



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DIVISION COORDINATORS FUNCTIONS

POLICY #: 1617

Created: May 28, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Division Coordinators of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to both of the FSRA Division Coordinators.

3.0 Terms

Division Coordinators – Two elected members of the FSRA Executive Board who may serve for a minimum of 2 a 2 year term and are responsible for assisting the evaluation process at their level using as needed using the Player Selection and Evaluation Policies (Policies #2110-2400). One is elected to look after the Active Start, U10, and U12 levels, and the other is responsible for the U14, U16, and U19 levels. Divisions will be divided based on the association needs with the executive approval. Neither of the coordinators can be the parent of a child competing in any of their levels and both of them must be able to be objective with coaches and parents at their level.

“A” Team – A higher level team for players of a higher skill level in a particular age group at level U12 and above.

4.0 Policy

- 4.1 The Division Coordinators will work with the Director of Player/Coach Development and coaches if the numbers dictate upward or downward movement of players in order to meet roster number requirements.
- 4.2 If there aren't enough players at any level, the appropriate Division Coordinator will work together with the coaches and Director of Player/Coach Development to determine if it is in the best interest of the players to cooperate with another association.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

- 4.3 During camp sessions or the first evaluation, the Division Coordinator will hold a meeting or meetings to introduce him or herself to the parents at the levels he or she is coordinating and to explain his or her role to the parents. The Coordinator will explain to the team that issues that can not be resolved with the team staff can be brought forward to him or her. If a parent approaches the Division Coordinators with a concern, he or she must conduct an impartial investigation
- 4.4 The Division Coordinators must work together with the coaches in selecting the players that will make up the teams.
- 4.5 The Division Coordinator and Director of Player/Coach Development will present the compiled evaluations to the Coach of the “A” team and facilitate the selection of players for that team.
- 4.6 If the teams are to be tiered the same, the final decision on player selection will fall on the individual coaches. Should the coaches prove unable to arrive at an amicable decision, the Division Coordinator will have the final say.
- 4.7 If the majority of parents on a team feel that the selections are questionable, then those parents can request the President to set a meeting in which the coaches and or Division Coordinators will briefly explain the reason for the team selections and answer specific questions.
- 4.8 After the above mentioned investigation, the Division Coordinator must report his or her findings to the Executive Board, and the Board’s subsequent decision to all concerned parties. If no conflict exists, the concern will be noted by the Executive Board, but no further action will be taken. If conflict does exist, the Executive Board will consider the manner with regard to the Discipline and Complaints Policy (Policy #1310).