

## 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 are the positions to be filled by members annually to assist with 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 Convenor
4. Senior House League Convener
5. Equipment Manager
6. Purchasing and Inventory Manager
7. Sponsorship Chair/Community Liaison
8. Webmaster
9. Social Media Co-ordinator
10. Resolutions Chair
11. Registrar
12. Scheduler
13. Tournament Co-ordinator
14. Umpire-in-Chief
15. Concussion Management Co-ordinator

#### 1. Junior House League Convenor

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

#### 4. Senior House League Convener

The Senior House League Convener reports to 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 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 distribution and collection of equipment boxes with contents for WMB diamonds
- distributor of equipment bags to House league Convenors
- 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 Umpire in Chief
- maintaining the organization of equipment storage facility
- maintain care and inventory of WMB equipment boxes and game day equipment
- act as primary contact for game day operations
- act as primary contact for equipment needs for weekend tournaments
- act as primary contact for equipment needs for purchase
- report to Purchasing and Inventory for purchase requests
- collection of equipment bags from Convenors for postseason inventory
- collection of keys from Convenors for postseason inventory
- organize equipment storage facility in preparation of postseason inventory
- work with Purchasing and Inventory Manager in postseason inventory

#### 6. Purchasing and Inventory Manager

The Purchasing and Inventory Manager will be responsible for:

- preseason inventory of storage facility
- purchase of House League Uniforms
- purchase of Rep League Equipment needs
- purchase of House League Equipment needs
- purchase of House League Coaches Jerseys as needed via Registration
- creation of equipment bags for both Rep and House League Baseball
- distributor of keys to Volunteer Equipment Role
- distributor and collector of equipment boxes with contents for WMB diamonds
- act as person in charge of whom to ask for a purchase (lock, keys, extra coaches jerseys etc.)
- assist with game day operations when an intervention is urgent
- work with Equipment Manager in postseason inventory

#### 7. Sponsorship Chair/Community Liaison

The Sponsorship Chair will be responsible for all aspects of sponsorship as it relates to contracting potential sponsors for the Association. The community Liaison will be responsible for the appearance of the Association within the community including working with local entities and institutions to build a volunteer list.

He/she will also connect with community organizations and arrange for training for the Association as needed. The Chair shall report to the Executive, who in turn shall report to the WMBA if there are any concerns and or decisions that affect the Association that need to be made.

#### 8. 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.

#### 9. 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.

#### 10. Resolutions Committee Chair

This individual will report directly to the WMBA executive in all matters related to conflict and or issues that arise within the membership.

#### 11. Registrar

This Registrar shall be responsible for managing online and in-person registrations. They are responsible for the registration process and co-coordinating the dates and times of such. Responsible for collecting all fees and ensuring player fees are paid in full before the commencement of baseball activities.

#### 12. 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.

### 13. Tournament Co-coordinator

This person shall organize and coordinate efforts for baseball tournaments within WMBA. 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 conveners and volunteers to ensure tournaments run smoothly including other amenities needed.
- Sending in conveners' report to Baseball Ontario at conclusion

### 14. 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 purchasing, 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. All individuals wishing to umpire must submit biweekly availability.

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 in the whole.

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

### 15. 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 proper protocols are followed in alignment with Rowan's Law and the International Concussion Consensus Guidelines (Zurich) on Management of Concussion in Sports.

Key responsibilities include acting as OBA'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 all designated persons are trained in identifying and addressing potential concussions during WMBA activities.

## **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 1 (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, and Scheduler 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) Select Program 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 Convener

- b) Interlock and Rep Scheduling Co-ordinator
- c) Tournament Director
- d) Rep Director
- e) Purchasing Manager/Equipment Co-ordinator
- f) Resolutions Committee Chair

4) Treasurer:

The Treasurer shall act as a signing Officer for all cheques issued by the Association. He/she shall do all necessary banking and issuing of cheques 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 shall provide an Annual Report at the AGM. The Treasurer ensures that the Board of Directors honour their fiduciary obligations to the membership and that the Board follows Ontario Not-for-Profit regulations for financial accounting.

The financial Institution will be decided by 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 order 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 29, 2025*