



SBMC BASEBALL: ROLES AND RESPONSIBILITIES

All positions are voluntary and open for elections on a yearly basis. Nominated individuals are approved by SBMC. Board members who accomplish their duties are exempt from volunteer fees.

EXECUTIVE BOARD

PRESIDENT

- Responsible for overall operation of SBMC Baseball in accordance with organization bylaws.
- Manage key relationships with other groups, including the City of Burnaby Parks and Recreation Department, BC Minor Baseball Association (BCMBA), Western Lower Mainland (WLM) Interlock, South Burnaby Metro Club (SBMC) and negotiate contracts and agreements on behalf of SBMC Baseball.
- Publish meeting agendas one week prior to meeting.
- Set up and conduct monthly board meetings.
- Oversee finances of the association.
- Receive all communications from BCMBA, WLM interlock, SBMC and others.
- Attend applicable meetings called by BCMBA, WLM interlock and SBMC.
- Be the face and voice of public relations and special events unless otherwise delegated.
- Be prepared to step in and do any job, provide direction to any board member or volunteer.
- Oversee any/all disputes and be the final decision maker (if necessary) in such dispute resolution.
- Send all communications to members unless otherwise delegated.
- Serve as primary contact for any questions/concerns related to the organization.
- Should be the most informed officer of the club. The individual must know the regulations under which SBMC Baseball operates and executes the policies set by SBMC Baseball, BCMBA, SBMC and WLM interlock.
- Approve/disapprove player movement (release) requests upon discussion with the Board. Ensure player movement forms are completed and sent in a timely manner to the appropriate persons if approved.
- Is granted access to all social media channels, websites, registration systems.
- Distribute, collect and store applicable keys to equipment rooms, dugouts, facilities.
- Receive all coaching applications and present applicants to the Board.
- Purchase all year end trophies or medals if requested by Spring teams unless otherwise delegated.
- Purchase all coach appreciation items unless otherwise delegated.
- Receive feedback from parents/players/coaches/volunteers during team practices and/or games.



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EXECUTIVE BOARD

VICE PRESIDENT (Administration)

- With VP (Operations), ensure SBMC Baseball President and Board of Directors carry out their responsibilities in accordance with organization bylaws.
- With VP (Operations), serve in place of the President when the President is unable to carry out his/her responsibilities.
- Attend applicable meetings called by BCMBA, WLM interlock and SBMC.
- If requested, assist President in public relations and coordinating special events.
- Be prepared to step in and do any job, provide direction to any board member or volunteer.
- The individual must know the regulations under which SBMC Baseball operates and executes the policies set by SBMC Baseball, BCMBA, SBMC and WLM interlock.
- Eligible to sign approved player movement forms in lieu of the President and forward to appropriate persons in a timely manner.
- Responsible for risk management of the club and ensuring all Criminal Record Checks are done by all applicable volunteers.
- Responsible for overseeing all social media channels and websites.
- Receive feedback from parents/players/coaches/volunteers during team practices and/or games.
- Responsible for posting the minutes of board meetings online.

VICE PRESIDENT (Operations)

- With VP (Admin), ensure SBMC Baseball President and Board of Directors carry out their responsibilities in accordance with organization bylaws.
- With VP (Admin), serve in place of the President when the President is unable to carry out his/her responsibilities.
- Attend applicable meetings called by BCMBA, WLM Interlock and SBMC.
- If requested, assist President in public relations and coordinating special events.
- Be prepared to step in and do any job, provide direction to any board member or volunteer.
- The individual must know the regulations under which SBMC Baseball operates and executes the policies set by SBMC Baseball, BCMBA, SBMC and WLM interlock.
- In conjunction with Burnaby Parks & Recreation, ensure all facilities are safe for players and fans.
- Liaise with Burnaby Parks and Recreation regarding field upgrades, Board requests.
- Obtain permits for all fields and storage facilities.
- Obtain permits for gyms from Burnaby School District for offseason training.
- Must coordinate with Concession Manager to obtain permit for Ron McLean concession.
- Ensure the fields and facilities are well maintained throughout each season.
- Communicate to the Board all information given from Burnaby Parks and Recreation and Burnaby School District.
- Send required player information to the City of Burnaby.



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EXECUTIVE BOARD

TREASURER

- Responsible for funds coming in and going out of the association.
- Receive all deposits, including tournament, registration, fundraising and miscellaneous monies and keeping accurate records in QuickBooks (QB) and in hard copy.
- Track online (LeagueApps) deposits in QuickBooks and in hard copy.
- Paying all bills in a timely manner after the appropriate board member has approved the invoice and recording the payments in QB.
- Assists and reports to SBMC Treasurer.
- Obtain and pay for permits and licenses that are needed for special events.
- Keeps all past financial records, maintains current financial records and reports this information to the Board.
- Produce financial reports upon request and have a current income statement or balance statement for each meeting.
- Keep the Board regularly informed of key financial events and concerns.
- The treasurer must have financial literacy, attention to detail and neat and accurate record keeping.
- Develop an annual budget (work in progress) and compare the actual revenue and expenses incurred against the budget.

SECRETARY

- Maintain an official written record of all Board of Directors and other meetings of the organization.
- Email minutes to Board at least one week prior to meetings for review and edit minutes as required.
- Print all agendas and distribute at meetings.
- Keep board members contact list up to date.
- Send out monthly meeting notices to the Board.
- Keep track of BCMBA application deadlines and relay information to the Board.
- Ensure all BCMBA paperwork is completed for Spring and Summer.
- Perform other clerical duties as assigned by the President.
- Facilitate posting pertinent dates on website (works with Website Coordinator).
- May send correspondences to members on behalf of the Board.
- Keep a record of all Criminal Record Checks for the year.
- Order BCMBA rulebooks by February of each year.
- Attends monthly board meetings.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



Executive Board

REGISTRAR

- Organize and create online registration system for all seasons and special events.
- Provide access to online registration system to President, Vice President and Treasurer.
- Organize in-person registrations if necessary.
- Issue tax receipts to families if requested.
- Issue refunds upon approval from the Executive Board.
- Provide player information to Division Coordinators.
- Send player rosters to BCMBA.
- Serve as primary contact for registration issues.
- Create online store for fan wear at the request of the Board.
- Produce and send flyer advertising SBMC Baseball programs to Burnaby School District.
- Recommend annual registration and participation fees to the Board of Directors.
- Attends monthly board meetings.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES

BOARD OF DIRECTORS

DIVISION COORDINATORS

- Liaise with all coaches, as well as with the coordinators of other associations within his/her division.
- Must learn or know all divisional playing rules.
- Organize all player evaluations for their division in Spring as well as the team draft (11U-15U only).
- Send correspondences throughout the year to players regarding special events, player evaluations, try-outs.
- Arrange tournaments at the request of head coaches.
- Organize all that pertains to summer baseball including, but not limited to: try outs, team roster and required paperwork (9U-15U only).
- Attend WLM interlock and BCMBA preseason meetings.
- Receive player information from the Registrar.
- Send appropriate player information to coaches of each team in their division.
- Assist team parents/head coaches in ensuring seasons run smoothly.
- Communicate pertinent information to coaches/managers/team parents e.g. interlock rules, club policies, schedules.
- Provide list of volunteers requiring Criminal Record Checks to the Vice President and Secretary.
- Oversee the purchases for each Spring team's year end event e.g. trophies/medals, food, etc.
- If a fall ball season is played, the Coordinator will organize the team roster as well as schedule games (if requested by head coaches).
- Obtain replenishment supplies from Equipment Coordinator to distribute to coaches throughout the season.
- Attends monthly board meetings.

MEMBERS-AT-LARGE

- Assist in planning and implementing baseball activities and events.
- May attend monthly board meetings.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



Volunteering is a good way to be involved in your child's chosen sport. At SBMC Baseball, we are incorporating a points system to obtain a refund of the volunteer fee. A minimum of 10 points will be required to receive a refund.

MEMBER POSITIONS

EQUIPMENT COORDINATOR

- Perform a thorough inventory of equipment at the end of each season, determining the future requirements.
- Oversee the ordering of equipment after approval from the Board.
- Develop the equipment budget in conjunction with the Treasurer based on registration numbers, equipment needs etc.
- Oversee the distribution and collection of equipment to coaches.
- Must be available to distribute supplies to coaches/division coordinators throughout the year.
- Bring to the attention of the Board any items needing repairs or replacements.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.

UNIFORM COORDINATOR

- Organize uniform distribution and collection for all applicable seasons.
- Ensure all uniform deposits and volunteer fees are collected and refunded.
- Relay all non-refunded volunteer fees to the Board at the end of the season.
- Collect waivers and other hard copy forms for the club. Relay all forms to the Board for storage.
- Ensure all uniforms are sorted, accounted for and stored appropriately for the following season.
- Perform a thorough inventory of all uniforms at the end of each season, determining the future requirements.
- Oversee the ordering of new uniforms after approval from the Board.
 - Purchase jerseys, baseball caps and baseball pants as approved by the Board.
- Organize jersey/cap purchases for Summer season (9U-15U) as approved by the Board.
- Take inventory of umpire gear and purchase umpire shirts/accessories after approval from the Board.
- Distribute umpire gear if necessary.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



MEMBER POSITIONS

VOLUNTEER COORDINATOR

- Create and maintain a volunteer tracking system.
- Coordinate volunteers for special events.
- Post volunteer opportunities on club website (with help from Website Manager).
- Coordinate picture day and picture distribution.
- Create e-mail for Secretary to send to all members regarding volunteer opportunities.
- Is contact person for all inquiries related to volunteering at SBMC Baseball.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.

PLAYER DEVELOPMENT COORDINATOR

- Plan and execute player development clinics throughout the year after approval from the Board.
- Is the main contact person for instructors.
- Send correspondences to members regarding cancellations, schedules, information of off-season clinics.
- Responsible for ensuring equipment is available at all off-season clinics.
- Provide training materials and information to coaches.
- Schedule training clinics in conjunction with coaches throughout the Spring, Summer and Fall seasons after approval from the Board.
- Report to the Board on a monthly basis.
- Accounts for 10 points of volunteer refund.

WEBSITE MANAGER

- Learn all aspects of SBMC Baseball website.
- Update website as requested by the Board.
- Add games, events, etc to calendar on website.
- Convert documents submitted for posting onto website into pdf files.
- Keep website current removing/archiving out-of-date items as necessary.
- Make recommendations to improve presentation and efficiency.
- Request photos, get approvals and place periodically on website.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



MEMBER POSITIONS

UMPIRE ALLOCATOR

- Maintain a list of all active umpires.
- Ensure all umpires have current membership with BCBUA.
- Communicate with umpires of upcoming training/refresher clinics in January.
- Organize meet and greet in pre-season with UIC and all umpires.
- Send umpires WLM interlock and BCMBA rules and updates.
- Distribute BCMBA rulebook to all umpires.
- Create an umpire schedule of regular and post season games in Spring, Summer and Fall seasons.
- Communicate with coaches regarding cancelled and makeup games.
- Communicate with umpires and determine general availability.
- Pay the umpires on a monthly basis.
- Report to the Treasurer and President of payments to umpires.
- Send BCBUA umpire roster if requested.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.

UMPIRE IN CHARGE (UIC)

- Act as referral point for coaches and umpires in the interpretation of rules.
- Must have current membership with BCBUA.
- Attend games when possible to encourage and mentor new umpires.
- Answer questions related to rules from umpires and coaches.
- Get feedback from coaches and suggest re-hiring of umpires for following season.
- Report all issues/concerns to the Board.
- Report any protests or incidents to the Board.
- Report to the Board on an as needed basis.

SOCIAL MEDIA MANAGER

- Oversee all social media platforms used by SBMC Baseball.
- Collect and take photos from practices, games, events and upload onto social media platforms.
- Upload all announcements requested by the Board, including practice/game/event cancellations.
- Uploads to Instagram should be a minimum 4-5 days per week during Spring/Summer seasons.
- Report any issues/concerns to the Board.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



CONCESSION MANAGER

- Maintain the operation of concession facilities during all active seasons.
- Organize the purchase of concession products and supplies. Any significant expenditure must be approved by the Board.
- Establish concession menu and pricing.
- Organize, tally and keep records of concession sales and purchases.
- Must have Food Safe certificate.
- Ensure operating procedures and food safety guidelines are followed.
- Any issues/concerns are to be reported to the Board.
- Report to the Board on an as needed basis.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



ON-FIELD POSITIONS

HEAD COACH: one per team

- Organize and manage a team, including all practices and games.
- For 11U-15U, must attend player evaluations and participate in drafting of players.
- Must attend a minimum of 80% of practices and games throughout the season.
- Must learn or know division playing rules.
- Work with the Assistant Coaches to ensure all participants abide by the Player Code of Conduct, Parent Code of Conduct and Coaches Code of Conduct.
- Work with the Team Parent to ensure the needs of the team are met and communications are sent in a timely manner.
- Must be NCCP certified at the appropriate level.
- Must have annual Criminal Record Check completed or in progress before start of the season.
- Organize practice schedule with Division Coordinator.
- Schedule training clinics with Player Development Coordinator upon approval from the Board.
- Send all game schedules to the Umpire Coordinator and Secretary.
- Report any issues/concerns to the Division Coordinator.
- Must attend WLM Interlock pre-season Spring meeting (11U-15U).
- Must attend BCMBA pre-season Summerball meeting (11U-15U).
- Encouraged to attend coaching clinics offered by BCMBA.
- Subject to Board approval.
- Accounts for 10 points of volunteer refund.

ASSISTANT COACH: 2-3 per team

- Assist Head Coach with organizing and managing a team.
- Help at all practices and games.
- Must attend a minimum of 80% of practices and games throughout the season.
- Must learn or know division playing rules.
- Work with Head Coach to ensure all participants abide by the Player Code of Conduct, Parent Code of Conduct and Coaches Code of Conduct.
- Must be NCCP certified at the appropriate level.
- Must have annual Criminal Record Check completed or in progress before start of the season.
- Encouraged to attend coaching clinics offered by BCMBA.
- May attend WLM Interlock pre-season Spring meeting (11U-15U).
- May attend BCMBA pre-season Summerball meeting (11U-15U).
- Report any issues/concerns to the Division Coordinator.
- Subject to Board approval.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



ON-FIELD POSITIONS

TEAM PARENT: one per team

- 7U-15U divisions.
- Responsible for managing the administration part of the team under the guidance of the Head Coach and Assistant Coaches.
- Communicate team schedules to parents/players.
- Organize social activities such as team snack schedule and year end wrap up party if applicable.
- Keep track of parent volunteers if necessary.
- Ensure a scorekeeper and pitch counter are present for all games (11U-15U).
- Must have annual Criminal Record Check completed or in progress before start of the season.
- Report any issues/concerns to the Division Coordinator.
- Accounts for 10 points of volunteer refund.

DUGOUT PARENT: one per team

- 7U-11U divisions.
- Ensure the players are ready for every inning.
- Responsible for organizing players during batting and fielding e.g. arrange players in dugout according to batting order, help players get ready with proper equipment/gear for fielding (especially help with back catcher's gear).
- Must attend at least 80% of games during the season.
- Must have annual Criminal Records Check is completed or in progress before start of the season.
- Accounts for 10 points of volunteer refund.

SCOREKEEPERS: 1-2 per team

- 11U-15U divisions. 9U in Summer season.
- Keep accurate scores for all games with as much details as Head Coach requests.
- Report to the Team Parent or Head Coach for the score book.
- Prior scorekeeping knowledge or attendance in a scorekeeping clinic would be helpful as some coaches prefer to track stats.
- Must attend a scorekeeping clinic if offered by SBMC baseball.
- Accounts for 2 points of volunteer refund per game.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES



ON-FIELD POSITIONS

PITCH COUNTERS: 1-2 per team

- 11U-15U divisions. 9U for Summer season.
- Accurately record the pitch counts and confer with the opposing team's pitch counters at games.
- Communicate with the Head Coach during games
- Knowledge of the divisional pitch counting rules is recommended (especially in Summer season).
- Pitch Counters will report to the Team Parent or Head Coach for the pitch count log and counter.
- Accounts for 2 points of volunteer refund per game.

FIELD PREP CREW

- 9U-15U divisions.
- Help prepare the fields for each home game.
- Responsible for: raking the field before and after games, lining the field and batter's box, returning all field supplies to the equipment room/lockbox, ensuring the dugouts are free of trash after games.
- If choosing this position for volunteering, must actively prep field for at least 4-5 home games to qualify for volunteer refund.
- Accounts for 2 points of volunteer refund per game.

BASE COACHES: 3 per team

- 7U division only.
- Direct players where to run during games.
- Must have annual Criminal Records Check is completed or in progress before start of the season.
- Accounts for 2 points of volunteer refund per game.

T-BALL EQUIPMENT MANAGER: 1-2 per team

- 7U division only.
- Responsible for ensuring all equipment necessary for games/practices is brought to the field and returned to storage afterwards.
- Help set up bases for games/practices.
- Accounts for 2 points of volunteer refund per game/practice.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES

SPECIAL EVENTS POSITIONS

PHOTO DAY HELPERS

- Assist with preparing and distributing food in concession.
- Ensure teams have order forms completed prior to picture being taken.
- Organize/direct teams for the photographer (lining them up according to time slots).
- Accounts for 3 points of volunteer refund.

EQUIPMENT SORTING STAFF

- Help in the pre- and post-season sorting/organizing all equipment according to division.
- Accounts for 5 points of volunteer refund per day.

UNIFORM HELPERS

- Help distribute uniforms to players before the Spring/Fall season begins.
- Help collect uniforms at the end of the Spring/Fall season.
- Help collect uniform deposits and volunteer fees if applicable.
- Accounts for 3 points of volunteer refund per day.

SIGN POSTINGS

- Hang baseball signs in the winter and remove them in mid-April mostly on school grounds with the guidance of the Board.
- Accounts for 10 points of volunteer refund if minimum of 6 locations are fulfilled.
- Must contact SBMC Baseball President in October/November if interested: sbmcbaseball@gmail.com.

YEAR END CLEAN UP STAFF

- Tidy and return all items in mosquito/pee wee bunkers at Bonsor to Clubhouse or Ron McLean storage OR
- Tidy and return all items at Kisbey bunkers to Ron McLean storage (a truck/SUV may be helpful) OR
- Tidy/organize storage rooms at Ron McLean and/or Bonsor.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES

SPECIAL EVENTS POSITIONS – these events do not occur every year. A call-out for volunteers will be sent when events take place.

CONCESSION STAFF

- Help with food preparation/distribution and cashier duties at the concession stand at Ron McLean park when open.
- Reports to the Concession Manager.
- Accounts for 3 points of volunteer refund per game.

TOURNAMENT COORDINATOR

- Should the club have one, organize the tournament.
- Guidance and help will be provided by Baseball Board and Division Coordinators.
- Accounts for 10 points of volunteer refund.

TOURNAMENT STAFF

- Varied duties including scorekeeping, pitch counting, field prep, concession, selling 50/50 tickets and/or raffle tickets.
- Reports to the Tournament Coordinator.
- Accounts for 2-3 points of volunteer refund per job per day.

COACHES APPRECIATION DINNER COORDINATOR

- Plan, organize and manage dinner in May/June for the Club's coaching staff with guidance from the Baseball Board.
- Accounts for 10 points of volunteer refund.



SBMC BASEBALL: ROLES AND RESPONSIBILITIES

COVID-19 SAFETY POSITIONS

TEAM SAFETY OFFICER: 1-2 per team

- Responsible for first aid during team practices/games. A first aid course will be provided by the club.
- Responsible for initiating SBMC Baseball's Emergency Action Plan.
- Responsible for organizing safety supplies prior to players/volunteers/staff arriving to the field.
- Record attendance of all members at the ballpark (if required by the club).
- Contact Club Safety Representative to replenish supplies.
- Provide hand sanitizer to all participants before, during and after every event (if required by the club).
- Ensure social distancing is practiced during every event (if required by the club).
- Return safety supplies to the appropriate storage area.
- Appoint team equipment cleaning staff during each practice/game (if needed).
- Accounts for 10 points of volunteer refund.

EQUIPMENT CLEANING STAFF: 2-4 per team

- Responsible for disinfecting any equipment used before, during and after every event.
- Accounts for 2 points of volunteer refund per game/practice.