



PO Box 44126 - 2947 Tillicum Road, Victoria, BC V9A 7K1

www.victoriabaseball.com

Triangle West Shore
Peninsula
Lower Vancouver Island
Layritz
Lambrick Park
Gordon Head
Esquimalt
Carnarvon Ball Club

GVBA Division Coordinator (Tadpole-Midget)

Summary of Position and Duties

As of February 2011

GVBA Division Coordinators have responsibility for a supervising play within a specific GVBA division and most responsibilities deal with spring "A" and "AA" house league baseball. In addition, division coordinators may have responsibilities pertaining to "AAA" and "A" summer ball, prospects play and fall ball (depending on the division).

The following duties occur **throughout the year**:

- Attend GVBA board meetings
- Converse with the board on division-specific issues
- Communicate division-specific issues to the park presidents and/or coordinators
- Respond to division-specific questions and inquiries from other BC Minor organizations

The following duties occur **prior to the spring season**:

- Contact all park division coordinators to determine number of teams to be fielded
- March 15th: Schedule the spring season scheduling meeting (notice to all park presidents and coordinators)
- Before April 1st:
 - Conduct the spring season scheduling meeting
 - Compile a contact spreadsheet listing of park coordinators and coaches
 - require name, email address, home and cell phone number for all
 - Distribute contact list to everyone involved in the division
 - Compile, input and distribute the season schedule to the park coordinators and coaches
 - Schedule to be sorted by home, visitor, date and park



PO Box 44126 - 2947 Tillicum Road, Victoria, BC V9A 7K1

www.victoriabaseball.com

Triangle West Shore
Peninsula
Lower Vancouver Island
Layritz
Lambrick Park
Gordon Head
Esquimalt
Carnarvon Ball Club

- April 1st: Call for summer ball managers (to all interested parties) with an April 10th deadline for submission of applications

The following duties occur **during the Spring Season**:

- Report division-specific information to the board
- Communicate division-specific board directives to the parks, their division coordinators and coaches
- Receive and submit incident reports to the board, UIC and discipline committee
- Early April: Distribute GVBA Universal House League Rules electronically to all coordinators and coaches (reminder that the rules are available online)
- April 10th: Registration deadline for summer managers (compile list of applicants as of this date)
- April 10th: Call for submission of teams to prospects division (to all park coordinators)
- April 15th: Complete summer ball manager selections not requiring a committee
- April 15th: Finalize prospects schedule, initiate prospects play
- April 30th: Deadline for appeals for summer manager selections
- May GVBA board meeting: Present report on summer managers to GVBA board
- Immediately after May GVBA board meeting: complete final summer ball manager selections
- May 7th:
 - Schedule summer ball tryouts
 - Call for volunteers to administer summer ball tryouts
 - Require:
 - Summer ball application forms (full player information)
 - Summer ball assessment sheets
 - 1 Supervisor (should be the coordinator)
 - 2 sign-in staff
 - 4 evaluators (min)
 - 6-8 helpers
 - Fields & equipment



PO Box 44126 - 2947 Tillicum Road, Victoria, BC V9A 7K1

www.victoriabaseball.com

Triangle West Shore
Peninsula
Lower Vancouver Island
Layritz
Lambrick Park
Gordon Head
Esquimalt
Carnarvon Ball Club

-
- May 15th: announce dates for playoffs, semis, finals, etc.
 - Before May Long Weekend: Complete summer ball tryouts, compile results and forward to the summer ball manager(s) for team selections to start
 - June 1st: Where possible, first summer ball team rosters to be announced
 - Player list to be forwarded to GVBA webmaster for posting on site
 - By June 15th: final summer ball team rosters to be announced
 - As teams are selected, forward player list to GVBA webmaster for posting on site
 - Email all non-selected applicants
 - Thanks for trying out
 - Final team selections are complete, rosters on GVBA website

The following duties occur **during the summer and fall**

- August 15th: Reminder to all parks of expected dates for fall ball
- September 1st: Distribute fall ball schedule and initiate play

Respectfully submitted,

Dave Gramlich