



**ORLEANS LITTLE LEAGUE BASEBALL (OLLB) INCORPORATED  
JOB DESCRIPTION  
(December 2016)**

**CONVENOR - X DIVISION (Generic position description)**

This Job Description (with adjustments where obvious) is applicable to the Convenors of the following Divisions: Tee Ball; Coach Pitch; Minor; Major; Junior; and Senior.

**POSITION:** The Convenor - X Division is an Officer of the Corporation who is appointed to the position by a vote of the Board of Directors.

**REPORTING:** The Convenor - X Division reports to the Vice-President - Baseball Operations.

**DUTIES:** The Convenor - X Division is responsible to:

- a. Deliver the X Division Instructional and Competitive Season Programs within the spirit, rules and regulations of Little League Baseball and OLLB.
- b. Ensure that decisions of the Board of Directors, the President, and the Vice-President - Baseball Operations are carried out as required.
- c. Participate in Baseball Operations meetings as scheduled by the Vice-President - Baseball Operations.
- d. Ensure that Instructional and Competitive Season program issues are brought to the attention of the Vice-President - Baseball Operations.
- e. Organize winter clinics with assistance of the Division Competitive League Manager(s).
- f. Participate in annual registration activities as requested by the Vice-President - Baseball Operations.
- g. Assist the Manager – Coach and Player Development in identifying and assigning managers/coaches for the Instructional and Competitive Seasons. This could include assisting managers/coaches in obtaining coaching certificates, identifying assistance for their teams or other duties as requested by the manager/coach.
- h. Work with the President, Treasurer, Safety Officer, Director – Coach and Player Development and the Vice-President - Baseball Operations, to brief X

Division managers/coaches at the annual Welcome Managers Meeting held prior to the commencement of the Instructional Season.

- i. Work with the President, Treasurer, Safety Officer and the Vice-President - Baseball Operations, to brief all incoming competitive managers and coaches at the annual Competitive Managers Meeting, which is held prior to the start of the Competitive Season. This could include assisting managers/coaches in preparing budgets, identifying assistance for their teams or other items as requested by the managers/coaches
- j. Ensure that managers/coaches are provided schedules, instructions, equipment, uniforms and team lists prior to the commencement of each season.
- k. Ensure that all paperwork for criminal checks and volunteer applications is processed before the Instructional Season starts.
- l. Ensure that all paperwork for criminal checks, volunteer applications and tournament documentation is processed before the Competitive Season starts.
- m. For both the Instructional and Competitive seasons, assist the Vice-President - Baseball Operations and the Player Agent, as required, in running player evaluations and drafting players to teams.
- n. Act on behalf of managers/coaches in any discussions necessary with the Vice-President - Baseball Operations.
- o. Ensure that managers/coaches are acting within the spirit, rules and regulations of OLLB and Little League Baseball. This will require attendance at games and practices to observe teams. This will also include working with the Player Agent to ensure that teams are balanced after the first week of Instructional Season play so that there is equal competition in the Division.
- p. If appropriate, organize the closing tournament and Bar-B-Q held at the end of the Instructional Season program.
- q. If appropriate, work with appropriate managers/coaches to organize the Labour Day tournaments held at the end of the OLLB Competitive Season.
- r. Ensure that managers/coaches return all equipment and uniforms to the Equipment and Uniforms Managers at the end of the Instructional and Competitive Seasons.
- s. Provide a year-end report to the Vice-President - Baseball Operations on the X Division Instructional and Competitive Season programs prior to the Annual General Meeting. The report will be used in the preparation of the President's report to the AGM and it will be retained on file as an historical record.
- t. Perform such other duties as the Vice-President - Baseball Operations may, from time to time, direct

## ADDITIONAL DETAIL

The following is additional detail which is included with the Job Description in order to help the Convenor better understand the range of responsibilities involved.

1. Organize Winter Clinics (appropriate divisions only)
  - a. If there is a Competitive "A" Manager, assist him in this task. Otherwise, perform task.
  - b. Invite all players.
  - c. Book training facility.
  - d. Formulate training program.
  - e. Ensure things run smoothly.
  - f. Ensure all participants pay. No profit is necessary, but try for "break even".
  
2. Player Evaluations & Draft
  - a. Do all the activities in this task in direct co-operation with the Player Agent.
  - b. Obtain complete list of players from Player Agent.
  - c. Schedule evaluations and book facility.
  - d. Get evaluators to conduct assessments. Get Instructional Season managers to participate as possible.
  - e. Provide evaluation results to the Player Agent.
  - f. Assist the Player Agent in conducting the draft.
  
3. Form Teams
  - a. Identify enough managers for all teams
  - b. Hold meetings with managers as necessary.
  - c. Ensure the Registrar receives team lists ASAP.
  
4. The League
  - a. Attend OLLB Welcome Managers Meeting. Distribute managers' materiel and schedules.
  - b. In the first week, attend as many games as possible. If some teams are too weak or too strong, suggest possible corrective trades to the Player Agent. Uniforms are not issued for the first week to simplify these changes.
  - c. Keep team records including standings and make them available.
  - d. Re-schedule rain-out games ASP.
  - e. Organize Little league Day participation by X Division, including team photos, and verify delivery to parents.
  
  - f. Keep in constant touch with all managers. This is very important in helping things run smoothly.
  
  - g. Deal with day to day problems (kids not happy, parents not happy and

managers not happy). You don't normally get to deal with very many happy people.

5. Wrap Up
  - a. Organize end-of-programme playoffs.
  - b. If appropriate, organize Bar-B-Q.
  - c. Ensure players' and managers' evaluations are completed.
  - d. Ensure uniforms and equipment are returned on time.
  - e. Write report to Vice-President - Baseball Operations for use at the AGM
  
6. General
  - a. Attend meetings called by the Vice-President - Baseball Operations.
  - b. Usually sit on committee that appoints competitive coaches for Division.
  - c. Possibly sit on other committees.
  - d. Promote Little League in the community.
  - e. Assist other Officers in their work when called upon.