



# Board of Directors Meeting

March 28 & 29, 2026

## Minutes



### In Attendance

- Rachel Allan, President
- Kevin Langley, Vice-President
- Darcy MacKenzie, Treasurer
- Rick Benson, Director
- Jack Hawes, Director
- Lavaughn Larson, Director
- Darren Simpson, Director
- Diane St-Denis, Executive Director
- Shaquille Gilbert, Umpires & Championships Director
- Kelli Tibbles, Member Services & Communications Manager

### 1. Call to Order

#### 1.01 Territorial Acknowledgement & Opening Remarks

R. Allan called the meeting to order at 9:35 a.m. and provided a brief territorial acknowledgement.

#### 1.02 Approval of agenda

**Moved by J. Hawes, seconded by D. Simpson, to approve the agenda with the following additions**

**4.04. SORs for review**

**4.05. [Future of Sport in Canada Commission Final Report](#) and [Call to Action](#)**

**CARRIED UNANIMOUSLY**

#### 1.03 Approval of the minutes

**Moved by D. MacKenzie, seconded by L. Larson, to approve the minutes of Feb 24, 2026.**  
**CARRIED UNANIMOUSLY**

#### 1.04 Email Votes

Outcome of the February 27, 2026, email vote.

**Motion: To approve the Richmond Softball Association as the host for the U11C Celebrations of Softball - Region 2 (Districts 4,5,6,15) @ Steveston London Park & McNair Park on June 26-28.**  
**Carried (6-0-1) Simpson abstained**

#### 1.05 Business arising from the last meeting

Business arising from the last meeting has been added to the agenda below.

### 2. Board Business

#### 2.01 Committee Updates



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a. Finance & HR Committee

i. Projections to Year End

D. St-Denis provided a Financial Report as of Feb 28, 2026. Current projections show a surplus of \$43,174 at year-end. Staffing (vacancies) and Championships (cancellations) were the primary contributors to the projected surplus. The Director position will have been vacant for approximately 6 months - a saving of \$35,000. Surplus funds have been allocated to invest in branding materials for our Regional and Provincial Championships and to increase Softball BC's visibility at our own events. Pending our final year-end report, St-Denis recommended that the Board consider moving some funds into the Board Designated Reserve Fund, as was done at the end of last fiscal year.

ii. 2026-2027 Budget

D. St-Denis spoke to the budget that was reviewed by the Finance and HR Committee. She noted that the budget shows a \$7,170 deficit that will most likely be addressed by event cancellations the Board would be discussing at this meeting.

R. Benson questioned the allocation of funds to high-performance programs (Canada Summer Games and BC Summer Games). He requested more investment in the Player Development/GrassRoots area, such as funding for programs such as the CanPitch Program, Grass Root Clinics, and Learn to Play Resources.

Discussion ensued—no clear directive was provided to the staff or the Finance Committee on changes to the budget.

**ACTION:** ED to develop a 4-year budget that would match a 4-year operating plan that links each item to the budget.

iii. Review Terms of Reference for Reserve Funds

- Board Designated Reserve Fund

The Board had already approved the Board Designated Reserve Fund. It was included to remind the Board of the four existing reserve funds.

- Umpire Development Fund & Committee ToFR

Directors were concerned that the activities listed in the fund are not focused on supporting the development of umpires. The Board agreed that the rewrite should reflect the following:

- Initiatives or projects that support umpire training at the district or community level
- Individual funding for training development opportunity (for example:



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- attending Blues Conference or an international symposium)
- Clarify who can submit (not just umpires)
- Create an application process that mirrors the concept used by the Minor Development Funds (aka the Windows)
- Add an election process for UIC similar to the MDF's.
- Marry the Committee Terms of Reference with the Terms of Usage document, as they should always be looked at together.

**ACTION:** ED to draft a re-write for the next meeting. Committee terms of reference to be added to the terms of usage document to form one document.

- Minor Development Fund & Committee ToFR  
Directors agreed to review the document once it included the new application windows discussed at the committee's last meeting, and the clause of filing a vacancy was edited to reflect the use of an election.

**ACTION:** ED to draft a re-write for the next meeting. Committee terms of reference to be added to the terms of usage document to form one document.

- Gordon Gordon McDonald/Margo and Dorene Thoms Fund  
The Board would like staff to confirm with the PUIC on how they are engaging the committee in the voting and edit to reflect that practice.

**ACTION:** ED to draft a re-write for the next meeting.  
ED to post ALL the Terms of Usage of each Fund to the website once they are finalized.

### b. Governance Committee

#### i. Outcome of March 11th EGM

- Board Election Rotation  
Directors reviewed the chart developed by staff for the upcoming AGM to guide the election cycle to three elected positions at each AGM, barring any resignations from the Board.

**Moved by K. Langley, seconded by D. MacKenzie, to approve the election cycle as proposed (Appendix A). CARRIED UNANIMOUSLY**

**ACTION:** ED to ensure communication is clear as to why there will be two one-year terms vs three-year terms in the 2026 election. Including the chart in the communication may be beneficial.



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ii. Committee terms of reference

- Umpire Advisory Council
  - Remove the reference to guidance on championships and replace it with guidance on umpire selection for championships.
  - Meeting to be changed to no fewer than three per year - post, season, fall/winter and spring)
  - Remove per-person reference
  - Remove the maximum number of meetings.

**ACTION:** ED to draft a re-write for the next meeting.

- Provincial Officials Development Committee
  - The Board would like feedback from the Umpire Advisory Council on the PODC Terms of Reference.
  - The Board requested the President to speak with the PUIC about the above recommendation.

**ACTION:** Staff to work with the PUIC on securing feedback on the PODC Terms of Reference.

- Awards Committee  
**Moved by J. Hawes, seconded by D. Simpson, to approve the terms of reference for the Awards Committee (Appendix B).**  
**CARRIED UNANIMOUSLY**
- Hall of Fame Committee  
**Moved by J. Hawes, seconded by K. Langley, to approve the terms of reference for the Hall of Fame Committee (Appendix C).**  
**CARRIED UNANIMOUSLY**
- Coaching Development Committee  
**Moved by R. Benson, seconded by L. Larson, to approve the terms of reference for the Coaching Development Committee (Appendix D).**  
**CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by L. Larson, for the ED to adjust all terms of reference to read that ex officio members (President and ED) do not have a vote and to reflect language that allows the ED to appoint a designate in their place. CARRIED UNANIMOUSLY**



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**ACTION:** ED to bring ALL terms of reference back at the next meeting for one final review.

iii. Minor Advisory Council ToFR

R. Allan spoke to the feedback she received from a member of the Minor Advisory Council, citing two areas of concern with the new terms of reference: (i) Clarification needed as to when a motion has been defeated; and (ii) Allowance of proxy votes.

While the Board believes the new editing cycle for SORs included in the recently approved terms of reference will avoid the delays encountered this past season, they are directing staff to develop, for review by the Governance Committee, a decision-making flow chart on motions for councils to use.

**Moved by K. Langley, seconded by D. Simpson, to have the Governance Committee (i) develop a flow chart to guide councils as it pertains to handling motions; and (ii) review the use of proxies on councils in light of bylaw 3.10, which allows for the appointment of a temporary replacement (with conditions). CARRIED UNANIMOUSLY**

c. Nomination Committee

Staff will be advertising for volunteers to serve on the nominations committee to begin the recruitment process in May. Directors are asked to share their recommendations.

d. Minor Advisory Council

The Board discussed the need to change the meeting format. D. Simpson will meet with the Chair to discuss a few recommendations. The work assigned to the Governance Committee will also help clarify the voting procedure.

Directors discussed the weighted vote approach used by the Minor Advisory Council—no direction or outcome on this item.

R. Allan thanked the directors who attended the townhall meeting on the Rep Tryout Proposal held on March 25th. She noted the presence of new faces on the call and the engaging conversation. D. St-Denis confirmed that the next steps will be for the group to report back to the Minor Advisory Council. The report will be available to the Board for its next meeting.

e. Minor Development Fund Committee

The Minor Development Fund Committee submitted a proposal for the next disbursement cycle.



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Moved by L. Larson, seconded by J. Hawes, to approve the MDF Committee's disbursement plan for \$12,750 for new initiatives AND a carry forward of \$3,000 from the last disbursement cycle to assist Zone 7 and 8 with pre BC Summer Games costs. **CARRIED UNANIMOUSLY**

f. Men's & Women's Advisory Council

Moved by D. MacKenzie, seconded by D. Simpson, to approve the addition of 10.4.6 to the SORs as follows:

10.4.6 (Women) - In the case of a pregnant participant, the player or coach must provide a doctor's note before competing to be added to their registration profile, confirming medical clearance to participate, which also serves as acknowledgment of the risk associated with participation.

**CARRIED UNANIMOUSLY**

Action: The ED to bring this motion to the attention of the Minor Advisory Council for discussion, as it could apply to some age groups.

Moved by L. Larson, seconded by R. Allan, to amend SOR 10.4.2 as follows:

10.4.2 - Any team placing 1st, 2nd or 3rd in a Provincial Championship in the previous year, and having **eight (8) six (6)** or more players returning to the team, will move up one (1) classification. The definition of **eight (8) six (6)** or more returning players shall include all players registered on the team, and any pick-ups used by the team at the previous Provincial Championship.

**\*\*Exception- Intermediate A will move up one classification after placing 1st at their Provincial Championship with at least **8 (eight) six (6)** returning players, including pick-ups and roster players. CARRIED UNANIMOUSLY**

The promotion criteria (1st–3rd place) will remain in effect for the 2026 season. Members will be consulted regarding a first-place-only promotion model for potential implementation in 2027, with feedback to be reported at the September Men's & Women's Meeting.

g. Slo-Pitch Advisory Committee

The Committee is meeting on April 1st. Motions will be brought to the next Board meeting.

h. Umpire Advisory Council

Staff and Board Liaison both reported that, to their knowledge, no meetings had been held or are scheduled for the foreseeable future for either the Council or the PODC. The President was directed to meet with the PUIC regarding the revised Committee Terms of Reference, the need for meetings to take place, and the requirement that staff and the Board Liaison be present.



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The Board discussed the Assignr Pilot, specifically the decision-making, funding model, and communication plan. Staff indicated that they will draft communication to the PUIC and UAC regarding the proposed evaluation approach for the pilot at the end of the season. It would include, but is not limited to

- Securing feedback from those participating in the pilot on its impact on: (i) the quality of umpires they received, (ii) # of in-district vs out-of-district umpires used, (iii) # of cancelled games.
- Securing feedback from the umpires who participated in the pilot (in the system) on: (i) ease of use, (ii) out-of-district assignment.
- Secure rationale from those who did not participate in the pilot - the why.

Action: The ED to ensure an evaluation process is in place for the Assignr pilot.

i. Ad Hoc Committees

i. Awards Committees

With the Terms of Reference approved, staff will start recruiting volunteers to serve on the committee. One of the committee's first tasks will be to review the policy.

ii. Hall of Fame Committee

J. Dugger met with the Board via video link to discuss the following concerns from the Committee:

- Annual cap on the number of inductees in a given year;
- Removal of the coach and team category; and
- The exclusion of Danielle Lawrie and Alpha Sports from this year's inductee class.

R. Allan noted that the Board has no intention of removing the coach and team category and was unclear about how the committee reached that conclusion.

The Board discussed the committee's request to

- (i) Reconsider the annual cap of four (4) inductees; and
- (ii) Reconsider the inclusion of Danielle Lawrie and Alpha Sports in this year's inductee class.

**Moved by K. Langley, seconded by L. Larson, to add Danielle Lawrie to this year's inductee class. CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by D. Simpson, to add Alpha Sports to this year's inductee class.**

**CARRIED (4-3-0)  
Hawes, Langley, and MacKenzie opposed**

Action: ED to ensure the discussion of the cap (moving from 4 to 6) is on the August or September Board meeting. Data from this year's event will



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be collated for that discussion.

ED was instructed to alter the Hall of Fame policy to reflect an annual presentation of the induction class recommendation by the Hall of Fame Committee Chair to the Board in January.

ED to order Hall of Fame pins to be presented to all inductees (which would include all members of a team).

iii. Coaching Development Committee

The Committee is meeting on April 8th. They will be working on identifying new initiatives to address the goals and objectives outlined in the Strategic Plan.

j. Working Groups

i. District Review Working Group

R. Benson provided a brief report to the Board. The working group will survey members to find out whether they feel they are receiving good service through the district structure, whether they are happy with the current system, or whether they feel there is a better way of doing things. R. Allan questioned whether the working group could meet the August reporting timeline. Consensus was to allow the working group to begin its work and to report back this summer on its progress and any possible need for an extension.

ii. Rural Participation Working Group

The next update will be post-season, when staff have completed the evaluation of all three pilots and consulted with the working group on next steps.

iii. Boys & Men's Fastpitch Working Group

Staff are collecting stats on boys' teams vs boys playing on girls' teams.

The Board reviewed the announcement from the Lower Mainland Men's Fastpitch League (LMMFL). D. St-Denis is working on scheduling a meeting with R. Thompson and will pursue a meeting with someone from the LMMFL to discuss affiliation/value proposition to create a relationship with them and build a pathway for teams to qualify for nationals.

iv. Tournament Sanctioning Working Group

S. Gilbert provided an update to the Board. Janine Stibrany, from Prince George, will be the Chair. The target date for the first meeting is April 15th. Staff will recommend that the committee conduct a survey as their first task - Part A in the terms of reference.



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- v. Culture and Ethics Task Force TORs  
Working on TORs for Governance to review at an upcoming meeting

### 2.02 Softball Canada

D. St-Denis shared with the Board Softball Canada's Registration System outline and New Fee Structure proposal. The document contained the feedback staff provided to the Softball Canada Office. R. Benson added one question: Would the proposed coach registration fee eliminate the NCCP partner fee that we are charged annually? D. St-Denis noted that the office was waiting for a reply to that question. The Board expressed concern with some of the options being proposed by Softball Canada. They would like more details as to what additional services or support would be provided to the PTSOs with these increases. They also questioned Softball Canada's proposed timeline for implementing the new system and fees, as PTSOs need time to revise their financial policies to manage the fee increase.

D. St-Denis noted that she participated in a conference call with Softball Canada about a DEI project they would like to deliver at the Native Canadian Championships in PG. The project would consist of delivering a level 1 umpire course the day prior to the championships. ISPARC has been introduced to the project and is interested in participating as well. A full report will be provided to the Board once Softball Canada has articulated the project fully and prepared a budget.

### 2.03 Western Canadian Softball Association

D. St-Denis noted that Softball BC has a historical policy on sending A classification teams to Canadian Championships, and B Classification teams to Western Canadian Championships. This approach ensures that BC is sending our best teams to the Canadian Championships and offering the B-classification teams a post-season interprovincial event. She suggested that, while the above logic is sound, the decision to send our 13B champion to Westerns rather than our U13A champion is flawed. As a PSO, we appear to be penalizing A teams for Softball Canada's decision not to host a Canadian Championship in that age class (or for BC's decision to support the creation of the U13 Western Canadian Championship). She noted that BC is also the only province that is NOT sending its top teams to the U13 Western Canadian Championship. Recognizing BC's desire to provide another post-season interprovincial event for both the A and B classification streams, and that BC has two guaranteed berths in the U13 Western Canadian Championship, she recommended BC send both our U13A and U13B champions. Should additional berths be made available, they would be assigned as follows:

1. 3rd berth - next highest finish (with an LOI) in 13A;
2. 4th berth - next highest finish (with an LOI) in 13B;
3. and so forth.

**Moved by D. Simpson, seconded by L. Larson, that starting in the 2027 season, Softball BC will send both the highest-finisher from the U13A and U13B provincials who have submitted an LOI to the Western Canadian**



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**Championships. Should additional berths be made available, they would be assigned as follows:**

1. 3rd berth - next highest finish (with an LOI) in 13A;
2. 4th berth - next highest finish (with an LOI) in 13B;
3. and so forth.

**CARRIED (6-0-1) K. Langley abstained**

### 2.04 Board Meeting Schedule

The next meeting will be on Tuesday, April 14th, at 7:00 p.m. Focus will be on approving the 2026-27 budget and SORs.

At D. St-Denis's request, the Board confirmed Saturday, Oct 17th at 2:00 p.m. for the virtual AGM, as the information is required for the April viaSport report.

**Moved by K. Langley, seconded by J. Hawes, to go in camera.**

**CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by J. Hawes, to go out of camera.**

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 5:13 p.m. until the next morning.

### 3. Operational Business

#### 3.01 Management Report

Staff provided a written report to the Board.

D. St-Denis informed the Board that the Operational Policy previously approved on the Promotion of activities from an external 3rd party will required revisions based on Softball Canada policy on points - activities must be delivered or co-delivered by the PTSO to protect the brand. This will be brought up in a future meeting.

D. St-Denis provided a written update and proposal from Belair Direct. She noted that Softball BC's sponsorship agreement with Belairdirect provides the association with an annual cash sponsorship of \$5,000 and an annual administrative fee of 2% of the total net written premiums generated by the group home insurance business as a result of the Program. Softball BC has been averaging \$1,250 to \$1,750 annually in administrative fee revenue. Softball BC was recently notified by Belairdirect that they are partnering with JAM to enhance their Affinity Group Email Marketing Campaigns, and, as such, they want us to move toward implementing this new approach as soon as possible.

**Moved by J. Hawes, seconded by D. MacKenzie, to proceed with signing the agreement with Belair and JAM as presented in the report provided by D. St-Denis.**

**CARRIED UNANIMOUSLY**



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### 3.02 Strategic Plan / Operational Plan

Per the discussion in the budget segment of the meeting, staff are asked to create an operational plan that aligns with the proposed annual budget.

### 3.03 OEI Implementation Update

Staff presented a colour-coded report that shows the completion status of each recommendation. D. St-Denis noted that all recommendations should have been addressed by October 2026.

### 3.04 Championships

#### a. 2026 Update

S. Gilbert provided an update to the Board on the dates, location and hosts for all regional and provincial events.

**Moved by K. Langley, seconded by D. MacKenzie, to cancel the second U11R Showcase. CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by D. MacKenzie, to adjust the remaining U11R Showcase as follows:**

- **Combine teams are allowed**
- **Each district will receive a minimum of one berth (spot)**
- **Remaining berths (spots), if any, are to be allocated using the pro rata system**
- **The office will develop a Letter of Intent to attend the Showcase. Teams must submit by May 1st. The pro rata is to be held no later than May 15th. CARRIED (6-0-1) D. Simpson abstained**

**Moved by K. Langley, seconded by D. Simpson, to cancel the following event due to a lack of hosting interest.**

- **U11C Celebration of Softball Region 4 (Districts 9, 10, 11)**
- **Men's Intermediate A & B Provincials**
- **Men's Masters CARRIED UNANIMOUSLY**

**ACTION:** Staff to ensure the website notes that cancellations are due to a lack of hosting interest.

#### b. Discussion on accommodation requirements from hosts

S. Gilbert provided a report and recommendations to the Board regarding accommodations requirements for hosts.



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Consensus was reached on the following:

- Softball BC Regional and Provincial Bid Package to request bidding associations demonstrate that there are sufficient accommodation spaces available in their area to host their event. Strongly recommend they include a letter from their local tourism bureau or from the hotels themselves addressing this item.
- Add to the hosting agreement that the host must provide to the office a list of recommended accommodations (PDF file)
- Staff to explore the possibility of hosting a webinar in September (maybe make it part of the Congress) on
  - Grant writing (AI in Richmond)
  - Hosting best practices
  - How to leverage a commission from your hotels (Nelson in Kelowna)

**Moved by K. Langley, seconded by D. MacKenzie, to move in camera.**

**CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by D. MacKenzie, to move out of camera.**

**CARRIED UNANIMOUSLY**

### 3.05 Membership

#### a. Port Coquitlam Fastpitch Association

D. St-Denis presented the report prepared by the PCFA. She noted that a significant amount of work has been completed. She recommended that the Softball BC Board allow the new PCFA Board time to resolve their rebrand challenges. She is confident that the new leadership committed to the brand will succeed in implementing their vision for the association.

### 4. New Business

#### 4.01 Alcohol at Softball BC event

D. St-Denis prepared the staff's recommendation on an Alcohol Policy for Softball BC event.

**Moved by K. Langley, seconded by L. Larson, to approve the following policy as it pertains to alcohol at Softball BC minor events.**

**“In accordance with the Softball BC Code of Conduct, members shall refrain from promoting or selling alcohol at sanctioned Softball BC minor events, which include age categories from Learn to Play to U20.**

**Exception: A host facility with a permanent structure where alcohol can be sold and consumed, and which complies with all city, municipal and provincial liquor licensing regulations.**

**CARRIED UNANIMOUSLY**



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**ACTION:** Staff to discuss the second aspect of their report with the Men's & Women's Advisory Council and the Slo-Pitch Advisory Committee.

*Members may sell alcohol at sanctioned Softball BC adult events, which include all categories above U20, but must comply with the following:*

- 1. The host must provide Softball BC with a copy of their Beer Garden/Liquor Liability Insurance coverage, which should be purchased through our broker. Softball BC's insurance includes a liquor liability exclusion; therefore, a host who wants to serve alcohol must have their own insurance.*
- 2. The host must secure the required special event permit and comply with provincial and municipal laws and regulations.*
- 3. While the legal requirement for solid fencing around beer gardens at festivals/events has been removed, Softball BC requires that the designated beer garden area be clearly marked and located away from the backstop and dugout. The ideal location would be beyond the outfield fence.*
- 4. The host must have in place a Safe Drive Home Program on site. Proof of said program to be provided to the Softball BC designate.*
- 5. Softball BC will expect the host to ensure the beer garden area is monitored by a volunteer whose sole responsibility is to manage guests and their consumption. This is intended to supplement the servers who are also Serving It Right (SIR) certified.*

#### 4.02 AGM / Banquet / Symposium

The board discussed the need to return to a face-to-face AGM. The discussion led to consensus that staff deliver a congress in the fall of 2026, which is different from an AGM. The following principles should be applied:

- Two-day event
- Two streams - Coaching and Growth/Governance/Safe Sport
- Softball BC pays the participation costs and travel for
  - Board
  - Staff (including PT)
  - Coaching Committee and learning facilitator/evaluations
  - Member of the four (4) council - UAC, MAC, M&W and Slo-Pitch
- Everyone else pays a participant fee and their own travel expenses
- One session to focus on explaining Softball BC structure and what the Board does

**Action:** ED was asked to prepare a proposal and a budget for the Board's review.



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**Moved by L. Larson, seconded by K. Langley, to tentatively schedule a virtual AGM for Saturday, October 17, at 2 p.m. CARRIED (6-1-0) Benson opposed**

4.03 Renegades Age Change Motion

R. Allan shared with the Board the information she secured from her discussion with Greg Timm and Kim Proctor. The Board reached consensus that the original motions to alter all age categories for odd years (U19, U17, U15, U15, U11) to even (U18, U16, U14, U12, U10) be given to the Minor Advisory Council to review and prepare a recommendation to the Board

Action: ED to add this item to the next MAC agenda.

4.04 SORs for review

D. St-Denis brought forward revised language for Articles 1 and 2.

Action: ED to bring both SORs to next meeting

- Article 1 - Circulate for an email vote.
- Article 2 - Office to revise. The Board would like members to be Canadian residents unless attending school. Refer to Softball Canada rules for language alignment when attending an educational institution.

4.05. Future of Sport in Canada Commission Final Report

Staff provided links for the Future of Sport in Canada Commission Final Report (952 pages). R. Allan encouraged all directors to, at a minimum, review Appendix 20, which is 20 pages in length. D. St-Denis recommended the Board refrain from taking any immediate action on the calls to action until staff have an opportunity to secure feedback from viaSport, our funding partner, on what modifications they may impose on PSOs in BC. We also need to understand what, if any, action Softball Canada may take that would impact member PTSOs.

5. In Camera

**Moved by K. Langley, seconded by J. Hawes, to move in camera.**

**CARRIED UNANIMOUSLY**

**Moved by K. Langley, seconded by L. Larson, to move out camera.**

**CARRIED UNANIMOUSLY**

6. Adjournment

Having completed the agenda, the meeting was adjourned at 3:35 p.m.

# Board Election Rotation

Legal Name	Elected	Appointed	Term		2024	2025	POSITIONS UP FOR ELECTION				POSITIONS UP FOR ELECTION		
			Length	Ends			2026	2027	2028		2029	2030	2031
Kevin Langley	2025		3	2028		elected 3 year term			3 year term				3 year term
Rick Benson	2025		3	2028		elected 3 year term			3 year term				3 year term
Darren Simpson	2025		3	2028		elected 3 year term			3 year term				3 year term
Darcy MacKenzie	2025		1	2026		elected 1 year term	3 year term				3 year term		
Jack Hawes		2025	1	2026		appointed 1 year term	3 year term				3 year term		
Lavaughn Larson	2025		1	2026		elected 1 year term	3 year term				3 year term		
Rachel Allan	2024		3	2027	elected 3 year term			3 year term				3 year term	
New Seat							1 yr term	3 year term				3 year term	
New Seat							1 yr term	3 year term				3 year term	





# Awards Committee Terms of Reference

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## **Purpose**

The Awards Committee oversees the nomination and selection process for the Annual Awards.

## **Core Values for Guiding the Committee**

The Awards Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

## **Key Duties**

- Set the plan to market and promote external award programs within BC; ie, Sport BC, ISPARC.
- Solicit nominations for internal and external awards.
- Evaluate nominations for awards against the established criteria.
- Recommend to the Board of Directors recipients of each Softball BC award.
- Review no less than every two years, the criteria for all Softball BC Recognition and Awards.

## **Authority**

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

## **Composition**

The Committee will be comprised of at least 5 members from the Softball BC community. The Executive Director, with the approval of the Board of Directors, will appoint committee members from a pool of volunteers curated by staff who provide support to the Committee. Efforts will be made to ensure geographic and minor and adult community representation.

The appointed members of the Committee will serve one-year terms, renewable. The Chair of the committee will be appointed annually by the Executive Director.

The President and Executive Director may serve as ex officio members of this committee.

The Committee will be supported through the Member Services & Communications Manager.

Should a vacancy occur on the Committee for any reason, the Executive Director may appoint a qualified member to fill it.

## **Meetings**

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.



## Awards Committee Terms of Reference

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Each committee member, along with the chair, will have one vote. Voting shall be by simple majority

### **Resources or Support**

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

### **Responsible to**

The Committee reports to the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

### **Evaluation**

The Executive Director and the Chair of the Committee will evaluate the Committee's performance. Support may be provided through other staff as needed. The eCommittee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

### **Review and Approval of Terms of Reference**

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

### **Other**

All members of the Committee shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: \_\_\_\_\_

Date of Review: \_\_\_\_\_



# Hall of Fame Committee

## Terms of Reference

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### **Purpose**

The Hall of Fame Committee oversees the nomination and selection process for the Softball BC Hall of Fame.

### **Core Values for Guiding the Committee**

The Hall of Fame Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

### **Key Duties**

- Solicit and review potential nominations for inclusion in the Softball BC Hall of Fame.
- May, at its discretion, file its own nomination.
- Evaluate ALL new and, as appropriate, previous nominations against the established criteria. The committee can declare a nomination incomplete and request additional details or materials before making a final decision.
- Annually prepare recommendations to the Board of Directors in accordance with the policy.
- Review no less than every five (5) years, the criteria for all Hall of Fame categories.

### **Authority**

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

### **Composition**

The Committee will be comprised of no less than 3 members with knowledge of the softball communities (fastpitch and slo-pitch, men's & women's, youth and adult) within British Columbia. The Board of Directors will appoint committee members from a pool of volunteers curated by staff who provide support to the Committee. Committee members do not have to be members of Softball BC.

The appointed members of the Committee will serve one-year terms, renewable. The ex officio Chair will be appointed annually by the Board of Directors.

The President and Executive Director may serve as ex officio members of this committee.

The Committee will be supported through the Member Services & Communications Manager.

Should a vacancy occur on the Committee for any reason, the Board of Directors may appoint a qualified member to fill it.



## Hall of Fame Committee Terms of Reference

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### **Meetings**

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.

Each member of the committee along with the chair, will have one vote. Voting shall be by simple majority.

### **Resources or Support**

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

### **Responsible to**

The Committee reports to the Board of Directors via the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

### **Evaluation**

The Executive Director and the Committee Chair will evaluate the Committee's performance. Support may be provided through other staff as needed. The Committee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

### **Review and Approval of Terms of Reference**

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

### **Other**

Committee members shall abide by Softball BC policies regarding the code of conduct, privacy and confidentiality.

Date of Approval: \_\_\_\_\_

Date of Review: \_\_\_\_\_



# Coaching Development Committee Terms of Reference

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## **Purpose**

The Coaching Development Committee will make recommendations for the development of the coach education and delivery model at all levels.

## **Core Values for Guiding the Committee**

The Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

## **Key Duties**

The Committee is established to support coaches in the province with their understanding of the coaching pathway and ongoing professional development. The committee will encourage the development of coaches throughout the province and at every level.

### **Responsible for**

- The delivery of the National Coaching Certification Program (NCCP)
- Organizing and hosting external professional development clinics for coaches
- Organizing national coaching week activities.
- Recruiting and training of NCCP Learning Facilitators and Evaluators.
- Scheduling of courses and the training of local course organizers.
- The development and delivery of specialized coaching courses as needed (e.g., pitching clinics).
- Seeking to identify coaches to complete high-performance training, to enter the mentorship program and to be coach mentors.
- Implement safe sport principles and policies.
- Recommend policies and rules changes related to coaching certifications/training for each level.

## **Authority**

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

## **Composition**

The Committee will consist of no more than seven (7) members, including a maximum of two learning facilitators, and the Softball BC appointed MCD(s).

The Executive Director, with the approval of the Board of Directors, will appoint committee members and the chair from a pool of volunteers curated by staff who provide support to the Committee. Efforts will be made to ensure geographic representation.



## Coaching Development Committee Terms of Reference

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The appointed members of the Committee will serve one-year terms, renewable. The Chair of the committee will be appointed annually by the Executive Director.

The President and Executive Director may serve as ex officio members of this committee.

The Committee will be supported through the Executive Director (or an appointed alternate)

Should a vacancy occur on the Committee for any reason, the Executive Director may appoint a qualified member to fill it.

### **Meetings**

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.

Each committee member, along with the chair, will have one vote. Voting shall be by simple majority.

### **Resources or Support**

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

### **Responsible to**

The Committee reports to the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

### **Evaluation**

The Executive Director and the Chair of the Committee will evaluate the Committee's performance. Support may be provided through other staff as needed. The Committee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

### **Review and Approval of Terms of Reference**

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

### **Other**

All members of the Committee shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.



## Coaching Development Committee Terms of Reference

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Date of Approval: \_\_\_\_\_

Date of Review: \_\_\_\_\_