

Currently reads as:

Section H: MANAGEMENT OF THE ASSOCIATION

The Executive shall manage the business and affairs of the Association in accordance to the Constitution, By-Laws and Policy Manual of the Association.

EXECUTIVE BOARD:

The Executive shall consist of elected members, The Elected Members shall be:

- President (co-Presidents)
- Vice President
- Vice President
- Treasurer
- Secretary
- Immediate Past President (non-voting)
- Registrar
- Field Coordinator
- Managers Coordinator
- Coaches Coordinator
- Cheerleading Coordinator
- Fundraising Coordinator
- Concession Manager
- Equipment Manager
- Promotions

Change to:

Section H: MANAGEMENT OF THE ASSOCIATION

The Executive shall manage the business and affairs of the Association in accordance to the Constitution, By-Laws and Policy Manual of the Association.

EXECUTIVE BOARD:

The Executive shall consist of elected members, The Elected Members shall be:

- President (co-Presidents)
- Vice President- Operations
- Vice President – Field Operations
- Treasurer
- Secretary
- Immediate Past President (non-voting)
- Director of Registration
- Director of Managers
- Director of Coaching
- Director of Cheerleading
- Director of Fundraising

- Director of Concession
 - Director of Equipment
 - Director of Media
 - Director of Trainers
 - Director of Special Events
-

Currently reads as:

Section H: MANAGEMENT OF THE ASSOCIATION

Subsection Meetings

- b) Executive Meetings shall be held every month on the second Wednesday at a time and place designated by the Executive throughout each playing season.

Change to:

Section H: MANAGEMENT OF THE ASSOCIATION

Subsection Meetings

- b) Board Meetings shall be held each month at a time and place designated by the Board throughout each playing season.
 - c) Each director shall provide written reports for their area of responsibility to the Vice President of their Directorship a minimum of 1 week prior to Board meeting.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

PRESIDENT (co-Presidents)

- a) Shall have the responsibility to conduct the day-to-day business of the Association with the framework of the Association, Constitution and By-Laws.
- b) Shall supervise the other Board of Directors in the execution of their duties and shall be responsible for calling and chairing meetings of the Executive Board.
- c) Shall represent LMFA at all VMFL meetings
- d) Can be elected only after serving a minimum of one year on the executive in any capacity.

Change to:

Section I: BOARD OF DIRECTORS

PRESIDENT (co-Presidents)

- a) Shall have the responsibility to conduct the day-to-day business of the Association with the framework of the Association, Constitution and By-Laws.
- b) Shall supervise the other Board of Directors in the execution of their duties and shall be responsible for calling and chairing meetings of the Executive Board.
- c) Shall represent LMFA at all VMFL meetings
- d) Shall represent LMFA at all LOSAC meetings.(Langley Outdoor Sports Advisory Committee)
- e) Shall maintain healthy working relationships with both City of Langley & Township of Langley Staff.
- f) Shall fulfill the duties of President as required by VMFL, BCCFA & Football BC.
- g) Responsible for booking all required association fields or venues.

- h) Can be elected only after serving a minimum of one year on the executive in any capacity.
 - i) May not be a coach on an Association team.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

1st VICE PRESIDENT

- a) Shall assist the President
- b) Shall act as President in his/her absence
- c) Responsible for reporting activities of the association to respective volunteers, and for providing guidance and support to those volunteers.

Change to:

VICE PRESIDENT OPERATIONS

- a) Shall assist the President
 - b) Shall act as President in his/her absence
 - c) Shall assist the Vice President, Field Operations.
 - d) Shall be responsible for operations, training, monitoring and reports pertaining to but not limited to:
 - 1) Director of Registration
 - 2) Director of Managers
 - 3) Director of Fundraising
 - 4) Director of Cheerleading
 - 5) Director of Concession
 - 6) Director of Media
 - e) Shall be responsible for Directors reports & ensure reports are submitted.
 - f) Shall forward each report to Secretary prior to each Board meeting.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

2nd VICE PRESIDENT

- a) Shall assist the 1st Vice President
- b) Shall act as 1st Vice President in his/her absence
- c) Responsible for Maintaining communication with the local papers and coordinates the information on the LMFA Website.

Change to:

Section I: BOARD OF DIRECTORS

VICE PRESIDENT FIELD OPERATIONS

- a) Shall assist the Vice President. Operations
- b) Shall act as Vice President, Operations in his/her absence

- c) Shall be a member of Coaches Committee & attend all Committee meetings.
 - d) Shall be responsible for operations, training, monitoring and reports pertaining to but not limited to:
 - 1) Director of Coaching
 - 2) Director of Trainers
 - 3) Director of Equipment
 - 4) Director of Special Events
 - 5) Director of Media
 - e) Shall be responsible for Directors reports and ensure reports are submitted
 - f) Shall forward each report to Secretary prior to each Board meeting.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

SECRETARY

- a) Shall take minutes at all meetings of the Executive Board and at the Annual General Meeting.
- b) Shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members-at-large-informed of the activities of the Association

Change to:

Section I: BOARD OF DIRECTORS

SECRETARY

- a) Shall take minutes at all meetings of the Board and at the Annual General Meeting.
 - b) Shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members-at-large-informed of the activities of the Association
 - c) Shall be responsible to ensure all Directors reports are in and distributed to all Board Members prior to each Board meeting.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

REGISTRAR

- a) Shall be responsible for the proper registration of all players in the Association.
- b) Coordination of registration includes ordering of preprinted forms and selection of signup location and times, signage and or advertising of registration dates and time.
- c) Works with the treasurer and turns over all registration fees collected.
- d) Shall provide report's as required
- e) Updates membership lists and provides mailing lists for the newsletter.

Change to:

Section I: BOARD OF DIRECTORS

DIRECTOR OF REGISTRATION

- a) Shall be responsible for the proper registration of all players in the Association.
- b) Coordination of registration includes ordering of preprinted forms and selection of signup location and times, signage and or advertising of registration dates and time.
- c) Works with the treasurer and direct deposits to LMF account and provide required information and documentation to Association Treasurer.
- d) Shall provide weekly reports of the total number of players registered during registration season.
- e) Shall provide reports of returning players & teams played for from previous season.
- f) Shall ensure registration time & date of players is accurate for player distribution.
- g) Shall attend team draft/split meetings.

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- h) Updates membership lists and provides mailing lists for the newsletter for Secretary.
- i) Updates team lists weekly with registration payments, equipment deposits Birth Certificates & volunteer deposits
- j) Works with & shares all information with Director of Equipment during issue & return times.
- k) Shall be responsible to ensure all equipment deposits are received by the Association and where required returned at year end
- l) Shall prepare verified rosters as outlined by VMFL & shall attend verified roster meeting.
- m) Shall prepare verified & frozen rosters for distribution to team managers.
- n) Responsible for collection of NSF cheques.

Currently reads as:

Section I: BOARD OF DIRECTORS

FIELD COORDINATOR

- a) Oversees all field setup for games and practices.
- b) Obtains from the City and/or Township of Langley all field permits for games and practices.

c) Receives all reports from coaches, trainers, managers and Board of Directors of unsafe field conditions and reports them to the City of Langley.

Change to:

Delete-

- a) falls under team managers & team days (games) Equipment coordinator (practices)
 - b) falls under Presidents duties
 - c) falls under Presidents duties
-

Currently reads as:

Section I: BOARD OF DIRECTORS MANAGERS COORDINATOR

- a) Oversees the selection and appointments of all team managers.
- b) Hold regular meetings to inform team managers of up and coming events.

Change to:

Section I: BOARD OF DIRECTORS DIRECTOR OF MANAGERS

- a) Oversees the selection and appointments of all team managers.
 - b) Hold regular meetings to inform team managers of up and coming events.
 - c) Responsible to ensure Association information is sent out.
 - d) Responsible to ensure all managers emails to teams are copied to Director of Managers.
 - e) Responsible to ensure all team fundraising events are brought forth to the board for approval.
 - f) Responsible to ensure all team wrap up events & gifts are within LMF accepted standards.
 - g) Responsible to ensure all players, cheerleaders & staff names are correct in time for year end awards.
 - h) Responsible to ensure all team Volunteer positions are filled. (game commissioners, trainers)
 - i) Responsible to ensure Director of Coaching is informed of the level of Training required for each teams Trainer.
 - j) To assist in the coordination of 1st aid training with Director of Training and Director of Coaches.
-

Currently reads as:

Section I: BOARD OF DIRECTORS COACHES COORDINATOR

- a) Shall be responsible for obtaining, training and supervising all coaches in the Association.
- c) Will organize and participate in group coaching meetings.
- d) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
- e) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.

Change to:

Section I: BOARD OF DIRECTORS

DIRECTOR OF COACHING

- a) Shall be Chairperson of Coaches Committee.
 - b) Shall be responsible to ensure there are 5 members of the Coaches Committee
One committee member will be VP Field Operations
 - c) Shall be responsible for obtaining, training and supervising all coaches and trainers in the Association.
 - d) Will organize and participate in group coaching meetings.
 - e) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
 - f) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.
 - g) Shall ensure all coaching staff is trained and actively practicing LMF progression program.
 - h) Shall provide to Director of Registration all coaching staff information prior to season start and update at each change there after.
 - i) Shall be responsible to provide to the President the field equipment needs of the Association prior to budget meetings being commenced.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

CHEERLEADING COORDINATOR

- a) Shall be responsible for obtaining, training and supervising all cheerleading coaches in the Association.
- c) Will organize and participate in cheerleading group coaching meetings.
- d) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
- e) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.
- f) Shall be in attendance or have a person known to LMFA Executive at all cheerleading functions.

Change to:

Section I: BOARD OF DIRECTORS

DIRECTOR OF CHEERLEADING

- a) Shall be responsible for obtaining, training and supervising all cheerleading coaches in the Association.
- c) Will organize and participate in cheerleading group coaching meetings.
- d) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
- e) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.
- f) Shall be in attendance or have a person known to LMFA Executive at all cheerleading functions.
- g) Shall attend all VMFL cheerleading meeting & events & when required VMFL Presidents meetings.
- h) Shall be responsible for the duties of registration of Cheerleaders as outlined under Section I-Director of Registration

- i) Shall be responsible for the duties of cheer trainers as outlined under Section I-Director of Trainers
 - j) Shall be responsible for the duties of cheer managers as outlined under Section I – Director of Managers.
 - k) Shall be responsible for the duties of cheer equipment as outlined under Section I – Director of Equipment.
-

Currently reads as:

Section I: BOARD OF DIRECTORS FUNDRAISING COORDINATOR

- a) Shall be responsible for all fundraising by the Association.
- b) Shall turn over to the Treasurer all moneys collected

Change to:

Section I: BOARD OF DIRECTORS DIRECTOR OF FUNDRAISING

- a) Shall be responsible for all fundraising by the Association and attend all events.
 - b) Shall be responsible for all team fundraising events and accurate accounting of monies collected.
 - c) Works with the treasurer and direct deposits to LMF account and provide accurate accounting information and documentation to Association Treasurer.
-

Currently reads as:

Section I: BOARD OF DIRECTORS CONCESSION MANAGER

- a) Shall be responsible for overseeing all aspects of the concession.
- b) Shall be responsible for the receiving of all permits required to serve food at the concession.
- c) Shall have a minimum of a level 1 Food Safety Course certification.
- d) Shall arrange for the purchase of all food and supplies associated with the concession.
- e) Shall be required to submit for the approval of the Executive a complete menu and list of prices for which individual items are to be sold.

Change to:

Section I: BOARD OF DIRECTORS DIRECTOR OF CONCESSION

- a) Shall be responsible for overseeing all aspects of the concession.
- b) Shall be responsible for the receiving of all permits required to serve food at the concession.
- c) Shall have a minimum of a level 1 Food Safety Course certification.
- d) Shall arrange for the purchase of all food and supplies associated with the concession.
- e) Shall be required to submit for the approval of the Board a complete menu and list of prices for which individual items are to be sold.
- f) Works with the treasurer and direct deposits to LMF account and provide accurate accounting information and documentation to Association Treasurer.

- g) Ensures all volunteers in concession are trained in proper use of equipment and food safety.
 - h) Shall be responsible to provide to the President the concessions equipment needs prior to budget meetings being commenced.
 - i) May not be a coach on an Association team.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

EQUIPMENT MANAGER

- a) Responsible for the distribution at the beginning of the season and the collection at the end of the season of all equipment and uniforms.
- b) Report necessary purchases to the executive, is advised by coaches, coordinators etc. of any repairs required during and after the season, and arranges for repair or replacement.
- c) Arranges for off-season storage of equipment and uniforms and other equipment.

Change to:

Section I: BOARD OF DIRECTORS

DIRECTOR OF EQUIPMENT

- a) Responsible for player equipment inventory
 - b) Responsible for player equipment handout
 - c) Responsible for player equipment return
 - d) Responsible for Player inventory control
 - e) Shall be responsible to provide to the President the field equipment needs of the Association prior to budget meetings being commenced.
 - f) Shall work with Director of Registration to ensure accurate rosters.
 - g) May not be a coach on an Association team.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

PROMOTION COORDINATOR

- a) Shall be responsible for setting up all registration dates in coordination with the registrar.
- b) Shall be responsible for all advertisement of the Association.
- c) Shall coordinate with the coaching coordinator a spring skills camp.
- d) Arrange special events with local BC Junior Teams and/or BC Lions.

Change to:

Section I: BOARD OF DIRECTORS

DIRECTOR OF MEDIA

- a) Shall be responsible for setting up all registration dates in coordination with the registrar.
 - b) Shall be responsible for all advertisement of the Association.
 - c) Shall be responsible to ensure all teams have a game summary volunteer and the training there of.
 - d) Shall be responsible for the collection, editing and sending out of all teams game summary reports.
 - e) Shall be responsible for the LMF website & maintenance there of, or obtaining quotes for webmaster.
 - f) Shall actively pursue local and provincial media opportunities.
-

Currently reads as:

Section I: BOARD OF DIRECTORS

ADD TO POLICY

New Directorships:

DIRECTOR OF SPECIAL EVENTS

- a) Shall be responsible for all special events set up, volunteerism such as but not limited to Skills day, Golden Helmet Tournament, Picture day & playoff events hosted by the association.
- b) Shall be responsible for relaying all information to Director of Media to ensure accuracy and timely media releases.
- c) Shall prepare all scheduling for event(s).
- d) Shall prepare estimates of required needs for Director of Concession.
- e) Responsible for ensuring Fields or Facilities are booked as needed by President.

DIRECTOR(S) AT LARGE:

- a) Shall be elected to the board as Director within the Association.
 - b) Shall have no set responsibilities, but there to assist “Director(s) of” positions where needed.
 - c) Shall not have voting privileges at the board level.
-

Currently reads as:

Section J: FUNDRAISING

ASSOCIATION FUNDRAISING:

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.
- b) The type and extent of the fundraising shall be determined by the Board of Directors, based on the recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association

Change to:

ASSOCIATION FUNDRAISING:

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.

b) The type and extent of the fundraising shall be determined by the Board of Directors, based on the recommendations from the Director of Fundraising, to best suit the financial and philosophical needs of the Association

Currently reads as:

Section J: FUNDRAISING

TEAM FUNDRAISING:

- a) Team fundraising should meet the majority approval from the parents of the team and must be submitted to the LMFA Board of Directors for authorization..
- b) There shall be no conflict with fundraising efforts of the LMFA and if there is, the LMFA has priority.
- c) No team fundraising will take place in front of a liquor store or any establishment that sells alcohol.
- d) All team fundraising must be approved by the LMFA Fundraising Coordinator. All monies raised must be turned into the Treasurer. An accounting of all moneys raised and spent by the team shall be presented to the Managers Coordinator and the Fundraising Coordinator before the season ends with an explanation of how the remaining funds are to be used.

Change to:

Section J: FUNDRAISING

TEAM FUNDRAISING

- a) Team fundraising must pass the majority approval from the parents of the team and must be submitted to the Director of Fundraising for approval to submit to the Board of Directors.
- d) All team fundraising must be approved by the LMFA Board of Directors. All monies raised must be turned into the Treasurer with in 48 hours of receipt. An accounting of all moneys raised and spent by the team shall be presented to the Director of Fundraising & Director of Managers before the season ends with an explanation of how the remaining funds are to be used.
- e) Receipts for all purchases must be supplied to the treasure prior to completion of the season or within 48 hours after completion of event, or for year end wind ups, receipts must be supplied to treasurer by December 15th of the fiscal year.
- f) No parent of the association may collect monies from other parents or families of the association without direct written approval from the Board of Directors.
- g) The Parent(s) wishing to collect monies must obtain Director of Fundraising approval, who will bring to the Board of Directors for consideration.
- h) Team fundraising limit shall be set at \$75.00 per player/ cheerleader per year.