



GVBA & VICTORIA SEAWOLVES

Roles & Responsibilities



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President – held by Russell Wilson – Vacant – 1 year term

Purpose: Chief executive of the Association; provides leadership and accountability.

Responsibilities

- Supervise officers and ensure duties are performed per GVBA bylaws and policies.
- Chair board meetings and set agendas.
- Represent GVBA with member parks, BC Minor, and community partners.

Vice-President – held by Joel Perkins – Vacant – 1 year term

Purpose: Second-in-command—ensures continuity of leadership and steps in when the President is unavailable.

Responsibilities

- Carry out the President's duties during the President's absence.
- Support board operations and priority projects; help keep committees on track.
- Represent GVBA with parks and partners when delegated.

Treasurer – held by Carol Ogborne – Vacant – 1 year term

Purpose: Steward finances and compliance for the GVBA and Victoria SeaWolves.

Responsibilities

- Manage budgets, banking, and purchasing; signing authority on all GVBA/SeaWolves accounts.
- Prepare the annual budget for GVBA Board approval after the AGM.
- Keep books and records to BC Societies Act standards.
- Prepare and present financial statements to directors, members, and others as required.
- Co-manage SeaWolves sponsorship allocations (program's 10% under the 70/20/10 policy).
- Support team treasurers with templates and guidance; step in as team treasurer when needed.

Secretary – held by Taryn Treloar-Perkins – Vacant – 1 year term

Purpose: Ensure clear, timely communications and accurate records for the GVBA and Victoria SeaWolves, serving as the program's coordinating and recording secretary.

Responsibilities

- Main public contact for GVBA & Victoria SeaWolves; respond to parent and community inquiries.
- Draft and send GVBA/SeaWolves program-wide emails/updates.
- Support Tech Directors and coaches with assessment/selection communications.
- Maintain and publish Team & Parent Packages and shared templates (budgets, travel, fundraising, comms, assessments).
- Issue meeting notices, prepare agendas, record and circulate minutes for the SeaWolves and GVBA.
- Maintain association records and member register; keep official documents (and seal, if required) secure.
- Keep archives tidy and accessible on the website/shared drive.

Registrar – GVBA – held by Carol Ogborne – Vacant - 1 year term

Purpose: Keep registrations accurate, on-time, and compliant across all parks, full-season, SIBL, summer, and fall.

Responsibilities

- Update the post-AGM registration template (birth years; street/catchment index) and distribute to park registrars & full-season teams.
- Onboard new registrars with a walkthrough of the template and process.
- Deadlines — End of March: receive first park submissions; update master player index; invoice parks; submit registered players & invoice to BC Minor.
- Deadlines — April 15: receive second submissions (parks + SIBL); issue secondary invoices as needed; submit new players to BC Minor with updated invoice/payment; remit SIBL payment to Baseball BC.
- Summer: ensure team registration sheets are signed by the President and Team Manager by July 1.
- Fall: collect new player/coach info from parks; send to BC Minor for insurance; include on the next spring registration for invoicing.
- Prepare a concise registration summary for the AGM.
- CRC Coordinator: oversee coach CRC/CPIC compliance—collect, verify, track expiries, and report status.

Registrar – SeaWolves – held by Taryn Treloar-Perkins – Vacant – 1 year term

Purpose: Run SeaWolves registrations and assessments smoothly; keep rosters and compliance tidy.

Responsibilities

- Manage expressions of interest and player/coach registrations; handle parent inquiries.
- Build the assessment plan/timeline with the Technical Director.
- Set up assessment logistics (check-in, stations, scoring apps); ensure safety and flow.
- Consolidate scores, maintain auditable records, and provide de-identified reports to the selection panel.
- Once SeaWolves teams are named, build rosters with contact info to be shared with coaches on the SeaWolves drive.
- Liaise with the GVBA Registrar and park registrars to meet BC Minor registration & team declaration requirements.
- Verify coach CRC completion with the GVBA Registrar.
- Work with the Website Coordinator to create forms and keep an accurate registrant list.
- Coordinate announcements with Comms/Social/Web (invites, results, next steps).

Baseball Technical Director – held by Marty Hall

Purpose: Lead coaching standards and player development for the Victoria SeaWolves.

Responsibilities

- Guide player development and practice planning for full-season and summer teams.
- Run fair, transparent tryouts/assessments; coordinate third-party evaluators when used.
- Chair coach-selection panels and verify NCCP certification compliance.
- Train and mentor coaches (clinics, on-field/indoor sessions).
- Coordinate with the Summer SeaWolves Technical Director for aligned programming.
- Plan Fall Ball operations (opponents, venues, costs, equipment).

Calendar Coordinator – held by Steve Kachanoski

Purpose: Keep one accurate master calendar so fields, coaches, umpires, and families aren't playing schedule Jenga.

Responsibilities

- Build and publish the master GVBA & SeaWolves calendar (assessments, meetings, coach selection, umpire training, practices/games, tournaments, cut-offs, CRC deadlines).
- Coordinate diamond allocations with Fields/Facilities and parks; track blackout dates; resolve conflicts.
- Keep a single "source of truth" calendar (website + team links); post updates within 24 hours.
- Liaise with UICs/park schedulers as needed; note key scheduling decisions.
- Work with the Website Coordinator to post clear, printable schedules and how-to's.

Division Coordinators – GVBA & SeaWolves (7 roles) – All Vacant

T-Ball/Blast Ball, 7U, 9U, 11U, 13U, 15U, 18U — one per division

Purpose: Single point of contact for each division across GVBA and Summer SeaWolves—share rules/updates and support scheduling, assessments, and team formation.

Core (year-round)

- Communicate BC Minor & GVBA house-rule changes to member-park coordinators.
- Share opportunities (tournaments, Coaches Caravan, clinics) and answer division questions.
- Escalate issues to Rules/Discipline as needed.

Spring (GVBA)

- Assist at the scheduling meeting; distribute draft/final schedules.
- Serve as the in-season contact for teams in your division and support rule compliance.

Summer (SeaWolves) — Coordinator responsibilities

Communications

- Support admin and parent interaction for summer programs (typically 10U, 11U AAA/AA, 13U A, 15U A, 18U AA).
- Create and send division-level emails/messages.
- Work with the Baseball Technical Director, coaches, and Secretary to update and maintain Team & Parent Packages.

Team Business

- Work with the Summer SeaWolves Ball Manager to keep rollouts smooth:
- Uniforms/Swag: liaise with the Summer Ball Manager.
- Equipment: liaise with host parks to arrange gear.
- Logistics: liaise with the Summer Ball Manager and Technical Director.
- Fields: liaise with the Facilities & Permit Manager.
- Team Photos: liaise with the Summer Ball Manager.

Division Support

- Host division Q&As; ensure policy compliance; consolidate issues and escalate as needed.

Equipment Manager – Vacant

Purpose: Standardize, track, and protect SeaWolves/GVBA equipment across all divisions.

Responsibilities

- Keep a tagged asset list with condition/status; arrange repairs or replacements.
- Set age-level kit standards; manage storage locations and access.
- Run pre- and post-season audits; submit budget needs.
- Maintain an emergency-spares process for mid-season breakages; issue a simple quarterly inventory update.

Fields/Facilities & Permits Manager – held by Steve Kachanoski

Purpose: Secure diamonds and training spaces, keep park relationships smooth, and ensure teams follow field rules.

Responsibilities

- Book fields/facilities (including winter training) with member parks; coordinate with Head Coaches/Team Managers.
- Liaise with parks on field issues; negotiate user fees and arrange equipment storage if needed.
- Obtain required municipal permits and keep documentation organized.
- Brief and support each team's Field Manager to follow park maintenance/use guidelines.

Fundraising Coordinator – held by Taryn Treloar-Perkins – Vacant

Purpose: Be the go-to guide for SeaWolves teams with clear, current fundraising options.

Responsibilities

- Publish a fundraising catalogue and plug-and-play playbook (licenses, scripts, budgets) so teams can see profit potential and effort at a glance.
- Track and report proceeds by team and program.
- Review results, highlight high-ROI ideas.

Marketing & Social Media Coordinator – held by Taryn Treloar-Perkins – Vacant

Purpose: Provide the program's voice and visibility—plan campaigns, run our channels, and keep families informed and proud.

Responsibilities

- Administer GVBA & SeaWolves social media accounts.
- Prepare and post GVBA and SeaWolves announcements and content to all SeaWolves social media accounts.
- Advertise upcoming events, meetings and opportunities.
- Work with full-season and summer team volunteers to set up and run team social media.

Photo Coordinator – held by Taryn Treloar-Perkins – Vacant

Purpose: Deliver smooth team/individual photo days and provide sponsor-ready banner assets.

Responsibilities

- Book photographers, lock picture-day schedules, and set rain/backup plans.
- Coordinate team lists and verify names/jersey numbers so photos are correct.
- Gather banner specs from teams; deliver finalized digital assets to teams and Marketing.

Player Agent – held by Danny O'Regan – Vacant

Purpose: Be the neutral, confidential contact for GVBA & SeaWolves players and families.

Responsibilities

- Serve as the central contact for issues that can't be resolved at the team level (players, families, coaches).
- Handle eligibility, releases/transfers, and residency questions.
- Receive and escalate concerns (discipline, conduct, complaints) per GVBA/SeaWolves policy.
- Communicate decisions and next steps clearly to all parties.

Process & Policy Lead – held by Steve Kachanoski – Vacant

Purpose: Keep policies documented and organized—update them proactively and package them into clear templates for teams and parents.

Responsibilities

- Maintain the SeaWolves ToR, policy library, and decision log; run regular refreshes.
- Gather on-the-ground feedback; revise processes and policies and bring approvals to the SeaWolves Core Committee and GVBA.
- Develop and implement parent/player/coach feedback surveys.
- Ensure SeaWolves communications, social, website, assessments, and coaching align with current process and policy.
- Keep all volunteer role descriptions accurate and up to date.

Sponsorship Manager – held by Taryn Treloar-Perkins – Vacant

Purpose: Grow and steward community sponsors for the GVBA and Victoria SeaWolves.

Responsibilities

- Build and manage relationships with local businesses and partners.
- Act as the primary contact to keep sponsorship processes and communication smooth.
- Provide teams with sponsorship letter templates and simple how-tos.
- Support teams with sponsor banner design/production and approvals.
- Share regular team updates with sponsors and coordinate appreciation events and gifts.
- Coordinate sponsor recognition with Marketing (website, socials, game-day shout-outs).
- Maintain a central sponsor log (commitments, invoices, receipts).

Summer SeaWolves Ball Manager – held by Carol Ogborne

Purpose: Central contact for all Summer SeaWolves teams; keep the summer program organized and moving.

Responsibilities

- Serve as key point of contact for summer teams.
- Coordinate with Division Coordinators and Team Managers to roll out summer programs.
- Pre-book tournament spots for forming teams.
- Work with the GVBA Treasurer on budgets/templates and financial guidance.
- Coordinate hotel blocks with Sports Team Accommodation.
- Support teams in ordering the correct summer kit.

Tournament Manager – held by Carol Ogborne – Vacant

Purpose: Point person for SeaWolves-hosted tournaments and for identifying/sharing travel tournament opportunities.

Responsibilities

- Main point of contact for GVBA and SeaWolves Provincials.
- Advocate for hosting opportunities with the GVBA Board.
- Coordinate with SeaWolves teams and member parks.
- Research and share local and travel tournament options; assist teams with entries and bookings.
- Deliver the host package: permits, umpires, schedules, volunteers, first aid, field prep.
- Manage budget/reconciliation, liaise with visiting teams, and file a short post-event report.

Travel/Logistics Manager – held by Carol Ogborne - Vacant

Purpose: Central point of contact between SeaWolves teams and travel agents.

Responsibilities

- Coordinate with Sports Team Accommodation (STA) to secure hotel blocks and best rates for SeaWolves summer tournaments; distribute booking links and deadlines to teams.
- Connect approved travel agents with teams to source the best travel rates and handle questions.

Uniform/Swag & Brand Manager – held by Jaymie Humber – Vacant

Purpose: Keep the SeaWolves look consistent, and kit orders smooth—plus run a fan-friendly swag program.

Responsibilities

- Manage SeaWolves uniform/team-kit orders with suppliers and timelines.
- Enforce brand standards on SeaWolves uniforms and accessories (full-season + summer).
- Support SeaWolves Team/Division Managers through sizing, ordering, and approvals.
- Coordinate/attend fittings; provide simple order guides.
- Track inventory, deliveries, and basic costs/margins.
- Build and operate the fan SeaWolves Swag program (online store or pop-ups) to drive revenue.
- Maintain brand assets and the approved vendor list.

Website & Email Coordinator – held by Taryn Treloar-Perkins – Vacant

Purpose: Keep GVBA & SeaWolves online info accurate and easy to find.

Responsibilities

- Administer VictoriaSeaWolves.com and VictoriaBaseball.com.
- Partner with Marketing/Social to publish and update program content.
- Manage SeaWolves email accounts and group lists.
- Build and maintain online forms (e.g., registrations, interest, feedback).