

# Lacombe Minor Softball Association

## Bylaws



## Mission Statement

Our mission at Lacombe Minor Softball is to foster the development of softball players and coaches at all levels, providing them with the resources and support needed to grow and achieve their full potential.

We believe that softball provides a unique opportunity for personal growth, teamwork, and leadership, and we are committed to creating an inclusive and supportive environment that allows every player to thrive.

Through our softball programs, we aim to inspire a lifelong love of the game, while also preparing our athletes for success on and off the field.

We are committed to providing high-quality coaching and resources, as well as offering opportunities for players to participate at any level of softball that will help them grow and develop as athletes and individuals.



**SELECTS**  
- FASTBALL -



**MATRIX**  
- SOFTBALL -

## Table of Contents

VERSION: 2024.11.20

Lacombe Minor Softball Association

Table of Contents

### [Article 1 - Preamble](#)

- 1.1 The Society
- 1.2 The Purpose

### [Article 2 - Defining and Interpreting the Bylaws](#)

- 2.1 Definitions
- 2.2 Interpretation

### [Article 3 - Membership](#)

- 3.1 Membership Criteria
- 3.2 Membership Fees
- 3.3 Rights and Privileges of Members
- 3.4 Code of Conduct
- 3.5 Parent/Player Complaint or Issues
- 3.6 Termination and/or Suspension of Membership

### [Article 4 - Meetings of the Association](#)

- 4.1 The Annual General Meeting
- 4.2 Special Meetings of the Association
- 4.3 Proceedings at the Annual or a Special Meeting

### [Article 5 - Governance of the Association](#)

- 5.1 Responsibilities of the Board
- 5.2 Composition of the Board
- 5.3 Election of the Board of Directors
- 5.4 Resignation, Death or Removal of a Board Member
- 5.5 Meetings of the Board of Directors
- 5.6 Duties of the Board of the Directors
- 5.7 Board Committees
- 5.8 Standing Committees

### [Article 6 - Finance and Other Management Matters](#)

- 6.1 Finance and Auditing
- 6.2 Records of the Association
- 6.3 Payments
- 6.4 Protection and Indemnity of the Board Members
- 6.5 Borrowing Powers

### [Article 7 - Amending the Bylaws](#)

- 7.1 Amending the Bylaws

### [Article 8 - Distributing Assets and Dissolving the Association](#)

### [Appendix A - LMSA Role Descriptions](#)

## Article 1: Preamble

### 1.1 The Society

The name of the organization shall be Lacombe Minor Softball Association, which may also be known or referred to as the LMSA or the Association.

### 1.2 The Purpose

The purpose of the LMSA is to provide an organized, inclusive, and supportive environment for youth to learn and play softball. LMSA is committed to promoting physical fitness, teamwork, sportsmanship, leadership, and community involvement while offering developmental and competitive opportunities for players of all skill levels.

## Article 2: Definitions and Interpretation

### 2.1 Definitions

In these Bylaws, the following definitions apply:

- 2.1.1 *Act* means Societies Act as amended, or any statute substituted for it.
- 2.1.2 *Annual General Meeting* means an annual general meeting of Members in good standing and constituted in accordance with these bylaws.
- 2.1.3 *Affiliation* means the Association shall be guided by Softball Alberta (an allied member of Softball Canada).
- 2.1.4 *Association* means Lacombe Minor Softball Association.
- 2.1.5 *Board* means the Board of Directors of LMSA.
- 2.1.6 *Boundary or Zone* means the area as recognized by Softball Alberta that separates one Association from another and defines that area in which each Member may register as a resident player in the Association. Area is determined by “players” physical home address.
- 2.1.7 *Bylaws* mean these bylaws together with amendments thereto.
- 2.1.8 *Chair* means the person elected to chair a meeting of Members, Directors, or a committee of Directors as the case may be.
- 2.1.9 *Directors* means the Directors of the Association as described in Article 5 of these bylaws.
- 2.1.10 *Members* means the Members of the Association, which include playing and non-playing Members as described in Article 3 of these Bylaws.
- 2.1.11 *Member in good standing* means any Member who has fulfilled all membership requirements as follows:
  - a. Has paid, in full, all applicable registration fees as set by LMSA Board of Directors.
  - b. Has volunteered and fulfilled their job description as set by LMSA.
  - c. Has not been subject to any disciplinary action from LMSA Board of Directors or has fulfilled all terms and conditions of such disciplinary actions to the satisfaction of the board.

- 2.1.12 *Membership Year* - The period defined in the rules and regulations for which annual fees are applicable.
- 2.1.13 *Officers* means the Executive officers of the Association as described in Article 5 of these bylaws.

## 2.2 Interpretations

- 2.2.1 Singular and Plural: words indicating the singular number also include the plural, and vice-versa.
- 2.2.2 Corporation: words indicating persons also include corporations.
- 2.2.3 Headings are for convenience only: they do not affect the interpretation of these bylaws.
- 2.2.4 Liberal Interpretation: these bylaws must be interpreted broadly and generously.
- 2.2.5 All terms contained in these bylaws that are not defined in these bylaws and which are defined in the Act shall have the meaning given to such terms in the Act.
- 2.2.6 The Board is the sole authority for interpretation of these bylaws and the decision of the Board upon any question of interpretation, or upon any matters affecting the Association and provided for by these bylaws and regulations made there under, shall be binding on all Members.

## Article 3 - Membership

### 3.1 Membership Criteria

- 3.1.1 The current Members of the LMSA shall consist of:
  - a. Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with LMSA,
  - b. Board Members,
  - c. Coaching staff and/or Managers of each Softball team that is registered with LMSA,
  - d. Any other community member in the City of Lacombe proper, Lacombe County, or outside of these areas with approval of the board, who is interested in furthering the objectives of the LMSA as approved by the Board who has relevant softball experience.
- 3.1.2 Members shall agree to abide by the bylaws Code of Conduct of the LMSA, regulations of Softball Alberta and Softball Canada. This agreement will be indicated by the completion of the Member and receipt of the registration fees, and completion of all required Softball Alberta Forms and Waivers.
- 3.1.3 Membership is subject to approval of the Board. Such approvals will be evidenced by the Registrar upon acceptance of the appropriate electronic registration / application form and payment of registration fees for player(s).
- 3.1.4 Players and family Members residing outside of the Association boundaries as defined by Softball Alberta, and these bylaws, may be admitted as a voting

Member of the Association and play within the LMSA program upon meeting the requirements of Softball Alberta transfer policy.

- 3.1.5 Any Member may at any time resign his or her membership by notice in writing to the Board.

### 3.2 Membership Fees

- 3.2.1 Any individual elected or appointed to serve on the board of Directors of the Association shall automatically become a member upon being duly elected or appointed.
- 3.2.2 Membership year is from Jan1st to Dec 31st .
- 3.2.3 Setting of Membership fees - the Board decides the annual membership fees for each category of Member and subsequently the specific player registration fees. Player registration fees will be assessed on an annual basis.
- 3.2.4 The membership fees must be paid on or before May 1st of every year unless special circumstances have been presented and approval by the Executive Committee.

### 3.3 Rights and Privileges of Members

- 3.3.1 Members shall be entitled to such information and advice about the affairs of the LMSA; if requested may be able to supply.
- 3.3.2 Members in good standing shall have one (1) vote at the Annual General Meeting or Special Meeting.
- 3.3.3 All Members of the Association who are eighteen (18) years of age or older and are Members in good standing are entitled; and as such have the right to attend, vote and be heard at any General Meeting or Special Meeting of the Association.
- 3.3.4 Any Member in good standing may submit to the Secretary of the Board of the Association notice of any written matter that they propose to raise and discuss at the Annual General Meeting and notice of the proposal shall be given to the Board and to other Members insofar as the same is possible, with the notice of the next Annual General Meeting.
- 3.3.5 No right or privilege of any Member is transferable to another person. All rights and privileges cease when the Member resigns, dies, or is expelled from the Association.
- 3.3.6 Members that have been expelled or are not in good standing are not eligible to vote at Special Meetings or the Annual General Meeting of the Association.
- 3.3.7 Limitation on the Liability of Members - no Member is, in his or her individual capacity, liable for any debt or liability of the Association.

### 3.4 Code of Conduct

- 3.4.1 All Players, parents, and participants of the Lacombe Minor Softball Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee, board members and property of the LMSA.
- 3.4.2 Any inappropriate conduct, breach of confidentiality, threats, harassment, or abuse directed towards Players, Parents, Coaches, game or team officials,

volunteers or Executive Committee, and board members of the LMSA will not be tolerated.

- 3.4.3 All members, fans, and participants of the Association shall respect the game of Softball and shall behave in a manner that does not reflect poorly or cause damage to the reputation of the LMSA.
- 3.4.4 All Parents and Players are deemed to agree to adhere to the Code of Conduct as stated in above section 3.1.2.
- 3.4.5 Should one of the above not adhere to the Code of Conduct then hearing with the Conduct and Complaints Committee shall take place and consequences will be forth coming. Should those involved normally be members that are participating on this Committee or there is a conflict of interest then other members from the Executive Board will be assigned to the Conduct and Complaints Committee in their place.

### 3.5 Parent/Player Complaints or Issues

- 3.5.1 If a player or parent has an issue with a coach or official before, during or after a game or practice, after a twenty-four (24) hour Cooling off Period they are to submit a written email complaint to the Division director (either Matrix Director or Selects Director). Phone messages will not be accepted. If the director is in a conflict-of-interest position on a specific incident then the complaint may be forwarded directly to the President, but only once a conflict has been identified and the President has been informed.
- 3.5.2 This Director will act as a liaison between the parent and the coaching staff of that team and/or the Executive. A meeting may need to be set up to address actions to be taken, and how the issues will be resolved with coaching staff of that team, and the President and/or Vice-President, and Divisional Director to come to an agreement between both parties. If either the President or Vice president are involved in this issue, then another board member will be nominated in their place to ensure impartiality by the remaining Board members.

### 3.6 Termination and/or Suspension of Membership

- 3.6.1 Any Member who does not conduct themselves in accordance with the LMSA bylaws or policies, Softball Alberta rules, Softball Canada rules, can, upon a majority vote of the Board, be expelled as a Member of the LMSA for the remainder of the present year or such longer period as the Board deems appropriate.
- 3.6.2 The Association reserves the right to terminate or restrict the level of involvement of any individual within the Association by majority vote of the Board for any of the following:
  - a. Any act which is deemed by the Board of Directors to be detrimental to the game of Softball.
  - b. Behavior that is contrary to the interests or objectives of the Association or can endanger the reputation of LMSA.

- c. Non-payment of fees.
- 3.6.3 Upon termination of any membership in LMSA, all rights, claims and interests of such Member in LMSA, including but not restricted to any refund of registration fees, shall be forfeited by such Member.
- 3.6.4 Members not in good standing forfeit all rights as Members as defined in these bylaws and are not entitled to attend the Annual General Meeting or Special meetings.
- 3.6.5 LMSA reserves the right to include some or all family Members of the expelled Member in the expulsion, which can include, but not be limited to: parents, legal guardians, children, siblings, grandparents, or any other person(s), either Members or non-members, associated with the expelled Member at the complete discretion of the Board.
- 3.6.6 Members will be given seven (7) days written notice stating the reason why suspension or expulsion is being considered. The investigation or potential action by the Board must be for an infraction as outlined in this section.
- 3.6.7 The Member will be given the opportunity to appear before the board and be heard.

## Article 4 - Meetings of the Association

### 4.1 The Annual General Meeting

- 4.1.1 The Association holds its Annual General Meeting in the fall, and will set the place, day and time of the meeting, whether it be in person or virtual. The Association and any member may participate in a meeting by remote means by telephone conferencing, or video conferencing. Text messaging, instant messaging, email, and web chat without audio are not acceptable means of remote participation.
- 4.1.2 The Board emails and posts notification on social media at least fifteen (15) days and not more than fifty (50) days before the Annual General Meeting. His or her notice states the place, or audio/video conferencing link, date and time of the Annual General Meeting, and any business requiring a Special Resolution.
- 4.1.3 The agenda for the Annual General Meeting may include:
  - a. Call to order.
  - b. Establishment of quorum.
  - c. Approval of the agenda.
  - d. Approval of minutes of the previous Annual General Meeting.
  - e. Presentation and approval of reports.
  - f. Report of the Treasurer or appointed auditor(s), reviewing the financial statements setting out the Association's income, disbursements, assets, and liabilities.
  - g. Business as specified in the meeting notice.
  - h. Election of Board Members.



- i. Other specific motions that any Member has given written notice of before the meeting is called.
  - j. Adjournment.
- 4.1.4 A quorum for the Annual General Meeting shall be a majority of elected Board Members or ten (10) Members of the association in good standing.
- 4.1.5 If a quorum is not present within thirty (30) minutes after the stated time the meeting was to commence:
  - a. The meeting shall be postponed for a period of not more than twenty-one (21) days, and the meeting shall be held at a time and place designated by the President of LMSA.
  - b. At such postponed meeting, those Members present shall constitute a quorum provided that at least three (3) days' notice has been provided prior to such postponed meeting and notice had been given in the manner described in Section 4.1.2.

#### 4.2 Special Meetings of the Association

- 4.2.1 Special Meeting may be called at any time:
  - a. By a resolution of the Board of Directors to that effect; or
  - b. On the written request of at least five (5) Directors; or
  - c. By the President; or
  - d. By ten (10) voting Members in good standing.
- 4.2.1.1 All requests for a Special Meeting must state the reason for the Special Meeting and the motion(s) intended to be submitted at this Special Meeting.
- 4.2.2 The Secretary mails, emails or delivers a notice to each Member at least twenty-one (21) days before the Special Meeting. This notice states the place, date, time and purpose of the Special Meeting.
- 4.2.3 Only the matter(s) set out in the notice for the Special Meeting are considered at the Special Meeting.
- 4.2.4 Any Special Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting (refer to 4.1.4).
- 4.2.4.1 A resolution is passed by the vote of not less than 75% of those Members who vote in person.

#### 4.3 Proceedings at the Annual or a Special Meeting

- 4.3.1 President shall chair every Annual General or Special Meeting of the Association. The VicePresident chairs in the absence of the President.
- 4.3.1.1 If neither the President nor the Vice-President is present within thirty (30) minutes after the set time for the meeting, the Members present choose one (1) of the Members to chair.
- 4.3.2 The Chair may adjourn any Annual General or Special Meeting with the consent of the Members at the meeting. The adjourned Annual General Meeting conducts only the unfinished business from the initial Meeting.
- 4.3.2.1 No notice is necessary if the Annual General Meeting is adjourned for less than thirty (30) days.

- 4.3.2.2 The Association must give notice when an Annual General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any Annual General Meeting.
- 4.3.3 Each Member in good standing, including Board Members, are entitled to one vote on each issue polled, subject to the following restrictions:
  - a. Voting will be by electronic poll,
  - b. Members who have not been a Member in good standing for at least 14 days prior to the meeting shall not be entitled to a vote,
  - c. In no event will voting by proxy be permitted,
  - d. The Chair shall only vote when necessary to break a tie vote,
  - e. Members holding multiple positions within the Association shall only be entitled to cast one vote on any issue polled,
  - f. Families shall have one vote per player registered that they are legal guardians of,
  - g. Elected or Appointed Board members without players registered shall have one vote each.
- 4.3.4 As per Article 7, a seventy-five percent (75%) majority of Members voting at the Annual General Meeting is required for bylaw amendment ratification.
- 4.3.5 Subject to section 4.3.4 hereof, a majority of the votes of the voting Members present decides each issue and resolution.
- 4.3.6 The President declares a resolution carried or lost. This statement is final and does not have to include the number of votes for and against the resolution.
- 4.3.6.1 The President decides any dispute on any vote. The President decides in good faith, and this decision is final.
- 4.3.7 No action at an Annual General or Special Meeting is invalid due to:
  - a. Accidental omission to give any notice to any Member.
  - b. Any Member not receiving any notice; or
  - c. Any error in any notice that does not affect the meaning.
- 4.3.8 Attendance: The only persons entitled to attend a meeting of the Members are the Members, the parents or guardians of a Member if the Member is younger than eighteen (18) years of age, the Directors, the auditors of the Society, and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

## Article 5 - Governance of the Association

### 5.1 Responsibilities of the Board

- 5.1.1 The Board provides leadership and direction for the Association and governs the affairs of the Association on behalf of its Members; and as such shall establish the rules and regulations of LMSA in accordance with the rules of the games of Softball, Softball Alberta, and Softball Canada.

- 5.1.2 The Board has the powers of the Association, except as stated in the Societies Act. Without restricting the generality of the foregoing, the Board is accountable to the membership and is responsible for the following:
- a. Promote the objectives of the Association by establishing and attaining annual and long-term goals for the Association.
  - b. Monitoring and evaluation of the programs and activities of the Association.
  - c. Prepare operational plans (including an annual budget) and assign operational duties and responsibilities to Members of the Board through the establishment of committees and otherwise.
  - d. Receive donations, funds, trusts, grants and property for the purpose of furthering the aims and objectives of LMSA, but may also, in its absolute and unfettered discretion, refuse to accept any donations, funds, trusts, grants and property.
  - e. Making policies, rules and procedures for:
    - Maintaining and protecting the Association's assets and property.
    - Managing and operating the Association and using its facilities and assets.
  - f. Interpret and enforce the policies, procedures, and bylaws of the Association.
  - g. Maintaining all accounts and financial records of the Association, including the establishment and maintenance of a banking relationship with one or more chartered banks, trust companies, credit union or treasury branches regarding:
    - The opening of one or more bank accounts.
    - Designate signing officers for the signing of Association cheques for the payment of money from said accounts.
  - h. Establish committees as the Board deems necessary or desirable to carry on the business and affairs of LMSA, and in turn, monitor and evaluate the performance of the committees and the Members responsible for the performance of such business and affairs.
  - i. Provide all those governance functions required to effectively achieve the aims and objectives of the Association including the mediation and arbitration of disputes. All issues, questions, and disputes, which involve the game of Softball and are referred to in the operating and playing rules, are within the jurisdiction of the Board; the Board has the sole right and final authority with respect to the resolution of such issue, question or dispute.
  - j. Exercise any powers which, in the opinion of the Board, pertain to or promote the carrying out of the aims and objectives of the Association.
  - k. Without limiting the general responsibility of the Board, delegating its powers and duties to the Executive Committee of the Association.

## 5.2 Composition of the Board

### 5.2.1 The Board consists of:

#### 5.2.1.1 Executive Officers:

- a. President
- b. Vice President

- c. Treasurer
- d. Secretary
- e. Registrar
- 5.2.1.2 Board of Directors
  - a. President
  - b. Vice President & Field Allocation
  - c. Treasurer
  - d. Secretary
  - e. Registrar
  - f. Coach Director
  - g. Director of Player Development & Evaluations
  - h. Director of Fundraising & Sponsorship
  - i. Selects Director
  - j. Matrix Director
  - k. Past President
- 5.2.1.3 The following non-Voting positions will be appointed by the Board:
  - a. Apparel Coordinator
  - b. Equipment Coordinator
  - c. Facilities Coordinator
  - d. Social Media Communications Coordinator
  - e. Website & Email Communications Coordinator
  - f. Tournament Coordinator
  - g. Safety Officer
  - h. Umpire Assignor

### 5.3 Election of the Board of Directors

- 5.3.1 The Board will be determined by election at the Annual General Meeting based on the Board Member terms that expire at the AGM.
- 5.3.2 Every Member of the Association shall have the privilege of nominating a qualified representative for each Board position open for election in any given year. Note: Relevant Softball experience is an Asset.
- 5.3.2.1 The Board may appoint a Nominations Committee, who will be responsible to solicit and receive nominations for the election of the Directors.
- 5.3.3 Board member Nominations may be made by current Members in good standing and must be submitted in writing to the Secretary, at least 3 days prior to the Annual General Meeting. Nominations will also be collected at the Annual General Meeting, by a majority vote of the membership.
- 5.3.3.1 Board Members must be eighteen (18) years of age or older at the time that the Board Member is elected or appointed to the Board.
- 5.3.3.2 Any person nominated for a Board position must be a member in good standing.
- 5.3.3.3 Sufficient Softball experience and general knowledge of the Sport and specific position is recommended and should be discussed when appointing a Board Member.

- 5.3.3.4 Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.
- 5.3.4 Each of the positions of the Board shall be elected for two-year terms.
- 5.3.5 The Secretary shall establish a list of all persons wishing to run for election, complete with telephone numbers and email addresses. Three (3) days prior to the Annual General Meeting, all persons on the list must be notified of the meeting to ensure attendance.
- 5.3.6 A person who has been nominated to a vacant position may refuse the nomination prior to the election.
- 5.3.7 If more than one nomination is made for any vacant position, an election by secret electronic polling will be held by all Members attending. Results will be shared with the membership live electronically by the software and subject to audited results within forty-eight (48) hours.
- 5.3.8 In the event that a position remains vacant after the Annual General Meeting, new Board Members may be appointed to the Board, by a majority vote of the current Board, to fill the position until the next Annual General Meeting.
- 5.3.9 A Member shall not be elected to a Division Director position if they are coaching during the term (or intend to) or if they have a child who will play in that division during His or Her term of office. This condition may be waived if there are not enough volunteers to fill a specific Director position and a person is nominated that does have a child in that division.

#### 5.4 Resignation, Death or Removal of a Board Member

- 5.4.1 Any Board Member may resign from office upon giving notice thereof in writing to the Board.
- 5.4.2 The resignation of a Board Member shall be effective upon acceptance by the Board.
- 5.4.3 The Members, by resolution passed by a majority of the votes cast at a General Meeting or a Special Meeting of Members duly called for that purpose, may remove any Board Member before expiration of his/her term of office. The Members, by a majority of votes cast at that General Meeting or Special Meeting may elect another person to the vacated position for the remainder of the term of the Board Member so removed.
- 5.4.4 The Board may, by a two-thirds majority vote of the entire current Board, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.
- 5.4.5 Any Board Member who fails to attend Board Meetings on three (3) consecutive occasions, without just cause (which shall be determined by the Board), may be removed as a Board Member upon a motion to that effect passed by a majority of the Board Members.

#### 5.5 Meetings of the Board

- 5.5.1 The Board holds at least six (6) meetings each year.
- 5.5.2 The President calls the meetings. The President also calls a meeting if any two (2) Directors make a request in writing and state the business of the meeting. This can be made by email only.
- 5.5.3 Five (5) days' notice for Board meetings is provided to each Board Member by email. Board Members may waive notice.
- 5.5.4 A majority of the Directors present at any Board meeting is a quorum.
- 5.5.5 If there is no quorum, the President adjourns the meeting to a new alternative date as set by 5.5.3.
- 5.5.6 Each Director has one (1) vote.
- 5.5.7 The President votes only in the case of a tie vote.
- 5.5.8 Meetings of the Board are open to Members of the Association, but only Directors may vote. Members are only permitted to participate in a discussion when invited to do so by the Board. A majority of the Directors present may ask any other Members, or other persons present, to leave.
- 5.5.9 All Directors may agree to and sign a resolution. This resolution is as valid as one passed at any Board meeting. It is not necessary to give notice or to call a Board meeting. The date on the resolution is the date it is passed.
- 5.5.10 From time to time, there may be a need to seek the Board's approval for items that cannot wait until the next meeting. At the discretion of the President, an email vote may be taken to avoid calling an emergency meeting as long as there are not more than five (5) Board Members that do not want to vote via email. If the email method of voting is approved, one email will be sent by the President or Secretary with the motion to all voting positions stating the motion and who it is made by. The person that seconds the motion must 'reply all'. The Secretary then must 'reply all' and ask the Board Members to vote. Each Board Member must 'reply all' with their vote, or an electronic voting system can be used. The vote must be documented in the minutes of the next Board meeting.
- 5.5.11 Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Board.
- 5.5.12 A Director may waive formal notice of a meeting.

## 5.6 Duties of the Board

- 5.6.1 Refer to Appendix A for LMSA Job Descriptions and duties.
- 5.6.1.1 The Past President will be the immediate last person to hold the position of president. Any President who was removed from their position is not entitled to hold the position of Past President.

## 5.7 Board Committees

- 5.7.1 The Board may appoint committees to advise the Board.
- 5.7.2 A Board Member chairs each committee created by the Board.
- 5.7.3 The Chairperson calls committee meetings. Each committee:
  - a. Records minutes of its meetings.

- b. Distributes these minutes to the committee Members and to the Board at the Board's request.
- 5.7.4 The meeting notice must be emailed five (5) days before the scheduled date of the meeting. The notice states the date, place and time of the committee meeting. Committee members may waive the notice in case of an urgent matter.
- 5.7.5 A majority of the committee Members present at a meeting is a quorum.
- 5.7.6 Each Member of the committee, including the Chairperson, has one (1) vote at the committee meeting. The Chairperson does not have a casting vote unless it is in case of a tie.

## 5.8 Standing Committees

- 5.8.1 The Board may establish standing committees to manage ongoing functions, such as Finance, Coach Selection, Team Selection, Player Development, and Discipline.
- 5.8.2 Committee chairs shall be appointed by the President and approved by the Board.
- 5.8.3 Temporary committees may be formed by the Board to address specific projects or events.

## 5.9 Powers of the Board

- 5.9.1 Every Director will:
  - a. Act honestly and in good faith with a view to the best interests of the Society; and
  - b. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 5.9.2 The Board is empowered, including but not limited to:
  - a. Make policies and procedures or manage the affairs of the Society in accordance with the Act and these Bylaws;
  - b. Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
  - c. Make policies and procedures relating to the management of disputes within the Society and deal with disputes in accordance with such policies and procedures;
  - d. Employ or engage under contract such persons as it deems necessary to carry out the work of the Society;
  - e. Determine registration procedures, recommend membership dues, and determine other registration requirements;
  - f. Enable the Society to receive donations and benefits for the purpose of furthering the objects and purposes of the Society;
  - g. Make expenditures for the purpose of furthering the objects and purposes of the Society;
  - h. Borrow money upon the credit of the Society as it deems necessary in accordance with these Bylaws; and
  - i. Perform any other duties from time to time as may be in the best interests of the Society.

## Article 6 - Finance and Other Management Matters

### 6.1 Finance and Auditing

- 6.1.1 The fiscal year of LMSA shall be from November 1 to October 31.
- 6.1.1.1 As per Section 26.2 of the Societies Act, the Association shall, each year, on or before the last day of the month immediately following its anniversary month, make a return to the Registrar containing:
  - a. The address of the registered office of the Association.
  - b. The full name, address and occupation of each Director of the Association.
  - c. The financial statement presented at the last Annual General Meeting of the Association.
- 6.1.2 At each Annual General Meeting of the Association, the Treasurer must submit a complete statement of the books for the previous year.
- 6.1.3 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting (As per Section 1.4 of the Societies Regulations, the audited financial statement that must accompany the annual return need not be audited by a professional accountant). A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society.
- 6.1.4 The designated Officers of the Board sign all cheques drawn on the monies of the Association. Two signatures are required on all cheques, one of which shall be the Treasurer.
- 6.1.5 All contracts of the Association must be signed by a majority of the Officers authorized to do so by resolution of the Board.

### 6.2 Records of the Association

- 6.2.1 The Board keeps and files all necessary books and records of the Association as required by the Bylaws, the Societies Act, or any other statute or laws.
- 6.2.2 Members may inspect the books or records of the Association; however, they must give reasonable notice to the President and the Secretary of his or her intention to do so, at an agreed upon location. These books and records will be available at the AGM if held in person.
- 6.2.3 All financial records of the Association are also open for such inspection by the Members, with reasonable notice, at an agreed upon location. These books and records will be available at the AGM if held in person.
- 6.2.4 Each Member of the Executive at all times shall have access to such books and records.

### 6.3 Payments

- 6.3.1 Reasonable expenses incurred while carrying out duties of the Association may be reimbursed upon Board approval.

### 6.4 Protection and Indemnity of the Board Members



- 6.4.1 Each Board Member holds office with the protection from the Association. The Association indemnifies each Board Member against all costs or charges that result from any act done in his or her role for the Association. The Association does not protect any Board Member for acts of fraud, dishonesty, or bad faith.
- 6.4.2 No Board Member is liable for the acts of any other Board Member. No Board Member is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association. No Board Member is liable for any loss due to an oversight or error in judgement, or by an act in his or her role for the Association, unless the act is fraudulent, dishonest or in bad faith.
- 6.4.3 Board Members can rely on the accuracy of any statement or report prepared by the Association's auditor(s). Board Members are not held liable for any loss or damage as a result of acting on that statement or report.

#### 6.5 Borrowing Powers

- 6.5.1 For the purpose of carrying out its objectives, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

## Article 7 - Amending the Bylaws

#### 7.1 Amending the Bylaws

- 7.1.1 These bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General or Special Meeting of the Association as per Section 15.1 of the Societies Act.
- 7.1.2 The fourteen (14) days' notice of the Annual General or Special Meeting of the Association must include details of the proposed resolution to change the bylaws.
- 7.1.3 Any proposed amendment or addition to the bylaws must receive seventy-five percent (75%) of the votes cast at the duly called Annual Meeting or Special General Meeting to be approved.
- 7.1.4 An amendment may be considered at the Annual Meeting without required notice in the unanimous consent of the voting Members present.
- 7.1.5 The amended bylaws take effect after approval of the Special Resolution at the Annual General Meeting or Special Meeting and accepted by the Corporate Registry of Alberta.

## Article 8 - Distributing Assets and Dissolving the Association

- 8.1 The Association does not pay any dividends or distributes its property among its members.

8.2 If the Association is dissolved, any funds or assets remaining after paying all the debts are to be paid to a non-profit minor Softball association that shall succeed LMSA in the City of Lacombe and surrounding area.

8.3 Members are to select the organization to receive the assets by special resolution. In no event do any Members receive any assets of the association.

## **Bylaws**

Angie Sydenham, LMSA President

---

Name & Title



---

Signature

November 20, 2024

---

Date

## Appendix A - LMSA Role Descriptions

### President

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

#### **Job Description:**

The President of the Lacombe Minor Softball Association (LMSA) serves as the chief executive officer and the primary leader of the association. This role is responsible for overseeing the overall operations of the association, ensuring that all programs, policies, and activities align with LMSA's mission, vision, and goals. The President works closely with the Board of Directors, volunteers, and community stakeholders to support the growth and development of softball within Lacombe, while maintaining compliance with the legal and regulatory requirements as a recognized society within the Government of Alberta.

The President provides leadership, ensures effective governance, and acts as a spokesperson for LMSA.

---

#### **Key Responsibilities:**

##### **Leadership & Governance:**

- Provide overall leadership to the association, ensuring that its activities align with the strategic goals, mission, and values of LMSA.
- Preside over all board meetings, ensuring productive discussions and clear decision-making processes.
- Work closely with the Board of Directors to develop and implement policies, procedures, and initiatives that support the long-term growth and sustainability of the association.
- Ensure that the association complies with all applicable laws and regulations, including filing the annual return with the Government of Alberta, in collaboration with the Treasurer and Secretary.

##### **Strategic Planning:**

- Lead the development of LMSA's strategic plans and ensure that the association is working toward its long-term goals.
- Collaborate with board members to identify and evaluate growth opportunities, including new programs, partnerships, or community engagement initiatives.

- Develop, with input from the Board, annual objectives and ensure resources are in place to achieve the organization's goals.

#### **Board Management:**

- Serve as the primary liaison between the Board of Directors and operational committees, ensuring that board decisions are communicated and implemented effectively.
- Foster a collaborative and positive working relationship among board members and volunteers.
- Facilitate the recruitment, onboarding, and mentoring of new board members to ensure leadership continuity.

#### **Communication & Representation:**

- Act as the official spokesperson for LMSA, representing the association in the community and at local events.
- Establish and maintain strong relationships with community partners, sponsors, local government, and other softball associations.
- Ensure that the association's vision and activities are communicated clearly to members, volunteers, and the public.

#### **Operational Oversight:**

- Oversee the operations of all programs and events, ensuring they run smoothly and meet the needs of players, coaches, and families.
- Provide oversight of LMSA's financial health, working closely with the Treasurer to ensure responsible budgeting, fundraising, and financial management.
- Support the development of programs, tournaments, and events that enhance the growth and development of the sport in Lacombe.

#### **Conflict Resolution:**

- Address and mediate any issues or disputes that may arise within the association, including player, parent, or coach conflicts.
- Ensure that LMSA's code of conduct and policies are enforced, promoting fairness, respect, and sportsmanship within the organization.

---

#### **Authority:**

- The President has the authority to make decisions regarding the daily operations of LMSA, in accordance with the policies and procedures approved by the Board of Directors.
- Has the power to sign legal and financial documents on behalf of the association, in conjunction with the Treasurer or Secretary when necessary.

- Represents LMSA in negotiations, partnerships, and agreements with external parties, ensuring that the association's best interests are upheld.
- 

**Commitment:**

- The President is expected to attend all board meetings, general meetings, and any significant events hosted by LMSA.
  - Availability to manage high-level operations and provide leadership throughout the year is required, particularly during the softball season.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Vice President

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Vice President of the Lacombe Minor Softball Association (LMSA) is a senior leadership role, supporting the President in overseeing the association's strategic direction and daily operations. The Vice President also takes on specific responsibilities for managing field allocations and coordinating field scheduling to ensure fair and efficient utilization for practices, games, tournaments, and special events. In this capacity, the Vice President works closely with coaches, municipal authorities, and other stakeholders to maintain optimal field conditions and a smooth schedule for LMSA's activities

---

**Key Responsibilities:**

**Support to the President**

- Assist the President in overseeing LMSA's operations and ensuring successful execution of programs and events.
- Serve as an advisor and sounding board for the President on initiatives and decisions.
- Step into the President's role during absences or as requested, including presiding over board meetings and representing the association at events.

## **Governance & Strategic Planning**

- Collaborate with the President and Board of Directors to develop and implement LMSA's strategic goals in alignment with the association's mission and objectives.
- Lead specific initiatives or projects as assigned by the President or the Board, ensuring timely and effective execution.
- Participate in policy and bylaw development to ensure effective governance of LMSA.

## **Committee and Operational Oversight**

- Serve as a liaison between the Board and committees, providing guidance to align committee work with LMSA's goals.
- Oversee logistical and operational aspects of LMSA's events, including field scheduling and maintenance coordination.
- Maintain strong partnerships with external stakeholders, such as sponsors, community partners, and local government.

## **Field Scheduling and Allocation**

- Manage all field bookings for practices, games, tournaments, and special events.
- Collaborate with coaches and teams to ensure fair and equitable field allocations.
- Secure field permits from municipal departments and maintain a regularly updated field usage schedule.
- Act as the main contact for field-related inquiries, scheduling conflicts, weather-related cancellations, and maintenance issues.
- Coordinate with maintenance teams and municipal staff to ensure fields are safe, marked, and prepared for play.

## **Conflict Resolution & Member Support**

- Assist in resolving conflicts within the association and serve as a mediator for field scheduling disputes.
- Develop contingency plans for field usage in case of cancellations due to weather or field conditions.
- Provide guidance and support for board members, coaches, players, and parents, ensuring issues are handled fairly and in line with LMSA policies.

---

### **Authority:**

- Authorized to act on behalf of the President when necessary, including decision-making on operations, governance, and field allocation matters.

- Has the authority to manage field schedules, resolve scheduling conflicts, and communicate directly with city/municipal officials and maintenance crews.
- 

**Commitment:**

- Attend all board meetings, general meetings, and key LMSA events.
  - Be available for field-related inquiries, especially during the softball season, including some evenings and weekends.
- 

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Secretary

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Secretary of the Lacombe Minor Softball Association (LMSA) is a vital member of the Executive Team, responsible for maintaining the association's records, ensuring effective communication between board members, and managing the administrative duties of the association. The Secretary ensures that all official documentation is accurate, accessible, and compliant with relevant legal and regulatory requirements, particularly in relation to LMSA's status as a recognized society within the Government of Alberta.

---

**Key Responsibilities:**

**Meeting Management:**

- Prepare and distribute agendas for board meetings, ensuring all board members have necessary information in advance.
- Attend all board meetings and take accurate minutes, recording decisions, actions, and votes.
- Distribute meeting minutes to board members promptly after each meeting and maintain an official record of all minutes.

- Ensure board meetings are conducted in accordance with LMSA's bylaws and ensure quorum is met.

#### **Record Keeping:**

- Maintain accurate records of all official LMSA documents, including meeting minutes, policies, bylaws, and annual reports.
- Ensure the secure storage of legal and historical documents, including past meeting minutes and financial reports.
- Oversee the updating and storage of membership lists, ensuring that the records are up to date.

#### **Communication:**

- Act as the primary point of contact for board communications, ensuring clear and consistent internal communication between board members.
- Distribute notices for board meetings, annual general meetings (AGM), and special meetings as required by LMSA bylaws.
- Handle all official correspondence on behalf of LMSA, including responding to inquiries and managing external communications with stakeholders, members, and regulatory bodies.

#### **Administrative Duties:**

- Assist with the preparation of reports, agendas, and other documentation required for board meetings, AGMs, and special meetings.
- Work with the President and Treasurer to ensure that the AGM, including the filing of necessary reports, is conducted in compliance with Alberta's regulations for societies.

#### **Support for Board and Committees:**

- Provide administrative support to the Board of Directors, including assisting with the preparation of documents, scheduling meetings, and coordinating logistics.
- Assist various committees by distributing documents, scheduling meetings, and helping ensure clear communication between committees and the Board of Directors.

#### **Governance & Compliance:**

- Ensure that LMSA's activities comply with the organization's bylaws and other relevant legal requirements.
- Maintain an up-to-date copy of LMSA's bylaws and policies and ensure these are accessible to board members.
- Track and manage timelines for compliance-related filings and reports, ensuring the association meets all necessary deadlines for governance and regulatory submissions.



**Authority:**

- The Secretary has the authority to maintain and update official documents, records, and reports on behalf of LMSA.
  - Authorized to communicate and distribute official notices, agendas, and meeting minutes to board members and the broader association membership.
  - Can act as a signatory for association documents as necessary, in conjunction with other executive members.
- 

**Commitment:**

- The Secretary is expected to attend all board meetings, AGMs, and other necessary meetings, and ensure all required documentation and communication is managed throughout the softball season and fiscal year.
  - Availability to manage correspondence, distribute meeting materials, and file necessary documentation throughout the year is essential.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Registrar

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Registrar of the Lacombe Minor Softball Association (LMSA) is responsible for managing and facilitating the registration process for players, coaches, and staff within the association. This role involves setting up registration packages in the RAMP system, managing payments, helping members with registration issues, and maintaining accurate records. The Registrar also coordinates with other board members to ensure smooth operations, including team creation, reporting, and compliance with relevant courses and background checks. The Registrar plays a key role in communicating important association updates to members throughout the season.

---

**Key Responsibilities:**

Last Modified By: LMSA Bylaw Committee  
Document Owner: LMSA Board of Directors

Last Modified On: November 20, 2024  
Original Date: November 2016

Page: 24

**Registration Management:**

- Set up and manage player registration packages in the RAMP system for each season.
- Monitor incoming registrations to identify any potential transfer requests and relay this information to the member and President.
- Handle registration-related inquiries from players, coaches, team staff, and board members, providing assistance as needed.
- Process e-transfer payments for registrations and apply them to member accounts.
- Issue refunds when necessary, working closely with the Treasurer to ensure financial accuracy.

**Team Creation & Reporting:**

- Create teams in the RAMP system once registrations are complete, ensuring that team rosters are accurate and organized.
- Generate and provide reports for coaches and the Board of Directors using the RAMP system to assist with evaluations and team selections.
- Assist the Coaching Director by ensuring that coaching staff have completed the necessary courses and have valid Criminal Record Checks and Vulnerable Sector Checks.

**Communication:**

- Send out association-wide emails to inform members about key updates, including evaluations, team selections, and other important association information.
- Serve as a primary point of contact for registration-related communications with members, answering questions and providing timely updates.

---

**Time Commitment:****July-December:**

- Minimal time commitment: A few hours may be required in July to issue jersey refunds and about 5 hours in December to set up registration packages for the upcoming season.

**January-June:**

- Expect 5-10 hours monthly, depending on the volume of registrations and administrative tasks, including managing inquiries, payments, and reports.

---

**Authority:**

- The Registrar has the authority to manage and maintain all registration-related processes and systems, including setting up and adjusting packages, processing payments, and issuing refunds.

- Authorized to generate and distribute reports from the RAMP system to coaches, board members, and other stakeholders as required.
  - Works in close collaboration with the President and Treasurer to ensure smooth financial operations and compliance with registration policies.
- 

**Commitment:**

- The Registrar is expected to attend all board meetings and provide updates on registration numbers, payments, and team setups.
  - Time commitment varies, with more hours required during the registration period (January-June) and minimal hours in the off-season (July-December).
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Treasurer

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Treasurer of the Lacombe Minor Softball Association (LMSA) is a key member of the Executive Team responsible for overseeing the financial health and integrity of the association. This position involves maintaining accurate financial records, managing the budget, ensuring compliance with relevant regulations, and providing strategic financial insights to support the association's goals. The Treasurer plays both a hands-on and strategic role, working closely with other board members to ensure sound financial decision-making.

As LMSA is recognized as a society within the Government of Alberta, the Treasurer is also responsible for filing the association's annual return with the Alberta government, ensuring the organization remains in good standing.

---

**Key Responsibilities:**

**Financial Record Keeping:**

- Maintain accurate and detailed financial records of all LMSA financial activities, including community and performance programs.
- Ensure an audit trail of approvals for all financial transactions.
- Manage the association's accounting and bookkeeping systems, ensuring they comply with accepted financial standards.

#### **Budgeting & Reporting:**

- Prepare and present the annual budget to the Board of Directors for review and approval.
- Provide financial updates and reports at board meetings as needed, including financial statements and cash flow reports.
- Prepare a yearly Treasurer's Report for the association and the Performance Program, detailing income, expenses, and overall financial performance.
- Monitor cash flow and prepare financial projections and forecasts to assist in long-term planning.

#### **Payments & Receivables:**

- Manage the release of payments and track all expenditures, ensuring proper approvals are in place for disbursements.
- Work closely with the Registrar to ensure all registration fees and payments are collected and processed, including handling refunds and transfers as required.
- Coordinate with board members and program directors, such as the Facilities Director or Tournament Director, to ensure budget compliance and process payments for specific needs (e.g., umpire payments, facility rentals).

#### **Compliance & Filing:**

- File the LMSA's annual financial return with the Government of Alberta to maintain compliance with provincial requirements for societies.
- Ensure compliance with other legal and regulatory obligations as required.
- Work with external auditors if needed, ensuring timely and accurate submission of financial information.

---

#### **Strategic Planning:**

- Provide strategic financial insights to the board, identifying potential opportunities or risks for the association.
- Run financial projections and assess the viability of strategic initiatives, such as new programs, facilities, or partnerships.

- Contribute to discussions on the future direction of LMSA, offering recommendations based on financial health and projections.
- 

**Authority:**

- The Treasurer has the authority to release payments for approved expenditures, as authorized by the board or specific directors, in conjunction with an executive board member.
  - Can sign off on financial transactions such as tournament expenses, equipment purchases, and contractor payments, ensuring alignment with budget approvals.
- 

**Commitment:**

- The Treasurer is expected to attend all board meetings, prepare regular financial reports, and manage financial tasks throughout the softball season and the fiscal year.
  - Availability during peak times (e.g., registration periods, tournaments) and for quarterly financial subcommittee meetings is essential.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Coach Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Coach Director for the Lacombe Minor Softball Association (LMSA) is responsible for the recruitment, training, and ongoing development of all coaches within the association. This role is dedicated to ensuring that coaches are equipped with the knowledge, skills, and resources to create a positive and supportive environment for players. The Coach Director works closely with the Board of Directors, coaches, and external training organizations to implement coaching standards, develop training programs, and monitor coach performance throughout the season.

---

**Key Responsibilities:**

**Recruitment and Selection:**

- Lead the recruitment and selection of qualified coaches for all teams within the association.
- Develop and implement a fair and transparent process for coach selection, including interviews, background checks, and references as necessary.
- Work with the Registrar and other board members to ensure that all coaching staff are registered and meet LMSA's eligibility requirements.

**Coach Training and Development:**

- Organize and facilitate coaching clinics, workshops, and seminars to support the growth and development of coaches at all levels.
- Work with external organizations to provide ongoing training and certification opportunities, including National Coaching Certification Program (NCCP) courses.
- Develop resources and training materials that support LMSA's coaching philosophy, including practice plans, skill development guides, and positive coaching strategies.

**Mentorship and Support:**

- Act as a mentor to coaches, providing feedback, guidance, and support throughout the season.
- Create a mentorship program that pairs new or developing coaches with experienced coaches within the association.
- Offer one-on-one meetings and check-ins with coaches to discuss team progress, challenges, and development goals.

**Performance Evaluation:**

- Implement a formal process for evaluating coach performance, including self-assessments, feedback from players and parents, and observations during games and practices.
- Use evaluations to identify areas for improvement and provide targeted support to coaches needing additional training.
- Ensure that all coaches are adhering to LMSA's code of conduct, player safety protocols, and the association's values.

**Communication and Collaboration:**

- Serve as the main point of contact for coaches, addressing any questions, concerns, or support needs.
- Communicate with parents and players about LMSA's coaching standards and the association's commitment to player development.
- Work closely with the Director of Player Development and other board members to ensure alignment between coaching and player development initiatives.

---

**Compliance and Certification:**

- Ensure that all coaches meet LMSA’s certification and background check requirements, including first aid, CPR, and other relevant certifications.
  - Track and maintain records of all coaching certifications and training sessions attended by LMSA coaches.
- 

**Authority:**

- The Coach Director has the authority to organize training programs, set coaching standards, and monitor the performance of coaches within LMSA.
  - Authorized to make recommendations regarding coaching assignments, performance improvements, and disciplinary actions if necessary.
  - Can coordinate with external organizations for coaching resources, certification opportunities, and additional training.
- 

**Commitment:**

- The Coach Director is expected to attend board meetings to report on coaching initiatives and developments.
  - Time commitment will vary, with more hours needed at the beginning of the season for coach recruitment and training.
- 

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Matrix Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Director of Matrix (C/D) is responsible for managing and supporting the developmental “C” and “D” level teams within LMSA, known as the Matrix program. This role focuses on ensuring that players at the C/D levels have access to quality coaching, player development opportunities, and an inclusive

environment to develop fundamental softball skills. The Director works closely with coaches, players, and parents to foster an atmosphere of growth, learning, and enjoyment of the sport while maintaining the integrity of the program.

---

#### **Key Responsibilities:**

##### **Program Oversight:**

- Oversee the operations of the Matrix (C/D) teams, focusing on development and skill-building for players at this level.
- Work closely with the Director of Coach & Player Development to implement programs, clinics, and training sessions tailored to the needs of C/D level players.
- Ensure that all Matrix players are receiving opportunities for growth, including practice schedules, training, and access to necessary resources.

##### **Team Selection & Evaluations:**

- Assist in coordinating the player evaluation and selection process for the Matrix teams in conjunction with the Evaluations Director and Coaching Director.
- Ensure the selection process is fair, objective, and inclusive, allowing for player development and team balance.
- Communicate evaluation results and team selections to players and parents in a timely and professional manner.

##### **Coaching Support:**

- Work with the Coaching Director to ensure that Matrix coaches meet LMSA's coaching standards, including necessary certifications, courses, and background checks.
- Provide support and resources for Matrix coaches, helping to ensure that they are equipped to teach fundamental skills and foster player growth.
- Ensure that all Matrix teams have sufficient coaching staff and volunteers to support player development.

##### **Scheduling & Events:**

- Assist with scheduling practices, games, and tournaments for the Matrix teams, working with the Director of Fields to ensure field availability.
- Coordinate participation in local tournaments or friendly games to provide Matrix players with competitive yet developmental experiences.
- Attend initial team parent meetings to help establish a team manager and provide support to same throughout the season.

##### **Parent & Player Communication:**



- Act as the primary point of contact for Matrix players, parents, and coaches, addressing any concerns or questions about the program.
  - Provide regular communication to parents regarding schedules, player development opportunities, and program updates.
  - Address parent or player concerns in a timely and constructive manner, fostering a positive and supportive team environment.
- 

**Authority:**

- The Director of Matrix (C/D) has the authority to oversee the team selection process and work with the Coaching Director to ensure proper staffing for teams.
  - Can coordinate with local leagues and tournaments to arrange opportunities for Matrix teams.
  - Authorized to make recommendations to the Board of Directors regarding program development or needs for additional support or resources.
- 

**Commitment:**

- The Director of Matrix (C/D) is expected to attend regular board meetings and provide updates on the Matrix program.
  - Time commitment will vary, with more hours needed during team evaluations, selection, and tournament seasons.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Selects Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Director of Selects (A/B) is responsible for overseeing the development and management of the competitive “A” and “B” level teams within the Lacombe Minor Softball Association (LMSA), known as the Selects program. This role focuses on ensuring that the Selects teams have the resources, coaching,

and opportunities to succeed at a competitive level. The Director works closely with coaches, players, parents, and the Board of Directors to implement player development strategies, coordinate team selection, and support the competitive growth of players and teams.

---

#### **Key Responsibilities:**

##### **Program Oversight:**

- Oversee the operations of the Selects (A/B) teams, ensuring alignment with LMSA's competitive development goals.
- Work closely with the Coach Director and Player Development Director to implement advanced player development programs, clinics, and camps specific to the A/B levels.
- Ensure that all Selects players receive the necessary support and resources to compete at a high level, including training opportunities, access to facilities, and equipment.

##### **Team Selection & Evaluations:**

- Coordinate the player evaluation and selection process for the Selects teams in collaboration with the Director of Coach & Player Development and Evaluations Director.
- Ensure an objective and fair selection process for A/B level teams, helping coaches and evaluators assess player skills.
- Communicate evaluation results to players and parents in a timely and transparent manner, as per LMSA's policies and procedures.

##### **Coaching Support:**

- Work with the Coaching Director to ensure that Selects coaches meet LMSA's coaching standards, including necessary certifications, courses, and background checks.
- Act as a resource for Selects coaches, providing ongoing support, mentorship, and opportunities for development.
- Ensure that each Selects team has adequate and qualified coaching staff for the season.

##### **Scheduling & Tournaments:**

- Assist with scheduling practices and games for the Selects teams, ensuring field availability and working with the Director of Fields for field allocation.
- Coordinate team participation in competitive tournaments, liaising with tournament organizers and other associations to secure entries for the teams.
- Ensure Selects teams meet deadlines for tournament registration and compliance with all requirements for competition.
- Attend initial team parent meetings to help establish a team manager and provide support to same throughout the season.

**Parent & Player Communication:**

- Act as a liaison between Selects players, parents, and the Board of Directors, addressing any concerns or issues related to the program.
  - Provide regular updates to Selects parents about team schedules, tournaments, and player development opportunities.
  - Address any parent or player concerns in a timely and professional manner, focusing on resolving issues while maintaining a positive team environment.
- 

**Authority:**

- The Director of Selects (A/B) has the authority to oversee the team selection process and ensure compliance with LMSA's competitive guidelines.
  - Authorized to coordinate tournaments and other competitive events on behalf of the Selects teams.
  - Can make recommendations to the Board of Directors regarding program improvements or player/coach development needs.
- 

**Commitment:**

- The Director of Selects (A/B) is expected to attend regular board meetings and provide updates on the Selects program.
  - Time commitment will vary, with increased hours during the evaluation, team selection, and tournament seasons.
- 

**Term:**

This position runs for a one-year term with the possibility of reappointment by the Board of Directors.

---

## **Fundraising & Sponsorship Director**

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

Last Modified By: LMSA Bylaw Committee  
Document Owner: LMSA Board of Directors

Last Modified On: November 20, 2024  
Original Date: November 2016

**Page:** 34

The Director of Fundraising and Sponsorship is responsible for developing, implementing, and managing all fundraising initiatives and sponsorship programs for the Lacombe Minor Softball Association (LMSA). This position plays a crucial role in securing the financial resources needed to support the association's programs, events, and operations. The Director will work closely with the Board of Directors, community partners, sponsors, and volunteers to build lasting relationships that benefit the association, ensuring that fundraising efforts meet legal requirements and align with LMSA's overall financial plan.

---

### **Key Responsibilities:**

#### **Fundraising Initiatives:**

- Develop and implement a comprehensive fundraising plan to meet the financial needs of LMSA.
- Plan and execute fundraising events such as raffles, silent auctions, community events, and donation drives.
- Identify and manage short-term and long-term fundraising opportunities that support LMSA's financial goals.
- Coordinate with the LMSA Treasurer to ensure all funds raised are recorded and allocated correctly.
- Pull licenses with the Alberta Gaming, Liquor and Cannabis (AGLC) commission for any LMSA fundraising that requires it (e.g., raffles, event liquor sales).

#### **Sponsorship Management:**

- Develop and manage a sponsorship program, identifying local businesses and organizations that align with LMSA's mission.
- Create sponsorship packages that offer value to sponsors, including advertising opportunities at events, on the LMSA website, and through social media.
- Actively seek out and maintain relationships with potential sponsors to secure financial and in-kind support for LMSA's activities.
- Ensure timely communication with sponsors, acknowledging contributions, providing updates, and fulfilling agreed-upon benefits.

#### **Grant Applications:**

- Research and apply for relevant grants from government bodies, foundations, and other funding sources to support LMSA's programs and initiatives.
- Work with the Treasurer and other board members to ensure grant applications are completed accurately and submitted on time.

#### **Event Coordination:**

- Oversee the logistics and execution of fundraising events, ensuring they are well-organized and promoted.
- Recruit and manage volunteers to assist with fundraising activities, delegating tasks as necessary.
- Coordinate with the Communications Director to promote fundraising events via LMSA's social media channels, website, and newsletters.

#### **Administration and Compliance:**

- Provide information and guidance to teams about fundraising compliance, including AGLC requirements for team fundraisers.
- Ensure that team fundraisers are compliant with LMSA policies and provincial regulations, particularly if they involve gaming or liquor sales.

#### **Reporting & Budgeting:**

- Provide regular updates to the Board of Directors on the progress of fundraising efforts, sponsorship agreements, and grant applications.
- Work with the Treasurer to track fundraising income and expenses, ensuring that funds are allocated appropriately.
- Prepare end-of-year reports detailing the results of fundraising initiatives and sponsorships, including recommendations for future improvements.

---

#### **Authority:**

- The Director of Fundraising and Sponsorship has the authority to plan, organize, and implement fundraising events and activities in accordance with LMSA's goals and approved budget.
- Authorized to negotiate sponsorship agreements and manage relationships with sponsors on behalf of LMSA.
- Can apply for AGLC licenses and grants, with board approval for new opportunities.

---

#### **Commitment:**

- The Director of Fundraising and Sponsorship is expected to attend regular board meetings and provide updates on fundraising and sponsorship efforts.
- Time commitment will vary based on the number of fundraising events and sponsorship initiatives but will increase during peak event planning and execution periods.

---

#### **Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Director of Player Development & Evaluations

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

### Job Description:

The Director of Player Development and Evaluations is responsible for overseeing both the development of players within the Lacombe Minor Softball Association and the execution of the player evaluation process. This role focuses on establishing player growth programs, organizing development clinics, and ensuring fair, transparent evaluations that support balanced team formation. The Director collaborates with coaches, external resources, and board members to enhance player experience and skill development while managing all aspects of player assessments.

### Key Responsibilities:

#### Player Development:

- **Skill Development Programs:** Design and implement programs focused on skill acquisition, physical conditioning, and mental preparation for players across all skill levels.
- **Clinics and Camps:** Organize and manage player clinics, camps, and workshops to improve foundational skills, including hitting, pitching, fielding, and game strategy.
- **Progression Pathways:** Establish clear pathways for player advancement within the organization and to higher levels of competition, providing players with structured growth opportunities.

#### Evaluation Planning and Execution:

- **Evaluation Planning:**
  - Develop a detailed schedule for player evaluations based on registration numbers, working closely with the Field Allocator to secure appropriate space and times for evaluations.
  - Work closely with both the Selects and Matrix Directors to organize separate evaluations for different age groups and skill levels (e.g., A/B teams, C/D teams).
- **Recruitment of Evaluators and Volunteers:**
  - Recruit and schedule qualified evaluators for each age group, ensuring they have no conflicts of interest (e.g., evaluators should not be associated with the players they are assessing).

- Work closely with the Directors of Coach and Player Development to establish the evaluation criteria and ensure consistency in scoring across evaluators.
- Recruit on-field volunteers to run evaluation stations and ensure they follow standardized instructions to maintain consistency for all players.
- **Execution of Evaluations:**
  - Work closely with both Selects and Matrix Directors to ensure all players are assigned and wear consistent pinny numbers throughout the evaluation process to prevent any discrepancies in identification.
  - Oversee the logistics of the evaluation day, ensuring that stations run smoothly, volunteers are adequately prepared, and evaluators are clear on their roles.
  - Monitor the integrity of the evaluation process, ensuring that every player receives a fair and consistent opportunity to demonstrate their skills.
- **Criteria and Scoring Standards:** Collaborate with coaches to develop and standardize evaluation criteria, ensuring consistency in scoring and transparency throughout the process.

#### **Team Selection Support:**

- **Data Management and Analysis:** Collect, organize, and secure evaluation data, ensuring its confidentiality and integrity.
- **Ranking and Team Formation:** Use evaluation results to create player rankings and assist coaches and board members during team selection meetings to form balanced teams.
- **Conflict Resolution:** Step aside from evaluations where personal conflicts of interest may arise, ensuring impartiality and fairness in the selection process.
- **Program Oversight and Long-Term Strategy:**
  - **Development Strategy:** Develop and maintain a long-term player development strategy aligned with association goals.
  - **Goal Setting and Evaluation:** Set objectives for development and evaluation programs, tracking progress and making adjustments as needed.
  - **Resource Provision:** Supply coaches with resources, including drills, practice plans, and development tools to support player training.
- **Communication and Collaboration:**
  - **Parent and Player Updates:** Keep players and parents informed about development programs, evaluation dates, and team placement updates.
  - **Inter-Board Collaboration:** Work with the Director of Fields, the Board of Directors, and league officials to coordinate evaluations and development activities.

- **External Partnerships:** Partner with outside organizations and trainers to bring additional expertise and resources for player development.
- **Feedback and Continuous Improvement:**
  - **Player Feedback:** Implement regular feedback mechanisms for players, assessing their skills and identifying areas for growth.
  - **Evaluation Review:** Review and refine the evaluation process post-season, incorporating feedback to enhance fairness and effectiveness.

---

**Commitment and Authority:**

- **Commitment:** Expected to oversee development and evaluation programs throughout the season, with planning responsibilities during the off-season. The busiest periods include pre-season for evaluations and ongoing development activities during the season.
- **Authority:** Authorized to design and implement player development and evaluation programs, recruit evaluators and volunteers, manage data, and support team selection.

---

**Commitment:**

- The Director of Player Development & Evaluations is expected to attend all board meetings and evaluation events. The busiest periods are typically during the fall (A-level evaluations) and winter (B/C/D-level evaluations), when the bulk of evaluation activities take place.

---

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Equipment Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Equipment Director is responsible for the management, distribution, maintenance, and inventory of all equipment used by the Lacombe Minor Softball Association. This role ensures that all teams have the necessary equipment to operate effectively throughout the season, and that all equipment is safe, in good working condition, and meets league standards. The Equipment Director will also be responsible



for ordering new equipment, managing the storage and upkeep of current inventory, and collecting equipment at the end of the season.

---

### **Key Responsibilities:**

#### **Inventory Management:**

- Maintain an up-to-date inventory of all equipment, including bats, balls, gloves, helmets, bases, catcher's gear, and other necessary supplies.
- Conduct regular equipment audits to assess the condition and quantity of available items.
- Identify any equipment that needs to be repaired, replaced, or upgraded.

#### **Equipment Distribution:**

- Coordinate the distribution of equipment to teams at the beginning of the season, ensuring that each team has the appropriate supplies based on age group and skill level.
- Communicate with coaches and team managers to address any additional equipment needs throughout the season.
- Manage the collection of equipment at the end of the season, ensuring that all items are returned, accounted for, and stored properly for future use.

#### **Purchasing & Budgeting:**

- Work with the Board of Directors to develop an equipment budget for the season, identifying necessary purchases and replacements.
- Research and order new equipment as needed, ensuring that purchases align with league standards and safety regulations.
- Source the best value for equipment purchases while maintaining high-quality standards.

#### **Maintenance & Repairs:**

- Ensure that all equipment is in good working order and complies with safety standards.
- Arrange for the repair or replacement of damaged or defective equipment during the season as needed.
- Manage the upkeep and cleanliness of all equipment, including storage areas.

#### **Storage Management:**

- Work closely with Facilities Director to oversee the organization and cleanliness of the equipment storage facility.
- Ensure that equipment is stored in a manner that prevents damage and is easily accessible for distribution.

- Coordinate with maintenance personnel or volunteers to organize storage and inventory before and after the season.

**Safety & Compliance:**

- Ensure that all equipment complies with league rules, provincial regulations, and safety standards, including proper sizing and fit for youth athletes.
- Work with coaches and the Director of Coach & Player Development to ensure that proper use and care of equipment are being followed.

**Collaboration:**

- Work closely with coaches, team managers, and other board members to ensure smooth distribution and use of equipment.
  - Coordinate with tournament organizers, field managers, and other stakeholders to ensure equipment is available for special events, such as tournaments and clinics.
  - Provide coaches with information regarding proper equipment care and handling.
- 

**Authority:**

- Authorized to purchase equipment and supplies within the established budget approved by the Board of Directors.
  - Has the authority to distribute and collect equipment from teams and to withhold or reassign equipment based on need.
  - Can make recommendations for the replacement or upgrade of equipment and present these to the Board of Directors for approval.
- 

**Commitment:**

- The Equipment Director is expected to commit to overseeing equipment needs throughout the entire softball season, including pre-season preparation and post-season collection.
  - Must be available for meetings, equipment distribution events, and to address urgent equipment needs during games or practices.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Tournament Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

### Job Description:

The Tournament Director is a role that is ideally shared between two individuals. This role is responsible for organizing, coordinating, and managing all aspects of tournaments hosted by the Lacombe Minor Softball Association (e.g., the Lacombe Mudbath Tournament in June). This role ensures that tournaments run smoothly, from scheduling and logistics to team registration, field preparation, and event operations. The Tournament Director works closely with coaches, umpires, city officials, volunteers, and the Board of Directors to deliver a successful and enjoyable experience for all participants.

---

### Key Responsibilities:

#### Tournament Planning:

- Develop and implement a comprehensive tournament plan, including scheduling games, field assignments, and managing the overall event timeline.
- Coordinate team registrations, including ensuring that all teams meet eligibility requirements, deadlines are met, and fees are collected.
- Work with the Director of Field Allocations to secure field permits and ensure fields are properly prepared for tournament play.
- Collaborate with the Director of Facilities to ensure facilities are ready and properly equipped for the event, including restrooms, concessions, and spectator seating.

#### Scheduling & Logistics:

- Develop and manage the game schedule, ensuring fairness in game times, field assignments, and overall flow of the tournament.
- Arrange for umpires, scorekeepers, and other game officials necessary for the tournament, ensuring they are well-coordinated and scheduled appropriately.
- Prepare contingency plans in case of weather delays, field conditions, or other unexpected changes, and communicate these effectively to teams and officials.

#### Volunteer Coordination:

- Recruit, train, and manage volunteers to assist with tournament operations, including scorekeeping, concessions, field preparation, and clean-up.

- Develop a clear volunteer schedule and ensure volunteers understand their roles and responsibilities during the tournament.

**Communication:**

- Serve as the primary point of contact for all tournament-related inquiries from teams, coaches, parents, and officials.
- Communicate tournament rules, schedules, and other important information to all participants and stakeholders prior to and during the tournament.
- Provide real-time updates on game results, schedule changes, and event logistics during the tournament via an online platform, bulletin boards, or other means.

**Game Day Operations:**

- Oversee the smooth execution of games and tournament activities, ensuring adherence to the schedule and resolving any on-site issues that arise.
- Ensure that fields are set up properly for each game, including proper markings, bases, and safety equipment.
- Manage tournament results and standings, ensuring accurate reporting and communication to teams and officials.
- Coordinate the presentation of awards and recognitions at the conclusion of the tournament.

**Budgeting & Financial Management:**

- Work with the Board of Directors to develop and manage the tournament budget, including revenues from registration fees, sponsorships, and concessions.
- Ensure all tournament expenses, including umpire fees, field costs, and event supplies, stay within the approved budget.
- Provide a post-tournament financial report to the Board, detailing revenues, expenses, and overall financial performance.

**Marketing & Sponsorship:**

- Promote the tournament through various channels, including social media, local advertising, and outreach to other associations.
- Work with the Board of Directors to secure tournament sponsors and ensure that sponsor commitments are met (e.g., signage, promotions, and acknowledgments).

**Post-Tournament Review:**

- Conduct a post-tournament review, gathering feedback from teams, coaches, officials, and volunteers.
- Provide a report to the Board of Directors summarizing tournament successes, challenges, and recommendations for future events.

- Ensure that all fields and facilities are properly cleaned and returned to their regular condition after the tournament.
- 

**Authority:**

- Has the authority to make decisions related to tournament scheduling, operations, and logistics within the guidelines set by the Lacombe Minor Softball Association.
  - Authorized to manage the tournament budget and approve expenses within the approved limits.
  - Can recruit and manage volunteers for the tournament and delegate specific tasks as needed.
- 

**Commitment:**

- The Tournament Director is expected to commit to planning and executing tournaments throughout the softball season, with heightened involvement leading up to and during tournaments.
  - Must be available for on-site coordination during the entire tournament, including evenings and weekends, as well as for planning meetings and post-event reviews.
- 

**Term:**

- This position runs for a two-year term, with the possibility of reappointment by the Board of Directors. This position typically runs for the duration of the tournament season, with responsibilities beginning in the planning stages (several months prior) and concluding with a post-tournament review.
- 

## Facilities Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Director of Facilities is responsible for the overall management, maintenance, and improvement of all softball-related facilities, including fields, dugouts, concessions, bathrooms, storage areas, and other relevant infrastructure. This individual ensures that all facilities are safe, clean, and functional for players, coaches, and spectators. The Director of Facilities will coordinate with maintenance teams, city

officials, and contractors to address ongoing facility needs and ensure that the facilities meet the standards required for hosting games, practices, tournaments, and events.

---

#### **Key Responsibilities:**

##### **Maintenance Oversight:**

- Work closely with the City of Lacombe and the Board of Directors regarding all aspects of facility maintenance, including field upkeep (e.g., infield grooming, grass cutting, drainage), repairs, and equipment upkeep.
- Ensure the cleanliness and functionality of dugouts, spectator stands, bathrooms, and storage areas.
- Conduct regular facility inspections to identify and address any issues related to safety, cleanliness, or functionality.

##### **Facility Improvement:**

- Identify and prioritize necessary upgrades or improvements to fields and associated infrastructure, such as lighting, fencing, dugouts, and field equipment.
- Work with the Board of Directors to plan and budget for facility improvements and capital projects.
- Seek input from coaches, players, and other stakeholders regarding facility needs and suggestions for improvement.

##### **Vendor/Contractor Management:**

- Work with third-party vendors, contractors, and the city/municipality to ensure the completion of facility projects (e.g., installation of new equipment, field repairs, restroom maintenance).
- Obtain bids and proposals for larger projects, presenting options and recommendations to the Board of Directors.

##### **Equipment and Inventory:**

- Manage and oversee inventory of facility-related equipment, such as field maintenance tools, batting cages, pitching machines, and storage supplies.
- Ensure that equipment is regularly inspected, repaired, or replaced as needed.
- Coordinate the setup and teardown of facility equipment before and after the season, tournaments, or special events.

##### **Collaboration:**

- Coordinate with the Vice President/Field Allocations Director to ensure that fields are prepared and maintained for scheduled games, practices, and events.

- Work with the local municipality to resolve any larger facility-related issues that fall under city jurisdiction (e.g., field lighting repairs, public restroom maintenance).
- Collaborate with event organizers for tournaments or special events to ensure facilities are in optimal condition.

#### **Safety and Compliance:**

- Ensure all facilities meet safety standards as required by the association, city, or state regulations.
- Conduct safety audits to identify potential hazards, including field conditions, facility structures, or equipment.
- Work with the Board of Directors to implement and enforce safety protocols and ensure compliance with relevant health and safety regulations.

---

#### **Authority:**

- Authorized to engage with vendors, contractors, and municipal officials to arrange facility improvements or repairs.
- Can make decisions on emergency repairs or safety issues requiring immediate action, with follow-up communication to the Board of Directors.

---

#### **Commitment:**

- The Director of Facilities is expected to commit to overseeing facility conditions throughout the softball season, with heightened involvement before the season begins and during major events such as tournaments.
- Availability for facility-related emergencies, particularly during the softball season, is essential.

---

#### **Term:**

- This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.
- 

## **Apparel Coordinator**

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Apparel Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for managing the design, ordering, distribution, and inventory of all team apparel, uniforms, and merchandise. This role ensures that players, coaches, and supporters have access to high-quality apparel that represents the association. The Apparel Coordinator works closely with the board, coaches, and apparel vendors to ensure that orders are completed on time and within budget, while also managing the needs of various teams across the association.

---

**Key Responsibilities:****Uniform and Apparel Management:**

- Oversee the design, selection, and ordering of uniforms and apparel for players, coaches, and teams within the LMSA.
- Work closely with vendors to ensure that uniforms meet the association's requirements for quality, branding, and durability.
- Ensure that all apparel items (jerseys, hats, pants, etc.) adhere to LMSA's colors, logos, and branding guidelines.

**Ordering and Inventory:**

- Collect and organize uniform sizes for players and coaches at the start of each season.
- Place bulk orders with vendors, ensuring that all items are ordered in the correct sizes and quantities.
- Manage the distribution of uniforms and apparel to teams, coordinating with coaches and parents to ensure timely delivery.
- Maintain a detailed inventory of uniforms and apparel, ensuring that extras are available in case of replacements or late registrations.

**Apparel Store and Merchandise Sales:**

- Manage LMSA's online or in-person apparel store, ensuring that families and supporters have access to additional merchandise (e.g., jackets, hats, team gear).
- Organize apparel sales during events, tournaments, and other association activities, managing stock levels and order forms.
- Coordinate with the Fundraising Director to use apparel sales as a fundraising opportunity, ensuring that profits are tracked and reported.

**Communication and Coordination:**



- Serve as the main point of contact for apparel-related questions from parents, players, and coaches.
- Communicate order deadlines, sizing information, and apparel distribution schedules to parents and coaches at the beginning of the season.
- Collaborate with the Treasurer to ensure that payments for uniforms and apparel are collected and processed properly.

#### **Vendor Relations:**

- Build and maintain strong relationships with apparel vendors to ensure quality service, competitive pricing, and on-time deliveries.
- Review and negotiate vendor contracts as necessary, ensuring that the association receives the best possible rates for uniforms and merchandise.

#### **Problem-Solving:**

- Address any issues related to apparel sizing, shortages, or defects. Work with vendors to resolve problems quickly and ensure all teams receive what they need.
- Handle replacement orders for lost or damaged items during the season.

---

#### **Authority:**

- The Apparel Coordinator has the authority to work directly with vendors and place orders for uniforms and apparel within the budget approved by the Board of Directors.
- Authorized to make decisions related to apparel designs and styles, ensuring they align with LMSA's branding guidelines.
- Can coordinate apparel sales, promotions, and fundraising efforts through the apparel store, in consultation with the Fundraising Director.

---

#### **Commitment:**

- The Apparel Coordinator is expected to attend board meetings and provide updates on apparel orders, distribution, and sales.
- Time commitment will vary, with increased hours during the preseason (for order placements) and at the start of the season (for distribution).

---

#### **Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Social Media Communications Coordinator

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

### Job Description:

The Social Media Communications Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for managing LMSA's social media platforms and creating engaging newsletters to keep the association's members informed and involved. This role ensures that LMSA's presence on social media reflects the association's values, promotes events, celebrates achievements, and engages with the broader community. The coordinator also manages the creation and distribution of regular newsletters, providing updates on upcoming events, player development opportunities, and association news.

---

### Key Responsibilities:

#### Social Media Management:

- Oversee LMSA's social media platforms (such as Facebook, Instagram, and Twitter) by regularly posting content that promotes association events, games, tournaments, and community involvement.
- Create engaging posts that highlight player achievements, coach highlights, team successes, and key association milestones.
- Respond to comments, questions, and messages on social media platforms in a timely and professional manner.
- Monitor social media metrics (e.g., likes, shares, and comments) to assess the effectiveness of posts and adjust strategies for better engagement.
- Coordinate with the Tournament Director, Fundraising Director, and other board members to promote specific events and activities via social media.

#### Content Creation and Curation:

- Create visually appealing and informative posts, including photos, videos, and graphics, that align with LMSA's branding and values.
- Curate content from within the association (e.g., game photos, player highlights) and from external sources (e.g., community news, relevant softball updates).

- Promote LMSA’s Code of Conduct, volunteer opportunities, and fundraising efforts through engaging social media content.

**Event Promotion:**

- Promote registration dates, tournament schedules, fundraisers, and community events across social media and newsletters to maximize participation.
- Share live updates, results, and photos from tournaments and games on social media platforms to keep the community engaged.

**Collaboration:**

- Collaborate with the Website and Email Communications Coordinator, other board members and teams to ensure consistent messaging across all platforms.

**Community Engagement:**

- Engage with the LMSA community by encouraging participation in social media campaigns, photo submissions, and event promotion.
- Build relationships with local businesses and community organizations via social media to increase LMSA’s visibility and potential for sponsorships.

---

**Authority:**

- The Social Media Communications Coordinator has the authority to manage all social media accounts within the guidelines set by LMSA.
- Can make recommendations regarding social media strategy based on engagement analytics and feedback from members.
- **Community Engagement:** Ability to engage with the LMSA community in a friendly and responsive manner, building connections with players, parents, and sponsors.

---

**Commitment:**

- The Social Media Communications Coordinator is expected to attend regular board meetings and provide updates on social media metrics and newsletter performance.
- Time commitment will vary but may increase during key periods such as registration, tournaments, and fundraising events.

---

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Website & Email Communications Coordinator

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

### Job Description:

The Website and Email Communications Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for managing the association's website and email communication systems. This role ensures that LMSA's digital platforms are up-to-date, informative, and accessible to all members, while maintaining effective email communication with players, parents, coaches, and volunteers. The Website and Email Communications Coordinator works closely with the Board of Directors to disseminate important information, promote association activities, and engage the community.

---

### Key Responsibilities:

#### Website Management:

- Maintain and update LMSA's website, ensuring that all content is current, accurate, and aligned with the association's goals.
- Post updates on schedules, events, team information, registration details, and other key announcements.
- Ensure that the website is user-friendly and accessible on multiple devices (desktop, mobile, etc.).
- Work with board members to gather and post relevant content, such as event recaps, news articles, and important dates.
- Oversee website security and troubleshoot any technical issues with the website host or platform.

#### Email Communications:

- Coordinate with the Registrar to manage and update the email distribution list, ensuring that all contact information is current and accurate.
- Manage and respond to inquiries that come through the association's general email account, forwarding questions to the appropriate board members when necessary.

#### Content Creation and Scheduling:

- Develop a communications calendar to schedule regular website updates and email announcements, ensuring timely delivery of information.
- Assist in creating engaging digital content, such as blog posts, articles, and news updates, to be posted on the website or shared via email.

#### **Collaborate with Board Members:**

- Work closely with other LMSA board members to gather and share important information via the website and email system.
- Coordinate with the Fundraising Director, Tournament Director, and other key roles to promote specific events and initiatives through LMSA's digital platforms.

#### **Analytics and Improvement:**

- Monitor website traffic and email engagement (e.g., open rates, click-through rates) to assess the effectiveness of communications.
- Make recommendations to the board for improvements to the website's design or functionality based on user feedback and analytics.

#### **Compliance with Policies:**

- Ensure that all website and email content comply with LMSA's privacy policies and any legal regulations, such as anti-spam laws.
- Safeguard the privacy and security of members' personal information when managing the email distribution list and website interactions.

---

#### **Authority:**

- The Website and Email Communications Coordinator has the authority to post updates and send communications on behalf of LMSA.
- Can make decisions regarding website layout, email formatting, and content scheduling in collaboration with the Communications Director.
- Authorized to troubleshoot technical issues with the website and make minor updates or changes as needed.

---

#### **Commitment:**

- The Website and Email Communications Coordinator is expected to attend regular board meetings and provide updates on website performance and email communications.
- Time commitment will vary but may increase during key periods such as registration, tournament announcements, and fundraising events.

---

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Umpire Assignor

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Umpire Assignor for the Lacombe Minor Softball Association (LMSA) is responsible for scheduling and coordinating umpires for all games within the association. This role ensures that games are staffed with qualified umpires, contributing to a fair and consistent game environment. The Umpire Assignor works closely with the Central Alberta Softball Umpires Association (CASUA), as well as LMSA coaches, the Vice President/Field Allocations Director, and umpires, to maintain an organized and effective scheduling system that supports LMSA's mission of fostering positive competition and sportsmanship.

---

**Key Responsibilities:****Umpire Scheduling:**

- Collaborate with the Central Alberta Softball Umpires Association (CASUA) to recruit and assign certified umpires for all LMSA games, including regular season games, tournaments, and playoffs.
- Coordinate with CASUA to assign umpires based on qualifications, experience, and availability, ensuring appropriate officiating for each game level.
- Communicate finalized schedules to umpires in advance and confirm availability, making adjustments as needed with support from CASUA.

**Recruitment and Training Support:**

- Partner with CASUA to promote umpiring opportunities within LMSA and the broader community.
- Coordinate with CASUA to facilitate training and certification sessions for umpires, encouraging all umpires to maintain current credentials.
- Provide information on additional training or certification opportunities through CASUA, supporting umpires' development within LMSA.

**Communication and Coordination:**

- Serve as the main LMSA contact for umpires, managing inquiries, rescheduling needs, and game changes, while maintaining clear lines of communication with CASUA.
- Communicate promptly with coaches, the Vice President/Field Allocations Director, and CASUA regarding umpire assignments, game cancellations, or last-minute adjustments.
- Coordinate with CASUA to notify umpires of game cancellations or schedule changes due to weather, field conditions, or other factors.

**Umpire Compensation:**

- Coordinate with the Treasurer and CASUA to ensure that umpires are compensated promptly according to LMSA's payment policies.
- Track umpire hours and payments to ensure that accurate compensation records are maintained and shared with CASUA for auditing purposes.

**Problem-Solving:**

- Address conflicts, cancellations, or issues related to umpire assignments, collaborating with CASUA to ensure fair resolution.
- Secure replacement umpires in cases of last-minute cancellations by leveraging CASUA's network.
- Foster a positive environment among umpires, coaches, and players, promoting respect and sportsmanship with the support of CASUA.

---

**Authority:**

- The Umpire Assignor has the authority to make scheduling decisions in collaboration with CASUA and assign qualified umpires to LMSA games.
- Can work directly with CASUA to adjust assignments, manage scheduling conflicts, and ensure game coverage.
- Authorized to coordinate with the Treasurer for umpire compensation and submit reports to CASUA as needed.

---

**Commitment:**

- The Umpire Assignor is expected to attend regular board meetings and provide updates on umpire assignments and scheduling effectiveness.
- Time commitment will vary, with more hours required during peak game seasons and for scheduling setup in coordination with CASUA.

---

**Term:**

This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.

---

## Safety Officer

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Safety Officer for the Lacombe Minor Softball Association (LMSA) is responsible for overseeing all aspects of player, coach, and volunteer safety. This includes implementing safety protocols, ensuring compliance with health and safety regulations, managing injury reports, and addressing potential risks during practices, games, and events. The Safety Officer plays a vital role in maintaining a safe and positive environment for all participants, working closely with the board, coaches, and parents to mitigate risks and handle emergency situations effectively.

---

**Key Responsibilities:****Safety Protocols and Compliance:**

- Develop and maintain health and safety policies for LMSA, ensuring that all members, coaches, and volunteers are aware of these guidelines.
- Ensure that all teams adhere to provincial and local safety regulations, including player injury protocols and emergency action plans.
- Stay updated on any changes in provincial safety guidelines, including Alberta's sport-specific regulations.

**Injury Prevention & Management:**

- Implement and manage injury prevention programs, including warm-up and stretching protocols to reduce injury risk.
- Ensure that all coaches and assistant coaches have resources regarding first aid training, including CPR and concussion management.
- Maintain and update first aid kits for all teams, ensuring they are accessible and fully stocked at practices and games. These will be distributed at the beginning of each year and stocked as needed.



**Injury Reporting:**

- Manage the reporting and documentation of all injuries that occur during games, practices, and other LMSA-related activities.
- Coordinate with parents, coaches, and medical professionals to ensure injured players follow proper return-to-play protocols.
- Keep records of all injury reports and submit them to the Board of Directors for review.

**Concussion Protocols:**

- Ensure that all coaches, players, and parents understand the LMSA concussion policy.
- Educate teams on recognizing concussion symptoms and enforce strict return-to-play procedures for players who experience head injuries.

**Facility and Equipment Safety:**

- Work with the Director of Fields and the Director of Equipment to ensure that all fields and equipment meet safety standards.
- Perform regular safety checks on fields, dugouts, and other facilities to identify and address hazards such as uneven playing surfaces, broken equipment, or unsafe structures.

**Emergency Action Plans:**

- Develop and implement Emergency Action Plans (EAPs) for all venues where LMSA activities take place. This includes providing coaches with clear instructions on handling emergencies during games and practices.
- Ensure that emergency contacts and procedures are clearly communicated to all teams.

**Communication and Education:**

- Act as the point of contact for safety-related questions and concerns from parents, coaches, and players.
- Provide educational materials and resources to teams on topics such as injury prevention, concussion awareness, hydration, and heat safety.
- Collaborate with other board members to communicate safety policies and updates to the LMSA community.

**Insurance and Risk Management:**

- Ensure that all LMSA members are properly covered under the association's insurance policies.
- Liaise with insurance providers to ensure that LMSA is compliant with all necessary liability and accident coverage.
- Identify potential safety risks within the association and develop plans to mitigate them.

---

**Authority:**

- The Safety Officer has the authority to enforce safety protocols and stop any practice or game if unsafe conditions exist.
- Can make recommendations to the Board of Directors regarding policy changes, improvements, or additional safety measures.
- Authorized to manage injury reports and make recommendations on player return-to-play decisions, in coordination with medical professionals.

---

**Commitment:**

- The Safety Officer is expected to attend board meetings to provide updates on safety concerns and protocols.
- Availability during the season to respond to safety issues and assist with injuries at games and practices.

---

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.

---

## Picture Coordinator

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

**Job Description:**

The Picture Coordinator for the Lacombe Minor Softball Association (LMSA) is responsible for organizing and scheduling team photo sessions with a local photographer. This role primarily takes place at the beginning of the softball season and involves coordinating with team managers, advertising available photo packages, and managing the signup process for team photo times. The Picture Coordinator plays an essential role in ensuring a smooth and organized photo day for all teams.

---

**Key Responsibilities:****Scheduling Photo Sessions:**

Last Modified By: LMSA Bylaw Committee  
Document Owner: LMSA Board of Directors

Last Modified On: November 20, 2024  
Original Date: November 2016

Page: 57

- Coordinate with the designated photographer to determine available dates and times for team photo sessions.
- Create and maintain a spreadsheet of available time slots for teams to sign up for photo sessions.
- Work with team managers to schedule each team for their photo session, ensuring efficient use of time and minimal overlap.

#### **Advertising Photographer Information and Packages:**

- Distribute information about the photographer, including package details, pricing, and ordering options, to all LMSA members.
- Utilize LMSA's communication channels (email, social media, and website) to advertise photo day, highlighting available packages and instructions for signing up.
- Ensure that parents and players are aware of the photographer's policies and package offerings well in advance of photo day.

#### **Communicating Photo Day Details:**

- Send reminders to team managers and parents regarding their scheduled photo times, location details, and any necessary preparations.
- Provide clear instructions on where and when teams should meet on photo day to keep the schedule running smoothly.
- Address any last-minute scheduling adjustments or questions from teams, parents, or the photographer.

#### **Organizing and Managing Sign-Ups:**

- Maintain the photo session signup spreadsheet, updating it as teams register and making adjustments as needed.
- Confirm each team's time slot and communicate any changes promptly to avoid conflicts or delays on photo day.

#### **Follow-Up with Photographer:**

- After photo day, follow up with the photographer to ensure that all orders and payments are processed efficiently.
- Assist with distributing photo packages to team managers, if necessary, once photos are ready for delivery.

---

#### **Commitment:**

- The Picture Coordinator role requires a small time commitment, primarily at the beginning of the season, to organize and manage the photo day schedule.

- Available for a few hours to manage signups and coordinate with teams, plus photo day itself for any onsite assistance if needed.
- 

**Term:**

This is a seasonal position, active primarily at the beginning of the softball season, with the potential for reappointment every other year by the Board of Directors.