



## Vice President

First, thank you for volunteering to be the Vice President. You are the voice of the Vernon Baseball and represent all of your coaches, players, and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Vice President. If you have questions that have not been answered here, please seek support from the President.

### Role

The Vice President's primary responsibility is to be prepared to assume the duties of the President in the case of a vacancy in that position. In addition, the Vice President must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Vice President must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

**Pre-Season:** Create and update Vernon Baseball policies. Follow up on all reports submitted to the Vernon Baseball. Resolve all issues and make recommendations to the board. Update the coaches list supplied by the registrar. Each coach must supply a copy of their Criminal Record Check. Obtain coaches NCCP certification numbers. Confirm which coaches will be coaching and at what level. Determine the need at each level for training and certification. Contact and interview each coach. At this time deal with any issues that surface and make changes to the current program.

**T-Ball:** The Vice President is the interim T-ball Director. You are responsible for the Division until you can find a successor. This is a great opportunity to motivate new baseball parents to get involved as a coach and/or a member of the executive. It is very important that this level of baseball runs smoothly. First impression last forever.

**Coaches:** The Vice President's role is to support the coaches and provide training. Courses for certification as well as local coaching upgrades must be in place at the start of the season. A coaches meeting is held pre-season to introduce everyone and allow for a venue to voice concerns. All disciplinary actions are dealt with by a committee formed by the President, the Division Director and the Vice President.

**Summary:** This job title comes with a large work load over a short period of time. Planning ahead and utilizing the Executive is your top priority. Being a good communicator and having the ability to work with others is an asset. The Vice President has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.