



2026 KMLA Annual General Meeting Elections – Executive Positions

OFFICERS

The six (6) Officers of the Association are elected for a two-year term: **President**, **1st Vice-President**, **2nd Vice-President**, **Treasurer**, **Secretary**, **Registrar**. (The Office of Past-President does not require election by the Membership). *Note:* No Member may hold more than one position as an Officer on the Executive Committee. The President, at their discretion, may also request an Officer to serve in a Director role. Where a person occupies both an Officer and one or more Director roles, they will be entitled to a maximum of two (2) votes on the Executive Committee.

PRESIDENT	2 Yr Term
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Current Status: *POSITION OPEN – 1-Year Term Remaining – Vacant*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The President shall preside at all meetings of the Association and when attendance is not possible, direct either the 1st Vice President or 2nd Vice President as to the business priorities of the Association;
- II. The President is responsible for providing vision, leadership, and sound governance for all aspects of the Association in pursuit of its mission;
- III. The President will champion ethical behavior, open communication, and fact-based decision-making, and work to sustain high morale within the Executive Committee and the Membership as a whole;
- IV. The President shall represent the Association at meetings of both TOMBLC and Pacific Sport BC Kelowna;
- V. The President shall have the power and discretion to suspend indefinitely any team of players, any Regular Member, any player, any team official, any coach, any parent, or any referee for misconduct or conduct unbecoming a Regular Member of the Association, in the opinion of the President; for use of abusive language, or for breach of the Rules or Regulations set down by BCLA, TOMBLC or IFLC or by the Executive Committee from time to time, for breach of the spirit and intent of the Constitution of the Association, for breach of any By-law of the Association, or for breach of any announced Policy, Procedure or Guideline of the Association, until the event or incident has been reviewed and determined by the Discipline Committee;
- VI. The President shall appoint Chairpersons for unfilled Committee roles (Discipline Committee, Appeals Committee, Coaches Selection Committee);
- VII. The President shall be the Chair of the Life Membership Committee.

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1ST VICE PRESIDENT

2 Yr Term

Current Status: *Filled - R. Blanchard ending first year of two-year term*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The 1st Vice-President shall be the chair of the Finance Committee; ii) The 1st Vice-President shall assist the President in the performance of the President's duties, per the directions given by the President;
- II. The 1st Vice-President shall, in the absence of the President, perform the duties of the President;
- III. The 1st Vice-President shall be a member of the Discipline Committee; v) The 1st Vice-President shall attend the TOMBLC regular and other duly called meetings;
- IV. The 1st Vice-President shall attend Pacific Sport BC Kelowna meetings regular and other duly called meetings;
- V. Without limiting the foregoing, the 1st Vice-President shall perform such other duties as may be assigned to the 1st Vice-President by the President.

2ND VICE PRESIDENT

2 Yr Term

Current Status: *POSITION OPEN - Term Completed – A. Zumbo*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The 2nd Vice-President shall act as chair of all meetings of the Appeals Committee;
- II. The 2nd Vice-President shall be a member of the Finance Committee;
- III. The 2nd Vice-President shall, in the absence of the President and the 1st Vice-President perform the duties of the President;
- IV. The 2nd Vice-President shall attend Pacific Sport BC Kelowna meetings regular and other duly called meetings;
- V. The 2nd Vice-President shall attend TOMBLC meetings, regular and other duly called meetings;
- VI. Without limiting the foregoing, the 2nd Vice-President shall perform such other duties as may be assigned to the 2nd Vice-President, by the President.

TREASURER

2 Yr Term

Current Status: *POSITION OPEN - Term Completed - N. Jones*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The Treasurer shall maintain the financial transactions and the records of the same for the

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Association;

- II. The Treasurer shall provide the *Executive Committee* with a verbal or written financial report at each regularly scheduled *Executive Committee* meeting, presented in person;
- III. The Treasurer shall present to the Membership of the Association at each Annual General Meeting a financial report representative of the accounts of the Association, as of August 31 and shall present to the Membership an audited financial statement as required by the Bylaws;
- IV. Upon expiration of the duly elected or appointed term, resignation, or expulsion an audited financial report representative of the accounts of the Association as of July 31, shall be presented to the Membership, for their approval, at the subsequent Annual General Meeting;
- V. The Treasurer shall serve on the Finance Committee which will be chaired by the 1st Vice-President;
- VI. Without limiting the foregoing, the Treasurer shall perform such other duties as may be assigned to the Treasurer, by the President.

SECRETARY

2 Yr Term

Current Status: *POSITION OPEN - Term Completed - N. Fuglestveit*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The Secretary shall maintain a full and complete record of all meetings, as required by the President;
- II. The Secretary shall be responsible for all correspondence and related duties;
- III. The Secretary shall ensure all statements, lists or other reports are filed as required;
- IV. The Secretary shall maintain the Association in good standing with the Registrar of Companies; and
- V. Without limiting the foregoing, the Secretary shall perform such other duties as may be assigned to the Secretary, by the President.

REGISTRAR

2 Yr Term

Current Status: *Filled – C. Dobrich ending first year of two-year term*

Officer of the Association, and a member of the Executive Committee. Primary duties:

- I. The Registrar shall maintain permanent records of all registered players of the Association and of all annual registrations of players, coaches, and managers (i.e., maintain up to date accurate team lists);
- II. The Registrar shall register all players with BCLA, including filing paperwork related to player

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releases and play-down approvals by TOMBLC, and advise the Executive Committee of all key deadlines;

- III. Without limiting the foregoing, the Registrar shall perform such other duties as may be assigned to the Registrar, by the President.

DIRECTORS

The fourteen (14) Directors of the Association are elected for a one-year term. Every Director must therefore be re-elected at each AGM. The list below identifies vacant Director roles or positions for which the current Director has indicated they do not intend to stand for re-election. *Note:* The President, at their discretion, may request a Director to serve in more than one Director role. Where Director positions are merged, that person is entitled to only one vote on the Executive Committee. Where a person occupies both an Officer and one or more Director roles, they will be entitled to a maximum of two (2) votes on the Executive Committee.

HEAD COACH	1 Yr Term
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Current Status: *POSITION OPEN – Term Completed – C. Phillips*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Head Coach shall maintain effective lines of communication between the Coaches for the Association and the Coaches Association for BCLA (BCLCA), including the national Coaches Certification Program (NCCP);
- II. The Head Coach shall assume the duties of Chairperson of all meeting of the Coaches Selection Committee;
- III. The Head Coach shall recommend to the *Executive Committee* the appointment of coaches (head and assistant) and team officials based upon the recommendations of the Coaches Selection Committee. The *Executive Committee* will vote on these recommendations, and their decisions will be final;
- IV. The Head Coach shall coordinate and oversee the format and procedures used for player evaluations and player selection to the different teams, and direct Division Directors as to the specific nature of their role in implementing these evaluations;
- V. The Head Coach shall coordinate with the Scheduler to plan floor times needed to support evaluations and pre-season practices;
- VI. The Head Coach shall coordinate training programs and regular meetings for all coaches and team officials;
- VII. The Head Coach shall work with coaches to coordinate their participation in coaching certification clinics sponsored and promoted by BCLA;
- VIII. The Head Coach shall ensure all coaches have copies of BCLA and TOMBLC disciplinary

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guidelines in advance of the start of the regular season;

- IX. The Head Coach shall perform other duties as may be assigned by the President.

SCHEDULER

1 Yr Term

Current Status: *POSITION OPEN – Vacant*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Scheduler shall maintain effective lines of communication between City of Kelowna, District of Kelowna and surrounding district facility operators and schedulers;
- II. The Scheduler shall work proactively with other Schedulers in TOMLC and IFLC to schedule league games, play-off games, and tournament games for all Divisions, including rescheduling;
- III. The Scheduler shall coordinate Association practice schedule, including pre-season exhibition games, and other intra-Association games for all Divisions, including rescheduling;
- IV. The Scheduler shall work with the Head Coach to implement the pre-season evaluation schedule, and pre-season practice times for all Divisions;
- V. The Scheduler shall work with the Head Coach to prioritize and balance Division and team specific practice and game calendars to best minimize absentee rates and conflicts with tournament play, within reason;
- VI. The Scheduler shall perform all other duties as may be assigned by the President, from time to time.

TOURNAMENT COORDINATOR

1 Yr Term

Current Status: *POSITION OPEN – Term Completed – T. Faarup*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Tournament Coordinator shall lead the special event and tournament planning efforts for the Association;
- II. The Tournament Coordinator will ensure that tournament caliber, format and entry fees are confirmed with the President and Head Coach, and that tournament advertising is posted in advance of BCLA deadlines in January;
- III. The Tournament Coordinator will coordinate with the Scheduler to secure facility time;
- IV. The Tournament Coordinator shall form a Tournament Organizing Committee for each major tournament, and act as the Chair of each of these Committees;
- V. The Tournament Coordinator will present a written Tournament recommendation plan to the Executive Committee by December 31st of each year. The Executive Committee will guide the scope and implementation of said plan(s);

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- VI. The Tournament Coordinator will work with the Director of Sponsorship to identify sponsorship for Tournaments events sanctioned by the Association;
- VII. The Tournament Coordinator shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Policies, Procedures and Guidelines governing use of Association funds (e.g., expenditures that require an authorizing vote by the Executive Committee); and
- VIII. Without limiting the foregoing, the Tournament Coordinator shall perform such other duties as may be assigned by the President.

FIELD LACROSSE COORDINATOR

1 Yr Term

Current Status: *POSITION OPEN – Term Completed – A. Scott*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Field Lacrosse Coordinator shall be responsible to arrange the ongoings for field lacrosse inside Association boundaries;
- II. The Field Lacrosse Coordinator shall attend all IFLC meetings;
- III. Without limiting the foregoing, the Scheduler, Referee-in-Chief, Referee Allocator and Equipment Manager shall perform duties consistent with their role that support the game of Field Lacrosse and perform other functions as may be requested by the President and the Field Lacrosse Coordinator.

SPONSORSHIP DIRECTOR

1 Yr Term

Current Status: *POSITION OPEN – Term Completed – B. Kirschner*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Director of Sponsorship (“DOS”) shall lead the sponsorship efforts for the Association;
- II. The DOS will coordinate with the Treasurer to ascertain actual past sponsor financial and in-kind donations;
- III. The DOS will present a written Sponsorship plan to the Executive Committee by December 31 of each year, including an assessment of expected sponsors, sponsorship revenues, uncertainties, and timing of these revenues. The Executive Committee will guide the scope and implementation of said plans;
- IV. The DOS will work with the Director of Player Recruitment, Public Relations/Publicity to identify possible sponsorship for any major Player Recruitment events;
- V. The DOS shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Policies, Procedures and Guidelines governing use of Association funds (e.g., expenditures that require an authorizing vote by the Executive Committee); and

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- VI. Without limiting the foregoing, the DOS shall perform such other duties as may be assigned by the President.

EQUIPMENT MANAGER

1 Yr Term

Current Status: *POSITION OPEN – Term Completed – M. Gordon*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Equipment Manager shall efficiently distribute, maintain and collect all equipment and supplies owned by the Association;
- II. The Equipment Manager shall present an accurate inventory of all equipment and supplies of the Association at any time so requested by the President and at least once no later than December 31, of each year;
- III. The Equipment Manager shall prepare a proposal for purchase and repair of equipment and supplies to the Finance Committee for budget purposes, at any time so requested by the President and at least once no later than January 31, of each year;
- IV. The Equipment Manager shall purchase equipment and supplies as approved and directed by the *Executive Committee* who shall be bound to restrict such purchases up to the amount budgeted by the Finance Committee;
- V. The Equipment Manager shall perform such other duties as may be assigned by the President, from time to time.

HEAD REFEREE

1 Yr Term

Current Status: *POSITION OPEN - Vacant*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Head Referee shall maintain effective lines of communication between the Association Referees, the Association, BCLA and BCLOA;
- II. The Head Referee shall coordinate training programs and regular meetings for all referees;
- III. The Head Referee shall ensure the role of TOMBLC Commissioners in ruling on suspensions;
- IV. The Head Referee shall ensure all referees have phone numbers for TOMBLC and a list of examples of when it is appropriate to contact TOMBLC Commissioners;
- V. The Head Referee shall ensure that Association referees understand how to complete on-line game reports and provide said reports with adequate detail to be of value to TOMBLC Commissioners;
- VI. The Head Referee shall be a member of the Discipline Committee;

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- VII. The Head Referee shall periodically check-in with TOMBLC Commissioners to determine what issues surround league officiating, and bring this information back to the Association referees, Head Coach and *Executive Committee*;
- VIII. The Head Referee shall appoint Assignors to assign referees for all games authorized by the Association;
- IX. The Head Referee shall assist in training and guiding timekeepers in the performance of their duties including arranging training programs if necessary to maintain a high degree of competence in the field of timekeeping;
- X. The Head Referee shall implement an efficient system that ensures game sheets reach TOMBLC Commissioners and the Zone Director within 72 hours of completion of any game. Where a major/match penalty is assessed, the Referee-in-Chief will ensure that a digital photo of the paper game sheet is taken, and delivered to the appropriate TOMBLC Commissioner, Association President and to all members of the Discipline Committee;
- XI. The Head Referee shall coordinate and oversee implementation of procedures that lead to timely payment of Association referees by the Treasurer; and
- XII. The Head Referees shall perform all other duties as may be assigned by the President from time to time.

REFEREE ALLOCATOR

1 Yr Term

Current Status: *POSITION OPEN – Term Completed - S. Moll*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Referee Allocator shall maintain up to date, accurate lists of Association referees, and govern equitable assignment of referees to home games and tournament games authorized by TOMBLC and the Association, pursuant guidelines provided by the Referee-in-Chief, and other Policies, Procedures and Guidelines of the Association and its affiliates;
- II. The Referee Allocator shall serve as the front-line point of contact to staff games, including finding replacement referees when there are cancellations;
- III. The Referee Allocator shall immediately inform the Referee-in-Chief of any complaints related to delays or unpaid referee fees;
- IV. The Referee Allocator shall perform other duties as may be assigned by the Referee-in-Chief from time to time; and
- V. Shall perform all other duties as may be assigned by the President from time to time.

RECRUITMENT & PR

1 Yr Term

Current Status: *POSITION OPEN – Term Completed – A. Badry*

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Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Director of Player Recruitment, Public Relations/ Publicity (DPRP) shall lead the player recruitment and public relations efforts for the Association;
- II. The DPRP will coordinate closely with the Registrar on past player lists, and actively assist the Registrar in delivering information to the Membership on upcoming Registration details and deadlines well in advance of the start of the pre-season;
- III. The DPRP will present a written Player Recruitment, Public Relations/ Publicity plan to the *Executive Committee* by December 31 of each year, including a proposed budget. The *Executive Committee* will guide the scope and implementation of said plans;
- IV. The DPRP shall maintain a liaison with local media representatives;
- V. The DPRP shall maintain close contact with Coaches and Division Managers to support timely follow up recruiting potential new players to naturally fall inside the Association's boundaries;
- VI. The DPRP shall maintain a social calendar for the Association and report on all team fundraising activities within the boundaries of the Association;
- VII. The DPRP shall coordinate special events, and without limiting the foregoing, shall coordinate the annual dance-mixer social event for the Association and such other events as may be decided upon by the *Executive Committee*, from time to time;
- VIII. The DPRP shall arrange for all awards, scholarships and awards, and scholarship ceremonies, including any gifts to be presented by the President on behalf of the Association, along with the relevant historical background for each award, scholarship and gift to be presented;
- IX. The DPRP shall obtain advance approval from the Treasurer before committing Association funds, subject to the normal Policies, Procedures and Guidelines governing use of Association funds (e.g., expenditures that require an authorizing vote by the *Executive Committee*); and
- X. Without limiting the foregoing, the DPRP shall perform all other duties as may be assigned by the President.

FEMALE COORDINATOR

1 Yr Term

Current Status: *POSITION OPEN - Term Completed – M. Bennett*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. The Female Lacrosse Coordinator shall be responsible to coordinate with the Interior BC Female Lacrosse Coordinator for female only programs offered within the Zone;
- II. Shall coordinate with the scheduler as required to support the Female Only offered programs;
- III. Shall be the main point of contact for other associations within the Zone for Female Lacrosse Programs;
- IV. Shall perform such other duties as may be assigned by the President, from time to time.

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APPAREL COORDINATOR

1 Yr Term

Current Status: *POSITION OPEN - Term Completed – J. Singleton-Mulligan*

Director of the Association, and a member of the Executive Committee. Primary duties:

- I. Shall efficiently manage and distribute all apparel orders and stock owned by or managed through the association;
- II. Shall serve as the front-line point of contact for team managers to use for distribution of player shorts and equipment;
- III. Shall perform such other duties as may be assigned by the President, from time to time.

DIVISION MANAGERS

1 Yr Term

Director of the Association, and a member of the Executive Committee. Division Managers are the key to balancing our Association's administrative workload, improving lines of communications, and thus realizing smooth delivery of our programs. Without Division Manager's excessive workload is transferred to the Head Coach, President & others leading to inevitable bottlenecks in communications and other critical information flows. Division Manager's work closely with and receive direction & support from the Head Coach, Equipment Manager, Scheduler, President, and others on the Executive Committee to effectively communicate with Coaches, parents, and players in their division. As a 'help line,' they also act as the primary conduit to identify and communicate the needs of each Division back to the KMLA Executive. This is an excellent entry-level administrative role for new volunteers interested in supporting KMLA. (*Note: Assistant and Head Coaches of a team are not eligible to participate as a Division Manager in the same division in which they are coaching. Team Managers are not eligible to participate as a Division Manager in the same division in which they are a Team Manager.*)

Primary duties:

- I. Coordinate with and assist the Head Coach in the implementation of tryouts for representative teams for the Association within their division within the time prescribed by the *Executive Committee*;
- II. Coordinate a fair and equitable player draft where and when required within their division;
- III. Supervise and administrate the activities of all teams in their divisions;
- IV. Serve on the Coaches Selection Committee, for their respective division;
- V. Serve on the Discipline Committee, for their respective division;
- VI. Perform all other duties as assigned by the Head Coach, sometimes.
- VII. Perform all other duties as may be assigned by the President, from time to time.

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U7/U9

1 Yr Term

Current Status: *POSITION OPEN - Vacant*

U11

1 Yr Term

Current Status: *POSITION OPEN - Term completed – A. Monahan*

U13

1 Yr Term

Current Status: *POSITION OPEN – Vacant*

U15

1 Yr Term

Current Status: *POSITION OPEN – Vacant*

U17

1 Yr Term

Current Status: *POSITION OPEN - Vacant*

Names of any people who are interested in running for one of the above positions to the attention of KMLA Secretary – E-Mail:

secretary@kelownalacrosse.ca

Positions must be accepted in person at the AGM or provide written confirmation ahead of prior to the AGM of intended acceptance pending successful election if absent from the AGM.