

TITLE: **SPRING CONVENOR**

POSITION The Convenor is appointed annually to the position by the President.

REPORTING The Convenor reports to the President or to a Vice President in charge of their division.

This job description is applicable to the Convenors of the following Divisions: BlastBall, T-Ball Coach Pitch, Minors, Majors, Juniors, and Seniors.

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.

Ensure issues are brought to the attention of the President.

Ensure that managers/coaches are provided schedules, House League rules, equipment, and team lists prior to the commencement of the season.

Attend the coaches meeting prior to the season

Follow up on outstanding paperwork such as police record checks as requested

Assist the Player Agent, as required, in running player evaluations and drafting players to teams.

Monitor 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 organizing Opening Day and Spring Tournament

Assist in organizing summer ball try-outs as required

Participate in the identification of potential summer competitive team managers/coaches if necessary.

Deliver trophies to final regular season games.

Ensure that managers/coaches return equipment 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.