

ASSOCIATION POSITIONS

The Welland Minor Baseball Association (WMBA) strives to provide an open, fun, and enjoyable environment for all players while focusing on development. The following positions are necessary for members to take on to grow our Association:

MEMBER POSITIONS

The following positions are to be filled annually by members to assist in conducting the business of the WMBA. Where this position is filled by a director, the director is also a member of WMBA.

1. Jr. House League Convener
2. Rookie House League Convener
3. Intermediate House League Convener
4. Senior House League Convener
5. Equipment Manager
6. Purchasing and Inventory Manager
7. Sponsorship Chair
8. Community Liaison
9. Webmaster
10. Social Media Co-ordinator
11. Resolutions Chair
12. Registrar
13. Scheduler
14. Tournament Co-ordinator
15. Umpire-in-Chief
16. Concussion Management Co-ordinator
17. Player Development Co-ordinator

1. Junior House League Convener

The Jr. House League Convener reports to and works with the VP House League and is responsible for recruiting coaches, preparing team rosters and overseeing the operations of the 4U and 5U divisions, as well as for the coordination of administrative and other tasks as they occur within the house league system.

2. Rookie House League Convener

The Rookie House League Convener reports to and works with the VP House League and is responsible for recruiting coaches, preparing team rosters and overseeing the operations of the 7U and 9U divisions, as well as for the coordination of administrative and other tasks as they occur within the house league system.

3. Intermediate House League Convener

The Intermediate House League Convener reports to and works with the VP House League and is responsible

for recruiting coaches, preparing team rosters, and overseeing the operations of the 11U and 13U divisions, as well as coordinating administrative and other tasks as they arise within the house league system.

4. Senior House League Convener

The Senior House League Convener reports to and works with the VP House League and shall be responsible for recruiting coaches, preparing team rosters and overseeing the operations of the divisions of 15U and 18U, and for the coordination of administrative and other tasks as they occur within the house league system. He/she must attend Niagara Interlock meetings and vote on behalf of WMBA in the absence of the VP House League.

5. Equipment Manager

The Equipment Manager shall be responsible for:

- assist with the distribution and collection of equipment boxes with contents for WMB Diamonds
- creation of equipment bags for both Rep and House League baseball
- distributor of equipment bags to House League Convenors and Rep League
- distributor of uniforms to House League Convenors
- distributor of keys to House League Convenors
- distributor of coaches jerseys to House League Convenors
- distributor of Umpire Gear to the Umpire in Chief
- maintaining the organization of the equipment storage facility
- maintain care and inventory of WMB equipment boxes and game day equipment
- act as primary contact for game day equipment ~~operations~~ needs for both Rep and House League
- act as primary contact for equipment needs for weekend tournaments
- report to the Purchasing Manager for purchase requests
- collection of equipment bags for postseason inventory
- collection of keys from Convenors for postseason inventory
- organize equipment storage facility in preparation for postseason inventory
- work with the Purchasing Manager for postseason inventory

6. Purchasing Manager

The Purchasing and Inventory Manager will be responsible for:

- purchase of House League Uniforms
- purchase of Rep Uniforms
- purchase of Rep League equipment needs
- purchase of House League equipment needs
- purchase of House League Coaches' jerseys as needed
- distributor and collector of equipment boxes with contents from WMB diamonds

- Act as the primary point of contact for all team purchase requests (e.g., locks, keys, extra coach jerseys).
- work with the Equipment Manager for postseason inventory

7. Sponsorship Chair

The Sponsorship Chair is responsible for overseeing all sponsorship activities for the Welland Minor Baseball Association. This role focuses on identifying, securing, and maintaining relationships with corporate and community sponsors to support the Association's financial sustainability.

- Develop and implement a sponsorship strategy aligned with WMBA's goals and seasonal needs.
- Identify and solicit potential sponsors from the local business and broader community.
- Negotiate and manage sponsorship agreements, ensuring mutual value for sponsors and the Association.
- Maintain ongoing relationships with existing sponsors, including renewals and recognition obligations.
- Work collaboratively with the Executive and communications team to ensure sponsor visibility and acknowledgment across appropriate platforms (e.g., website, signage, apparel, events).
- Ensure sponsorship commitments are fulfilled in accordance with agreed terms.

The Sponsorship Chair shall report directly to the Executive and bring forward any matters requiring approval, direction, or decision-making that may impact the Association.

8. Community Liaison

The Community Liaison is responsible for fostering positive relationships between the Welland Minor Baseball Association and the broader community. This role supports the Association's visibility, reputation, and volunteer engagement through partnerships with local organizations, institutions, and community groups.

- Act as a primary point of contact between WMBA and community organizations, institutions, and partners.
- Promote the Association's presence and positive image within the community.

- Work with local entities (e.g., schools, service clubs, and other organizations) to build and maintain a volunteer network.
- Support community engagement initiatives that align with WMBA's mission and values.

The Community Liaison shall report directly to the Executive and advise on any community-related matters, concerns, or opportunities that may affect the Association.

9. Webmaster

The Webmaster is responsible for updating the website, including all appropriate informational materials and notices required by the Association, to keep all persons duly informed as requested by the members of the Association. The Webmaster ensure the information contained is accurate and up to date.

10. Social Media Co-ordinator

The Social Media Co-ordinator is responsible for maintaining and updating all active social media channels, to reflect the goals and values of the Association. This role involves creating engaging content, promoting events, celebrating player/team achievements, and keeping families informed about key announcements. The co-ordinator will collaborate with stakeholders to ensure that the content is timely, accurate, and aligned with the Association's mission.

11. Resolutions Chair

The Resolutions Chair is responsible for receiving, managing, and addressing complaints, disputes, and issues arising within the membership of Welland Minor Baseball (WMBA). This role serves both House League and Rep programs and provides a structured, impartial process for handling concerns raised by players, parents, coaches, volunteers, or other stakeholders. The Resolutions Chair reports directly to the WMBA Executive on all matters related to conflicts, complaints, or issues within the association.

An alternate Resolutions Chair shall be appointed to act in situations where a real or perceived conflict of interest exists.

- Receive and acknowledge complaints or concerns submitted by members of Welland Minor Baseball.
- Review and manage issues in a fair, objective, and confidential manner.
- Facilitate resolution of disputes where appropriate, including informal resolution, mediation, or referral as required.
- Ensure that complaints involving both House League and Rep programs are handled consistently and equitably.

- Escalate matters to the WMBA Executive when required, providing relevant information and recommendations.
- Maintain confidentiality and impartiality throughout the resolution process.
- Identify and declare any real or perceived conflict of interest and refer the matter to the appointed alternate when necessary.
- Maintain appropriate records of issues and resolutions in accordance with WMBA policies.

12.Registrar

The Registrar is responsible for managing all online and in-person registration activities. This includes overseeing the registration process, coordinating registration dates and times, and ensuring accurate participant records. The Registrar is also responsible for collecting all registration fees and confirming that player fees are paid in full prior to the commencement of baseball activities.

13.Scheduler

The scheduler is responsible for scheduling activities, including posting all schedules to the WMBA website. He/she will coordinate all rescheduled games within WMBA and those with other associations (Rep/Select and Interlock). The scheduler will work with division/program convenors to ensure no conflicts arise during the scheduling process.

14.Tournament Co-coordinator

This person shall organize and coordinate efforts for WMBA baseball tournaments. He/she shall be responsible for, but not limited to, the following:

- Responsibility of listing tournaments on Ontario Baseball Website
- Creating a registration form for appropriate tournaments
- Being the lead contact to contact other centers managers and coaches
- Collecting tournament fees
- Creating schedules
- Getting tournament approval through Baseball Ontario
- Coordinating convenors and volunteers to ensure tournaments run smoothly, including other amenities needed.
- Sending in the convenors' report to Baseball Ontario at the conclusion

15. Umpire-in-Chief

The Umpire-in-Chief shall be responsible for the recruitment, selection, education, training, and supervision of umpires within the Association. The Umpire-in-Chief will also be responsible for the maintenance, distribution and storage of all umpire equipment at the direction and approval of the Board. He/she shall also be responsible for assigning umpires for all WMBA-sponsored house league games, including the regular season and playoffs. The schedule for umpires must be created at least one week prior to the Master Schedule.

The Umpire-in-Chief will report directly to the executive, must be available for all board meetings and must seek the counsel of the Executive for all major decisions related to changes in day-to-day practices. The Umpire-in-Chief will also be required to give sufficient notice to his/her recruits and must adopt a consistent method of payment for umpires that is in keeping with legislation as it relates to best practices and the Employment Standards Act. He/she must familiarize themselves with such legislation to provide transparency to the organization as a whole.

Anyone wishing to assume this role must be a carded official of Baseball Ontario before the season begins. Carding will be paid for by WMBA.

16. Concussion Management Co-ordinator

The Concussion Management Co-ordinator is responsible for ensuring the implementation and compliance of the Welland Minor Baseball Association's (WMBA) Concussion Management Policy, adopted from Baseball Ontario's Concussion Management Protocol. This role supports the health and safety of players, coaches, umpires, and other participants by reducing the risk of concussion and ensuring that proper protocols are followed, aligned with Rowan's Law and the International Concussion Consensus Guidelines (Zurich) on Management of Concussion in Sports.

Key responsibilities include acting as Baseball Ontario's designated person, coordinating annual concussion education for all players, coaches, parents, and umpires, maintaining access to concussion resources and tools on the WMBA website, and ensuring mandatory documentation (e.g., medical forms, emergency contacts, and concussion recognition tools) is readily available. Additionally, the Co-ordinator oversees adherence to return-to-play protocols, facilitates medical clearance when required, and ensures that all designated persons are trained to identify and address potential concussions during WMBA activities.

17. Player Development Co-Ordinator

The Player Development Co-Ordinator is responsible for supporting and enhancing player development opportunities across all divisions in both House League and Rep within Welland Minor Baseball. Reporting to the President, this role acts as a liaison between Welland Minor Baseball and external player development resources, helping connect the association with opportunities that support youth skill development at various stages of play.

- Identify, coordinate, and promote player development opportunities appropriate for different age groups and skill levels within Welland Minor Baseball.
- Build and maintain relationships with local and regional player development experts, instructors, academies, and organizations.
- Work with external development partners to organize clinics, camps, workshops, and skill-development sessions for players.
- Collaborate with coaches, convenors, and association leadership to ensure development initiatives align with Welland Minor Baseball's values, goals, and long-term player development objectives.
- Assist with planning and logistical coordination for development activities, including scheduling, facilities, and participant communication.
- Support inclusive and accessible development opportunities that benefit players across house league, select, and rep programs.
- Communicate upcoming development initiatives to families, coaches, and stakeholders using established Welland Minor Baseball communication channels.

EXECUTIVE POSITIONS

The roles listed below are held by the Executive Members and voted on by members at the annual members meeting.

1) President:

The President shall be responsible for guiding the affairs of the Association and ensuring the execution of the policies established by the Board. He/she shall present a record of the year's operation at the AGM or at such times as requested by the Board members. He/she shall preside at all Executive, Board, and AGM meetings. The President shall be a signing Officer along with the Treasurer and one other Executive Member for cheques issued by the Association. The President shall assume or direct a Director at Large to assume the role of the Sponsorship Chair, Community Liaison, Umpire-in-Chief, Webmaster, Social Media Co-ordinator, as needed.

2) 1st Vice President (VP):

The 1st Vice President shall oversee and/or assume any of these roles as needed or direct a Director at Large to assume the duties.

- a) Junior House League Convener
- b) Rookie House League Convener
- c) Intermediate House League Convener
- d) Senior House League Convener

- e) Registrar
- f) Webmaster
- g) Social Media Co-ordinator
- h) Concussion Management Co-ordinator

3) 2nd Vice President (VP):

The 2nd Vice President (VP) shall oversee and/or assume any of these roles as needed or direct a Director at Large to assume the duties:

- a) Senior House League Convenor
- b) Tournament Director
- c) Rep Director
- d) Purchasing Manager
- e) Resolutions Committee Chair
- f) Player Development Co-ordinator
- g) Scheduler (Rep and House League)

4) Treasurer:

The Treasurer shall act as a signing Officer for all cheques issued by the Association. He/she shall perform all necessary banking and cheque issuance for the Association. He/she shall keep an up-to-date account of the Association's financial affairs and shall provide a financial report at the AGM and any other financial reporting as directed by the WMBA Board of Directors.

He/she shall attend all regular meetings of the Board and provide monthly financial statement for the Board of Directors review and approval. The Treasurer ensures that the Board of Directors honours their fiduciary obligations to the membership and that the Board complies with Ontario Not-for-Profit regulations for financial accounting.

The financial Institution will be decided by the elected/appointed treasurer following the AGM. A bank account in the name of WMBA shall be maintained at a Canadian chartered financial institution at the beginning of the fiscal year.

The Association signatories shall be three (3) members of the executive (President, Treasurer, and one other executive member as chosen by the board). All cheques or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of WMBA shall be authorized by a minimum of 2 signatories.

5) Secretary

The Secretary shall keep all minutes and ensure distribution to Directors. The Secretary shall also provide agendas for Board meetings. At special meetings, the Secretary may be asked to take the meeting minutes. The secretary shall assume the role of Registrar as needed or direct a Director at Large to assume the duties.

Adopted by WMBA members on: November 29, 2023

Last updated by the WMBA Board of Directors on: January 21, 2026