**LETHBRIDGE MINOR SOFTBALL ASSOCIATION**

**RESPONSIBILITIES & DUTIES OF EXECTUIVE MEMBERS**

**President**

- Whenever possible chair all meetings of the Association.

- Co-sign all cheques written on behalf of, and on the account of the Association and shall co-sign, along with the Secretary, any documentation approved by the Executive required to be signed in regards to the Association.

- Ensure that the objectives and activities of the Association are carried out by the Executive.

- Prepare the agenda for the Executive meetings and the annual general meeting.

**Vice President**

- Assist the President with his/her duties, and shall, in the event of the inability of the President to perform his/her duties, take the place of the President in his/her absence.

**Treasurer**

- Be responsible for receiving, depositing, and disbursing all funds on behalf of the Association in accordance with the directions of the Executive.

- Co-sign, along with the President, all cheques on behalf of the Association.

- Keep a record of all financial transactions on behalf of the Association.

- Process all refunds necessary.

- Prepare the annual budget of the Association.

- Submit the required Society Annual Return to Alberta Consumer and Corporate Affairs within the specified time frame and preparation of financial statement.

**Secretary**

- Keep minutes of all Executive meetings and send out copies to each Executive member prior to the next Executive meeting. Keep minutes of the annual general meeting.

- Assist the President in all outgoing correspondence.

- Draft and mail any mass mailings requested by the Executive.

**Division Directors**

- Act as the liaison between the Executive and the coaches.

- Assist new coaches by suggesting ideas for practice drills, game plays, etc.

- Problem solve when a concern arises as per policies .

- Inform all coaches of annual coach’s clinics.

- Create team rosters

- Draw up house league schedule, and forward to coaches to distribute (both paper and email – so they can give both to teams) - Any diamond Maintenance – for association and city records.

- Recruit coaches and assistants. Once coaches are assigned:

1. FOR APPLICABLE DIVISIONS - Organize a coach meeting, where they can acquire their team equipment and team folder.
2. Create team folders for each coach – inclusive of player information, division rules, safety, policies and procedures. REMIND coaches to keep this folder with them at all association functions and turn in at season end with their equipment.

- For applicable divisions, organize tournaments with coaches.

- Forward list of coaches and assistants to Treasurer requesting fee reimbursement, as per policies.

– For applicable divisions - Coordinate with the uniform coordinator, the issuing of house league uniforms and record sheets for the directors and coaches. – For applicable divisions - Order T-shirts & hats needed from place of business appointed by association.

– For applicable divisions – Organize year end – possibly creating windup committees from members from each division teams.

– For applicable divisions – Cancel games and practices due to poor weather or schedule conflicts – cancellations must be forwarded to coaches minimum 1 hour prior to game/practice start. Cancellations due to poor weather once the teams are at the diamond, is per coaching discretion.

– For applicable divisions – Be the liaison between the directors of the town teams playing in your division and the coaches and association

**Equipment & Uniform Coordinator**

Equipment:

- Ensure that all equipment bags complete with equipment, are in order, clean and ready for pick up by the division directors or coaches.

- Each equipment bag should have a sheet containing an equipment list that coaches are responsible for.

- Check with the diamond scheduler as to which diamonds will be used each season.

- Have equipment available for assessments and season start coach meeting.

- Any new or replacement equipment deemed necessary to purchase provide list to Executive for approval.

- Arrange collection of equipment at the end of the season.

- After the season has ended, periodically check the lock up facility to ensure no damage has occurred.

Uniforms:

- Maintain records of on hand uniforms.

- Inspect and replace uniform tops and pants as needed.

- Coordinate with the division directors, the issuing of house league uniforms and record sheets for the directors and coaches.

- Coordinate the uniform requirements for the provincial teams.

- Where applicable on completion of the regular season, coordinate with the division directors, the return of the house league uniforms.

- Issue uniforms/record sheets to the provincial coordinator.

- Coordinate the return of provincial uniforms upon completion of the provincial tournaments.

- After all the uniforms have been returned, assess the need for replacement and make arrangements with suppliers to have the shortages or replacement uniforms ordered.

- Launder the uniforms at year end.

**Sponsorship & Grant Coordinator**

- Solicit annual sponsors for house league divisions and follow up on the receipt of funds.

- Update the sponsorship letter on a yearly basis.

- Collect sponsorship and give to treasurer.

- Collect a sponsorship logo JPEG and forward to website personnel to have included on our association website.

- Research grants available by the city and province and write up the grant letter to be approved by the executive.

**Registrar & Media Coordinator**

Registrar:

- Make and distribute flyers to all the schools - update existing poster with new in person dates or any changes in pricing, years of birth. Email to school boards for approval and distribute.

- Schedule helpers to work shifts to cover all registration times and dates. Send schedule via email to executive members to fill work spots.

- Set up registration table and displays - have enough registration forms, receipt books and kid sport & Jumpstart information. Bring display, shirt samples, and any equipment to be displayed.

- Arrange copying and pick up of registration forms.

- Give all funds to Treasurer from in-person registration.

- Each registration form at actual registration dates is marked with the receipt # and then payment option i.e. Paid Cheque #002, by workers at booth.

- Any registrations that are collected in person will be then entered into our online registration portal.

- Relay information on withdraws from registration to Treasurer for refunds, if applicable. Let applicable division directors know.

Media:

- Be the liaison between LMSA and all forms of Media (Website, Facebook, Twitter, radio, TV, newspaper); developing positive working relationships with each where applicable.

- Before season start approach executive with possible advertising options and prices.

- Book and create if necessary advertising for registration, for AGM, for any camps, assessments or clinics offered by LMSA or for any positions required filling.

- Website maintenance and control of information on the website, Facebook and Twitter.