

ERC ROLES AND RESPONSIBILITIES

Board of Directors

President

- Chair Board meetings
- Liaise with Edmonton Ringette, continue to define roles between the associations, identify mutually agreeable liaison for mutual approval
- Liaise with Ringette Alberta and Ringette Canada as required, attend RAB AGM, attend other RAB meetings as called, provide policy feedback where requested after consulting with ERC board, consider and sign release requests where required or deemed proper
- Liaise with Alberta AA Ringette groups, including attending Z5/6 president's meetings, AA conference calls to discuss policy issues or other issues as they arise
- Attend Black Gold meetings – Starts in August (club to identify 3 reps for meeting), provide policy feedback as required after consulting with ERC board
- Canvass Board members for renewing terms (over the course of the last year in term)
- Receive with Executive coach selections for consideration and approval or justification
- Prepare welcome letter for the season
- Prepare welcome letter for Wood Tournament program
- Attend Wood Tournament and act as member of grievance committee where required; be ambassador to other association teams during Wood; presentation of medals as required
- Follow up where needed on membership fee issues and volunteer requirements
- Troubleshoot team issues during course of year and receive concerns of coaches, managers, families and players as necessary
- Review survey results and feedback; bring critical issues to board
- Coordinate positions reporting to president and request and receive reports
- Invite past ERC award winners to Annual Banquet; presentation of award winners at banquet
- Assist with U12/Tween Outreach parent orientation night in April including requesting ice in January, ensuring registration is complete, identifying instructors with on ice facilitator, and communicating with liaison
- Take active role in U12 program or alternatively, identify mutually with federation, a trusted and competent source for same

Vice President

- Assist Technical Director with Managers binder for Managers meeting, include Code of Conduct and Medical Information forms – Sept
- Manage ERC Scholarship Awards process – review selection process (Sept), send out notice (Nov), create selection committee (Dec), review applications (Jan), select winners for Board approval (March)
- Manage Coaching Reviews, with assistance from Technical Director – set up Mid Year survey (Dec, roll out in early Jan) – set up year end review (March, roll out in April) – submit results to coaches, submit overview to Board
- Manage nominations for ERC annual awards and write-ups for Annual Banquet – Lifetime Member, President’s Recognition Award, Kevin Harrison Volunteer Award - Feb to Board, decision by March
- Manage nomination of ERC members for Ringette Alberta (deadline April) and Ringette Canada awards
- Review Tryout Forms and get up on website - April
- Review Bylaws, Constitution

Treasurer

- Prepare annual ERC budget - May, for Board approval in June
- Set registration fees with Registrar - May, for Board approval in June
- Request copy of each ERC team's projected budget - Sep
- Pay Ringette Alberta Provincials registration fees for ERC teams - annually
- Request copy of each ERC team's actual team expenses - April
- Disburse player development fees upon receipt of documentation, if applicable - annually
- Reconcile bank statements - monthly
- Balance summary report for Board meeting - monthly
- Summarize the budget vs actual report for Board meeting - monthly
- Print copy of general ledger and file - year end
- Reconcile and file gaming accounts. Track any gaming licenses taken by ERC teams to ensure compliance and reporting.
- Keep accounts
- Prepare regular financial reports and provide to auditors
- Complete AGLC Gaming Reports
- Prepare Use of Proceeds report for AGLC for casino license – June

- Complete AGLC license renewals with assistance from Bingo Director
- April 30 year end reconciliation and cut-off

Secretary

- Handle Board correspondence and check mailbox
- Set Board meeting dates
- Reserve meeting room at EFCL building
- Prepare and distribute agenda prior to meetings via email in consultation with the President
- Prepare meeting minutes and distribute via email to Board
- Prepare task list from meetings and keep updated
- Prepare and file the Annual Return https://www.servicealberta.ca/pdf/Forms/REG3062_Annual_Return.pdf - July
- Send out AGM notice and put on website, book AGM meeting room - August
- Prepare AGM agenda – Sept

Other ERC Roles

Registrar

- Administer club membership
- Submit fees to Treasurer
- Submit team hard cards to Ringette Alberta
- Follow critical dates posted by Ringette Alberta
- Enter ERC team info with Ringette Alberta - around Oct 15th
- Ringette Alberta bill for ERC teams to be forwarded to ERC Treasurer for payment
- Remind coaches that all changes to roster need to be made prior to January 15 each year
- Remind coaches that all courses and evaluations for staff need to be completed, and information into Ringette Alberta prior to January 15 each year
- Set registration fees with Treasurer - May, for Board approval in June
- Work with Edmonton Federation to set up tryout sign up info on websites and in person – March

- Work with Edmonton Federation Registrar to coordinate who is trying out for ERC teams
- Work with Treasurer and Webmaster to arrange for sign up and payment of tryout fee online
- Make lists up for evaluations and work with Evaluations person to get volunteers for check in and handing out jerseys
- Take care of out of zone registrations
- Send hard cards (TRFs) to ERC teams prior to Provincials
- Assist Technical Director with Coaches Meeting, prepare Coaches Manuals/Binders - September
- Assist Technical Director with Managers Meeting, prepare Managers Manuals/Binders - September
- Provide ERC teams traveling to tournaments with unapproved TRF if one is required (Golden Ring and Ontario)
- Initiate U12/Tween Outreach parent orientation night – April

Technical

- Oversee coaching certification requirements – September and October – needs to be done by Dec 15 or not insured
- Mentor new coaches
- Oversee consistencies with ERC coaching stream
- Intervene during coach/player/parent controversies
- Assist Vice President with Coach mid-year and end of year reviews
- Review coach application form with President and Vice-President – March
- Initiate call for coach applications, update application form and selection criteria – March/April, deadline June 15
- Head up coach application review process, interviews – June, complete by Aug 1
- Implement coach screening policy - June
- Submit recommended coaches for Executive approval by email – Aug 1
- Have coaches identify and suggest assistant coaches, evaluate list, submit list to Executive for approval – Aug 15
- Create and oversee player evaluation criteria - mid August
- Meet with coaches to prepare for evaluation and selection process (refer to Team Selection Policy), set up consistent evaluation practices (independent), share outline of commitment expectations for coaches to share with parents/players, add reminder about Nationals for budget planning to parents – August

- Make sure coaches confirm tryout ice times - August
- Remind coaches of selection guidelines/policies and review coaches selection recommendations for teams – September
- Forward coach's selection recommendations to Executive for approval – September
- Arrange for Managers meeting once teams are selected - September
- Ensure coaches submit EPS check certificates – September 1– need by Nov 1 - refer to Screening Policy

Evaluations

- In April & May, get preliminary dates and times for evaluation skates and post on website. Ensure online registration ready to go live in May
- In May/June, consult with Technical Director on evaluation plans and review evaluation process and evaluation criteria with Technical Director
- In August, work with the ERC and Edmonton Ringette Registrars to obtain the names of players who have played AA ringette in the past, or have expressed an interest in playing AA ringette, but have not registered or signed up for tryouts and to have an email sent to them directing them to the welcome letter and the online registration site
- In July and August, recruit Open AA and Open A players to evaluate and run on ice evaluation skates
- In August, obtain volunteers for check-in, handing out and washing jerseys and prepare worksheets for U14, U16, and U19 assigning jersey numbers/colours and sign in sheet for players
- In August, consult with head coaches on evaluation plans for each evaluation skate and facilitate discussions with on-ice helpers
- Provide evaluation results to each head coach following each of the evaluation skates
- Advise coaches that final team selection must be provided to the ERC Board of Directors for approval and process for advising players released, players selected and posting of team on website
- Prepare payment list for evaluators/on-ice helpers. Send to Treasurer to prepare cheques. Disburse cheques.
- Prepare evaluation report for the ERC Board of Directors

Fundraising

Casino

- Prepare and submit license applications
- Contract with Casino

- Contract with casino advisors
- Arrange volunteer schedules and any necessary criminal checks

Bingo

- Liaise with Fort Road Bingo management - includes acknowledging to them that our next set of volunteers is ready, receiving mail as primary contact
- Attend Fort Road Bingo and Co-Owners Association meetings twice a year
- Assist Treasurer in completion of AGLC Gaming Reports and license renewals
- Develop schedule of team assignments, including mystery bingos
- Bingo reminder 2 weeks before each bingo year round - especially for mystery bingo dates - ensure with team bingo rep that they have a full list of 6 volunteers and 1 spare per shift and they are aware being late or short results in a fine and may affect our share of bingo assignments, obtain names of volunteers to provide to Fort Road Bingo management
- Negotiate with Fort Road Bingo the bingo assignments for the upcoming year and update schedule for mystery bingos - Feb-April
- Prepare yearly summary of return on time invested
- Ask Bingo Chair at each Bingo to obtain any correspondence for ERC when at Bingo and to provide it to you
- Custody of ERC bingo records

Grocery Cards

- Store grocery cards in a secure location
- Send monthly reminders to ERC teams re deadline for grocery card orders
- Distribute grocery cards to ERC teams each month
- Follow up on payment of grocery card orders each month

Grants - Provincial

- Community Initiatives Program (CIP): **Operating Grant**
 - Applications Accepted Quarterly
 - Must submit final reporting document
 - Mainly for operating funds/expenses
 - <http://www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/operating-grant/>
- Community Initiatives Program (CIP): **Project Grant**
 - Applications Accepted Quarterly
 - Must submit final reporting document
 - Can be used for travel

- May be used for hosting Wood?
- Can be used for uniform/equipment purchases
- <http://www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/project-based-grant/>

Grants - Municipal (City of Edmonton)

- Community Investment Grant Program (CIGP): **Travel Grant**
 - Must be a provincial champion to qualify for travel expenses
 - Must be attending a Western Canadian, National, or International Event
 - Can submit up to 90 days after event
 - https://www.edmonton.ca/programs_services/documents/PDF/CIG-Travel-GrantSport.pdf
- Community Investment Grant Program (CIGP): **Operating Grant**
 - **October Deadline**
 - Used for operating expenses
 - Historically up to \$17,500 annually
 - https://www.edmonton.ca/programs_services/funding_grants/community-investment-operating-grant.aspx
- Community Investment Grant Program (CIGP): **Hosting Grant**
 - Applications Deadline March and August
 - Tournament must determine a Provincial or National Champion (Westerns, Provincials, Nationals)
 - https://www.edmonton.ca/programs_services/documents/PDF/HostingGuideApplicationForm.pdf

Corporate

- ATB
- Servus
- Imperial Oil

Raffles

- Contact WestJet for a Vacation Package donation
- If donated proceed with Raffle
- If not donated, ERC can purchase a Vacation Package for raffle
- Purchase package
- Proceed with Raffle

Wood Tournament

- Prepare draft budget for Board approval – May
- Reserve ice – May
- Prepare draft budget for Board approval - August
- Set up committee for Wood Tournament and act as Chair
- Send invitation out to proposed teams
- Medal ordering and presentation invites (August/Sept)
- Arrange Light the Bridge in ERC colors - online form 3 weeks' notice.
<https://docs.google.com/forms/d/e/1FAIpQLScSVa1st-TcJtdtrC5zf6sHb6sqXswHf-9wuS9bT7M7KqYeg/viewform>
- Consider sale of Wood T-shirts (to make small profit) - solicit and arrange with vendor (Ringette Store previously) pricing and pre-orders and orders
- Get Welcome letter from President for Program
- Create e-program, enlist tournament and division sponsors for program. Team sponsors recognized on team pages.
- Solicit player swag / coupons
- Set up snapchat filter/Facebook
- Request Board approval of ERC team auction tables, Ringette Store table (and ensure appropriate permits, licenses)
- Create schedule, arrange referees
- Arrange food (hopefully donated pizza) for volunteers and water, nuts and fruit for referees
- Arrange volunteers for various game positions and for the control table / arena managers with the teams with online sign up. Medal games minor officials selected carefully based on skill level and availability
- Prepare game posters to post results and hang them on rolling boards at arena
- Arena walk through with team fundraisers and Terwillegar re: set up
- Rank teams
- Dispute resolution
- Prepare medals and medal presenters
- Post game results

Marketing / Publicity

- Promotion and advertising of ERC Teams and games to Ringette Community, Edmonton area and potential new Ringette players
- Contact local newspapers, TV, Minor Hockey News, Amateur Sports News etc. with updates (NRL games, Wood Tournament, interesting feature stories, tournament summaries)
- Prior to Wood Tournament - print copy of ERC team photos to put in showcase at host arena
- Prior to Wood Tournament - contact the Edmonton Journal, Edmonton Sun, Global TV, other local tv and newspapers
- Prior to Wood Tournament - use contacts to solicit advertising for Wood Tournament Program
- Arrange for Photos at Wood Tournament
- Solicit tournament summaries and stories of interest from ERC teams
- Keep in contact with Edmonton Sport Council - Go Girl Programs, Summer Samplers etc.
- Come Try Ringette - coordinate with U of A Ringette, Edmonton Federation
- Media release relating to tournaments, Provincials, Nationals
- Coordinate with Ringette Alberta for media relations guidance
- Articles for Minor Hockey News, Amateur Sports News
- Liaise with Edmonton Federation, Ringette Alberta, U of A Ringette to share ideas for promotion and marketing
- Market and promote to current ERC members, potential ERC members (lower than AA and new Ringette players) and community as a whole
- Assist with promoting U12 development clinic program
- Assist with promoting Boot Camp
- NRL Future Players Program
- City of Edmonton Parents and Tots program

Ice Allocator

- Prepare and administer the ice budget
- Make note of BGL critical dates re: identification of ice allocators to BGL, submission of ice deadline for first session and second session and submission of blackout requests (Aug, Sep, Oct, Nov)
- Allocate ice to ERC teams (Sep to Mar)
- Prepare and coordinate practice and game schedules for all ERC teams (Sep to Mar)
- Coordinate rescheduling of BGL games as necessary (Oct to Feb)

- Obtain ice from City for summer ice, WAM! Bootcamp, tryouts (Nov to May)
- Prepare applications and secure ice for the Wood Tournament and special events such as Provincials if hosting (Feb to Oct)
- Work with Federation ice allocator in obtaining ice for season (Mar to Sep)
- Coordinate exchange and utilization of ice slots with Federation (Sep to Mar)
- Negotiate contracts for private ice as needed with CAC (2 Tuesday slots), River Cree (Sunday), LRC, etc. (Jul to Mar)
- Obtain ice at West Edmonton Mall or other venue for Gayle Shaw (Sunday after Thanksgiving)
- Attend City/users meetings as needed with Federation ice allocator

Equipment

- Issue ERC equipment and supplies to teams
- Order new equipment as required - new players to receive bags at cost of ERC; returning players may need new bag at their cost due to wear & tear
- Have repairs done as required
- Verify equipment is returned at end of season - February/March
- Keep inventory of equipment
- Have game sheets and other supplies ready for Wood tournament
- Have jerseys/pinnies ready for Fun Day
- Collect uniform deposit – September
- Initiate exchange of used equipment - August/September

Apparel

- May be 1-3 persons, ideally one from each of U14AA, U16AA and U19AA
- Research product, pricing, supplier and present options and recommendations to ERC board
- Arrange for sizers for apparel as necessary
- Liaise with team apparel representatives to arrange for sizing and orders and payment
- New players to club to be provided winter jackets at cost of ERC
- New coaches to club to be provided coaches' jackets at cost of ERC
- Check as well for returning players needing new jackets or other apparel at their cost due to sizing, damage, loss

- New players to purchase hoodies and dri-fit shirt at their cost
- Prepare optional apparel catalogue / flyer for spring jacket and perhaps other items such as black crewneck sweatshirt for players, grey sweatshirt for parents, bells, magnets
- Keep inventory of apparel (as applicable)

Player Development

- Work with the Technical Director and coaches to determine the needs of power skating or other development of the players and arranging same as necessary

Goalie Development

- Work with the Technical Director and coaches and goalies to determine the needs of development, guest coaching, joint sessions, outside training of the goalies and arranging same as necessary
- Liaise with the Federation or the Federation's Goalie Development person to monitor the number of goalies for Edmonton teams and development of them
- Advise ERC goalies about the \$500 allowance for either equipment and/or goalie training during the year for each ERC goalie
- Review and recommend goalie allowance program for effectiveness and opportunities

Travel Committee

- One representative from each of U14AA, U16AA and U19AA
- Research and book hotels for ERC teams (recommend 10-12 months before tournament date)
- Be aware some tournaments like WCRC or Nationals may require use of specified hotels
- Communicate room types and prices available to team managers, obtain from team managers room requests, prepare and provide room lists to hotels, obtain confirmation numbers, then if necessary, have managers communicate to teams need to call in to confirm with credit cards
- Arrange for 1-2 buses to Saskatoon tournament, if attending (GoCoach, Brewsters)
- Refer to ERC AA Hotel & Travel Policy

Black Gold Rep

- Attend Black Gold League meetings, report to ERC board, and seek ERC board direction on any issues as necessary

Tournaments

- Check websites regularly for tournament information and application dates during the off-season and September and to apply for the ERC to those tournaments as needed (Ie. Saskatoon)

Webmaster

- Renew hosting contract with tera-byte.ca. They must be notified of change to official ERC contact to communicate with (annually).
- Renew domain name registration (edmontonringetteclub.com) through Tera-byte (annually)
- Supervise ERC Wordpress content management system (web site). Keep the Wordpress software updated to latest stable version.
- Responsible for posting information on ERC website
- Set up online registration and payment for WAM! Bootcamp, ERC tryouts, and summer ice or other programs (May)
- Coordinate with teams to create links to their TeamSnap calendars for website calendar auto-update (Sep)
- Update team member records to integrate with Grocery Card Order program (Sep)
- Responsible for or assist with Wood Tournament registrations, e-program and training volunteers on posting game results (Sep to Nov)
- Set up online registration for Gayle Shaw Fun Day and records for donations by player and teams (Oct)

Team Representatives

- attend monthly Board meetings
- bring team concerns to board for discussion
- report board actions to respective teams

Approved by ERC October 3, 2017