

President

Vice President

Secretary

Treasurer

Registrar

Umpire Director

Coach Director

Scheduling Director

Facilities Director

Evaluation Director

Technical Director

AA Director

**Sr. House Director
(U11/U13/U15/U18)**

Equipment Director

9U Rookie Director

5U & 7U Director

Fall Ball Director

Website/Media/Communications Director

Marketing & Fundraising Director

Executive & Board of Directors Organizational Roles & Responsibilities

President

The President shall:

- be the chief executive officer of the Association and as such shall exercise general supervision and administration over the activities and affairs of the Association.
- act as spokesperson for CMBA or appoint a member to represent the association when called upon to do so.
- is an ex-officio non-voting Member of all Committees.
- vote only when there is a tie, thus casting the deciding vote.
- call Board or Member meetings as needed, and coordinate with the Secretary an agenda for every meeting.
- attend and chair all General meetings of Members and of the Board, or as required delegate meeting chairman duties to a member of Board of Directors.
- present the report of the Board of Directors at the Annual General Meeting.
- ensure all meetings are conducted in a business-like manner.
- ensure the Board follows the bylaws of CMBA.
- ensure all board members or committees are active and have adequate support.
- ensure CMBA operates in a cost efficient and cost-effective manner by being accountable and aware of all budgets and expenditures.
- Will attend or appoint a designate to attend Baseball Alberta Annual General Meeting, zone meetings, and all applicable league meetings.
- sit as one of 3 members on the disciplinary committee (3rd will be chosen by the committee chair), when the need arises.
- facilitate short and long-term planning of the Association. Including Association programs, development of plans, and implementation of said programs and plans.
- be the signing authority for Association documents and contracts, and a signing authority of cheques along with the Treasurer.
- appoint Board Members with roles & responsibilities in alignment with association needs and be actively involved in the development of those roles.
- be responsible for the formulation of policies, programs, procedures, and bylaws governing the management of CMBA's business and affairs.
- ensure the control of CMBA documents as developed within the organization.
- ensure that CMBA operates in accordance with its stated mission statement and primary objectives.
- manage all player transfer requests.
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.

Vice President

The Vice President shall:

- support the President in the day-to-day operation of the association and in the absence of the President, the VP would then assume the role of President.
- in the event that the President is removed, or steps down, the Vice President shall assume the role of President until an election of Executive for The Association can be completed.
- attend all General meetings of Members and of the Board, or as required, delegate meeting chairman duties to a member of Board of Directors in the absence of both President and VP.
- provide guidance and direction to the Board with regards to policies, procedures, and bylaws.
- coordinates disciplinary committee and acts as Chair of the Disciplinary Committee.
- document all incidents requiring disciplinary action against players and/or team officials.
- present recommendations for suspensions of coaches, managers, players, or other team officials or members to the Board.
- the point of contact for all injury reports. With the assistance of the treasurer, will coordinate any insurance payments or cost reimbursements through insurance as required.
- prepare Emergency Response Plans for CMBA facilities and fields.
- act as a signing authority for CMBA
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Secretary

The Secretary shall:

- report directly to and perform duties assigned by the President.
- at the direction of the President, prepares or reviews, and distributes the agenda for all meetings.
- attend meetings of the Association and of the Board, keep accurate minutes of those meetings, including motions and actions with due dates required of specific members, and distribute to all Members a copy of the minutes shortly after the meetings.
- maintain accurate contact information for all Board Members.
- ensure the maintaining of Bylaws, documentation, and Corporate Registry filings of the Association.
- ensure all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
- have charge and conduct of all correspondence of the Board and the Association as directed by the President or Board.
- oversee CMBA's annual newsletters or other correspondence(s) as directed by the Board.
- perform such other duties as may be specified from time to time by the board of Directors or these By-laws.
- have charge of the seal of the Society, which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of inability of either to act, by the Vice-President.
- in the case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.

Treasurer

The Treasurer shall:

- be the receiver of all monies paid to the Association and shall be responsible for the deposit of same in whatever bank, trust company, credit union or Treasury Branch the Board may order.
- be responsible for the financial affairs of CMBA, including, but not limited to the preparation with the help of the Board of Directors a yearly operating budget, the dispensing of funds, the maintenance of proper records/accounts keeping as may be directed by the Board, or as may be required pursuant to the laws governing the Association.
- ensure all financial reports of CMBA are audited as stated in the Bylaws.
- present a full detailed account of receipts and disbursements to the Board whenever requested.
- prepare for submission to the Annual General Meeting, a statement duly audited as set forth herein of the financial position of the Association and submit a copy of same to the Secretary for the records of the Society.
- act as a signing authority for CMBA
- monitor expenditures as compared to budgeted expenditures and recommend corrective actions when required.
- file any financial statements, annual returns and forms required to maintain non-profit status or other necessary documents as required by the Society.
- assist Facility Director with all Grant Applications to pursue grants used for facility upgrades and/or maintenance.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.
- the office of the Secretary and Treasurer may be filled by one person if any annual meeting. for the election of officers shall so decide.

Registrar

The Registrar shall:

- organize and coordinate registration program and be responsible for registration of all CMBA players and team officials.
- annually coordinate the registration of team officials for all teams with the Governing League(s), file the appropriate forms to those leagues on such date(s) as defined by Body.
- maintain a record of team rosters (players and team officials) for all leagues and forward rosters to all Rep /Community coaches for submission to league governing bodies.
- process additions/deletions of players for team rosters.
- ensure all teams have fulfilled their financial obligations to the Association in relation to league registries.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Scheduling Director

The Scheduling Director shall:

- work with appropriate Board Director(s) to coordinate facilities for camps, clinics, tryouts and evaluations.
- work with the President in preparing the field schedule as required for practices and games in conjunction with the City and all other entities whom operate on the same facilities.
- coordinate all CMBA diamond/facility requirements (games/practices/etc.), with the City of Camrose facility scheduling representatives.
- be the main contact for team officials in the event of re-scheduling, cancellations, or new scheduling of team events (practices/games, etc.), which require the use the City Facilities.
- schedule Team & Player photo's and advise of scheduling and location.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Umpire Director

The Umpire Director shall:

- be responsible for ensuring that there are umpires that are qualified to satisfy the demands of the Association.
- be responsible for organizing and booking of yearly umpire clinics.
- facilitate umpire schedules and assign qualified umpires to scheduled Baseball Alberta league games or CMBA sanctioned league or tournament games.
- keep track of payments for submission to the Treasurer in a timely manner (15th and the last day of each month)
- ensure teams have a list of scheduled umpires for their games along with contact info in the event of cancellations, or game time movement (any changes to game dates/times must be approved by the Scheduling and Umpire Directors)
- be responsible for the implementation, organization and tracking of an umpire mentorship program.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Technical Director

The Baseball Technical Director shall:

- work directly with the President of the association for the development and maintenance of programs including but not limited to:
 - **Association programs for the purpose of Player Long Term Development (camps, clinics & seasonal programs)**
 - **Tryout/Evaluation and Post season Player Evaluation Program/Procedures in alignment with the Player Evaluation Policy**
 - **Develop Coach mentorship programs for all levels (eg: instructional material & provided resources)**
 - **Develop Team seasonal information packages for all levels (eg: programs, rules, expectations, handbooks, budgets)**
- oversee and facilitate camps and clinics.
- assist the Coach Director with Coach Interviews in the absence of a conflict of interest.
- Provide support and direction to Divisional Directors.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Coach Director

The Coach Director shall:

- be responsible for ensuring that there are coaches that are qualified to satisfy the demands of the Association.
- be responsible for organizing and booking of yearly NCCP Coaching Clinics.
- manage all incoming coach applications and schedule coach interviews
- appoint and Chair the Coach Selection Committees for all Rep and Community levels in accordance with the Coach Selection Policy
- recommend the appointment of coaches to the Board for ratification.
- oversee the use of required documentation for all coaches (code of ethics, police checks, etc) and collect and file all documentation.
- manage end of season coach exiting interviews.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Evaluation Director

The Evaluation Director shall:

- work with Scheduling Director to coordinate facilities for tryouts and evaluations.
- appoint an Independent Player Evaluation Committee for all Representative Team tryouts in accordance with the CMBA Player Evaluation Policy.
- appoint a Player Evaluation Committee for all Community level evaluations in accordance with the CMBA Player Evaluation Policy (does not need to be independent evaluators).
- organize player evaluation schedules and assign competent evaluators for each session. assist with evaluations when required.
- ensure all collected evaluation scores are entered into CMBA evaluation spreadsheets for population of player scoring.
- work with selected Rep team Coaches and Divisional Directors to determine the final selection and appointment of players to representative and community level teams.
- ensure Community team rosters to be as equal as possible (coaching applicants must be taken into consideration).
- ensure the post season Player Evaluation is provided to teams for use and submitted back to CMBA for retention.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Facilities Director

The Facilities Director shall:

- oversee all CMBA facilities and field equipment within the scope of the Association.
- prepare and submit an annual budget for facility upgrades, maintenance, and any field equipment within the needs of the association to the Board for approval (includes diamonds, benches, storage sheds, batting cages & indoor facility equipment).
- present the Board with any/all quotes for the purchase of new facility equipment needs within the needs of the Association for Board approval in alignment with approved Budget.
- communicate and work with the City of Camrose facility representatives to achieve goals of upgrading any facilities.
- perform yearly inspections on facilities and equipment and report any issues or concerns to City of Camrose representative that affect the potential day to day operation of CMBA sanctioned events.
- maintain the diamond equipment sheds inside and out including the batting cages (in conjunction with CSA) as required.
- supervise the inventory, storage, and security of all outdoor and indoor field equipment.
- inquire and pursue facility grants to be used for upgrades and/or maintenance and work with Treasurer to submit applications.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Equipment Director

The Equipment Director shall:

- prepare and submit an annual budget for equipment, uniforms and supplies as needed to the Board for approval.
- be responsible for the handling, storage, cleaning, maintenance, and inventory of all CMBA equipment and athletic wear.
- ensure equipment is inspected for safety and meets regulatory specifications.
- order equipment, uniforms and supplies as needed and in alignment with approved budget.
- ensure all equipment and uniforms are labelled "Property of CMBA" before it is released for use.
- ensure all teams are fitted with all required athletic wear and equipment necessary for seasonal operation.
- ensure all coaches sign out equipment, supplies and athletic wear for each team and is documentation is kept for filing.
- document equipment and uniform inventory at end of season and prepare inventory report to present to the board along with recommendations.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Marketing and Fundraising Director

The Marketing/Fundraising Director shall:

- ensure gaming license is current and updated for fundraising activities.
- organize CMBA annual raffle ticket fundraising and document and control ticket selling, purchasing and appropriation of funds. Coordinate or direct any other fundraising event undertaken by The Association.
- be responsible for developing and implementing a marketing and fundraising strategy for the association.
- put together sponsorship packages, documents, and acknowledgements. (eg: team or asset sponsoring)
- maintain annual sponsorship and ensure proper acknowledgements as required (website, social media, signage, uniforms, etc).
- ensure sponsors receive thank you's at season end and media outlet acknowledgement.
- liaise with Treasurer/Administration to ensure payment of sponsorship fees.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Website/Media/Communications Director

The Website/Media/Communications Director shall:

- update and maintain CMBA website and social media accounts (eg: facebook, twitter, etc.) and keep information current.
- coordinate all CMBA messaging and announcements including but not limited to registration dates, clinic and/or camp information, event information and notification of AGM to membership.
- on behalf of the Association, prepares articles for the website.
- produce registration, clinic or camp information flyers and distribute them to local schools and public bulletin boards.
- write, solicit, and submit articles or advertisements to the local & outlying media outlets for the Association.
- monitor social media accounts to ensure all post and comments reflect a positive image of CMBA.
- promote our Association, players, special events, tournaments, etc. to local newspapers and other media outlets.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

AA Director (11U/13U/15U/18U)

The AA Director shall:

- attend Baseball Alberta AA League meetings as CMBA representative as required. Liaison between CMBA and governing leagues.
- oversee the day-to-day Operations of the Cougars AA Baseball Program
- act as member of the Coach selection committee.
- perform a meeting with the parents and/or guardians of players attending tryouts for all rep teams and give a summary of the selection process, criteria, brief season synopsis of teams, costs, etc. Be available to answer questions or concerns for this period.
- assist the Evaluation Director with the coordination of player evaluations and selections as required.
- Provide CMBA Registrar and Website Coordinator with team rosters and team officials for tracking and posting.
- act as the primary contact for parents/guardians, team officials for respective divisional teams.
- ensure coaches are given adequate support, information, and mentorship in alignment with CMBA programs.
- provide team officials contact information for all players.
- ensure that all coaches and players abide by the By-Laws, code of conduct, policies and programs of CMBA.
- when required, help with set up of games, tournaments or in season events if requested by teams.
- relay any issues, concerns or complaints to the President who will decide on course of action or if further disciplinary actions need to be taken.
- prepare and submit a report to the Board, outlining positive and negative outcomes at season end for all programs and levels.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Sr. Community Director (11U/13U/15U/18U)

The Sr. Community Director shall:

- attend governing league meetings as CMBA representative as required (eg: CUB League, ERRBL League, etc.), Liaison between CMBA and governing leagues.
- oversee the day-to-day Operations of the Cougars Sr. Community Baseball Program
- act as member of the Coach selection committee.
- perform a meeting with the parents and/or guardians of players attending evaluations for all Community teams and give a summary of divisional setup process, criteria, brief season synopsis of teams, costs, etc. Be available to answer questions or concerns for this period.
- assist the Evaluation Director with the coordination of player evaluations and team appointments as required.
- provide CMBA Registrar and Website Coordinator with team rosters and team officials for tracking and posting.
- act as the primary contact for parents/guardians, team officials for respective teams.
- ensure coaches are given adequate support, information, and mentorship in alignment with CMBA programs.
- provide team officials contact information for all players.
- ensure that all coaches and players abide by the By-Laws, code of conduct, policies and programs of CMBA.
- when required, help with set up of games, tournaments or in season events if requested by teams.
- relay any issues, concerns or complaints to the President who will decide on course of action or if further disciplinary actions need to be taken.
- prepare and submit a report to the Board, outlining positive and negative outcomes at season end for all programs and levels.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

9U Rookie Director

The 9U Rookie Director shall:

- Liaison between CMBA and surrounding associations who are committed to playing in the Camrose County League.
- oversee the day-to-day Operations of the 9U Rookie Baseball Program
- if required, assist the Scheduling Director in preparing a field schedule as required for practices and games.
- perform a meeting with the parents and/or guardians of players attending evaluations, provide a summary of divisional setup process, criteria, brief season synopsis of teams, etc. Be available to answer questions or concerns for this period.
- assist with player evaluations as required. following the evaluation process, create team rosters to be as equal as possible (coaching applicants must be taken into consideration).
- assist with Coach Director to appoint team Coaches as required.
- assist with the Evaluation Director for team appointment if required.
- provide CMBA Registrar and Website Coordinator with team rosters and team officials for tracking and posting.
- act as the primary contact for parents/guardians, team officials for respective teams.
- ensure coaches are given adequate support, information, and mentorship in alignment with CMBA programs.
- provide team officials contact information for all players.
- ensure that all coaches and players abide by the By-Laws, code of conduct, policies and programs of CMBA.
- relay any issues, concerns or complaints to the President who will decide on course of action or if further disciplinary actions need to be taken.
- prepare and submit a report to the Board, outlining positive and negative outcomes at season end for all programs and levels.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

5U & 7U Director

The 5U & 7U Director shall:

- oversee the day-to-day Operations of the 5U and 7U Program.
- if required, assist the Scheduling Director in preparing a field schedule as required for practices and games.
- perform a meeting with the parents and/or guardians of players attending evaluations, provide a summary of divisional setup process, criteria, brief season synopsis of teams, etc. Be available to answer questions or concerns for this period.
- assist with player evaluations as required. following the evaluation process, teams will be formed based on the format of either 5U or 7U CMBA requirements (coaching applicants must be taken into consideration).
- assist with Coach Director to appoint team Coaches or Parent Leaders as required.
- assist with the Evaluation Director for team appointment if required.
- provide CMBA Registrar and Website Coordinator with team rosters and team officials for tracking and posting.
- act as the primary contact for parents/guardians, team officials for respective teams.
- ensure coaches are given adequate support, information, and mentorship in alignment with CMBA programs (coaching resources and booklets for use). 7U Rally Cap to be provided with year end report cards and evaluation documents for post season player evaluations.
- provide team officials contact information for all players.
- ensure that all coaches and players abide by the By-Laws, code of conduct, policies, and programs of CMBA.
- relay any issues, concerns or complaints to the President who will decide on course of action or if further disciplinary actions need to be taken.
- prepare and submit a report to the Board, outlining positive and negative outcomes at season end for all programs and levels.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.

Fall Ball Director (11U/13U/15U/18U)

The Fall Ball Director shall:

- Liaison between CMBA and governing league.
- oversee the day-to-day Operations of the Cougars Fall Ball Program
- assist with Coach Director to appoint team Coaches as required.
- assist with the Evaluation Director for team appointment if required.
- provide CMBA Registrar and Website Coordinator with team rosters and team officials for tracking and posting.
- act as the primary contact for parents/guardians, team officials for respective teams.
- ensure coaches are given adequate support, information, and mentorship in alignment with CMBA programs.
- provide team officials contact information for all players.
- ensure that all coaches and players abide by the By-Laws, code of conduct, policies and programs of CMBA.
- relay any issues, concerns or complaints to the President who will decide on course of action or if further disciplinary actions need to be taken.
- prepare and submit a report to the Board, outlining positive and negative outcomes at season end for all programs and levels.
- perform such other duties as may be specified from time to time by the board of Directors, the president, or the By-laws.