



Lacombe Minor Baseball Association (LMBA)
Executive Positions - Primary Responsibilities



Last Updated: January 31st, 2020

President

1. Provides leadership to the Executive
2. Represents LMBA with Baseball Alberta, other associations, media, and external entities affecting the LMBA
3. Coordinates overall operation and vision for LMBA
4. Facilitates meetings of the Executive (agenda, correspondence, etc.), including the Annual General Meeting (AGM)
5. Provides leadership and oversees the Directors of the Pee Wee, Bantam and Midget divisions
6. Manages the LMBA email account (lacombedodgers@gmail.com)
7. Liaison between Baseball Alberta and LMBA, including player transfers and applicable forms
8. Registers all "AA" teams with Baseball Alberta (rosters completed by Division Director)
9. Assists in conflict resolution
10. Has signing authority for the association
11. Provided with all LMBA full access passwords (RAMP, website, Facebook)
12. Votes only in a tie breaker situation

Vice President

1. Assumes the President's responsibilities in the President's absence
2. Provides leadership and oversees the Directors of the Rally Cap, Rookie, and Mosquito divisions
3. Liaison between the City of Lacombe and LMBA (eg. attends user group meetings)
4. Attends the Central Alberta Baseball League (CABL) pre-season meeting
5. Provided with all LMBA full access passwords (RAMP, website, Facebook)
6. Assists in conflict resolution
7. Organizes the annual BBQ at the end of June (All Executive positions to assist)
8. Has signing authority for the association
9. Voting member

Registrar

1. Administers the RAMP registration system that the LMBA utilizes for the regular season and clinics
2. Processes all player registrations, including the cross-referencing of AGM Attendance discounts
3. Issues refunds (pro-rated / full)
4. Provided with LMBA RAMP registration site password
5. Troubleshoots any registration issues either independently or through the RAMP support staff
6. Provides accurate and up to date registration figures for all divisions at regular pre-season Board meetings
7. Provides entry level RAMP training and supports the Executive members that are given either full or division specific access
8. Assists the Vice President with organizing the annual BBQ at the end of June
9. Voting member

Treasurer

1. Coordinates payment of bills and revenue deposits
2. Coordinates budget preparation and financial statements
3. Coordinates the changing of signing authorities on accounts
4. Grant application submission and follow-up paperwork (when applicable)
5. Has signing authority for the association
6. Assists the Vice President with organizing the annual BBQ at the end of June
7. Voting member



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Secretary

1. Takes meeting minutes and distributes them to the Executive in a timely manner
2. Updates and communicates the Action Items from regular meetings
3. Books meeting facilities for regular Board meeting and the Annual General Meeting
4. Adds all meeting minutes to the approved storage device for future reference
5. Assists the Vice President with organizing the annual BBQ at the end of June
6. Voting member

Website & Social Media Director

1. Ensures the LMBA website and Facebook page are functioning properly and maintains a consistent format / appearance
2. Ensures the information on the LMBA website and Facebook page is accurate and user friendly
3. Adds "A" and "AA" team pages within the LMBA website and posts information as requested by the Division Director
4. Adds information as requested by members of the Executive where applicable to both the LMBA website and Facebook page.
5. Conducts an annual (September – December) review of all pages, information, links to ensure they are functioning properly
6. Provided with LMBA website and Facebook passwords
7. Assists the Vice President with organizing the annual BBQ at the end of June
8. Voting Member

Fundraising & Apparel Director

1. Signage sponsorship coordination (Pee Wee diamond)
2. Manages any annual sponsorships (eg. Rally Cap and Rookie divisions hats and t-shirts)
3. Coordinates logo'd apparel for the association
4. Grant application assistance (when applicable)
5. Assists the Vice President with organizing the annual BBQ at the end of June
6. Voting member

Equipment & Uniform Director

1. Uniform coordination (issue and return) and repairs for all LMBA teams
2. Equipment purchasing, repairs and coordination (issue and return) with all LMBA teams
3. Purchases and repairs diamond maintenance and preparation equipment (rakes, chalk, line machines, tamp, mound clay, field tarps, etc.)
4. Coordinates LMBA scoreboard and control box maintenance and annual inspection (pre & post season)
5. Coordinates batting cage maintenance and annual inspection (pre & post season)
6. Assists the Vice President with organizing the annual BBQ at the end of June
7. Voting member



Coach and Player Development Director

****Important Clarification:** This is not a mentor role, the focus is on player and coach development through independent resources and clinics.

1. Communicates with all coach applicants or potential coaches the requirements based on the division, role (Head or Assistant), level ("A or AA") that the coach intends to get involved with. These will be LMBA, Baseball Alberta and Baseball Canada coaching requirements.
2. Communicates with each of the Division Directors to obtain coach's contact information and then communicates with coaches about requirements, deadlines
3. Obtains and tracks each coach's submitted coaching requirements (eg. criminal record check / vulnerable sector check, NCCP, Respect in Sport – Activity Leader, LMBA Coaches Code of Conduct, etc.)
4. Communicates with appropriate Division Director about any coaching certification concerns / issues
5. Coordinates the hosting of an annual coaching certification course(s) (NCCP) by the LMBA
6. Coordinates a player development clinic for LMBA players in the Rookie to Midget divisions to attend
7. Coordinates, based on annual allocated funds by the Executive, coach development clinics that are for information purposes only (eg. hiring a pitching instructor to do a 2 hour clinic for coaches only)
8. Coordinates, based on annual allocated funds by the Executive, player development clinics for each team based on the top development need of the team (eg. hiring a infield instructor to attend a team's practice)
9. Provided with LMBA RAMP registration site password
10. Assists the Vice President with organizing the annual BBQ at the end of June
11. Voting member

Umpire & Facility Director – Lower Divisions (11U & 13U)

1. Umpire coordination for all "A" team games / host tournament and for the "AA" teams as requested by Baseball Alberta or the Team Managers
2. Umpire clinic coordination (annually)
3. Coordinates all diamond allocations for "A" and "AA" and submits the application to the City of Lacombe
4. Liaison between the City of Lacombe and LMBA (eg. facility bookings / cancellations, reviews monthly invoices, attends user group meetings)
5. Schedules batting cage for LMBA teams
6. Assists the Vice President with organizing the annual BBQ at the end of June
7. Voting member

Umpire & Facility Director – Upper Divisions (15U & 18U)

1. Umpire coordination for all "A" team games / host tournament and for the "AA" teams as requested by Baseball Alberta or the Team Managers
2. Umpire clinic coordination (annually)
3. Coordinates all diamond allocations for "A" and "AA" and submits the application to the City of Lacombe
4. Liaison between the City of Lacombe and LMBA (eg. facility bookings / cancellations, reviews monthly invoices, attends user group meetings)
5. Schedules batting cage for LMBA teams
6. Assists the Vice President with organizing the annual BBQ at the end of June
7. Voting member



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Community “A” Tournament Director

1. Provides leadership to the Community Tournament Committee which consists of a Representative from each division (Mosquito, Pee Wee, Bantam and Midget);
2. Coordinates, with the assistance of the Community Tournament Committee, all aspects associated with the annual community (“A”) tournament hosted by the LMBA in the Mosquito, Pee Wee, Bantam and Midget divisions;
3. Coordination of aspects includes: facility bookings, parent volunteer schedule, tournament advertising, team registrations, tournament package, diamond maintenance schedule and equipment, umpires, tournament schedule, concession (private company), MVP prizes, sponsors, etc.
4. Required to be in attendance the weekend of the tournament for troubleshooting and direction
5. Assists the Vice President with organizing the annual BBQ at the end of June
6. Voting member

Rally Cap Director

1. Actively communicates with registered members prior to, during and after the season
2. Selects coaches, create teams and division package (schedule, diamond allocation, rules, etc.)
3. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
4. Coordinates the t-shirt and hat order with the Rookie Director and distributes them to each team
5. Provided with LMBA RAMP registration site password for the Rally Cap division only
6. Assists the Vice President with organizing the annual BBQ at the end of June
7. Voting member

Rookie (9U) Director

1. Actively communicates with registered members prior to, during and after the season
2. Selects coaches, create teams and division package (schedule, diamond allocation, rules, etc.)
3. Coordinates the annual Rookie Round Robin (one day round robin tournament)
4. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
5. Coordinates the t-shirt and hat order with the Rally Cap Director and distributes them to each team
6. Coordinates the placement of port-a-potties at diamonds without restroom facilities
7. Provided with LMBA RAMP registration site password for the Rookie division only
8. Assists the Vice President with organizing the annual BBQ at the end of June
9. Voting member

Mosquito (11U) Division Director

1. Actively communicates with registered members prior to, during and after the season
2. Attends the Central Alberta Baseball League (CABL, “A”) pre-season meeting
3. Organizes “A” and “AA” evaluations (dates, time, groups, facility, required equipment and independent evaluators)
4. Creates equal “A” teams based on evaluations
5. Communicates with players that were not selected for the “AA” team(s)
6. Selects / recruits coaches for “A” and “AA” teams for Executive approval
7. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
8. Supports division coaches at both the “A” and “AA” levels
9. Provided with LMBA RAMP registration site password for the Mosquito division only
10. Assists the Vice President with organizing the annual BBQ at the end of June
11. Voting member



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Pee Wee (13U) Division Director

1. Actively communicates with registered members prior to, during and after the season
2. Attends the Central Alberta Baseball League (CABL, "A") pre-season meeting
3. Organizes "A" and "AA" evaluations (dates, time, groups, facility, required equipment and independent evaluators)
4. Creates equal "A" teams based on evaluations
5. Communicates with players that were not selected for the "AA" team(s)
6. Selects / recruits coaches for "A" and "AA" teams for Executive approval
7. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
8. Supports division coaches at both the "A" and "AA" levels
9. Provided with LMBA RAMP registration site password for the Pee Wee division only
10. Assists the Vice President with organizing the annual BBQ at the end of June
11. Voting member

Bantam (15U) Division Director

1. Actively communicates with registered members prior to, during and after the season
2. Attends the Central Alberta Baseball League (CABL, "A") pre-season meeting
3. Organizes "A" and "AA" evaluations (dates, time, groups, facility, required equipment and independent evaluators)
4. Creates equal "A" teams based on evaluations
5. Communicates with players that were not selected for the "AA" team(s)
6. Selects / recruits coaches for "A" and "AA" teams for Executive approval
7. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
8. Supports division coaches at both the "A" and "AA" levels
9. Provided with LMBA RAMP registration site password for the Bantam division only
10. Assists the Vice President with organizing the annual BBQ at the end of June
11. Voting member

Midget (18U) Division Director

1. Actively communicates with registered members prior to, during and after the season
2. Attends the Central Alberta Baseball League (CABL, "A") pre-season meeting
3. Organizes "A" and "AA" evaluations (dates, time, groups, facility, required equipment and independent evaluators)
4. Creates equal "A" teams based on evaluations
5. Communicates with players that were not selected for the "AA" team(s)
6. Selects / recruits coaches for "A" and "AA" teams for Executive approval
7. Coordinates (through the Equipment & Uniform Director) and distributes equipment to each team, along with ensuring it gets collected at the end of the season
8. Supports division coaches at both the "A" and "AA" levels
9. Provided with LMBA RAMP registration site password for the Midget division only
10. Assists the Vice President with organizing the annual BBQ at the end of June
11. Voting member

Notes

1. The preference is to have positions filled based on a 2 year term to maintain continuity in the association.
2. The President of the LMBA will only cast a vote in the event of a tie breaker situation.