

U15-AAA Saskatoon Baseball League; Committee Positions Reference Document**May 2022****Version 1-May2022**

- ***All positions are volunteers.***
- ***U15-AAA Coordinator is a voted position at the Baseball Saskatoon AGM***
 - U15-AAA Committee positions are volunteer positions – preferred for a 2-3-year term to allow continuance for League operations. Applications for the volunteer positions are accepted by the U15-AAA Coordinator. Applicants must adhere to neutrality for objectiveness within the positions as the League Teams draw City Wide/all Zones.
 - The U15-AAA Coordinator is a “Member At Large” position, voted on annually at the Baseball Saskatoon AGM. Applicants should be prepared to advise on experience and intentions for the position at the AGM.

Committee Positions

1. **U15-AAA Coordinator / Baseball Saskatoon Member At Large**
 - Reports to Baseball Saskatoon President / Coordinates with Baseball Saskatoon Executive and Executive Director of Baseball Saskatoon.
 - Responsible for U15-AAA League administration and coordination of Astros, Brewers, and Expos teams.
 - Conducts as needed, Committee meetings with minimum 5 of 8 Committee members in attendance: Registrar, Website Admin, Treasurer1, Treasurer2, Try-Outs Coordinator and Uniforms/Apparel Coordinator, Baseball Saskatoon Executive
 - Directs Registrar, Website Admin, Treasurer1, Treasurer2, Try-Outs Coordinator and Uniforms/Apparel Coordinator for any League support activities.
 - Reviews specific League activities/decisions with each Committee member/member position as needed for League administrative continuance.
 - Accepts Coaching applications and reviews with Coaching Committee (2 other non-parent committee members-applications submitted to U15-AAA Coordinator)
 - Tenders RFQ to Try-outs companies; reviews previous try-outs and discusses merits with Committee.
 - Works with Registrar for registration details

- Works with Try-Outs Coordinator and Uniforms coordinator to coordinate tryout shirts orders as soon as registration closes / player demographics/sizing.
 - Works with Try-Outs Coordinator to coordinate outdoor try-outs at the End of August/booking field times, etc.
 - ✓ Includes discussion of drills/drill timing, game planning, positional game planning, so all positional players play ~2 innings at their noted position choices.
 - Prepares draft data with Try-Outs Coordinator
 - Ensures Draft information is communicated to coaches.
 - Books draft room
 - Attends draft for draft coordination with an attending non-parent committee member.
 - ✓ Works with attending committee member to ensure draft information is sent out to Website admin, coaches, etc.
 - Works with Try-Out Coordinator to coordinate newly formed team details with teams and or Parent Group Team managers.
 - Works with Uniforms Coordinator to ensure uniform details are communicated to Parent Group Team Managers
 - etc.
2. Baseball Saskatoon Executive Member is part of the Committee as oversight. Currently Baseball Saskatoon VP for 2023.
 - *Executive Member has voting rights if required for Committee voting.*
 3. Registrar – coordinates registrations with U15-AAA Coordinator. Ensures registrations meet League standards via confirmation of address and Saskatoon residency.
 4. Website Administrator – Position held by Baseball Saskatoon Scheduling Administrator for website Admin and Communications.
 5. Treasurer1 – Administers League Bookkeeping, coordinates with U15-AAA Coordinator and Treasurer2 and prepares report of League finances for Baseball Saskatoon AGM.
 - Treasurer2 TBA – Administers league invoicing and payments/signatures in coordination with U15-AAA Coordinator and Treasurer1. Ensures League finances are in check with Treasurer1 on a monthly basis or bi-monthly during off-season.
 6. Try-outs Coordinator – coordinates tryout times, locations, drills, try-out games, invoices, etc., with U15-AAA Coordinator. Prepares any options for rain out or other. Ensures volunteer support for tryouts where/when needed. Coordinates/plans Draft date/location with Coaches in advance of try-outs to ensure seamless process. Coordinates with Registrar, Website admin, and U15-AAA Coordinator to ensure communication for post draft information.

7. Uniforms Coordinator – works with Try-out coordinator and U15-AAA Coordinator to order try-out t-shirts, coordinates pick up and returns of uniforms, ordering of hat sizes as needed, coordinates any Uniform orders with U15-AAA Coordinator for replacement or repairs, works with Al Anderson’s Team Store as they are the League supplier for any details on team store set up timing.

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