



Whitby Minor Baseball Association

House League Convenor – Roles & Responsibilities

Introduction

The House League Convenor is a key operational leader within Whitby Minor Baseball Association (WMBA). Acting as the primary point of contact between coaches, families, and the House League Director, the Convenor ensures that each division runs smoothly, safely, and in alignment with WMBA values and program standards.

1. Committee Participation & Communication

Attend House League Committee Meetings

- Participate in HL committee meetings whenever possible to stay informed on league planning, policies, and updates.

Maintain Season-Long Communication with Coaches

- Serve as the central communication channel for all head coaches in your division.
- Offer support, guidance, and clarification throughout the season.
- Elevate any issues, concerns, or disputes to the House League Director as needed.

2. Pre-Season Responsibilities

Team Formation

- Build balanced and fair team rosters using registration data and player placement requests when appropriate.

Coach Recruitment

- Ensure every team has an assigned and committed head coach and assist in identifying volunteers.

Coach Orientation & Equipment Distribution

- Attend the annual pre-season coaches meeting, support equipment distribution, and ensure coaches understand expectations.

3. In-Season Duties

Rally Cap Program Oversight (4U–7U)

- Ensure coaches follow program structure and provide support for consistency.

Game Score Submission (8U–21U)

- Submit or verify accurate, timely posting of game scores on the WMBA website.

Rule Review & Issue Resolution

- Support coaches in resolving rules-related concerns.

Game Attendance

- Attend select games to observe operations and identify issues.

4. Special Events & End-of-Season Duties

Rally Cap Skills Event Support

- Assist in organizing and attending the annual Rally Cap Skills Day.

Playoff Scheduling & Distribution of Awards – 8U-21U

- Assist in finalizing the playoff schedule & communicating to teams
- Be on hand for the playoff Championship final games
- Distribute awards to teams at the 'End of Season' event

Year-End AGM Report

- Prepare a written summary for the AGM, including highlights, challenges, and recommendations.

Program Enhancement

- Provide recommendations to improve program quality and operations.

Conclusion

The Convenor plays a pivotal role in upholding the quality and integrity of the WMBA House League. Through leadership, communication, and consistent support, the Convenor contributes to a fun, inclusive, and development-focused baseball experience for all participants.