

AMBA ROLES 2025

President

- Provides leadership and strategic direction for the association.
- Presides over board meetings and ensures compliance with bylaws.
- Represents the association in external relations, including with leagues and governing bodies.
- Oversees the execution of policies and programs.
- Action player releases.

Vice President – Administrations

- Supports administrative functions of the board, including governance and compliance.
- Oversees association policies, bylaws, and documentation.
- Coordinates board meetings, elections, and official communications.
- Works with the secretary to ensure proper record-keeping.

Vice President – Operations

- Manages day-to-day operations and logistics of the association.
- Oversees league scheduling, game-day operations, and overall coordination.
- Ensures compliance with safety regulations and league standards.
- Assists with coordinating tournaments and special events.

Secretary

- Records and maintains official meeting minutes and documentation.
- Handles communication with board members and stakeholders.
- Coordinates board meetings and general membership meetings.
- Organizes association records and archives.

Treasurer

- Manages financial records, budgets, and funding allocation.
- Ensures timely collection of fees, sponsorships, and fundraising revenue.
- Prepares financial reports and ensures tax and regulatory compliance.
- Works with accountants or auditors to maintain financial transparency.

Registrar

- Oversees player registration and database management.
- Ensures compliance with league registration requirements.
- Coordinates player eligibility and placement.
- Works with divisional coordinators to maintain accurate records.

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Board Directors

- Provide oversight and input for major association decisions.
- Assist with various committees and initiatives.
- Ensure the board adheres to the association's mission and policies.

Divisional Coordinators 5U-18U

- Manage each league division and support coaches and teams within.
- Ensure smooth communication between divisions, players, and parents.
- Help with game scheduling and conflict resolution.

Umpire Coordinator

- Manages umpire recruitment, scheduling, and training.
- Ensures compliance with umpiring standards and league rules.
- Acts as a liaison for umpire-related concerns.

Batting Cages Coordinator

- Oversees batting cage maintenance and scheduling.
- Ensures equipment and safety measures are upheld.
- Manages and hands out codes for the cages.

Fields Allocation Coordinator

- Manages scheduling and allocation of fields for practices and games.
- Works with municipal authorities on field reservations.

Sponsorship Coordinator

- Develops sponsorship agreements and partnerships with local businesses.
- Oversees sponsorship fulfillment and recognition initiatives.

Equipment Coordinator

- Manages inventory, distribution, and maintenance of baseball equipment to coaches.
- Ensures teams have the necessary gear for practices and games.
- Keeps records of what was handed out and returned.

Uniform Coordinator

- Oversees ordering and distribution of team uniforms (Shirts & Hats)
- Works with suppliers to ensure timely delivery of uniforms.

Volunteer Coordinator

- Sends out all correspondence on volunteer hours.
- Collects cheques from Team Managers and totals family hours at the end of the season.

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Field Maintenance Coordinator

- Coordinates field upkeep and maintenance activities.
- Works with city officials and groundskeeping teams.
- Orders material needed for the fields.

Development Coordinator

- Designs and implements player development programs for Spring.
- Oversees skill-building initiatives for all age groups as camps and winter training.

Mentorship Coordinator

- Facilitates mentorship programs for young athletes and new coaches.
- Connects experienced members with developing players and volunteers.

Special Events Coordinator

- Organizes association-wide events and opening ceremonies.
- Pancake Breakfast, Gear Swap, Pant Sale, Coaches appreciation, Hot Dog Wrap up.
- Ensures successful execution of community engagement initiatives.

Website Coordinator

- Manages the association's website and ensures timely updates.
- Coordinates online registration systems and website communication.

Concession Coordinator

- Oversees concession stand operations, budgeting, and staffing.
- Ensures compliance with food safety regulations.

Fundraising Coordinator

- Develops fundraising strategies and oversees fundraising events.
- Works with sponsors and donors to support association goals.

Tournament Coordinator

- Organizes league and invitational tournaments.
- Coordinates logistics, scheduling, and volunteer involvement.
- Orders medals.

Umpire in Chief

- Acts as the primary authority on umpire-related matters.
- Oversees umpire training, rule interpretations, and game officiating policies.

Records Coordinator

- Maintains association records and historical archives for Criminal record checks.
- Works with the President and VP for documentation accuracy.

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Photo Coordinator

- Oversees official team and player photography.
- Coordinates photo sessions and distribution of association media.

Social Media Coordinator

- Develops and manages the association's social media presence across platforms like Facebook and Instagram.
- Creates engaging content, including announcements, team highlights, event promotions, and community updates.
- Ensures timely responses to messages, comments, and inquiries from followers.
- Collaborates with other board members to promote fundraising efforts, sponsorships, and league initiatives.