

WMBA Volunteer Role Descriptions

Note: All roles include a requirement to attend and report to WMBA Board Meetings as appropriate. Roles are subject to change based on volunteer availability.

Awards Coordinator

- Working in conjunction with the Houseleague Director, orders and manages awards for spring tournament and playoffs

Coach and Player Development Coordinator

- Working in conjunction with the Houseleague Director, design and deliver development clinics for houseleague players in the spring
- Design and deliver training for Coaches on fundamental baseball skills and practice management

Houseleague Director (Ideally with a minimum of 2 Convenors - Upper House (Includes BOMBA Representation), Lower House, if not divisional)

- Oversees WMBA's Houseleague, addressing inquiries from participating families
- Works with the Board to plan the Spring Tournament, Playoffs and Picture Day
- Holds Coaches meeting at the start of the year to assist with team balancing, equipment handout and coaching expectations.
- Works with Coach and Player Development to develop training for Coaches and players

Communications Director

- Designs and delivers all WMBA Communications
- Manages WMBA Website and Social Media Outlets
- Manages WMBA internal email, forms & documents infrastructure

Rep Director

- Oversees Waterdown Wolves Rep teams, managing any complaints/disputes, assisting with Coach mentorship as required
- Acts as Waterdown's representative to COBA

Sponsorship Coordinator

- Approaches community business to procure house league sponsorship
- Strives to secure maximum number of sponsorships in accordance with number of house league teams
- Monitors sponsorship payments and forward payments to treasurer

Uniforms Coordinator (2 positions - Houseleague and Rep)

- In communication with registration director and president, organizes quantities, sizes and pieces to outfit house league teams
- In communication with sponsorship, coordinates appropriate sponsor names on team jersey
- Liaises with uniform providers up to delivery, package boxes per team, see through to delivery to coaches

City Liaison

- Represents the WMBA on City initiatives pertaining to Sport and Facilities in our Community
- Liaises with several different City of Hamilton officials, as required, including but not limited to Local Councilors; Manager of Parks and Cemeteries; Local Public Works Supervisor; Manager, Sport Policy and Allocation

Equipment Manager

- Purchases all baseball equipment needs of the WMBA with appropriate consideration to value, quality and cost competitiveness

- Ensures teams have appropriate quality of equipment with respect to various levels of play
- Maintains, stores, assembles equipment bags as required
- Maintains storage garage and batting cages

Girls Softball Director

- Manages girls' softball teams in conjunction with Flamborough or Halton interlock loops, acting as the Waterdown Representative to these organizations and performing Board functions as required
- Builds teams and manages coaching and enrollment in conjunction with Registrar
- Oversees finances for Softball in conjunction with Treasurer

Registrar

- Manages the website through the WMBA Registration Process.
- Downloads registrants and works with the Houseleague Director to develop teams which are then input into the website