

## **North Langley Diamond Sports Executive Duties**

### **NLDS**

**Chairperson** – Oversee operation of both Softball and Baseball. Chair NLDS meetings. Act as tiebreaker vote if needed.

**Treasurer** – Keep track of accounting for expenses and revenue. Pay invoices and perform deposits. Make journal entries to financial statement and prepare it for auditing.

**Secretary** – Keep minutes from NLDS meetings. Track motions from meetings. Book facilities for meetings.

**Director of Communications** – Keep media informed of events involving baseball and softball. (Non-voting)

**Director of Fundraising/Sponsorships** – Solicit sponsorships to generate league revenue. Organize raffle and solicit prizes for the raffle. Oversee combined events such as Presidents Cup, opening day and photo day. Coordinate year end awards.

### **Baseball/Softball Specific**

**President** – Ensure smooth operation of league play. Attend district and provincial meetings when needed. Direct executive members and volunteers on specific duties.

**Vice President** – Assist with President's duties. Guide division coordinators.

**Registrar** – Organize registration. Ensure all criteria is met for Little League and Softball B.C. in terms of rosters and player insurance.

**Director of Field Safety and Maintenance** – Ensure playing fields are safe and ready to play on, and that the fields are stocked with the proper equipment. Coordinate with Township the ordering of field lime and safety issues on fields.

**Equipment Manager** – Ensure all teams have the equipment needed to play. Responsible for ordering equipment at the beginning of the year, within budgets set out by the executive. Collect equipment at year end.

**Uniform Manager** – Work with Equipment Manager to distribute and collect game uniforms. (non-voting)

**Tournament Director** – Organize any tournaments that are invitational, or in-house. Coordinate with volunteer director, UICs and concession coordinators for tournaments. (non-voting)

**Umpire in Chief** – Schedule umpires for all games. Ensure that our umpires are trained and competent.

**Volunteer Coordinator** – Organize volunteers for specific events throughout the year based on requests from committees or executive. (non-voting)

**Division Coordinators** – Collect score data for standings. Organize the drafting of teams at the beginning of the year. Distribute information to the teams for picture day, opening day, raffle etc. (non-voting)

**Rep Coordinator/All-star Coordinator** – Coordinate activities for Softball Rep teams and Baseball All-star teams. Attend specific district and provincial meetings as needed. Ensure proper letters of Intent and other paperwork are forwarded in a timely fashion. (non-voting)

**Learn to Play Coordinator (Softball Specific)** – Ensure that Learn to Play guidelines are being followed throughout the year and that all coaches are kept informed of Learn to Play guidelines and rules. (non-voting)

**Director of Player Development** – Organize NLDS hosted clinics. Ensure that instructors are competent and effective and that player safety is observed, and that all insurance issues are taken care of. Advertise clinics in a fashion that all players have an equal chance to participate. (non-voting)