West Vancouver Little League – Board and Operations Structure

West Vancouver Little League is a volunteer run organization serving approximately 300 players. Our programs depend on volunteers taking ownership of specific responsibilities and working together throughout the year. Clear roles help everyone understand what is expected, distribute the workload and prevent essential work from falling back on a small number of people.

WVLL will first seek volunteers for Board and operational roles. Where an essential role cannot be filled, the Board may consider paid support, with the cost reflected in program fees where required.

1. Board of Directors (Voting Members)

Responsible for governance, league direction, oversight, and support of the operational roles.

Position	Main Responsibilities
President	Provides overall leadership and governance for WVLL. Chairs Board meetings, represents WVLL with District 5, Little League Canada and key external organizations, ensures compliance with bylaws and league rules, supports Board and operational leads, and addresses significant escalated issues. The President should not be the default owner of routine day to day operations.
Vice President	Supports the President and helps coordinate across divisions and operational areas. Assists with unresolved cross league issues, monitors overall seasonal readiness, acts for the President when required, and oversees batting cage booking requests through Whatspot, including approving or declining requests in accordance with Board established booking guidelines.
Treasurer	Oversees league finances, banking and budgets. Reviews financial activity, approves and monitors payments, prepares financial reports for the Board and membership, and ensures required financial reporting is completed. Works closely with the Bookkeeper.
Secretary	Keeps Board and AGM minutes, maintains official league records and resolutions, supports required Society governance records and filings, and maintains current membership and director records.
Player Agent	Represents the interests of players and promotes fair and consistent treatment across WVLL programs. Leads the preseason evaluation process from Minors and above, including establishing the evaluation structure, securing the evaluation location, setting dates and player groupings, coordinating evaluators, and organizing communication to families. Compiles and prepares evaluation scores for the draft, organizes and oversees the draft process, and helps ensure team formation follows approved WVLL and Little League procedures. Oversees player eligibility, player movement and tournament-team eligibility, and works with coaches and Division Coordinators on concerns involving fair play, player opportunity or roster balance. Works with the Registrar on age, residency, school and other eligibility matters.
Safety Officer	Oversees WVLL's safety plan and coordinates required criminal record checks for all coaches and applicable volunteers working with children. Ensures checks are completed before individuals begin their duties. Coordinates team first aid readiness, incident reporting and follow up on safety concerns. Ensures fields and storage locations are appropriately stocked with first aid supplies and ice packs.

Coaching Coordinator	Recruits, screens and selects volunteer head and assistant coaches for the regular house season, ensuring coaches are suitable for their roles and aligned with WVLL's coaching philosophy and expectations. Organizes preseason orientation, coaching clinics and development resources to help volunteer coaches understand Little League rules, player development and coaching responsibilities. Maintains regular communication with coaches throughout the season, provides support, gathers feedback and addresses concerns or areas needing improvement. Builds and maintains relationships with existing paid coaches, identifies and recruits additional qualified instructors based on program needs, coordinates their schedules and assignments across divisions, and ensures they work effectively with volunteer coaches to support player development. Works with the Coaching Committee to manage the application, evaluation and selection process for All Star, Selects and other tournament team coaches.

Voting power: Only Board members vote on WVLL business matters. Quorum: Four directors.

2. Operations Committee (Non-Voting)

Operational leads take responsibility for specific areas of WVLL's operations and work with the Board and other volunteers as needed. By accepting a role, volunteers commit to carrying out its responsibilities for the full operating year, including spring season, postseason, fall ball and offseason preparation where applicable.

Volunteers are expected to maintain communication, follow through on their responsibilities and ask for support when needed. If circumstances change and someone is unable to continue, we ask that they notify the Board early and help with the transition so important work is not left uncovered.

Operational leads are not expected to do everything on their own. They are encouraged to involve other volunteers where needed, while remaining responsible for coordinating their area and ensuring important tasks are followed through.

Roles may be shared or combined where practical, provided responsibilities remain clear. These positions do not carry Board voting rights unless the individual also serves as a Director.

Position	Main Responsibilities
Registrar / League Administrator	Manages WVLL registration and routine league administration. Creates and manages registration forms for Spring, Girls, Summer, Fall and after-school programs, maintains TeamSnap registration and player records, manages waitlists and late registrations, handles routine registration and website inquiries, and processes approved refunds and credits. After rosters are finalized, creates and sets up TeamSnap teams, assigns players and coaches, and works with the Scheduler to ensure teams are ready for seasonal scheduling. Maintains required player and team records in the Little League Data Center and works with the Player Agent when registration raises questions involving age, division, eligibility or player placement.
Bookkeeper	Records income and expenses, reconciles bank and payment accounts, maintains invoice and payment records, categorizes transactions, and keeps accurate books for Treasurer review and reporting.
Scheduling & Field Bookings Coordinator	Manages WVLL's field bookings and league-wide practice and game schedules. Serves as WVLL's primary contact with the District Sports Field Scheduler, prepares and submits seasonal field requests, attends the District's Spring and Fall field scheduling meetings, reviews booking contracts, and maintains a complete record of available field time. Coordinates field availability and conflicts with West Vancouver Adult Slo-Pitch and NSBA where required. Builds and maintains WVLL practice and game schedules, works with Division Coordinators and interleague partners on scheduling needs, updates schedules in TeamSnap, manages cancellations and rescheduled games, and requests additional field time when needed. Also coordinates portable toilet bookings for fields where required. Communicates schedule changes and cancellations to affected coaches, Division Coordinators, the UIC and other operational leads as needed.

Fields Manager	Serves as WVLL's primary contact with the District fields team regarding field maintenance, repairs, grass, shrubs, cleanup, drainage and other field-condition issues. Monitors field needs throughout the Spring, Summer and Fall seasons and maintains and orders league supplies for field lining and marking. Coordinates volunteer field cleanup or preparation work where required.
Equipment Manager	Inventories league equipment, prepares and distributes team equipment bags before each season, orders baseballs and replacement gear, and collects equipment at season end. Maintains helmets, catcher's gear and shared practice equipment, identifies items requiring repair or replacement, replenishes the baseball supply at the fields, and keeps league equipment-storage areas organized and secure. Maintains the equipment and training aids in the batting cage and ensures the cage is kept organized and ready for use.
Uniform & Apparel Lead	Manages spring, fall season and post season uniforms and league apparel. Coordinates design, colours, sizing, numbering, printing, ordering and distribution of jerseys and hats, and handles late registrations, exchanges and replacements. Reviews uniform inventory and replacement needs before each season and coordinates purchases within the approved budget. May also help develop WVLL branded apparel and merchandise for the league community.
Umpire-in-Chief (UIC)	Oversees WVLL's umpire program. Recruits, trains and supports umpires, coordinates availability and assignments, and ensures umpires are assigned to games appropriate to their experience and qualifications. Fills open games through the umpire assignment system and arranges coverage for added or rescheduled games. Communicates important rule updates, provides guidance and development opportunities, and prepares umpires for tournament games. Provides on field support and feedback during regular season games, with an emphasis on being present at tournaments to guide and support umpires, address concerns involving opposing coaches and ensure umpires are treated respectfully. Provides completed umpire assignments to the Treasurer for payment.
Girls Program Coordinator	Coordinates WVLL girls baseball programming across Spring, Summer and Fall, including District 5 opportunities. Coordinates registration needs, teams, coaches, fields, scheduling and family communication, and works with the Registrar, Player Agent, Field Scheduling Coordinator and Coaching Coordinator as required.
Website Coordinator	Maintains the WVLL website, including program information, registration links, league contacts, policies, schedules, key dates and seasonal updates. Keeps information current and removes outdated content.
Social Media Coordinator	Manages WVLL social media channels, coordinates collection of team photos and league content, promotes registration, programs and events, recognizes sponsors, posts important updates and helps keep the community connected with what is happening at WVLL.
Newsletter / League Communications Coordinator	Prepares league wide email, newsletters, announcements, seasonal reminders, AGM notices and other major communications. Works with Board and operational leads to gather information and maintain a consistent league communication calendar. This role focuses on outbound league communications rather than routine registration or individual family inquiries.

Sponsorship Lead	Builds WVLL's sponsorship program by identifying and approaching prospective local business partners, maintaining relationships with existing sponsors and coordinating annual sponsorship renewals. Develops new sponsorship opportunities where appropriate and keeps sponsorship commitments and contact information organized. Coordinates sponsor recognition across uniforms, website, social media and league events, and arranges the design, production of sponsor banners. Helps develop annual sponsorship opportunities and packages for Board approval.
Hit-a-Thon / Fundraising Lead	Leads planning and delivery of the annual Hit-a-Thon and other Board-approved fundraising initiatives. Coordinates event logistics, fundraising communications, prizes or incentives where applicable, and the volunteers needed to run fundraising activities.
Concession Lead	Manages concession operations, inventory and supplies, monitors stock and replenishes items as needed. Coordinates food purchases, pricing, setup and volunteer coverage for regular games and special events, including tournaments and jamborees. Maintains records of concession sales and expenses and works with the Treasurer on financial reporting.
After-School Academy Coordinator	Coordinates WVLL after school academy programs with participating schools and PACs. Confirms program dates and facility availability, coordinates agreements where required, works with the Registrar on registration setup, confirms coach availability, manages blackout dates and schedules, and provides participating schools with program and registration information.
Tournament & Events Coordinator	Coordinates the planning and operational preparation of WVLL hosted tournaments and special events, including the Select 8 Tournament and Turkey Tournament. Works with the tournament lead and other WVLL volunteers to organize participating teams, schedules, fields, umpire coverage, equipment, volunteers and other event logistics. Coordinates the ordering and preparation of trophies, medals and awards for tournaments and house division season end events, as well as trading pins for tournament teams. Helps identify opportunities for WVLL to host additional tournaments, jamborees and special events. Helps identify and develop opportunities for WVLL to host additional tournaments, jamborees or special events where appropriate.

Operations Committee members attend Board meetings when relevant but do not vote unless they also hold a Board position.

3. Division and Team Roles

These roles connect the Board and operational leads to the day-to-day needs of each division and team.

Role	Main Responsibilities
Division Coordinators	Serve as the main operational contact for their division and help ensure the division runs smoothly throughout the season. Maintain regular communication with coaches and Team Managers, identify and help resolve divisional needs or concerns, and coordinate scheduling requirements with the Scheduler. Help organize division year end activities, such as pizza parties and other celebrations. Direct registration, equipment, uniform, field and other specialized matters to the appropriate operational leads, and bring unresolved issues to the Board when needed.
Head Coach	Leads the team's baseball instruction, practices, games and player development. Creates a positive, development focused team environment and follows WVLL and Little League rules and expectations.
Assistant Coach(es)	Supports the Head Coach with practices, games and player development. Takes the lead at practices and games when the Head Coach is unavailable.
Team Manager	Each team is expected to have a Team Manager in addition to the Head Coach and Assistant Coach(es). Manages routine TeamSnap communication, reminders and player availability, helps coordinate jersey distribution, organizes parent volunteer coverage for game-day duties, concession and other team needs, and directs questions to the Division Coordinator or appropriate operational lead.
Team / Parent Volunteers	Support scorekeeping, pitch counting, field setup, concession, fundraising, tournament and other team needs as required. For Minors divisions and above, parents are expected to help cover scoreboard operation, GameChanger scoring and pitch counting at every game.