderate knowledge of softball rules, regulations, policies and procedures.
- Sense of fair play and sportsmanship.
- Ability to operate e-mail, MS Word and MS Excel (or equivalent).
- Access to travel to games and practices.

Expected Commitment Levels

- Attendance of the majority of games and practices.
- Attendance of the majority of Association special events including opening weekend and year-end playoff tournament.