



AIRDRIE
RINGETTE ASSOCIATION

ARA Board Positions

REVISION SUMMARY

1	Issued for Information	2021-Mar-14



ARA PRESIDENT

As per ARA bylaws, the President is a member of the ARA executive committee. The position is defined as the chief operating and executive officer subject to the authority of the ARA board and shall:

- Have general supervision of the affairs of the ARA.
- Preside and facilitate all ARA board meeting, AGM, association special meetings.
- Act as ARA spokesperson and external ARA representative.

Historically other tasks have included but not limited to:

- Act as an ARA financial signing authority.
- Act as ARA representative with numerous organizations, including City of Airdrie, Ringette Canada, Ringette Alberta, other Zone 1, 2 or 3 Ringette associations, Zone 2 board, Zone 2 AA, Ringette Calgary, and Calgary 123 league.
 - Directly or appoint ARA representative to attend meetings.
- Establish and direct strategic direction for ARA, including association growth and sustainability.
- Contribute to developing and implementing ARA policies, and procedures.
- Interacting with insurance companies, lawyers, banks related to ARA business dealings.
- Attending as many ARA events as possible.
- Managing ARA President email account.
 - Respond to emails relevant to the role or redirect emails to other ARA board members when appropriate.
 - Create and distribute ARA association emails periodically as required, such as (but not limited to):
 - News from ARA board meetings,
 - Opening of registrations,
 - Upcoming season evaluations,
 - ARA events.
- Ensuring the ARA website is updated and maintained (note this may be done in conjunction with an ARA webmaster or other ARA board members).
 - Updating news postings/ticker.
 - Upload approved board documents.
 - Administer website classified ads
 - Administer the ARA frequently asked question section (FAQ), including responding to submitted questions or redirecting them to the appropriate ARA board member.
 - Contribute or direct ARA social media postings (including Facebook and Twitter).
 - Securing technical support for ARA website, ROF registration webpage, and rampbook.
- Assist with administration of registrations (in conjunction with ARA registrar).
- Assist with organizing/running ARA September preseason activities (in conjunction with ARA director of player development):
 - Rust busting ice,
 - Universal athlete evaluations (UAA) – will include submitting UAA for ARA teams formed after evaluation games to determine team tiering placement.
 - Player evaluation games.
- Ensure all ARA players have a team to play on.
 - Not usually an issue for ARA players to U12
 - At older levels:
 - Assisting individual players with team placement outside of ARA and managing their release from ARA.
 - Assisting with the formation of viable teams involving other Zone 2 associations (such as U16A U19B AC Thunder joint team between Airdrie and Cochrane).
 - Recruiting players external to ARA to ensure viability of ARA teams;
- Interacting with ARA association members when attending ARA events and addressing concerns, questions, comments, or feedback.
- Assisting other ARA board members with their tasks and events as required.

The following skills will help in the execution of the ARA president position:

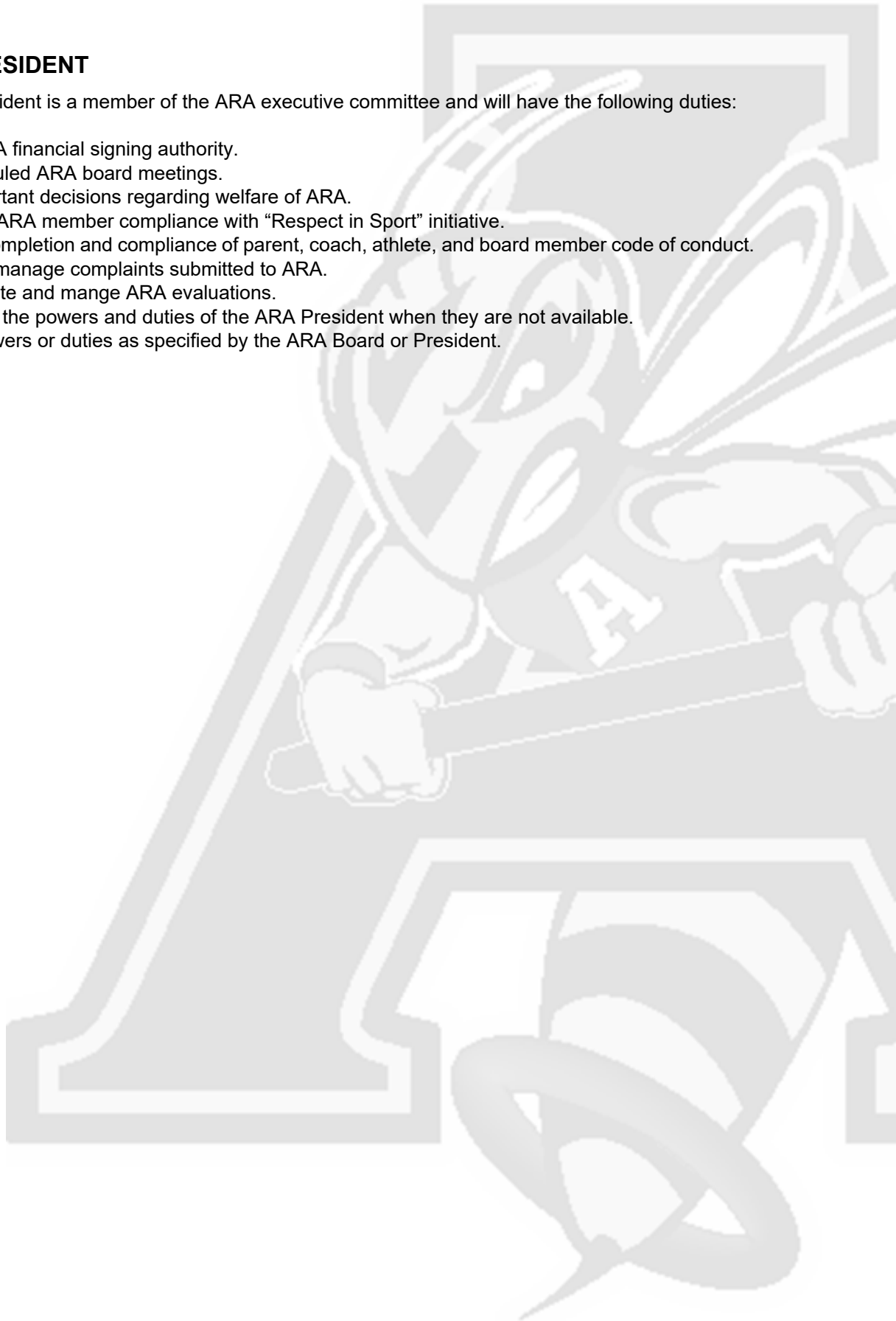
- Public speaking,
- Previous knowledge of the ARA organization, operations, and processes,
- Computer skills, and ability to learn different software tools,
- Leadership,
- Administration,
- Communication, and organizational.



ARA VICE PRESIDENT

The ARA vice president is a member of the ARA executive committee and will have the following duties:

- Act as an ARA financial signing authority.
- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Coordinating ARA member compliance with “Respect in Sport” initiative.
- Coordinate completion and compliance of parent, coach, athlete, and board member code of conduct.
- Process and manage complaints submitted to ARA.
- Help coordinate and manage ARA evaluations.
- Shall assume the powers and duties of the ARA President when they are not available.
- Any other powers or duties as specified by the ARA Board or President.



ARA TREASURER

The ARA Treasurer is a member of the ARA executive committee and will have the following duties:

- Act as the ARA chief financial officer.
- Act as an ARA financial signing authority.
- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Keep accurate records of all ARA financial transactions throughout the season.
- Prepare year-end financial reports for third party accountant review.
- Prepare year-end financial report for ARA Annual General Meeting
- Complete financial reports as required for the Government of Alberta and/or AGLC (Casino monies reports or AGLC licensed fundraiser raffles).
- Manage ARA post office box, including pick and distribution to ARA board members.
- Process all ARA Bills/Contract throughout the season as required.
- Process all ARA bank deposits as required throughout the year
- Complete all transfers as required to team accounts, fundraising accounts or Ring of Fire accounts.
- Create/track invoices for other user groups (Ringette AB, Zone 2 AA, etc.)
- Reconcile all registration payments with registration systems.
- Process ARA refunds as required.
- Process monthly referee payroll throughout the season.
- Coordinate SETUP/CLOSEOUT of all ARA team bank accounts.
- Provide team treasurers with monthly bank statements.
- Reconcile team bank accounts at end of season.
- Assist ROF Treasurer with tournament financials (Nov/March tournaments).
- Assist Fundraiser with fundraising financials.
- Any other powers or duties as specified by the ARA Board or President.

ARA SECRETARY

The ARA Secretary is a member of the ARA executive committee and will have the following duties:

- Act as an ARA financial signing authority.
- Attends all meetings for the Association, the Board and Executive Committee.
- Keeps accurate meeting minutes and publish them.
- Is responsible for the Board's correspondence.
- Book facilities for Board meetings or ARA events (beyond ice or tournaments).
- Send out all meeting notices two weeks prior to the scheduled meeting.
- Have charge of all books, papers, records, documents and instruments belonging to the Association, except when some other officer or agent has been appointed for that purpose.
- Attend to the legal matters of the Association, including the maintenance of regulatory records, including annual reports, insurance documents and Bylaws.
- Maintain a record of the Association policies determined by the Board of Directors.
- Carry out other duties assigned by the ARA Board or President

ARA EQUIPMENT MANAGER

The ARA Equipment Manager is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Distribute/Collect ARA equipment, including team jerseys, coach bags with practice equipment, goalie equipment.
- Ensure coach bags are stocked with the proper equipment depending upon the team level.
- Maintain an ARA equipment sign-out log for other ARA equipment, such as mobile shot clocks, banners, ice paint, additional goalie equipment, etc.
- Purchase new equipment required for ARA pending ARA Board approval.
- Purchase new jerseys as required for ARA pending ARA Board approval.
- Keep ARA lockup at Genesis Place tidy and storage of half ice bumpers at Plainsmen.
- Clean used goalie equipment at seasons end before returning to lock up.
- Interface with East Side Sports as required to ensure ARA branded sports apparel is stocked, including ARA designated pants.
- Work with the City of Airdrie to ensure new Zone 2 Play Off and Provincial Championship banners are installed at Genesis Place each summer after the season ends.
- Inspect and maintain the half ice bumpers (Plainsmen) and little nets (Genesis Place, and Plainsmen).
- Any other powers or duties as specified by the ARA President.

ARA DIRECTOR OF OFFICIALS

The ARA Director of Officials is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Shall be responsible for all officials within ARA including the development/advancement of their skill levels.
- Shall prepare and present officials payment fee schedule to the ARA board for each season. Payment schedule shall include game payment and travel cost for external officials.
- Develop and maintain list of available ARA referees, including their contact information and qualifications.
- Shall communicate guidelines for referee qualification and age requirements for various levels of play.
- Schedule referees for all ARA home league games and Zone 2 playoff games; provide schedule of referee payment to ARA treasurer for these games
- Schedule referees for ARA team exhibition games as requested.
- Schedule referees for all ARA tournaments (excluding Provincial Play Downs and Provincials); provide schedule of referee payment to ARA Tournament Director.
- Shall ensure all available referees meet the necessary training qualifications outlined by Ringette Alberta and/or Ringette Canada for specific game levels.
- Plan Ringette Alberta sanctioned referee clinics in Airdrie as required.
- Coordinate informal evaluations of all referee and provide feedback.
- Shall be responsible for receiving/processing referee complaints.
- Any other powers or duties as specified by the ARA President.

ARA DIRECTOR OF PLAYER DEVELOPMENT

The ARA Director of Player Development is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Manage ARA athlete development programs, including power skating, goalie training, dryland training, hosting ringette clinics/camps provided by external third parties.
- Participate on various committees (Sport Development, Disciplinary) as directed by the ARA president.
- Organize and coordinate the Universal Athlete Assessment (UAA) during September evaluations;
- Assist with creating online surveys throughout the season as directed.
- Respond to all inquiries (phone/email) in a timely manner.
- Attend other non-ARA board meetings as required (2 or 3 per month).
- Track all injured athletes to ensure they do not return to play without following policy.
- Act on behalf of all athletes with complaints/protests in all divisions.
- Represent any athletes facing sanctions (such as suspensions/expulsions).
- Assist with athlete evaluations as required for all divisions.
- Assist teams with goalie affiliations to ensure fairness for all teams.
- Assist teams with skater affiliations and help to resolve any athlete/team conflicts.
- Manage the year end athlete report card system, track athlete development and provide reports to team coaches as needed.
- In conjunction with Director of Coaching, help teams manage athlete affiliation program (list creation, and proper usage, rule education/enforcement).
- Any other powers or duties as specified by the ARA President.

ARA VOLUNTEER DIRECTOR

The ARA Volunteer Director is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Shall be responsible for coordinating volunteers for all ARA sanctioned events (excluding minor officials for team games). Events include evaluations, UAA, Come Try It, ARA tournaments, Hosting of Provincial tournament, Flames 50/50 Fundraiser, Home and Garden show, and others.
- Creating/managing online volunteer sign up tools.
- Shall track all mandatory volunteer hours for ARA members, including for tournaments and non-tournaments volunteer hours.
- Shall obtain volunteer deposit cheques for all athletes.
- Shall advise the ARA treasurer regarding volunteer hour deficiency to determine which volunteer deposit cheques are to be cashed.
- Shall work with ARA Director of Tournaments to coordinate ARA tournament/provincials volunteers.
- Any other powers or duties as specified by the ARA President.

ARA TOURNAMENT DIRECTOR

The ARA Tournament Director is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Responsible for overall planning, organization and execution of ARA tournaments, including November ROF, March ROF, Zone 2 Bunny Bash (quadrennially), Provincials and U12 Regionals (when bid is successful). This includes but not limited to:
 - Tournament scheduling,
 - Tournament treasury and budget,
 - Registration table,
 - Athlete/team bags and medals,
 - Raffle table and silent action item sponsorship,
 - Coordinating AGLC raffle licenses (if required),
 - Tournament decorating,
 - Coordinating with ARA director of officials to schedule referees.
 - Coordinating with ARA volunteer director to ensure volunteers are planned and organized,
 - Coordinate with applicant teams, local media, City of Airdrie arena staff, and hotel accommodations,
 - Supervise operations while tournament(s) are on-going
- Sanction ARA tournaments with Ringette Alberta.
- Tournament reporting to ARA Board and Ringette Alberta (where required).
- Facilitate tournament committee planning meetings
- Any other powers or duties as specified by the ARA President.

ARA ICE SCHEDULER

The ARA Ice Scheduler is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Shall build and maintain the ARA master ice schedule.
- Shall be proficient with Microsoft office, including excel, and have experience either with scheduling or as an administrator.
- Shall book all direct ARA ice (September – March) with the City of Airdrie or other local municipalities (if required).
- Responsible for developing the ARA September evaluation schedule.
- Responsible for developing the ARA weekly ice schedule for all teams; including practices and on-ice development (power skating, clinics, or additional practices).
- Responsible for allocating weekend ice times to the various ARA participant leagues to facilitate league game scheduling.
- Responsible for managing ARA weekly ice; including rescheduling of games, practices, ice cancellations, and ensuring no ARA ice time sits empty unused.
- Communicating with ARA teams throughout the season regarding any ice scheduling times.
- Interact with the City of Airdrie, Calgary 123 league, Zone 2 U10 league, Zone 2 AA, and other individual ringette associations (Zone 1, Zone 2, Zone 3) mostly regarding reschedules but can include other various ice related issues.
- Working with ARA Treasurer to verify City of Airdrie monthly ice invoices match the ARA master ice schedule and asking for corrections when discrepancies are identified.
- Any other powers or duties as specified by the ARA President.

ARA PUBLIC RELATIONS DIRECTOR

The ARA Public Relations Director is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Manage and provide content for all ARA social media, including ARA website, Facebook, Instagram, Twitter, etc.
 - Intention is to promote ARA, ARA teams/athletes, ARA scheduled events, RAB events/promotions, and sport of ringette.
- Organize ARA participation in local events to promote ARA and the sport, including “Come Try It”, Airdrie Home Garden, Airdrie Canada Day Parade, etc.
- Organize and coordinate all “Come Try It” events hosted by ARA.
- Organize and manage ARA local advertisement (beyond social media) - magnetic signs, local area newspapers, arena bulletin board postings, Genesis Place External digital display, etc.
- Act as ARA spokesperson when responding to local media requests.
- Any other powers or duties as specified by the ARA President.

ARA FUNDRAISING DIRECTOR

The ARA Fundraising Director is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Organize, manage and coordinate all ARA fundraising events (e.g. money raffles, Flames 50/50, Halloween Social, Casino, Hitmen Puck Toss, etc).
- Identify, present, and pursue fundraising opportunities for ARA.
- Identify, and pursue public or private business sponsorships of ARA.
- Work with Treasurer to keep records relating to fundraising events. Ensure all AGLC generated funds are deposited into the ARA official AGLC account.
- Coordinate with Volunteer Director to recruit/schedule volunteers for fundraising events.
- Assist ARA teams with their own fundraising.
- Ensure teams are documenting/managing proper usage all AGLC generated team funds.
- Manage and complete all ARA audits requested by AGLC.
- Any other powers or duties as specified by the ARA President.

ARA DIRECTOR OF COACHING

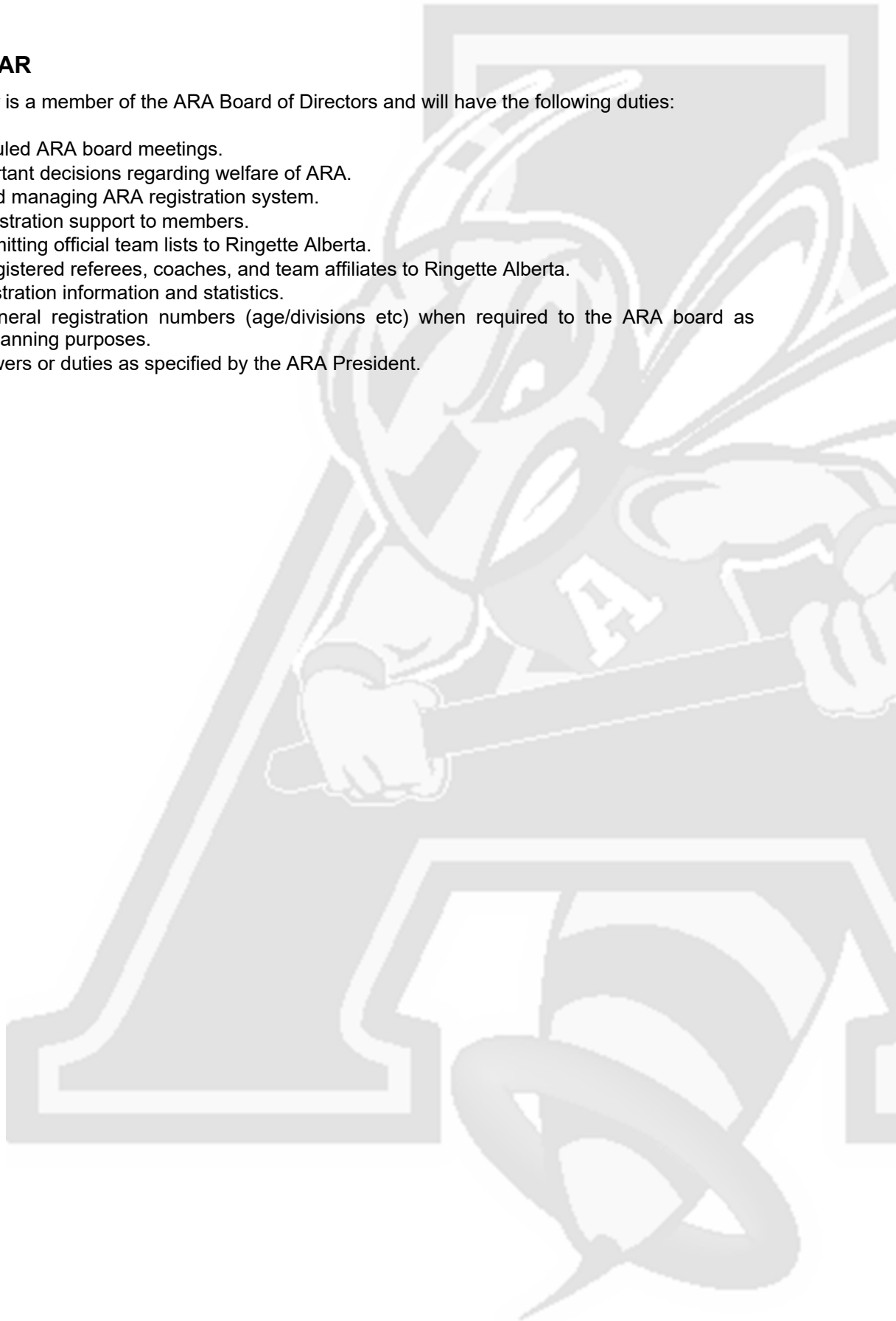
The ARA Director of Coaching is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Participate on various ARA committees as directed.
- Organize, and coordinate to ensure all teams have proper coaching staff, includes potential recruitment.
- Organize and facilitate ARA Coach meetings
 - 4 per year: beginning of season, mid to late November, beginning of February, end of season.
- Attend other non-ARA board meetings (2 or 3 per month)
- Organize, manage and recruit volunteers for ARA September Rust Busting ice sessions.
- Assist with ARA September athlete evaluations, including but not limited to:
 - Recruiting and organizing grading evaluators for U10 evaluation sessions.
 - Recruiting coaches/parents for all athlete evaluation ice times (on ice/bench management)
- Create and manage interview committee when multiple candidates apply for the same head coaching duties.
- Inform coaches regarding important deadlines and meetings (team affiliation deadline, mandatory Calgary 123 league coach meetings).
- In conjunction with Director of Player Development, help teams manage athlete affiliation program (list creation, and proper usage, rule education/enforcement).
- Organize/Manage all Ringette Alberta coaching clinics (all levels) hosted by ARA.
- Document/Track all coaching credentials and ensure qualifications are up to date as per Ringette Alberta rules.
- Promote further coaching development at all age divisions.
- Educate ARA coaches regarding Ringette Alberta Coaching qualification process.
- Provide additional coaching support as required/requested in a timely manner.
- Any other powers or duties as specified by the ARA President.

ARA REGISTRAR

The ARA Registrar is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- Setting up and managing ARA registration system.
- Providing registration support to members.
- Creating/submitting official team lists to Ringette Alberta.
- Submitting registered referees, coaches, and team affiliates to Ringette Alberta.
- Tracking registration information and statistics.
- Supplying general registration numbers (age/divisions etc) when required to the ARA board as required for planning purposes.
- Any other powers or duties as specified by the ARA President.



ARA MEMBER-AT-LARGE

The ARA Member-At-Large is a member of the ARA Board of Directors and will have the following duties:

- Attend scheduled ARA board meetings.
- Vote on important decisions regarding welfare of ARA.
- 2 positions available and are appointed by the ARA board at the AGM (per ARA bylaws).
- These are working positions.
- Powers and duties as specified by the ARA President.

