



Board of Directors Meeting

September 1, 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
- Staff
 - Diane St-Denis, Executive Director
 - Kelli Tibbles, Member Services & Communications Manager
 - Shaquille Gilbert, Umpires & Championships Manager
 - Jacquelyn Novak Nayyar, Sport Development Director

1. Call to Order

1.01 Land Acknowledgement and Opening Remark

R. Allan called the meeting to order at 7:00 p.m., thanked all directors for making time to meet, and provided a brief territorial acknowledgement.

1.02 Approval of the agenda

Moved by R. Benson, seconded by D. Simpson, to approve the agenda as circulated. CARRIED UNANIMOUSLY

1.03 Approval of the minutes

Moved by K. Langley, seconded by D. MacKenzie, to approve the minutes of June 23, 2026. CARRIED UNANIMOUSLY

1.04 Email Votes

a. July 13, 2026

Modify the pickup chart to reflect that Men's & Women's D can pick up from U20C teams for the 2026 season only. A notation is to be added to the chart indicating that the SOR pertaining to minors playing on Women's or Men's teams applies. CARRIED (5-0-2)

The Minor Advisory Council to be consulted prior to the Men's & Women's Advisory Council bringing the motion back to the table to edit for the 2027 edition of the SORs

Action: St-Denis to ensure this item is completed at the next MAC meeting.

b. July 18, 2026

Approve the inclusion of a one-time exemption process for this coming fall to the tryout dates:

Exemption Criteria: An association may request an exemption only if they provide written documentation (such as a facility contract or permit)



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predating this announcement that proves their field or facility was booked prior to our published start date. **CARRIED (6-0-1)**

c. July 23, 2026

That the Softball BC Board approve Sooke Loggers as the BC representative for the 2026 Men's Canadian Championship, subject to the team and roster meeting all Softball BC and Softball Canada eligibility requirements. This approval does not recognize the team as the 2026 Provincial Champion.

CARRIED (7-0-0)

1.05 Business arising from the last meeting

Any business arising was embedded into the agenda.

2. Board Business

2.01 Committee Updates

a. Finance & HR Committee

i. Approval of the Financial Statements for the Year Ending April 30, 2026

The office provided a copy of the Audited Financial Statements for the Year Ending April 30, 2026 along with explanatory notes.

Moved by R. Benson, seconded by K. Langley, to approve the Audited Financial Statements for the Year Ending April 30, 2026.

CARRIED UNANIMOUSLY

ii. Membership Fees for 2027

• Umpire fees - change how the breakdown is done

The office informed the Board that it is changing how we record the umpire fee in our accounting system to accurately reflect where the funds are being expensed.

• Coaching Development Clinic Fees

The office informed the Board that it was not making any change at this time. Our focus this year is to explore how we can repackage delivery. We may alter pricing at a later date.

iii. Projections to Year-End

Tab 4 - showing profit of \$13,425.74 at year-end (down \$4,285.26 from the original budget). Questions were raised regarding:

- the reported revenue for lifetime numbers - office to review and report back at the next meeting.
- Variance in the consultant line - office confirmed that funds from the staff line have been redirected to consultant fees to accurately reflect the contracting of resources. An update will be made for the next report.



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- c. The Project Profitability Summary tab needs to be revised to marry the lines pertaining to the boys provincials, as the report is currently dividing some entries into age categories and others not.

Action: St-Denis to provide an updated projection report at the next meeting.

b. Governance Committee

No update. ED is behind on the file due to the number of complaints. Will have an update for the next meeting.

c. Nomination Committee

- R. Allan, K. Langley, G. Johnson and D. St-Denis meet on August 31st.
- Seeking five (5) candidates - three for a 3-year term and two (2) for a 1-year term.

d. Minor Advisory Council

i. Resignation of MAC Chair - Baukje Edamura

Kathy Weston is now serving as chair until the AGM.

ii. Tryout Dates Directive from Board

The office reported having received a few requests for exemptions for the U11 dates. None were approved. We have held discussions with several associations regarding their "dust off the glove" event. The Minor Advisory Council will need to spend time addressing this item as part of their final proposal.

iii. Motions from the council

a. 8.1.21 Maximum Games

Moved by K. Langley / L. Larson, to amend section a of the motion to read: A player is limited to participating in no more than 20 games as a "pick-up player" at a higher classification and/or category than their registered classification and/or category.

Moved by R. Benson, seconded by D. MacKenzie, to approve the amended motion, which shall replace the current 8.1.21 in the SORs

- A player is limited to participating in no more than 20 games as a "pick-up player" at a higher classification and/or category than their registered classification and/or category.
- Playing in more than 20 games will result in the player being ineligible to participate in any District Playdowns, Provincial Championships, Western Canadian Championships, or Canadian Championships. The onus is on the player to track their pick-up participation (date/times/team/location) should they need to prove compliance with this regulation.
- The player may apply for a waiver. A waiver may be granted at



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the sole discretion of the Umpires & Championships Director in consultation with the relevant Minor District Coordinator. The number of games calculation will run from March 1st to June 15th, and shall include all tournaments, exhibition, and regular-season games, both in and out of province.

CARRIED (6-1-0) Langley against

Action: As requested by the MAC, the Office will send a bulletin on September 2nd to the minor fastpitch associations.

b. Board request to alter 8.3.5.2

During a discussion on 2027 membership fees, the Board of Directors noticed that the SORs don't reference the inclusion of a manager on the roster. As such, the directors instructed St-Denis to have the Minor Advisory Council review SOR 8.3.5.2. To reflect a change allowing for five (5) coaches and one (1) team manager, plus one Approved Minor Junior Coach to be on an approved roster.

The Council did not support the recommended change. The Council felt the duties of a manager (definition) vary between associations and, as such, would require the inclusion of a definition in the SORs for all associations to comply with. The Council was also of the opinion that if a team prioritizes having a manager on the field of play (which includes the dugout), they can abandon one coach position to make room for the manager.

c. Working group recommendation on Renegades Motion

The working group of Edamura, Weston, and Lee secured registration numbers from RAMP (as far back as 2022). The data show that we are strong up to U13 and start losing players when transitioning to U15. We lose approx. 1/3 by U17 and 50% by U19/U20, and significantly more going into Women.

The working group discusses whether a change would help with retention. The group feels that a change would actually cause more overall attrition, even though it might make that particular age group better off. It would begin by informing many players that they no longer have a place to play. The group was not comfortable with this recommendation, as some players would suddenly have nowhere to play if they did not move up to the women's team.

The group noted that Softball Canada's men's division and its women's championships don't align. Men: they have U15, U17, U20, U23, and then men's and master men's. Whereas on the women's side, it's U15, U17, U19, and then women's. There's a whole U23 division that doesn't exist on the women's side, and until Softball Canada fixes that, it would give us a place to create a new division where maybe those 19-year-olds could



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play, along with the 20s, 21s, and 22s in the U23. Until that happens, it doesn't make sense to recommend to Softball Canada that we realign our age groups, because the U19S and U20S playing right now would have no place to play.

In addition, Edamuar noted that attrition analysis across the A, B, and C categories showed that attrition in the C category increases as players move up in age divisions, leading to a large pool of athletes in U19A ball.

R. Allan noted that Softball Canada previously had a U23 women's division. It eliminated that category due to low registrations.

Based on the working group's recommendation, no one moved or seconded the Renegades' recommendation.

iv. Duplication SOR 10.4.6. In girls regs

The Board had asked staff to bring the following motion, approved for inclusion in the Women's Fastpitch SORs, to the attention of the Minor Advisory Council for discussion, as it could apply to some age groups.

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.

The Minor Advisory Council discussed a proposed regulation on pregnant participants, with members expressing concerns about privacy, legal implications, and potential discrimination. The group ultimately decided not to support including this rule in Articles 8 and 9 of the SORs.

v. Next meeting for the council is September 22nd

e. Minor Development Fund Committee

The Chair of the Minor Development Committee provided feedback to the office on the Terms of Reference previously approved by the Board.

The Board directed the Finance Committee to review the feedback and report back to the Board at its next meeting.

Action: Finance Committee to review and report back.

f. Men's & Women's Advisory Council

Nothing to report. A meeting is tentatively scheduled for September 16th.



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g. Slo-Pitch Advisory Committee

S. Gilbert summarized the work he had undertaken on the “qualifier” tentatively scheduled for September. Regretfully, the event will not take place. The Slo-Pitch Advisory Committee will reconvene within the next 60 days to explore an early-spring alternative.

h. Umpire Advisory Council

The Council is meeting on September 3rd.

i. Council feedback on Assignr - Pilot Evaluation Approach

The draft evaluation report was shared with the Council in preparation for their upcoming meeting. Recommendation (s) will be brought to the Board once the Council has reviewed the report and reached consensus on next steps.

Action: St-Denis to ensure UAC recommendations on the Assignr pilot are brought forward at the next Board meeting.

i. Ad Hoc Committees

i. Awards Committee

Staff are trying to recruit volunteers for the committee. In the absence of a committee, staff will continue to lead on securing nominations and bring recommendations to the Board for review.

ii. Hall of Fame Committees

Moved by D. MacKenzie, seconded by L. Larson, to approve the following edit to the Awards Policy (in Hall of Fame Section):

b) Selection

- The Hall of Fame Committee shall make their recommendations in person to the Board of Directors no later than January 1st. The Board will ratify the inductee no later than January 30th. The annual inductee class shall be comprised of no more than four (4) inductees. **A team is considered one inductee and no more than one (1) team shall be inducted per year**
- Inductees will be notified of their selection no later than February 15th.
- Each nomination remains active for five consecutive years. If not selected within that period, the nomination must be resubmitted for future consideration.

CARRIED (6-1-0) Benson against

Action: St-Denis to update policy online.

iii. Coaching Development Committee

The committee and staff are working on the symposium. Target delivery date is the last week of February. A report will be available for the next board meeting.



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j. Working Groups

i. District Review Working Group

R. Benson reports that the group's next meeting is scheduled for September 16th. The group has completed its consultation phase and is now working on a list of recommendations. They aim to submit a final report to the Board by late October/early November.

ii. Rural Participation Working Group

Staff are drafting the evaluation reports for the three pilots. They aim to have the final evaluation report available for the September 22nd Minor Advisory Council meeting so that they may make a recommendation to the Board.

Action: St-Denis to ensure MAC recommendations on the pilots are brought forward at the next Board meeting.

iii. Boys & Men's Fastpitch Working Group

No update at this time.

iv. Tournament Working Group

S. Gilbert provided a high-level overview of the tournament working group's report and recommendations.

Moved by J. Hawes, seconded by L. Larson, to approve the following edit to SOR 17.2.1 c).

17.2.1(c) Tournament Sanctions should be obtained at least three (3) weeks prior to the date of the tournament. Any applications received less than three (3) weeks prior to the tournament may be assessed a late fee of \$50.00. The sanction application must be accompanied by the signed/approved District UIC Online Sanction Request Form. This must include confirmation and supporting evidence that the relevant District UIC has reviewed and approved the umpire capacity requirements for the tournament submission.

CARRIED UNANIMOUSLY

Action: Gilbert to ensure the recommendations contained in the report are shared with the volunteer working group.

v. Culture and Ethics Task Force TORs

No update at this time.

2.02 Softball Canada

a. 2026 Results

Results for BC teams are available on the Softball BC website.



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b. Update on Fee Structure and Registration

R. Allan reported that she received a brief response from Softball Canada regarding the letter sent on June 23rd. D. St-Denis was invited by the Softball Canada president to provide feedback on the draft discussion paper they are preparing to send to the PTSOs in preparation for the town hall they plan to host prior to their AGM.

Action: St-Denis to analyze the impact of the proposed fee increase for 2027 and report back to the Board as to whether an increase in BC fees is needed.

c. National Team Camp

- U15 Women's Team ID Camp
 - Scheduled for September 12 & 13, Noel Booth Park
 - 107 total registrants (so far) / 105 from BC
 - 3 BC athletes are currently registered for the AB U15 ID Camp
- BC U18 ID Camp - held in August
 - 107 total participants / 93 from BC
 - Neither the SK or ON U18 ID Camps had any attendees from BC
- BC U11 Kids Camps - held in July
 - 258 total participants / 257 from BC
 - Port Coquitlam Camp: 127 participants; all from BC
 - Okanagan Camp: 79 participants; 78 from BC
 - Victoria Camp: 52 participants; all from BC

d. AGM Information

Moved by D. Simpson, seconded by K. Langley, to send the PUIC, Executive Director and the President elected at the Oct 18th Board meeting to the Softball Canada AGM in Fredericton. CARRIED UNANIMOUSLY

- Deadlines
 - September 15th
 - Notice of Motions to amend the Constitution and Bylaws, Special Operating Rules, any general Notice of Motions
 - Topic suggestions for Board/Staff Forum
 - Travel information for 1 delegate to be covered by Softball Canada
 - September 18th
 - President, National Office Staff and P/T reports to be included in the AGM booklet for the Congress
 - October 1st
 - Nominations for Softball Canada Board of Directors
 - Delegate Registration Form to be submitted
 - October 14th
 - Deadline for guaranteed hotel room space. The congress rate will still apply after this date, but rooms are then subject to availability

Action: St-Denis to notify Softball Canada of delegates, book hotel rooms and begin travel plans.



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2.03 Western Canadian Softball Association

a. 2026 Results

Results for BC teams are available on the Softball BC website.

2.04 Board Meeting Schedule

The Board did not identify the date for their next meeting.

3. Operational Business

3.01 Management Report

Staff provided a management report.

3.02 Strategic Plan / Operational Plan

No update at this time.

3.03 OEI Implementation Update

No change since last meeting.

3.04 Championships

a. 2026 Results

Results are available on the Softball BC website.

b. 2026 Boys Provincial Championship Review

S. Gilbert shared his report and recommendations pertaining to the Boys Provincial Championships.

Action: Gilbert to circulate the report to the associations with boys' teams to let them know we have heard the concerns and are addressing them.

c. 2026 Review - U11C, U11 Rep and U13C Regionals

S. Gilbert shared his report and recommendations regarding the U11C Celebration events, the U11 Rep Showcase, and the U13C Regionals.

Moved by R. Benson, seconded by K. Langley, to eliminate the U11C celebrations and U11 Rep Showcase and reduce U11C fee to \$25 effective 2027.
FAILED (2-5-0) Benson and Allan in favour

Moved by D. MacKenzie to discontinue the U11 celebration effective immediately and reduce the annual membership fee for U11C to \$25.
CARRIED (6-1-0) Benson against

Action: D. St-Denis to inform the membership of the U11 Celebration decision and the revised membership fee for U11C. U11Rep remains at \$35.



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d. 2027 Schedule and Bid Timeline

S. Gilbert shared the proposed championship schedule for the 2027 season. A call for bids will be going out shortly.

Action: Gilbert to call for bids to host the 2027 provincial events.

3.05 Membership

Staff shared a brief report on member registration for new associations, associations no longer active, anticipated applications, expressions of interest and amalgamation discussions happening between associations.

4. New Business

4.01 Alcohol at Softball BC Adult Events

Moved by K. Langley, seconded by J. Hawes, to approve the Alcohol at Softball BC Sanctioned Competition Policy as proposed (Appendix A).

CARRIED UNANIMOUSLY

4.02 Terms of Reference for the Athlete Development Committee

Moved by K. Langley, seconded by D. Simpson, to approve terms of reference for the Athlete Development Committee as proposed (Appendix B).

CARRIED UNANIMOUSLY

4.03 AGM

a. Draft agenda

Moved by J. Hawes, seconded by R. Allan, to approve the agenda for the October 17th AGM (Appendix C).

CARRIED UNANIMOUSLY

b. Proposed Changes to the Bylaws

Moved by L. Larson, seconded by K. Langley, to approve the following changes to section 3.10 of the bylaws for presentation at the AGM (Appendix D).

CARRIED UNANIMOUSLY

c. Election of Directors

The Nominations Committee is seeking 5 qualified candidates to fill:

- Three 3-year-term positions
- Two 1-year-term positions

d. Selection Procedures for District Delegates

The Softball BC Bylaws stipulate that "Districts will select their District Representative Voting Members in accordance with the selection procedure and dates established annually by the Society".

St-Denis presented the proposed procedure, which was vetted with the Chair of the Governance Committee. The dates in red pertain to this year's accelerated procedure because the policy is being adopted at this meeting.



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Moved by R. Benson, seconded by D. Simpson, to approve Selection Procedures for District Delegates as presented (Appendix E).

CARRIED UNANIMOUSLY

e. Office Report Outline

The office shared an outline of the report they are preparing for the AGM. They invited the directors to provide feedback if they believe an element has been omitted.

f. Timeline

The office shared their working timeline for delivering this year's AGM.

4.04 In Camera

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

5. Adjournment

The meeting was adjourned at 9:38 p.m.



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APPENDIX A

Policy on Alcohol at Softball BC Sanctioned Competitions

1. MINOR EVENTS

A. Consumption of Alcohol at Softball BC Sanctioned Events

In accordance with the Softball BC Code of Conduct, participants (players, coaches, managers, umpires) and spectators shall refrain from consuming, promoting or selling alcohol at sanctioned Softball BC minor events, which include age categories from Learn to Play to U20.

B. Exception for Permanent Structure

- i. The host facility must have a permanent structure where alcohol can be sold and consumed, and must comply with all city, municipal and provincial liquor licensing regulations.
- ii. Participants and spectators may only consume in licenced areas AND not within 10 feet of the backstop and dugouts/team benches.

C. Result of non-compliance

- Spectator: removal from the facility, and possible ban from future events
- Participant: removal from the facility
- Coach: removal from the facility
- Association with Participant or Spectator(s) in breach of Policy: \$1,000 fine, loss of future hosting privilege, and association suspension
- Host Association for non-enforcement: \$1,000 fine, loss of future hosting privilege, and association suspension

2. ADULT EVENTS

A. Consumption of Alcohol at Softball BC Sanctioned Events



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Host 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, 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. 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.

B. Result of non-compliance

- Spectator: removal from the facility, and possible ban from future events
- Participant: removal from the facility
- Coach: removal from the facility
- Association with Participant or Spectator(s) in breach of Policy: \$1,000 fine, loss of future hosting privilege, and association suspension
- Host Association for non-enforcement: \$1,000 fine, loss of future hosting privilege, and association suspension



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APPENDIX B

Athlete Development Committee

Purpose:

The Athlete Development Committee ("Committee") is a committee established by Softball BC and accountable to the Board of Directors. The Committee does not exercise the governance authority of the Board of Directors.

The Committee's primary purpose is to advise on the design, alignment, accessibility, and continuous improvement of athlete-development pathways across British Columbia—from entry into softball and foundational skill development through lifelong recreational participation, competitive development, and performance. The Committee will support alignment with Sport for Life and Long-Term Development (LTD) principles, promote greater coordination across provincial programming, athlete identification, and performance pathways.

For these Terms of Reference, "athlete" is used inclusively to describe people participating in softball at any age, stage, discipline or level of aspiration, including recreational and lifelong participants.

Core Values for Guiding the Committee:

The Athlete Development 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.

In carrying out its work, the Committee will also apply the following principles:

- Athlete-centred development—the needs, safety, wellbeing, experience and long-term development of athletes will guide the Committee's advice;
- Development before short-term results—programs and competition structures should support age- and stage-appropriate learning, progression, recovery and retention;
- Equity and geographic access—location, income, gender, identity, culture, ability or other systemic factors should not create unnecessary barriers to athlete development;
- Reconciliation and cultural relevance—the distinct needs, experiences and strengths of Indigenous athletes and communities must be reflected in pathway design;
- Evidence and learning—recommendations should draw upon research, technical expertise, program data, evaluation findings and lived experience; and,
- Collaboration and role clarity—the Committee will work through established management structures and avoid duplicating the responsibilities of staff, other committees, advisory councils or authorized selection bodies.

Key Duties:

LTD Implementation and Association Support:

- Review the provincial athlete-development pathway and recommend priorities and improvements across entry, recreational, development, competitive and performance stages;



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- Advise on the practical application of Sport for Life, LTD and Softball Canada's Athlete Development Matrix with Softball BC programs, resources, and partnerships;
- Support the development of practical recommendations, resources and tools that affiliated associations and clubs can adapt to their respective age categories, classifications, disciplines, communities, and delivery capacities; and,
- Identify transition points where athletes may be lost, underserved, advanced too quickly, or unable to access an appropriate "next opportunity".

Coordinated Athlete Identification and Performance Pathways:

- Advise on a coordinated provincial athlete-identification framework that recognizes different purposes, eligibility requirements and selection criteria associated with individual programs and events.
- Recommend approaches through which eligible athletes may be identified and considered for opportunities such as the BC Summer Games, Canada Summer Games, North American Indigenous Games (NAIG) and Team BC programming without automatically requiring completely separate identification processes.
- Recognize that participation in a provincial identification process or athlete pool does not guarantee eligibility, assessment or selection for any team or event. Event-specific criteria, residency requirements, age requirements, Indigenous eligibility requirements and other applicable conditions will continue to apply.
- Advise on appropriate consent, privacy, access, retention and data-stewardship requirements before Softball BC creates or maintains any consolidated athlete information system or identification pool.
- Review the relationship among athlete development, talent identification, Team BC programming, competition opportunities and transitions into Softball Canada pathways.
- The Committee will not evaluate, rank or select individual athletes. Individual selection decisions will remain with the selectors or selection committees authorized under the applicable selection policy or criteria.

Strategic Partnerships & Collaboration:

- Work in close collaboration with the Indigenous Sport, Physical Activity and Recreation Council (iSPARC) to ensure equitable access, cultural alignment, and shared pathways for Indigenous athletes across NAIG and provincial team streams.

Access, Inclusion and Regional Development:

- Identify geographic, financial, cultural and structural barriers affecting access to quality athlete-development opportunities;
- Recommend scalable regional delivery approaches, which may include regional hubs, travelling technical expertise, shared resources, virtual learning, camps, clinics, and partnerships;
- Consider the distinct realities of rural, remote, northern, Indigenous, and underserved communities when reviewing programs or proposing solutions;
- Promote development opportunities across female, male and gender-diverse participant populations and across fastpitch, slo-pitch, modified, adaptive and other recognized or emerging forms of softball.
- Coordinate with Zone Representatives to elicit support for more equitable regional access to identification opportunities across BC.



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National Alignment:

- Advise Softball BC staff on opportunities to collaborate with Softball Canada on skill-development camps, athlete-development resources, and national-team identification opportunities within British Columbia;
- Support alignment between provincial programming and applicable Softball Canada development models, technical frameworks, and performance pathways; and,
- Partner with Softball Canada to coordinate and deliver skill development camps and national team identification camps within the province.

Measurement and Continuous Improvement:

- Recommend practical measures relating to participation, progression, retention, athlete experience, regional access, inclusion and performance outcomes.
- Review aggregated program information, evaluation findings and stakeholder feedback at least annually.
- Identify evidence gaps and recommend proportionate approaches to data collection, program evaluation and continuous improvement.
- Provide an annual summary of observations, priority issues and recommended actions for consideration through Softball BC's operational-planning process.

Authority:

The Committee may review information, seek input, analyze issues and make recommendations within its approved mandate. Its recommendations are advisory and are not binding upon the Executive Director, staff or Board of Directors.

The Committee is an active advisor to the Executive Director or their designate.

The Committee has no independent authority to:

- d. direct staff or manage day-to-day operations;
- e. approve or commit Softball BC resources;
- f. enter into agreements or represent Softball BC publicly;
- g. select, rank, appoint or remove individual athletes, coaches, team staff or contractors;
- h. approve or adjudicate athlete-selection criteria, exemptions or appeals;
- i. address complaints, discipline, safe-sport matters or individual athlete cases;
- j. change bylaws, policies, special operating rules, championship formats or technical rules; or
- k. exercise responsibilities assigned to another Softball BC committee, council, staff member or authorized decision-maker.

The Committee may identify issues in these areas and refer them through the designated staff lead to the appropriate decision-maker or organizational body.

Material recommendations requiring governance approval, significant policy change, unbudgeted expenditure or a change in strategic direction will be advanced by the Executive Director to the Board through the appropriate process.

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



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Composition:

The Committee will be composed of 4-7 individuals with the combined competencies, lived experience, geographic knowledge and perspectives required to support the full athlete-development pathway.

Members may satisfy more than one representation or competency requirement; however, the Committee as a whole must demonstrate the required breadth of perspective.

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.

Required Representation and Competencies:

The Committee's composition will include:

- A Chair with demonstrated leadership, facilitation and athlete-development knowledge;
- At least one representative with direct knowledge of association delivery in regional, rural, remote or northern communities, drawn from more than one geographic area;
- At least two members with recognized technical or athlete-development expertise, which may include skill acquisition, coaching, strength and conditioning, sport science, athlete wellbeing, pathway design or program evaluation;
- At least one person with direct knowledge of Indigenous sport, community development or culturally relevant participant pathways. Where mutually agreed, this position may be nominated or supported by I-SPARC;
- The head coach of both the Team BC Women's and Team BC Men's program; and,
- At least one current or recently active athlete or participant who can contribute direct experience of the softball pathway.

The President or designee may serve as an ex-officio member of the Committee, but does not have a vote.

The Committee will be supported through the Sport Development Director. The Softball BC staff support representative does not have a vote.

Other staff members, athletes, representatives of related committees or councils, partners and subject-matter experts may be invited to participate in specific agenda items. Invited participants do not vote or count toward quorum.

Appointments and Terms:

- Voting members will normally be appointed for two-year terms, with terms staggered to support continuity.
- Members may serve a maximum of three consecutive terms. After an absence of at least one year, a former member may be considered for reappointment.
- The Chair will normally be appointed for a two-year term, renewable once as Chair, subject to the member's overall term limit.
- Initial appointments may be made for one or two years to establish staggered rotation.

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



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A person appointed to fill a vacancy will serve the remainder of the vacant term. A partial term of less than one year will not count as a full term.

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. Where needed, voting shall be by simple majority.

Resources or Support:

The Committee has no independent budget. Staff support, consultation, travel, meetings and other expenses must be included in an approved Softball BC budget or authorized in advance by the Executive Director. Reimbursement will be governed by Softball BC's Expense Policy.

The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

Any additional technical, legal, financial, data, consultation or administrative support will be provided at Management's discretion and subject to available resources and organizational priorities.

Responsible to

The Committee reports to the Executive Director (or their designate). The Chair shall provide written or verbal status reports quarterly to the Board, as well as upon request. Operational communication and reporting will normally occur through the Sport Development Director or other designated staff lead.

The Chair and designated staff lead will provide the Executive Director with status updates at least semi-annually and an annual summary of activities, recommendations, management responses and emerging issues.

The Executive Director will determine which matters should be incorporated into Board reporting, strategic or operational plans, budgets, policies or member communications. The Chair may participate in a Board presentation or report when requested by the Executive Director or Board.

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 will establish an annual work plan, approved by the Executive Director, identifying its priorities, intended outputs, timelines and required support.

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.



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Review and Approval of Terms of Reference

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

A formal review will occur at least every two years or earlier if there is a material change to Softball BC's strategy, organizational structure, athlete-development system or committee model.

Material amendments affecting the Committee's mandate, authority, composition or accountability require Board approval on the recommendation of the Executive Director. Administrative changes that do not materially alter these provisions may be approved by the Executive Director and reported to the Board.

Other

All members of the Committee shall be members in good standing of Softball BC.

All Committee members must:

- e. comply with Softball BC's Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy and applicable confidentiality requirements;
- f. complete any screening, orientation or training required for their position;
- g. act in the best interests of athlete development throughout British Columbia rather than as delegates of a single association, program, discipline, region or constituency;
- h. protect confidential, personal and athlete information received through Committee work; and
- i. support respectful, inclusive, culturally safe and constructive discussion.

A member who is unable or unwilling to meet conduct, confidentiality, conflict-of-interest, attendance or participation expectations may be removed by the Executive Director following appropriate review.



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APPENDIX C

Annual General Meeting

Agenda

2:00 pm, Oct 17, 2026

Virtual Format

- Land Acknowledgment
- Opening Remarks, Roll Call and Confirmation of Quorum
- Meeting Procedure
- Approval of Agenda
- Approval of 2024 Annual General Meeting & Extraordinary General Meeting Minutes
- Business arising from the Minutes
- Financial Report
 - Auditor's Report
 - Appointment of Auditors
- Reports
 - President's Annual Report
 - District Coordinators and DUIC Report
 - Office Report
 - 2026-2030 Strategic Plan
- Bylaws Change
- Election of Directors
- Adjournment



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APPENDIX D

- 3.10 Each of the Society's Districts may designate up to ten (10) District Representative Voting Members in the Society.

District boundaries will be determined by the Board and maintained as per the official map kept in the registered office of the Society.

All Districts are entitled to designate a District Representative Voting Member for the following four (4) categories: (i) Men's and Women's Coordinator, (ii) Minor Coordinator, (iii) Slo Pitch Coordinator, and (iv) Umpire-in-Chief.

Districts are further entitled to designate one (1) District Representative Voting Member for each of the categories described below in which they have duly registered Individual Participants in that category:

- Men's Fastpitch Representative
- Women's Fastpitch Representative
- Minor Boys Representative
- Minor Girls Representative
- Slo-Pitch Men's Representative
- Slo-Pitch Women's Representative

Districts will select their District Representative Voting Members in accordance with the selection procedure and dates established annually by the Society. The District Representative Voting Members must be at least eighteen (18) years of age and of sound mind.

Where a District has the right to designate District Representative Voting Members, the District Representative Voting Member must be appointed for the following terms:

- One year:
 - Men's Fastpitch Representative
 - Women's Fastpitch Representative
 - Minor Boys Representative
 - Minor Girls Representative
 - Slo-Pitch Men's Representative
 - Slo-Pitch Women's Representative
- Two years, in odd-numbered years:
 - Men's and Women's Coordinator
 - Slo-Pitch Coordinator
 - Umpire-in-Chief from Districts 1, 3, 5, 7, 9, 11, 13 and 15
 - Minor Coordinator from Districts 1, 3, 5, 7, 9, 11, 13 and 15
- Two years in even-numbered years:
 - ~~Slo-Pitch Men's Representative~~



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~~Slo-Pitch Women's Representative~~

- Minor Coordinator from Districts 2, 4, 6, 8, 10, 12 and 14
- Umpire-in-Chief from Districts 2, 4, 6, 8, 10, 12 and 14

District Representative Voting Members appointed for two-year terms have more responsibilities and are required to serve on committees of the Society.

Districts must use their designated District Representative Voting Members at meetings of the Society as these individuals are the Voting members of the Society. A District Representative Voting Member may appoint an individual to act as their temporary replacement for a meeting provided (i) the substitute individual meets the criteria for an District Representative Voting Member as described above, (ii) the temporary replacement has been identified in writing to the Society not less than forty-eight (48) hours in advance of any meeting of the Members, and (iii) the substitute is an Individual Participant within the District of the District Designated Voting Member seeking the temporary replacement.

All business conducted at a meeting of the Members is Special Business except the following, which must be conducted at an Annual General Meeting:

- The consideration of the financial statements;
- The report of the Directors;
- The report of the auditors, if any;
- The election of Directors;
- The appointment of the auditor, if required
- Such other business as, under these Bylaws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

A meeting of the Members may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

Where a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

Except as provided in these Bylaws, it is not necessary to give notice of the adjournment or of the business to be transacted at the adjourned meeting.



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APPENDIX E

Bylaw 3.10: Selection Procedure for District Representative Voting Members

1. Core Eligibility Requirements

To be eligible for selection as a District Representative Voting Member, individuals must meet the following baseline criteria across all positions:

- Must be at least eighteen (18) years of age.
- Must be of sound mind.

In addition to the baseline criteria, candidates must meet the specific requirements for their respective roles:

- Representative Roles: Must be a member in good standing with an association or club.
 - Men's Fastpitch Representative
 - Women's Fastpitch Representative
 - Minor Boys Representative
 - Minor Girls Representative
 - Slo-Pitch Men's Representative
 - Slo-Pitch Women's Representative
- District Umpires-in-Chief: Must be an umpire in good standing with Softball BC.
- Two-Year Coordinator Positions (sitting on councils): Candidates do not necessarily need to be registered with Softball BC at the time of selection, but must register with Softball BC upon taking the position.
 - Men's and Women's Coordinator
 - Minor Coordinator
 - Slo-Pitch Coordinator

2. Terms of Service

Positions are elected for the following terms.

- a. One year:



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- i. Men's Fastpitch Representative
 - ii. Women's Fastpitch Representative
 - iii. Minor Boys Representative
 - iv. Minor Girls Representative
 - v. Slo-Pitch Men's Representative
 - vi. Slo-Pitch Women's Representative
- b. Two years, in odd-numbered years:
- i. Men's and Women's Coordinator
 - ii. Slo-Pitch Coordinator
 - iii. Umpire-in-Chief for Districts
- c. Two years in even-numbered years:
- i. Minor Coordinator

3. Annual Status Verification (By July 15th) Sept. 7th for 2026

The office shall annually contact individuals whose term is ending to determine whether they intend to stand for reelection.

This verification process must be completed annually by July 15th.

4. Nomination Window (By August 1st) Sept. 21st for 2026

By August 1st annually, the office will circulate to all members (as defined by the bylaws) in each district a list of all District Representative Voting Member positions up for election.

Note: If a coordinator on a council has expressed interest in standing for election, this information will be formally noted and shared with members.

Members interested in nominating themselves or someone else for one of the available positions will have until August 21st to do so; the nomination window will close then.

5. Voting Procedure (Starting August 22) Sept. 22nd for 2026

On August 22nd, the office will circulate to all eligible voting members the list of nominees for each position in their district.



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- Voting Rights: A representative from each Club and Association Member will have the right to cast one (1) vote for each position open for election within their District.
- Voting Method: Voting will be conducted online via a Google Form to ensure all votes are accurately recorded.
- Timeline: The voting window will remain open for a period of exactly three (3) weeks **(2 week for 2026)** following the circulation of the nomination list and voting instructions.

Note: Should there be two or more candidates for a given role, the office will schedule a town hall meeting to allow voting delegates to meet the candidates.

6. Announcement of Results

The office will inform each district of the election results no later than September 15th **(October 6th for 2026)**.