



Minor Development Fund Terms of Usage

About the Fund

Established in 1991, the Minor Development Fund was established by Softball BC to support initiatives that contribute to the growth of youth softball in the province.

Contributions to the Fund

Financial contributions to the fund are made through a \$2 levy assessed on all players for LTD to U20 at the time of registration with Softball BC.

Fund Management

Funds will be used to support initiatives that contribute to the growth of youth softball in the province. Member Associations may apply for grants under the following categories:

- **MDF Grant Application - New Association Grant**
The New Association Grant supports associations in their first year of operations. The grant can be used to offset operational costs such as field rentals, equipment and uniforms.
- **MDF Grant - Coaching Clinics**
The Coaching Clinic Grant aims to support associations offering coaching development clinics. The grant can be used to offset operational costs such as facility rentals, instructor fees and clinic-related materials.
Note: Applicants must consult with the Coaching Coordinator before submitting an application. Failure to do so may result in your application being denied.
- **MDF Grant Application - Player Development Clinics**
The Player Development Clinic Grant aims to support associations that offer a one-time player development clinic, such as hitting, pitching, or catching. The grant can be used to offset operational costs such as facility rentals, instructor fees and clinic-related materials.
- **MDF Grant Application - Community Building**
The Community Building Grant aims to support associations' community activities that introduce the sport of Softball to their local community, including schools, through special events or initiatives. The grant can be used to offset operational costs, such as facility & equipment rentals, as well as event leaders' costs.
- **MDF Grant Application - Disaster Relief Grant**
The Disaster Relief Grant aims to assist associations with equipment replacement purchases due to fire or theft.

Funding applications are reviewed three times per calendar year. The "window" refers to the period during which the activity must be completed.

For Activities Taking Place Between	Application Window Opens	Annual Deadlines	Decision to Applicants	Report Due (latest)
May 1st to Jul 31st	Mar 1st @ 9:00 AM	Apr 1st @ 5:00 pm	Apr 30th	Aug 30th
Aug 1st to Oct 31st	Jun 1st @ 9:00 AM	Jul 2nd @ 5:00 pm	Jul 31st	Nov 30th
Nov 1st to Jan 31st	Sept 1st @ 9:00 AM	Oct 1st @ 5:00 pm	Oct 31st	Feb 28th
Feb 1st to Apr 30th	Dec 1st @ 9:00 AM	Jan 2nd @ 5:00 pm	Dec 31st	May 31st

The committee will prepare for Board ratification recommendations on grant disbursement. Such recommendations include referencing the activity, the proposed implementation timeline, and the grant amount.

Once the Board has reviewed the recommendations, the MDF chair will notify all grant applicants of the outcome of their grant application.

Annual Budget and Fund Allocation

The annual budget for any fiscal year cannot exceed the funds contributed to the MDF in the previous fiscal year. The Finance Committee may, on an annual basis, identify additional funds to allocate to reduce the fund's principal.

The office shall annually provide, no later than May 15th, confirmation of the funds available for allocation for the upcoming fiscal year.

The funds will be disbursed to the recipients once the grant report has been received with all required supporting documentation.

Financial control and signing authority over the fund will be in accordance with Softball BC's financial management policies.

The Chair shall prepare an annual report for the Board and Membership at a date to be determined by the office.

APPENDIX A

Minor Development Fund Committee

Terms of Reference

Purpose

The Committee receives, evaluates, and prepares for the Board of Directors' approval the use of funding from the Minor Development Fund in the form of grants.

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

- Promote to their areas the timelines for grant applications
- Evaluate each grant application against the established criteria as listed in the Terms of Use for the Minor Development Fund.
- Assist and guide grant recipients in fulfilling their grant requirements.
- Prepare for Board ratification of grant disbursement recommendations. Such recommendations include referencing the activity, the proposed implementation timeline, and the grant amount.
- Prepare reports outlining the use of funds, as required, for the Board and General Membership.

Authority

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

Composition

District Minor Coordinators will be elected to a two-year term following the AGM, one representative from each of the following areas of the province.

Areas B & D will be elected in even-numbered years. Area A, C and E in odd-numbered years

- Districts 1, 2 & 3 hereinafter referred to as Area A;
- Districts 4, 5, 6 & 15, hereinafter referred to as Area B;
- Districts 7, 8 & 14, hereinafter referred to as Area C;
- Districts 9, 10 & 11, hereinafter referred to as Area D; and
- Districts 12 & 13, hereinafter referred to as Area E.

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.

Should a vacancy occur on the Committee for any reason, an election will be held to fill the position.

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. To review grant applications and grant reports.

Preparing grant recommendations for the Board

1. The committee will review all grant applications by the dates stipulated in the Terms of Use for the Minor Development Fund.
2. Each committee member, along with the chair, will have one vote. Voting shall be by simple majority.
3. The committee will prepare for Board ratification recommendations on grant disbursement. Such recommendations include referencing the activity, the proposed implementation timeline, and the grant amount.
4. Once the Board has reviewed the recommendations, the MDF chair will notify all grant applicants of the outcome of their grant application.

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 reports shall be provided to the Board by the Chair when requested. A report shall be provided for the Annual Report presented to the membership at the AGM.

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.

Date of Approval: April 14, 2026

Date of Review: April 1, 2028