



PRESIDENT

TASK

- Has the overall responsibility of the smooth operation of the association.
- Is the prime contact with the GELC and ALA

TASK

- Signing officer for cheques with treasurer
- Chairs all GELC/ALA sanctioned events

TASK

- Oversees the running of the association and helps wherever needed
- Makes executive decisions where time is not available to call an executive meeting in matters not affecting the BRLA Operating Policy or Financial Position

PRESIDENT

TASK

- Carries the tie breaking vote if needed at BRLA executive meetings.
- Prepares the President's report for GELC monthly meetings.

TASK

- Monitors announcements from the GELC and ALA and passes on any relevant information to the members/executive as needed.

TASK

- Sets the date for all BRLA Board Meetings and the AGM
- Ensures the association is represented at all GELC meetings.

VICE PRESIDENT

TASK

- Attends GELC/ALA meetings with or in place of the president.
- Handles all functions of the president when the former is unavailable

TASK

- Assists in locating and placing qualified coaches for all teams with the coaching director.
- Acts as an arbitrator in coaching disputes

TASK

- Responsible for arranging Team Pictures w/Scheduler
- Helps promote the BRLA through the city

REGISTAR

TASK

- Attends registrations, ensures registrations are complete and accurate.
- Distributes team lists to the BRLA executive as required.

TASK

- Sends team lists and team formation numbers to President to be presented to the GELC
- Monitors online registration system and responds to any issues/enquires that are raised.

TASK

- Verifies residency for any new players to ensure they have registered in the proper zone.
- Verifies players are registered in the correct age and gender categories.

REGISTAR

TASK

- Liaises with KidSport and other agencies that assist/sponsor our players in paying registration fees.

TASK

- Works with players/parents to prepare any release paperwork for players that move to another association.
- Provides updates on registration fees and policies.

TASK

- Ensures communication is sent out to all players with regard to pre-season events.

SECRETARY

TASK

- Takes minutes at all BRLA sanctioned meetings.
- Maintains a permanent record of all motions passed.

TASK

- Sends out news letters and notices to the membership
- Send out Board of Director Meeting Minutes to all board members.

TASK

- Acts as backup for the webmaster of the association.
- Gathers year end reports prior to the AGM

TREASURER

TASK

- Prepares the annual budget
- Ensures all funds received by the BRLA are deposited into the clubs accounts.

TASK

- Informs the secretary of any external donations or funds received.
- Works with the Registrar to issue any player refunds that may be required.

TASK

- Ensures payments are made to the City of Beaumont, The GELC and the ALA
- Ensures payment of the association bills and invoices in a timely manner.

TREASURER

TASK

- Applies for the gaming license for any association raffles.
- Prepares the end of the year financial report and balance sheet by July 1st

TASK

- Provides financial updates at all BRLA executive meetings
- Monitors and reconciles the BRLA bank accounts

TASK

- Maintains signing authority on BRLA bank accounts.

FLOOR SCHEDULER

TASK

- Assigns practice and game times in conjunction with the GELC.
- Secures location for Picture Day
- Liaison with the local municipality or city booking coordinator as required.

TASK

- Reschedules conflicting and makeup games and practices if necessary.
- Review the schedule before it is published to ensure that facilities times are available at the KNRRRC.

TASK

- Liaises with Tournament Coordinator to ensure enough floor time is booked for the event.
- Collect Banners teams won from tournaments to be hung in the KNRRRC

COACHING DIRECTOR

TASK

- Ensures the Coaching Application form is updated and published.
- Collects Coaching Application Forms.

TASK

- Chairs the Coaching Selection Committee (members to be appointed by the executive)
- Provides a list of suggested coaches to the executive for approval.

TASK

- Assists the Technical Director with Team Evaluations
- Assists with matching up mentors with new coaches to ensure they are comfortable with their role.

COACHING DIRECTOR

TASK

- Ensures all coaches are properly certified for the level they are coaching.
- If not work with them to get registered for the proper coaching clinics.

TASK

- Ensure all coaches have criminal record checks
- Coordinate pre-season coaches and managers meeting.

TASK

- Liaises with all coaches throughout the year to ensure they are receiving the support that they need.
- Gathers information and makes recommendation for Coach of The Year award.

TECHNICAL DIRECTOR

TASK

- Responsible for overseeing the player evaluation process.
- Works with coaches, provides practice plans, drills and player development.

TASK

- Responsible for overseeing the coaching evaluation process and coaching development plan.
- Organizes floor times for BRLA Coaching Clinics.

TASK

- Works with Coaching Director as needed
- Prepares technical training videos, practice plans, drills etc. for all coaches to use as needed.

FEMALE DIRECTOR

TASK

- Attends GELC girls board meetings.
- Direct liaison with the GELC/ALA regarding girls development.

TASK

- Works with female teams coaching staff to implement coaching tactics, drills, team building events.

TASK

- Promote female lacrosse in Beaumont

DISCIPLINE DIRECTOR

TASK

- Although with the club President receive and act on all club related discipline requirements as sent out in the bi-weekly discipline reports by the GELC office.
- If unable to attend discipline meetings make sure another club representative will be present.

TASK

- Relate suspension, decisions, and concerns of the discipline committee to appropriate team management.
- Ensure that coaches are aware of player automatic disciplines.

TASK

- Attend the GELC Discipline Committee meetings as a member representative to ensure appropriate representation is available to deal with discipline actions required.
- Make sure fans, players, coaches who are under review are aware of their attendance being required to discipline meetings.

MINI TYKE/TYKE DIRECTOR

TASK

- Arrange with equipment manager for issuance of jerseys, goalie equipment, coaching manuals and first aid kits for all teams.

TASK

- Mediate conflict between coaches, players and parents.
- Assist teams in booking tournaments

TASK

- Assist with come try lacrosse events
- Promote lacrosse for young players in Beaumont

NOVICE/PEEWEE DIRECTOR

TASK

- Arrange tryouts for each division.
- Assist in the running of drafts as required.

TASK

- Arrange with equipment manager for issuance of jerseys, goalie equipment, coaching manuals and first aid kits for all teams.

TASK

- Mediate conflict between coaches, players and parents.
- Assist teams in booking tournaments

BANTAM/MIDGET DIRECTOR

TASK

- Arrange evaluations for each division.
- Assist in the running of drafts as required.

TASK

- Arrange with equipment manager for issuance of jerseys, goalie equipment, coaching manuals and first aid kits for all teams.

TASK

- Mediate conflict between coaches, players and parents.
- Assist teams in booking tournaments

EQUIPMENT CORDINATOR

TASK

- Purchases and maintains equipment and jerseys.
- Issues equipment and jerseys to teams, maintains records of such issuances.

TASK

- Collects equipment and jerseys at the end of the season, maintains records of such returns.
- Arranges repair and or replacement of damaged equipment and jerseys.

TASK

- Has signing authority at United Cycle
- Reviews and restocks first aid kits
- Prepares a budget for the February meeting that identifies equipment needs for the upcoming season.

TOURNAMENT CORDINATOR

TASK

- Chairpersons for BRLA hosted tournaments.

TASK

- Arrange and Organize the BRLA Annual Tournaments.
- Prepare Budget for Tournament

TASK

- Secure floor time for Tournament
- Obtains, medals, sponsors, etc.

WEBMASTER/SOCIAL MEDIA

TASK

- Updates website on a regular basis with information of value to the membership.
- Regularly updates the contents on the bulletin board at the KNRRC

TASK

- Works closely with the Tournament Coordinator to ensure the events are well publicized.
- Monitors website to ensure information is current and within guidelines.

TASK

- Liaises with local newspaper to encourage media coverage for the associations teams and events.
- Prepares year end review of the season for the AGM

RAIDERS APPAREL

TASK

- Maintains Apparel Inventory for the upcoming season.
- Prepares a budget for February Board Meeting to purchase any required apparel.

TASK

- Helps promote the BRLA in the City
- Works with teams for team apparel

TASK

- Maintains Year End Apparel Inventory
- Prepares Year End Apparel Profit Report for the AGM

FUNDRAISING

TASK

- Recruits and secures sponsors for the association.
- Ensures appropriate recognition of our sponsors through display of sponsors name in arenas and other appropriate methods.

TASK

- Organizes fundraising events, raffles, socials, etc.
- Oversees the promotional activities of the Association

TASK

- Registers and coordinates the Beaumont Days Parade
- Works with the Treasurer to ensure any gaming license applications are filed for raffles etc.

VOLUNTEER CORDINATOR

TASK

- Works with Register to coordinate volunteer positions.
- Helps organize the Beaumont Days Parade

TASK

- Works with the Tournament Director to ensure volunteers are available to assist in the event.

TASK

- Manages and schedules member volunteer duties.
- Responsible to fill Casino shifts with board members and or club members as needed.

PAST PRESIDENT

TASK

- Assists with a smooth transition from Past President to New President.

TASK

- Hand over any useful documents from previous years to assist new president.

TASK



MISSION STATEMENT

The Beaumont Raiders Lacrosse Association's Mission is to promote the growth of lacrosse through the formation of amateur teams in Beaumont. Our goal is to promote excellence and integrity in our players and volunteer staff through the community, among their families and on the field of play.

BEAUMONT

RAIDERS

LACROSSE