

Red Deer Minor Baseball Association's Operational Responsibilities by Position

Board of Director's Responsibilities

President

Executive member

- Provides leadership to executive and board in its entirety
- Facilitates all meetings of the board
- Disciplinary Committee Member in the absence of conflict of interest
- Upholds the policies approved by the RDMBA Board of Directors
- Signing authority for the association
- Voting member

Vice President of Operations

Executive member

- Provide leadership to the board's Operational Directors
- Facilitate meetings in the President's absence
- Oversee administrative, operational, and financial operations of the board
- Disciplinary Committee Member in the absence of conflict of interest
- Signing authority for the association
- Voting member

Vice President of Baseball Operations

Executive member

- Provides leadership to the Grass Roots, Rep, and Rec Directors
- Provides leadership to the Umpire Director
- Provides leadership to the Rep Director for evaluation process
- Assist the General Manager with Coach Interviews in the absence of a conflict of interest
- Assists the General Manager with NCCP Clinic coordination and operation
- Disciplinary Committee Member in the absence of conflict of interest
- Coach Development coordination
- Voting member

Treasurer

First Executive Committee member replacement in the event of a conflict of interest

- Signing authority for the association
- Coordinate bookkeeping with Office Manager
- Financial Statements and Budget Preparation
- Coordinate with association's accounting professionals
- Changing of signing authorities on all accounts
- Assist with casino coordination, AGLC reports and grant submissions
- Manage team accounts and provide support to team treasurers
- Voting member

Secretary

Second Executive Committee member replacement in the event of a conflict of interest

- Minute taking and distributing for the board
- Updating and communicating the Action Log
- Voting member

Asset Director

- Uniform coordination
- Equipment/asset purchasing and coordination
- Regular season and Fall Ball uniform and equipment distribution
- Asset inventory control and distribution to diamond equipment lockboxes
- Voting member

Facilities Director

- Maintenance Committee Coordination
- Assist General Manager with summer worker interviews
- Supervision/scheduling of summer worker(s)
- Portable washroom facilitator
- Complete or facilitate the completion of all maintenance and/or repairs to all exclusive use diamonds, mowers, dugouts, bleachers, fences etc...
- Voting member

Umpire Director

- Umpire coordination for RDMBA, providing assistance to Baseball Alberta when requested
- Umpire Clinic coordination
- Manage umpire schedules and submit game delegations for umpire's payments
- Voting member

Grass Roots Director

- Recruit and select Coordinators for T-Ball, Rally Cap, and 9U Divisions
- Provide support for division Coordinators
- Work with each division Coordinator to create teams / schedule
- Recruit and provide support to coaches
- Equipment coordination including distribution and collection with division Coordinators
- Organize year end events with Coordinators
- Potential RDMBA Disciplinary Committee involvement in the absence of conflict of interest
- Voting member

Rec/City League Director

- Recruit and select Coordinators for 11U, 13U, 15U, and 18U A Rec Divisions
- Provide support for division Coordinators
- Facilitate 11U – 18U A Rec evaluations
- Work with each division Coordinator to create teams / schedule
- Recruit, select, and provide support to coaches
- Equipment coordination including distribution and collection with division Coordinators help
- Organize year end events with Coordinators
- Serve as RDMBA representative to all teams during the season for disciplinary and conflict issues
- Potential RDMBA Disciplinary Committee involvement in the absence of conflict of interest
- Attend each team's kick-off meeting at the beginning of the season
- Assist the RDMBA office in Fall Ball coordination
- Voting member

Rep Director

- Recruit and select Coordinators for 11U, 13U, 15U, and 18U Rep Divisions
- Provide support for division Coordinators
- Assist the General Manager in coach interviews/exiting interviews for 11U – 18U divisions
- Recruit evaluators and facilitate 11U - 18U AA / AAA evaluations
- Participate in roster selection meetings for AA / AAA teams in the absence of conflict
- Equipment coordination including distribution and collection
- Provide support for AA / AAA coaches
- Potential RDMBA Disciplinary Committee involvement in the absence of conflict of interest
- Voting member

Non-Board Member Volunteer Coordinator's and Committee's Responsibilities

Baseball Coordinators

- Assist the director in their specific division with but not limited to:
 - evaluation sessions
 - creation of teams / schedule (A / Grassroot divisions)
 - recruit and provide support to coaches (A / Grassroot divisions)
 - distribution and collection of team equipment and uniforms
 - organization and facilitation of year-end event if applicable (A / Grassroots divisions)

Facility Maintenance Committee

- Can be made up of both Board Members and Non-Board Members
- Assist Facilities Director with field and facility maintenance as required
- Report to the Facilities Director

Fundraising Initiatives Committee

- Can be made up of both Board Members and Non-Board Members
- Assist in organizing and volunteering for RDMBA fundraising initiatives

Notes:

1. The preference is for board member positions to be occupied for a 2-year term to maintain continuity in the association.

2. The General Manager is a paid position, and does not have voting, nominating or motion making privileges. The General Manager attends all RDMBA board meetings, in a non-board member capacity.

3. The Office Manager is a paid position for the purpose of assisting the General Manager with administrative duties as well as bookkeeping responsibilities for the association. The office manager does not attend RDMBA Board meetings, and therefore does not have voting, nominating or motion making privileges included with their role.

Non-Board Member Staff Responsibilities

General Manager

Executive member

- Coordinate overall operations, visions, policies and procedures of RDMBA
- Attend all RDMBA meetings
- RDMBA Large Association representative on Baseball Alberta Board of Directors
- Facilitate the Challenger Baseball Program
- City of Red Deer Liaison
- Baseball Alberta Liaison
- Alberta Amateur Baseball Council Liaison
- RDMBA Disciplinary Committee Chair
- RDMBA Evaluations Committee Chair
- Tabulate evaluation data and coordinate roster approval committee/meetings
- Provide evaluations support to the Rep Director
- Manage all player transfer requests
- Provide AA / AAA Manager Support and attend all Rep parent meetings
- Attend all city of Red Deer user group meetings and Baseball Alberta Zone 4 meetings on behalf of RDMBA
- Manage all coach interviews as well as end of season, coach exiting interviews
- Manage all incoming coach applications, coach evaluations and player evaluations
- Manage RDMBA Insurances
- Submit all user group applications and insurances to the City of Red Deer
- Paid Position
- Non-voting member

Office Manager / Bookkeeper

- Provide administrative assistance to the General Manager
- Collect and file all Criminal Record Checks
- Manage the RDMBA phone, website, email and social media platforms
- Process player registrations / refunds
- Coordinate RDMBA photography
- Assist the RDMBA Treasurer with financial responsibilities of the association
- Process cheques and payments for the association
- Paid Position
- Non-voting member in their role

Combined Administrative Responsibilities

- Provide Board Member support
- Booking / Coordination of all diamond allocation including Great Chief Park
- Registration of all Rep teams to Baseball Alberta and ensure proper roster submissions are completed
- Facilitate Fall Ball registration and diamond allocation
- Coordination of photography and apparel tenders
- Manage Team Information Package
- Manage concession bookings, keys and fobs
- Team photo distribution to Sponsors
- Advertising
- Team and asset Sponsorship
- Casino Coordination
- Coordinate Annual Fundraising Raffle

- **Grant Application Submissions**