

Level	Position	Description	Hours Covered
Board	Bond Hour Co-ordinator	Responsible for maintaining the league's bond volunteer position document, tracking and recording bond hours related to League level positions ; communicate with Team Manager and track/record finalized bond hours at team level. Provide a finalized list of players who have fulfilled bond hour requirement to Treasurer	4
Board	Communications Director	Responsible for co-ordinated league communications to parents, coaches, etc. at the request of the Executive Board.	4
Board	Equipment Co-ordinator	Responsible for the management of league equipment. Reporting any safety or required equipment needs to the Executive Board. Distribution of equipment bags and collection at end of the Season.	4
Board	Sponsorships and Fundraising Co-ordinator	Create and distribute sponsorship request communications, includes letters, emails, and follow-up. Ensure that sponsorship packages to sponsors are fulfilled within the season. Arrange for pickup of sponsorship funds. Ensure that sponsorship packages to sponsors are fulfilled (i.e. advertising materials, uniform labelling, etc.)	4
Board	Uniform and Spirit Wear Co-ordinator	Responsible for working with vendor for ordering and purchase of league uniforms, organize uniform ordering session, collection of funds and co-ordination of delivery of uniforms to players. Working with vendor to open the online web store for sale of Spirit wear.	4
Board	Website/Social Media Co-ordinator	Responsible for implementation and maintenance of current website and social media sites. Responsible for ongoing updates to website and social media sites thru out the year	4
Executive	CSL Representative	Responsible for attending CSL meetings and bringing forward any communication, updates, concerns to the Executive Board . Help with the vulnerable sector check of coaches and volunteers.	4
Executive	President	Duties include <ul style="list-style-type: none"> <li>• Chair all meetings of the Executive Board</li> <li>• Direct and guide the League principles and policies</li> <li>• Represent and speak on behalf of the League</li> <li>• Assure that the Directors and Coaches are familiar with Code of Conduct, Sportsmanship standards and act accordingly</li> <li>• The League President must assure that players display sportsmanship during instructional, intramural, and especially while representing the community</li> <li>• Make every effort to assure that the Directors and Coaches are fully versed in safety standards</li> <li>• Carry out other such duties as requested by the Board</li> </ul>	4
Executive	Registrar	Responsible for organizing registration sessions, booking facility, setup/tear down. Responsible for advertising material and send out of advertising. Co-ordinate communication thru Communication Director.	4
Executive	Secretary	Attends Executive Board meetings and record meeting notes and distribution to stakeholders.	4
Executive	Treasurer	Responsible for managing league funds, creation, management and reporting of budget to Executive. Responsible for payment or collection of fees and banking statement reporting.	4
Executive	Vice President	Responsible for providing assistance to the President in activities related to the planning, co-ordination and management of the Dorchester Girls Fastball League.	4
League	Bottle Drive Collection/Sorters	Responsible for sorting and collections of all acquired donations on day of bottle drive. Sign up for these must occur for bond hours to count	4
League	Diamond Scheduler	Responsible for communication with Thames Center to book and cancel diamond bookings. Communication with team coaches and/or team managers. Auditing invoices received from Thames Center.	4
League	Dorchester Fair Float Committee	Committee responsible for coordination of entering a float in the annual Dorchester Fall Fair Parade. Duties include Dorchester Fair application acquiring truck/trailer (executive can assist), designing and decorating float based on theme provided by Dorchester Fall Fair Committee , organizing volunteers for participation in the parade, providing assistance on parade day with teardown and supervision of float attendees	4

League	Fundraising Committee	Committee would be responsible for co-ordinating the annual bottle drive fundraising event. Duties include arranging for volunteers, route planning, advertising needs, booking with BEER store for return deposit, collect funds and report earning to Executive. Additional duties could involve being asked to organize 50/50 draw at year end tournament, silent auction at year end banquet Bring forward other potential fundraising ideas to executive/board	4
League	Photo Day Co-ordinator	Responsible for co-ordination of league player and team photo day. Duties include acquiring a photographer that falls within budget set out by Executive, coordination of league photo date which includes booking of location, communication to players thru Communication Director and Website Co-ordinator	4
League	Player/Coach Development Coordinator(s)	Responsible for developing player development program such as organizing and planning indoor skills clinics. Assist in the recruitment of coaching staff and new players.	4
League	Umpire in Chief	Responsible for co-ordinating umpires for league and tournament games. (scheduling, payment, etc.)	4
League	Uniform Volunteers	To aid Uniform Co-ordinator in organization of uniform ordering, handout, etc	2
League	Year End Banquet Committee	Committee would be responsible for co-ordination of annual year end banquet. Duties include hall booking, ordering of trophies and/or certificates, communication to Team Managers for meal planning. Assign and work with Banquet volunteers for day of event. Work with Fundraising Committee for any potential fundraising events at banquet.	4
League	Year End Banquet Volunteers	Responsible for helping at year end banquet. Reporting to Year End Banquet Committee	2
Team	Assistant Coach	Responsible for assisting the Coach during practices and/or games thruout the season. Be available for games and tournaments scheduled. Duties requested will be at the discretion of the Coach) * Position to be filled thru a selection process by the Executive Board	4
Team	Coach	Responsible for player/team development, scheduling and planning of team practices, attendance of season games, tournaments. Co-ordinates communication thru Team Manager * Position to be filled thru a selection process by the Executive Board.	4
Team	Team Equipment Manager	Responsible for bring equipment to each game/practice, return of Team equipment and inventory list at end of the season and First Aid kit management. Reporting any concerns to the Equipment Co-ordinator	4
Team	Team Manager	Responsible for communications and coordination efforts for each Team for the season. Responsibilities include: bond hour recording, communication to team players and parents.	4
Team	Team Practice Assistants	Assist at the direction of Coach and/or Assistant Coach during practices and games. * Position may or may not be available. Need for assistants to be determined at the discretion of Coach. Please speak directly with coach at beginning of season. Must be able to assist in a minimum of 4 practices	Min. of 4 practices
Team	Team Representative	Responsible for attending monthly meetings May - October. To be a liason between their team and the Executive and Board members. To bring forward any concerns and to communicate with team coach and managers with information obtained at the meeting. Miniumum of 3 meetings must be attended	4
Team	Team Scorekeeper(s)	Responsible for maintaining the scorebook during games and reporting of scores to CSL and Website Co-ordinator. Full season is required but games can be split amongst both volunteers.	4