



# ***ACTION BULLETIN***

**Bulletin #:** A-2023-016

**Date:** July 25, 2023

**To:** District 7 Minor Associations and Coaches

**From:** Barry Petrachenko  
Executive Director

**Copies:** Board of Directors, Softball BC Staff

**Subject:** Call for Nominations – District 7 Minor Coordinator

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The position of District 7 Minor Coordinator is vacant due to the resignation of Jeff Snowdon and this vacancy requires a District election to fill the position until the 2024 Annual General Meeting. Individuals interested in serving in the role may identify themselves via the following nomination form:

[Nomination - District Coordinator and UIC](#)

Please note that nominations are due by August 31, 2023. If multiple nominations are received an election will be conducted per Softball BC Special Operating Rule 18.1.9.

A Minor District Coordinator job description is attached for reference.

Please contact me if you have any questions regarding this notice or this procedure.





## MINOR COORDINATOR

### Job Description

#### The duties of a Softball BC Minor Coordinator include:

- 1) Promote and encourage the game of softball in your district.
- 2) Promote and encourage membership in Softball BC in your district.
- 3) Represent Softball BC in your district and the district to Softball BC, and to abide by the rules as set out in the Softball BC Constitution and Special Operating Rules Handbook (and any amendments posted online at [www.softball.bc.ca](http://www.softball.bc.ca).)
- 4) Ensure that all teams are registered in the correct category and classification within your district to the best of your ability.
- 5) Be available as a district representative for part of each month during the year and establish a time schedule of availability during critical times. [Schedule and host district meetings on a regular basis with your associations to communicate and share information.](#) These meetings could be in person or virtual.
- 6) Assist any team in your district to find adequate competition.
- 7) Attend all Minor Advisory Council Meetings, Annual General Meetings and Extra-Ordinary Special Meetings as a voting delegate.
- 8) Submit a written report 40 days prior to the AGM outlining the past years events to be included in the pre-AGM brochure.
- 9) Submit an expense form for expenses incurred in administering your district, with receipts attached to the Softball BC office to later than September 30<sup>th</sup>
- 10) Submit an operational budget by November 30<sup>th</sup> to the Softball BC office for the following year.
- 11) Distribute the Softball BC Constitution and Operating Rules Handbook (the Handbook) to all teams in your district.
- 12) Set deadlines for associations in your district to have all registrations uploaded to the Softball BC registration website and approve all minor registrations by the registration deadlines as detailed in the Handbook. When approving teams, check for appropriately aged players, number of players and coaches as well as appropriate NCCP training/certification as required.
- 13) Report to the Minor Director any dispute over the movement of players or any other serious issues that may arise.
- 14) Conduct investigations for issues in your district that cannot be solved by the local association(s).





- 15) Assess Pro Tem suspensions where necessary in conjunction with the district UIC.
- 16) Make recommendations to the Minor Director for discipline of players and/or coaches for breaches of Softball BC rules.
- 17) Work with presidents of associations in your district to determine location and dates for the District Qualifiers (Playdowns). Provide details to the District U.I.C. (See article 7.5 (Minor Girls) and Article 8.3 (Minor Boys) in the Softball BC Constitution and Special Operating Rules Handbook.)
- 18) Ensure that all teams attending District Qualifiers (Playdowns) intend to participate in the Provincial Championship should they be given a spot in the Championship. If a team has no intention of going to the Provincial, then they cannot participate in the Qualifier.
- 19) Provide a list of the teams that are successful in earning a spot in the Provincial Championships to the Softball BC office immediately after the District Qualifier.
- 20) Ensure that the entrance fee from their respective team(s) is submitted to the Softball BC office 10 days prior to the Championship Tournament, along with the winning team's name, category, classification, coach's name, address and phone number(s).
- 21) During District Qualifiers provide Softball BC Operating Rules and Constitution interpretation to teams who do not abide by the above during league play.
- 22) Approve Minor players and/or teams to play in Men's and Women's as required and approve/deny Provincial Pick-ups per Softball BC Special Operating Rules
- 23) Act as the Softball BC Representative at minor Provincial Championships in your District if available and you are requested to do so.
- 24) Work with the Minor Director and/or Executive Director of Softball BC on various projects (such as cohorts, etc.) if requested.
- 25) Appoint a representative in his/her place when leaving the district for any reason including holidays, sickness, etc. and notify the Minor Director and SBBC office of such replacement.

