

### Equipment Director

- To connect regularly with the Bob Snodgrass recreation (and any other facilities used by HRLA) staff to facilitate floor space for High River Lacrosse Association
- Working with CDLA/ game schedule, the coordinator will:
  - Set schedules for all HRLA minor lacrosse teams for practices and games throughout that current season.
  - Act as a club liaison for facilities and community associations needing floor time.
  - Work with RMLL to set practice and game schedules for the HRLA Major League (Junior team)
- May take on specific roles and responsibilities, as required by the board and agreed to by facility director.
- Help to develop association policies.

### Tournament Director

- Oversee the tournament planning, and work with tournament coordinator.
- Communicate with CDLA, ALA, RMLL regarding tournament application, RIC assignment, tournament schedule.
- Ensure HRLA board informed on the planning of tournament.
- Create and request a budget.
- Organize tournament committee who will then organize volunteers, raffle items, score sheets, discipline procedures, Fair Play Award criteria/ selecting the team who best meets this.
- Communicate with Casino director for raffle licenses.
- Communicate with Facility Director to book facilities for following year (floors must be booked ONE year in advance)
- Organize donations from the community for fundraising purpose.
- Recruit vendors suitable for the tournament
- Order medals from a board approved business
- Help to develop association policies
- May take on specific roles and responsibilities, as required by the board and agreed to by

### Registrar

- To keep an organized system for High River Lacrosse Association using the computer program/ data base outlined by CDLA and ALA
- To organize forms each year for annual registration with updates as required.
- Medical Information on players database/forms
- To ensure that each player's information is inputted into the computer in a timely manner and keep database for registration fees/ status.
- To ensure that any registration fees get to the treasurer for deposit and tracking in a timely manner.
- Will be responsible for drafting the registration information letter/email to parents/ players each year and distribution of this information.

### Secretary

- Will keep accurate and detailed minutes of all meetings and will distribute to all board members in a timely manner.
- Keep record of all members and their addresses, phone numbers, cell numbers and any other information required by HRLA, CDLA, or ALA
- Will send notices of meetings unless otherwise directed by the President of the Directors
- Will book the meeting room locations for the upcoming meeting dates.
- Will update the Association documents as appropriate (i.e.) annual Corporate Registry and any bylaw updates.
- Assist the President in the conduct of meetings.
- Help to develop association policies.
- May take on specific roles and responsibilities, as required by the board and agreed to by the Secretary.

### Coaching Director

- Provide general liaison with coaches about coaching related instruction, mentorship, and education.
- 1.2 Provide support and leadership to all coaches and assistant coaches.
- 1.3 Providing and organizing coaching education and instruction to coaches.
- 1.4 Providing advice to the board re: Association coaching policies and procedures.
- 1.5 Working with the board to communicate Association standard and policy related to coaching.
- 1.6 Help to apply and enforce appropriate discipline / corrective action as it pertains to coaching and in accordance with Board policy.
- 1.7 Help to develop association policies.
- 1.8 May take on specific roles and responsibilities, as required by the board and agreed to by Coaching director.
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- **Pre-season**
- 2.1 With the coaching committee, Identify and select coaches in each division.
- 2.2 Advise coaches have proper courses certification and required training.
- 2.3 Advise coaches/ assistant coaches get proper criminal record/ vulnerable sector checks and as required by board policy.
- 2.4 Keep records of coaches NCCP # and criminal record checks, phone number etc.
- 2.5 Organizing and overseeing evaluations in required divisions.
- 2.6 Advise all coaches attend coaches' meetings as required.
- 2.7 Organize a list of all coaches and contact information and provide all board members/ club coaches with a copy.
- 2.8 In cooperation with the manager director, provide coaches manual information to coaches about tournaments, clinics, fundraising, schedules, practice times.
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- **Mid-season**
- 3.1 With the aid of the manager director oversee proper implementation of player call up procedures as implemented by team managers and coaches.

### Marketing & Promotions Director

- Preparing and distributing notices and important club information, as required
- Maintain the bulletin/ information board at the recreation complex with current information.
- Preparing club promotional materials as required
- Preparing communication materials for website, as required. Ensuring that the website is maintained in a timely manner.
- Preparing and communicating materials for the print media, radio, and all other forms of media as required
- Help to develop association policies.
- May take on specific roles and responsibilities, as required by the board and agreed to by marketing & promotions director.

### Fundraising Director

- Will work with the board by presenting ideas and opportunities for fundraising throughout the year
- Will organize and coordinate the HRLA fundraising initiatives.
- (i.e.) Roughnecks 50/50; possible tournaments; etc.
- Contact players/ families and get everyone involved as much as possible in promoting lacrosse in association and community.
- Get any funds raised to treasurer for deposit and tracking.
- Act as Association liaison with fundraising organizations (i.e.) Roughnecks; etc.
- Propose policy and procedures related to fundraising issues.
- Develop and oversee vendor agreements for the sale of club merchandise.
- Help to develop association policies.
- May take on specific roles and responsibilities, as required by the board and agreed to by fundraising director.

### Facility Director

- To connect regularly with the Bob Snodgrass recreation (and any other facilities used by HRLA) staff to facilitate floors space for High River Lacrosse Association
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  - Set schedules for all HRLA minor lacrosse teams for practices and games throughout that current season
  - Act as a club liaison for facilities and community associations needing floor time
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- May take on specific roles and responsibilities, as required by the board and agreed to by facility director.
- Help to develop association policies.

### Casino Director

- Overseeing the proper follow up with AGLC (Alberta Gaming and Liquor Commission) for timelines of when to submit forms and financials and communicating with HRLA board as needed.
- Working with treasurer to prepare and submit financials as required by AGLC.
- Completing all casino applications, volunteer forms to fill volunteer shifts, hire casino advisers from the list that is provided.
- Completing all liaison needed between AGLC and HRLA
- Maintain records/ binder of all forms needed for the completion of the HRLA completing casino.
- Help to develop association policies.
- May take on roles and responsibilities, as required by the board and agreed to by casino director.

### Manager Director

- Oversee all Team Managers For the association. Provide Support and leadership for all team Managers Act as a liaison between team managers and the board.
- Creating informational Manager Packages for each manager with up-to-date information and all documents required for the year.

#### **Pre-season:**

- Attend Meeting and work with the board on gathering all information needed for the upcoming year.
- Provide advice with the board on how to best manage the teams and communicate any required information needed.
- Create Manager Packages for each team containing all information and documents needed for the upcoming year.
- Plan and set a manager meeting in advance for the beginning of the season. Include any board members in that meeting that would be beneficial to the support and information needed for the managers. Example: tournament coordinators as our tournaments approach quickly.
- Keep updated on any new information from HRLA/ CDLA that will affect the upcoming season.

#### **Season Start-up (Pre-Games):**

- Begin to work with coaches to recruit managers for each team as soon as possible.
- Have a manager meeting to inform all managers of their duties and provide all the necessary information for the year.
- Collect all team bench rosters including all coaches NCCP#'s.

#### **Mid-Season:**

- Be in contact with all managers on a regular basis to provide support and advice to ensure teams are running smoothly and any issues that arise are taken care of promptly.
- Continue to pass on information from CDLA and the board to the team managers when needed.
- Help to develop association policies.
- May take on specific roles and responsibilities, as required by the board and agreed to by the manager director.

### Treasurer

- Collect all fees and other monies from Registrar for registration/ Junior Rep/ Board members to which the High River Lacrosse Association may from time to time be entitled to and deposit such money into the bank account and/or accounts.
- Will be responsible for seeing that the proper books and records of all the High River Lacrosse Association accounts and transactions are maintained.
- Will present a full detailed account of receipts and disbursements to the directors whenever requested and will prepare for submission to the Annual General Meeting a Notice to Reader statement duly audited by a duly qualified independent accountant.
- Have other duties as required from time to time as delegated by the other directors on the board.
  - Managing club banking and deposits
  - Balancing of counts (e.g.) regular club accounts, fundraising accounts, Major Lacrosse account (Juniors)
- Will pay invoices and bills in a timely manner.
- Provide Association financial statements with breakdowns of deposits and expenses at every monthly board meeting.
- Will get the mail on a regular basis and distribute documents to the appropriate board members/ people.
- Preparing Association financial statements at the end of fiscal year/ AGM
- Recommending policy related to Association finances and spending.
- Help to develop association policies.
- May take on specific role and responsibilities, as required by the board and agreed to by Treasurer.

### President

- Chief Executive Officer of Association.
- Coordinating and overseeing the efforts and day to day operations of the Association.
- Overseeing and conducting of regular board meetings and Annual General Meeting of the Association or delegating the chairmanship of the meeting to the VP or a chosen member of the board.
- Representing the Association at meetings of the CDLA, the Alberta Lacrosse Association (ALA), as well as Rocky Mountain Lacrosse League (RMLL) and the Canadian Lacrosse Association (CLA) or delegating the meetings to be attended by chosen member of the board.
- Acting as a primary contact for all Association information.
- Preparing and approving agendas for the committee and annual meetings
- Help to develop association policies.
- Be a non-voting member of all committees in which he/she has not already been appointed by the board.
- May take on roles and responsibilities, as required by the board and agreed to by President.

### Vice President

- Chairing of the board meetings in the absence of the President
- Providing advice to the President and the Board
- Assigning responsibilities and action items to the board in the absence of the President
- Representing the club at meetings of the CDLA, RMLL, and ALA as needed
- Assuming the duties of the President if the President cannot complete his/her duties and until a new President is nominated and elected
- Take on specific Association programs/projects/ initiatives as needed.
- Help to develop association policies.
- May take on roles and responsibilities, as required by the Board and agreed to by Vice President.