

LEAGUE VOLUNTEER REQUIREMENTS

Jericho Board

Minimum of 6 members needed...President, Vice President, Secretary, Player Agent, Safety Officer and Treasurer. Individual job descriptions are available in the Little League "Operating Manual".

No position on the Board is a paid position.

Registrar

Sets up and manages registration, primarily on-line, but may include mail in and off-line registrations. Distributes registration info to Division Coordinators. Distributes FINAL team lists to coaches and League Uniform Coordinator. Volunteer information list provided to FIELD MAINTANENCE, PHOTO DAY, JERICO DAY and TROPHY COORDINATORS. Creates and submits Little League Team Rosters to the Player Agent or President.

It is recommended that only the Registrar and Treasurer have access to on-line registration information.

Division Coordinators

Each division requires at least one Division Coordinator. Builds teams based on registration info provided by the Registrar. Blast Ball, Tee Ball and Mini Minors Division Coordinators must pay special attention to "Buddy Requests" and cross division registrations. Division Coordinators should meet to create final team lists. This will avoid placing a child on multiple teams. Manages team lists and provides Registrar with regular updates.

League Uniform Coordinator

Primary duty is to manage the Uniform Coordinators. Order league hats and socks, All-Star socks and hats, manage repairs. *Must notify the Treasurer of uniforms NOT RETURNED.*

Uniform Coordinators

Each division requires at least one Uniform Coordinator. Prior to season start, the Uniform Coordinators sort and ready uniforms for distribution. They hand out the uniforms to the team managers or team coach of their division. Uniform Coordinators also collect uniforms at the end of season. It is the responsibility of the Uniform Coordinator to *notify the League Uniform Coordinator of uniforms NOT RETURNED.*

Team Manager

Each team in all divisions require a Team Manager. Responsibilities include distribution and collection of uniforms to their team, creating a field prep and snack schedule, *notifying the Division Uniform Coordinator of uniforms NOT RETURNED. Must notify the Umpire Coordinator of rain outs or rescheduled games.*

Sponsorship Manager(s)

The Sponsorship manager is responsible for contacting business' within the Jericho boundaries in an effort to secure support for the league through cash or goods donations. An information package is provided. May include ordering of sponsor photo's or plaques and distribution.

Equipment Coordinator

Manages all equipment of the league including preparation prior to season start, distribution, collection, repair and storage. At the discretion of the Board, the Equipment Coordinator may be allowed to order new equipment.

Field Maintenance Coordinator

Required to coordinate volunteers to prepare fields prior to season start including erecting the fence at Carnarvon Park. Notify Vancouver Parks Board of any needed work. At the discretion of the Board, The Field Maintenance Coordinator may be allowed to purchase needed supplies and hire outside help.

Umpire Coordinator

Schedules Umpires for Minors A through Majors divisions. Notifies the Treasurer of umpires / games played.

Web Page / Information Manager

Manages and updates the Jericho web page based on info provided by the Board. Create and manage league email accounts provided by our web page provider. Job may also include information distribution to the league via broadcast email.

Trophy Coordinator

Orders and distributes the trophies. Team list information is provided by the Registrar.

Photo Day Coordinator

Manages PHOTO DAY volunteers. Creates / distributes volunteer and team schedule. Responsible for distribution of photo's to all teams. *It is recommended that no fewer than 3 volunteers be on site at all times during PHOTO DAY.*

Jericho Day Coordinator

Manages JERICHO DAY volunteers. Creates and distributes volunteer schedule. Job may include purchase of supplies. Orders the "Bouncy Castle". *It is recommended that no fewer than 4 volunteers be on site at all times.*

All-Star Coordinators

Each team requires an All-Star Coordinator. Responsible for distribution and collection of uniforms, collection of proof of age and residence info required by Little League, collection of deposits and any fees, distribution of practice and exhibition schedules. At the discretion of the Board, the All-Star Coordinators may order team shirts and jackets. Selected by the head coach.