



Last Updated: **January 2024**

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 13U, 15U and 18U 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 (7U), 9U and 11U 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. Assists the Special Events Coordinator with organizing the annual BBQ
8. Has signing authority for the association
9. Voting member

Registrar

1. Administers the 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 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 Special Events Coordinator with organizing the annual BBQ
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 Special Events Coordinator with organizing the annual BBQ
7. Voting member

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. Grant applications and upkeep of Society Act status and follow up (when applicable)
5. Assists the Special Events Coordinator with organizing the annual BBQ
6. Voting member

Website and Social Media Director

1. Ensures the LMBA website and Facebook/Instagram page are functioning properly and maintains a consistent format / appearance
2. Ensures the information on the LMBA website and Facebook/Instagram 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/Instagram 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/Instagram passwords
7. Assists the Special Events Coordinator with organizing the annual BBQ
8. Voting Member

Fundraising and Apparel Director

1. Sponsorship coordination
2. Manages any annual sponsorships (eg. Rally Cap and 9U divisions hats and t-shirts)
3. Coordinates logo'd apparel for the association
4. Grant application assistance (when applicable)
5. Assists the Special Events Coordinator with organizing the annual BBQ
6. Voting member



Equipment and Uniform Director

*This position can be a two person position if approved at the Annual General Meeting (AGM)

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 Special Events Coordinator with organizing the annual BBQ
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 Special Events Coordinator with organizing the annual BBQ
11. Voting member



Umpire and Facility Director

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 Special Events Coordinator with organizing the annual BBQ
7. Voting member

NEW* Special Events Coordinator

1. Responsible for coordinating and planning LMBA Special Events including but not limited to: Annual BBQ, Opening Day, Senior's Day, Picture Night, etc.
2. Assists the Tournament Coordinator and Directors throughout the season with schedules and events
3. Main point of contact for members who wish to host provincials, clinics, etc
4. Voting member

Community 'A' Tournament Director

1. Provides leadership to the Community Tournament Committee which consists of a Representative from each division (11U, 13U, 15U, 18U);
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 11U, 13U, 15U and 18U 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 Special Events Coordinator with organizing the annual BBQ
6. Voting member



Female Athlete Director

1. Actively communicates with registered female members prior to, during and after the season
2. Attends the Central Alberta Baseball League (CABL, "A") pre-season meeting
3. Coordinates, based on allocated funds from the Executive, All Girls development clinics and potential game opportunities
4. Works with Baseball Alberta's Female Athlete Director to develop opportunities for female athletes and baseball in Alberta.
5. Supports division directors and coaches at both the "A" and "AA" levels
6. Assists the Special Events Coordinator with organizing the annual BBQ
7. Voting member

Rally Cap (7U) 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 9U Director and distributes them to each team
5. Provided with LMBA RAMP registration site password for the Rally Cap division only
6. Assists the Special Events Coordinator with organizing the annual BBQ
7. Voting member

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) alongside the Community 'A' 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 9U only
8. Assists the Special Events Coordinator with organizing the annual BBQ
9. Voting member



11U 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 11U division only
10. Assists the Special Events Coordinator with organizing the annual BBQ
11. Voting member

13U 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 13U division only
10. Assists the Special Events Coordinator with organizing the annual BBQ
11. Voting member

15U 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 15U division only
10. Assists the Special Events Coordinator with organizing the annual BBQ
11. Voting member



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

18U 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 18U division only
10. Assists the Special Events Coordinator with organizing the annual BBQ
11. Voting member