



Foothills Lacrosse Association

Roles and Responsibilities

(Updated September 2025)

MISSION STATEMENT

Lacrosse is more than a game - it is a way of life. High River Lacrosse Association aspires to build a foundation based on leadership, sportsmanship, and friendship in a positive and respectful environment to honor our creator. Our mission is to promote self-esteem, confidence, leadership, and teamwork through the love of lacrosse in sharing the medicine game with our community.

Foothills Lacrosse Association

Roles and Responsibilities

(Updated September 2025)

Executive Board

President

- Chief Executive Officer of the Association.
- Oversees daily operations and coordinates board efforts.
- Chairs board and annual meetings or delegates as needed.
- Represents the Association at CDLA, ALA, RMLL, LC meetings.
- Approves meeting package and agendas.
- Acts as primary contact for Association matters.
- Collects mail and distributes documents.
- Help develop policies and participate in committees as a non-voting member.

Vice President

- Chairs meetings in the President's absence.
- Provides strategic advice and assigns board tasks.
- Represents the Association externally when needed.
- Assumes President's duties if necessary.
- Leads specific programs or initiatives.
- Supports policy development and board responsibilities.

Treasurer

- Manages all financial transactions and banking.
- Maintains accurate records and prepares financial statements.
- Oversees budgets, audits, and AGLC reporting.
- Supports fundraising and tournament financials.
- Provides monthly financial reports and year-end summaries.
- Recommends financial policies and ensures compliance.

Secretary

- Records and distributes meeting minutes promptly.
- Prepares Meeting packages and Agenda with President approval
- Books meeting rooms and sends notices.
- Updates association documents (e.g., bylaws, registry).
- Assists with meeting facilitation and policy development.

Registrar

- Maintains organized registration system using CDLA/ALA software.
- Prepares and updates annual registration forms.
- Manages player medical information and coordinates with Trainer Director.
- Ensures timely input of player data and fee tracking.



- Drafts and distributes registration communications.
- Provides volunteer lists to Coaching, Manager, and Trainer Director.
- Tracks criminal record checks and maintains database.
- Supports policy development.

Operational Directors

Manager Director

- Liaison between team managers and board.
- Creates and distributes Manager Packages with current documents.
- Hosts manager meetings and provides ongoing support.
- Ensures managers are informed of insurance procedures and team requirements.
- Monitors team operations and resolves issues.
- Supports policy development.

Coaching & Player Development Director

- Serve as the primary liaison for all coaching staff.
- Lead the Coach Selection Committee and ensure proper certifications and background checks.
- Organize and facilitate coaching education, mentorship, and seasonal meetings.
- Maintain coaching binders with policies, schedules, and procedures.
- Oversee player development programs, including clinics and skill-building sessions.
- Collaborate with coaches to set team goals and monitor player progress.
- Coordinate with external organizations for advanced training opportunities.
- Support and enforce coaching standards and discipline in alignment with board policies.
- Contribute to policy development related to coaching and player development.

Trainer Director

- Liaison for team trainers; ensures certification compliance.
- Maintains trainer binders with medical forms and incident reports.
- Coordinates with Equipment Director to stock trainer kits.
- Attends manager and coach meetings to address questions.
- Supports policy development.

Event & Community Engagement

Fundraising & Gaming Director

- Develop and present fundraising strategies and opportunities.
- Organize and oversee all fundraising initiatives, including casino nights, tournaments, and community events.
- Apply for and manage AGLC licenses and ensure compliance with gaming regulations.
- Coordinate volunteers and liaise with casino advisers and fundraising partners.
- Track and reconcile all fundraising and gaming funds with the Treasurer.
- Maintain accurate records of fundraising and gaming activities.
- Promote community involvement and ensure transparency in fundraising efforts.
- Contribute to policy development related to fundraising and gaming.



Tournament Director

- Creates tournament committee and oversees planning.
- Coordinates registration, scheduling, volunteers, and awards.
- Collaborates with CDLA, ALA, RMLL, Facility and Casino Directors.
- Organizes fundraising and vendor participation.
- Supports policy development.

Support & Logistics

Facility Director

- Books and manages facility schedules for practices and games.
- Coordinates with CDLA and RMLL for scheduling.
- Liaison with facility staff and other associations.
- Provides invoices to Treasurer.
- Supports policy development.

Equipment Director

- Manages equipment inventory, distribution, and maintenance.
- Coordinates with coaches and trainers for equipment needs.
- Distributes and collects jerseys and equipment.
- Tracks equipment deposits and storage.
- Supports policy development.

Communications & Media

- Develop and execute communication strategies across print, digital, and social media.
- Prepare and distribute promotional materials and club updates.
- Maintain the website and social media platforms (Facebook, Instagram, etc.).
- Coordinate bulletin board updates and media outreach (radio, local guides).
- Create and post seasonal content, event highlights, and team achievements.
- Collaborate with other directors to promote events, registration, and fundraising.
- Provide monthly communication reports to the board.
- Support policy development related to marketing, media, and communications.

Junior Director – Team Manager

- Make sure the Junior B team runs smoothly throughout the season.
- Lead fundraising efforts to raise around \$10,000 each year.
- Organize travel plans, including hotels and meals for away games.
- Attend league meetings, FLA & RMLL with the President to represent the team.
- Act as the main contact between the team and the board, sharing monthly updates.
- Work with the Treasurer to handle team finances, including donations and spending.
- Help create and follow policies that meet league rules.
- Take on other tasks as needed, with board approval.

