* Point of contact for any managers with Leduc Lacrosse Club
* Provide Orientation to Team Managers at start of season
* Responsible for making sure all paperwork including but not limited to record checks, child intervention checks are complete, current and up to date for all team managers
* Be the Liaison between the board and the teams
* Responsible for ensuring the teams are ensuring all activities are board approved, such as fundraising, tournaments ect
* Keep a list of all managers and email communications from the board as required
* Responsible for checking the [managers.leduccrush@gmail.com](mailto:managers.leduccrush@gmail.com) and return emails and inquiries in a timely manner.
* Attend all board meetings
* Follow the Code of Conduct and Ethics

By signing this document you are agreeing to fulfill these commitments for the duration of the 2026 season. In addition, please note that if the majority of the board agrees that you are not fulfilling your responsibilities you may be asked to step down.

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Signed Name Printed Name

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Date Director of Managers Signature