



GLEBE LITTLE LEAGUE

Role Description: Division Convenors/Coordinators

Position:

Division Convenors/Coordinators are non-voting Officers of the League who reports to the President and/or Player Agent. Division Convenors/Coordinators are volunteers that are presented to the Board for final approval. The Division Convenors/Coordinators are responsible to run and organize their individual divisions (i.e., T-Ball, Rookie, Minor, Major, Junior, Senior & Big League) within Glebe Little League. All Division Convenors/Coordinators work in conjunction with the Player Agent to ensure a successful season in their respective divisions. Division Convenors/Coordinators will report any issues and or concerns that may arise to the Player Agent for review and resolution.

Duties:

- Manage the Division within the spirit, rules, and regulations of Little League Baseball and South Ottawa Little League.
- Ensure that decisions of the Board of Directors and the President are carried out as required.
- Participate in annual registration activities.
- Participate in the identification of potential summer competitive team managers/coaches if necessary.
- Ensure that managers/coaches are provided schedules, House League rules, equipment, uniforms, and team lists prior to the commencement of each season.
- Attend the coaches meeting prior to the season.
- Assist the Player Agent, as required, in running player evaluations and drafting players to teams.
- Maintain division scores and standings.
- Act on behalf of managers/coaches in any discussions necessary with the President and Board of Directors.
- Ensure that managers/coaches are acting within the spirit, rules and regulations of SOLL and Little League Baseball. This will require occasional attendance at games to observe teams and working with the Player Agent to ensure that teams are balanced after the first week of spring season play so that there is equal competition in the Division.
- Assist in the organization of League events as required.
- Assist in organizing summer ball try-outs as required.
- Deliver trophies/medals to final regular season games.
- Ensure that managers/coaches return all equipment and uniforms at the end of the season.
- Submit a year-end report to the President which will be used in the preparation of his/her report at the Annual General Meeting.

If interested, please contact any member of the Glebe Little League Board of Directors.