



## Roles and Responsibilities of the RCC Executive Members

The management, operations and affairs of Rosedale Community Council (RCC)-Youth Softball shall be vested in the RCC Executive. The Executive shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

The RCC Executive shall include three (3) Officers:

President (Officer)  
Secretary (Officer)  
Treasurer (Officer)

Every Executive Member should have a copy/knowledge of the RCC's Constitution, By-Laws, Operating Policies for reference to proper operating procedures and policies. Available on the RCC's website.

The RCC Executive shall have the power to appoint such Standing and Special Committees, as it shall determine by the constitution and to delegate such powers to them as the Executive shall deem advisable and which it may properly delegate. .

### President

Presides at Executive Meetings, and assumes full responsibility for the operation of Rosedale Youth Softball. The President receives all communications from City of Hamilton, Softball Ontario, PWSA and stakeholders of the Park. The President must see to it that RCC Executive personnel is properly briefed on all phases of rules, regulations, and policies of Softball Canada. The RCC President is responsible for all operations within RCC-Youth Softball and it's membership.

### Vice President

Presides in the absence of the RCC President; works with other officers and committee members; is ex-official member of all committees and carries out such duties and assignments as may be delegated by the RCC President.

### Secretary

Maintains a register of RCC Members and Stakeholders; records the minutes of meetings; is responsible for sending out notice of meetings, issues membership and maintains a record of RCC's



activities.

### Treasurer

Signs checks co-signed by another RCC Officer; dispenses the RCC funds as approved by the RCC Executive/President; reports on the status of RCC funds; keeps the RCC books and financial records; prepares budgets and assumes the responsibility for all RCC finances.

### Umpire-in-Chief (U.I.C.)

Serves as coordinator of and advises the league President on the league umpire program; responsible for recommending umpires to the league President for appointment to the league umpire roster; recruiting and retaining volunteer umpires; establishing a league umpire training program consistent with Little League® guidelines; coordinating and assisting with conducting umpire clinics at league and district level; communicating rule changes to league umpires; scheduling league umpires for regular season games; evaluating league umpires using established guidelines to maintain program integrity; further continual improvement, and prepare league umpires for advancement to tournament levels; communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

### League Information Officer

Sets up and manages league's official website; sets up online registration and ensures the league rosters are uploaded to Little League; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that league news and scores are updated online on a regular basis; collects, posts, and distributes important information on league activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, league members, and the media; serves as primary contact person for Little League and ACTIVE Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International. Provides player, coach and manager records to Little League International in electronic format.



### Coaching Coordinator

Represents coaches/managers in league; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; serves as the contact person for Little League and its manager-coach education. Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

### Sponsor Fundraising Manager

Solicits and secures local sponsorships to support league operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved league fundraising activities; coordinates participation in fundraising activities; and maintains records of monies secured through sponsorship and fundraising initiatives.

### Concession Manager

Maintains the operation of concession facilities; organizes the purchase of concession products; responsible for the management of the concession sales at league events; schedules volunteers to work the concession booth during league events; collects and reviews concession related offers including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies and keeps records of concession sales and purchases.

### Marketing/Public Relations Manager

Oversees new player recruitment efforts; develops and maintains a league marketing plan focused on player recruitment and retention; oversees efforts to market new divisions of play and initiatives offered by the league; works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.