



The 12 Volunteer Roles That Keep Community Sport Running

Community sport does not run on its own. Behind every practice, game, tournament, and registration deadline are volunteers who keep everything moving.

This guide outlines twelve common volunteer leadership roles found in grassroots sport organizations. Not every organization will need all of these positions, but most leagues and clubs will recognize many of them.

Clear roles help volunteers succeed by defining responsibilities, decision authority, and collaboration with others on the leadership team.

1. President / Executive Director

- Provides overall leadership and direction for the organization.
- Chairs board meetings and the Annual General Meeting.
- Ensures board decisions are implemented.
- Supports and coordinates the work of other board members.
- Often serves as a signing officer for the organization.

2. Secretary

- Maintains official records and meeting minutes.
- Tracks board decisions and documentation.
- Communicates meeting notices and maintains contact lists.
- Safeguards important documents such as bylaws and policies.

3. Treasurer

- Manages financial records and transactions.
- Prepares annual budgets and financial reports.
- Oversees payments, banking, and financial compliance.
- Ensures financial transparency for the organization.



4. Registrar

- Manages player registrations and registration systems.
- Maintains participant lists for divisions and teams.
- Works with the Treasurer to track registration payments.
- Communicates registration information to families and coaches.

5. Director of League Operations / House League Director

- Coordinates league scheduling and operations.
- Supports division convenors and coaches.
- Ensures league policies and rules are followed.
- Helps resolve operational issues during the season.

6. Division Convenor

- Acts as the primary liaison between teams and the organization.
- Supports coaches and helps resolve issues during the season.
- Tracks scores and standings when applicable.
- Communicates updates to teams and families.

7. Director of Marketing and Communications

- Promotes the organization within the community.
- Manages social media, website updates, and newsletters.
- Supports community engagement and awareness.
- Coordinates communication with families and participants.

8. Director of Sponsorship

- Builds relationships with local sponsors and partners.
- Develops sponsorship packages and opportunities.
- Ensures sponsors are recognized and appreciated.
- Helps generate financial support for the organization.

9. Director of Equipment and Purchasing

- Manages equipment inventory and distribution.
- Coordinates the purchase of uniforms, equipment, and supplies.
- Ensures equipment is maintained and returned.
- Works with vendors and suppliers.



10. Director of Skills Development

- Organizes clinics and development opportunities.
- Supports coach and volunteer training.
- Works with governing bodies on certification programs.
- Helps improve player development opportunities.

11. Umpire / Referee Coordinator

- Recruits and schedules officials.
- Provides training and mentorship for officials.
- Ensures officials understand league rules and expectations.
- Acts as liaison between officials and the organization.

12. Director at Large / Volunteer Support

- Provides general support to the board.
- Helps coordinate events and special projects.
- Assists with operational needs during the season.
- Supports communication between volunteers.

These roles help distribute responsibilities across a leadership team so that no single volunteer carries the entire workload. Organizations can adapt these roles to fit the size and needs of their league or club.