

## Hampton's Amazing Team of Organizers

It takes a lot to run a season, but many hands make light work! Here's an overview of the work that goes on behind the scenes. We're 100% vounteer-run. Please reach out if you can help.

BOARD POSITIONS	
Title	Responsibilities
President	Described in constitution. Conducts the affairs of HLL and execute the policies established by the Board. Chairs board meetings. Investigate complaints. Report at AGMs.
Vice-President	Described in constitution. Performs the duties of the President in the absence or disability of the President, Assists the Board of Directors in ensuring all Rules and Regulations of HLL are enforced.
Secretary	Described in constitution. Records the activities of the Society and maintains appropriate files and necessary records.
Treasurer	Described in constitution. Keeps such financial records, including books of account, as necessary to comply with the Society Act, oversees HLL bank accounts and financial transactions.
Player Agent	Described in constitution. Reviews and maintains player records, prepares team rosters and affidavits, act as an advocate for a Active player to address and resolve any disputes or disciplinary issues.
Coaching Coordinator	Described in constitution. Works with all coaches to ensure training is at their disposal. Arranges and executes player development clinics and training for all levels of players.
Communications Officer	Described in constitution. Ensures pertinent information is represented on the HLL website. Develops and implements marketing strategy and materials. Prepares and disseminates communications and information on behalf of HLL. Maintains a current electronic distribution list of all active members.
Safety Officer	CRCs tracking & monitoring, field safety, incident reports, first aid supplies
Challenger Director	Directs, coordinates and oversees the Challenger program (junior & senior levels). Provides a vision and addresses issues for this program.
Smallball Director	Directs, coordinates and oversees the Small Ball program (Blastball, T-ball & Mini Minors). Provides a vision and addresses issues for this program. Appoints Division Coordinators.
Baseball Director	Directs, coordinates and oversees the Baseball program (Rookies, Minors, Majors & Intermediate). Provides a vision and addresses issues for this program. Appoints Division Coordinators.
Softball Director	Directs, coordinates and oversees the Softball program (Minors, Majors, Juniors & Seniors). Provides a vision and addresses issues for this program. Appoints Division Coordinators.
Concession Director	Oversees concession activities. Manages concession budget.
Grounds Director	Oversees groundskeeping activities, including equipment & supplies. Manages grounds budgets. Communicates with Saanich Parks.
Registrar	Establishes and chairs the registration committee, making recommendations to the board for registration policies and fees. Reviews player registrations, confirms league age, residence & catchment.

NON-BOARD POSITIONS	
Title	Responsibilities
Equipment Manager	Oversees, purchases and disperses equipment for players. Manages equipment budget, with oversight by the Treasurer.
Uniform Coordinator	Oversees, purchases and disperses uniforms for players & coaches. Manages uniform budget, with oversight by the Treasurer.
Webmaster	Reviews and updates standard content on Hampton's website, working in partnership with the Communications Officer.
Social Media Coordinator	Actively promotes Hampton's social media presence. Monitors, maintains and updates club social media sites (facebook and instagram)
TeamSnap Administrator	Head administrator for the online registration and player information system. Creates registration forms, grants commissioner access, troubleshoots.
Park Scheduler	Oversees field scheduling. Maintains master park calendar.
Umpire Scheduler	Schedules umpires for games
Concession Scheduler	Schedules cooks and counter volunteers for concession.
Sponsorship Coordinator	Leads club sponsorship activities , contacts potential sponsors, arranges recognition and thanks for sponsors
Recruitment Coordinator	Works with the Communications Officer on activities, promotions and marketing aimed at player recruitment and retention.
Social Coordinator	Leads club social activities - e.g. burger & beer night, volunteer appreciation night.
Tournament Director	Oversees tournaments held at Hampton
Umpire Trainer	Oversee the training and development of Hampton's youth umpires to supplement training organized by the District and UIC.
Head Scorekeeper	Organizes scorekeeper training sessions and tracks key data from minor, major, junior and senior division game scoresheets
Blastball Coordinator	Provides leadership for the Blastball division during practices & games in alignment with the vision and directrion of the Small Ball Director.
T-ball Coordinator	Provides leadership for the T-ball division during practices & games in alignment with the vision and directrion of the Small Ball Director.
Mini Minor Coordinator	Provides leadership for the Mini Minor division during practices & games in alignment with the vision and directrion of the Small Ball Director.
Rookie Minor Coordinator	Provides leadership for the Rookie Minor division during clinic, practices & games in alignment with the vision and directrion of the Baseball Director.
Minor Baseball Coordinator	Provides leadership for the Minor Baseball division during clinics, practices & games in alignment with the vision and directrion of the Baseball Director.
Major Baseball Coordinator	Provides leadership for the Major Baseball division during clinics, practices & games in alignment with the vision and directrion of the Baseball Director.
Intermediate Baseball Coordinator	Provides leadership for the Intermediate Baseball division during clinics, practices & games in alignment with the vision and directrion of the Baseball Director.
Minor Softbal Coordinator	Provides leadership for the Minor Softball division during clinics, practices & games in alignment with the vision and directrion of the Softball Director.
Major Softball Coordinator	Provides leadership for the Major Softball division during clinics, practices & games in alignment with the vision and directrion of the Softball Director.
Junior/Senior Softball Coordinator	Provides leadership for the Junior & Senior Softball division during clinics, practices & games in alignment with the vision and directrion of the Softball Director.
Team Parent Coordinator	Provides support for Team Parents across all divisions including educating on the role & responsibilities.