

	Lacombe Ringette Association Operating Procedure: Executive Committee Members	
	Approval Date:	August 27, 2025
	Revision Date:	
	Reference:	Lacombe Ringette Association Bylaws

PURPOSE

1. To define the current Executive Committee Members positions utilized by the Executive as defined under the Lacombe Ringette Association Bylaws.

DEFINITIONS

1. “Executive” means President, Past President, Vice President, Treasurer, Secretary, and Registrar in accordance with the Lacombe Ringette Association Bylaws.
2. “Executive Committee” means all of the Executive and all of the Executive Committee positions established by the Executive to assist with the operation and management of the Association in accordance with the Lacombe Ringette Association Bylaws

GENERAL

1. Where possible, the Executive will endeavour to have a relatively equal split of positions available each year this may result in a term being varied. If a term is varied the executive will communicate this prior to the election for the position.
2. The Executive is responsible for communicating available positions and position information.
3. The person elected does not have to be a member of the association as defined in the Association Bylaws as the person elected will be automatically granted membership upon their election in accordance with the Association Bylaws.
4. When a term is complete the person is eligible for re-election.
5. An individual on the Executive is not eligible to hold an Executive Committee position.
6. An individual may hold a maximum of two Executive Committee positions.
7. Elections are conducted in accordance with the Association Bylaws.
8. Resignations and vacancies are managed in accordance with Association Bylaws.

POSITIONS

The Executive establishes the Executive Committee positions outlined below.

Ice Allocator – 2 Year Term

1. Acquire ice rentals for all Association practices, games and events
2. Assign ice to teams and address availability issues
3. Work with leagues to provide adequate ice for games and events
4. The Ice Allocator will receive an honorarium of \$1,000 in recognition of the volume of work associated with this position. This is the only position that will receive any form of remuneration.

Referee Allocator – 2 Year Term

1. Assign referees to all games
2. Manage payment of referees
3. If the Referee Allocator is a Senior Referee in good standing they are eligible to jointly fill the position of Referee Allocator and Referee in Chief

Fundraising Coordinator – 2 Year Term

1. Manage Association wide fundraising activities in compliance with provincial legislation
2. Work with the Treasurer to understand annual fundraising goals and organize fundraising efforts to achieve these goals
3. Manage casinos on behalf of the Association

Coaching Director – 2 Year Term

1. Recruit coaches for the Association
2. Ensure that coaches have received all required training
3. When necessary, arrange training sessions
4. Provide mentorship to coaches
5. When issues arise, work to resolve issues

Goalie Coaching Director – 2 Year Term

1. Find opportunities to encourage the growth and development of goalies in the association
2. Arrange training opportunities for players who are interested in playing goalie
3. Find opportunities to encourage players to play goalie

Equipment Director – 2 Year Term

1. Provide teams with standardized equipment including first aid kits, pylons and rings
2. When requested, provide goalie equipment
3. Maintain Lacombe Ringette Associations equipment including shot clocks, bumpers, small nets, etc

Marketing Director – 2 Year Term

1. Find opportunities to promote the Lacombe Ringette Association and it's events

Webmaster – 2 Year Term

1. Responsible for updating and maintaining the Associations website and social media accounts
2. Responsible for producing and soliciting content for Association social media accounts

Tournament Chairperson U6-U12 – 2 Year Term

1. Act as Chairperson for the U6 – U12 Tournament Committee
2. Report to the Executive on the activities of the U6 – U12 Tournament Committee
3. Ensure that the tournament committee
 - a. Gets tournament sanctioned by Ringette Alberta
 - b. Works with the Ice Allocator to ensure the availability of adequate ice for tournaments
 - c. Works with the Treasurer to understand available funds for the purchase of materials in advance of tournaments and profit expectations
 - d. Arrange fundraising initiatives to meet profit expectations

Tournament Chairperson U14-U19 – 2 Year Term

1. Act as Chairperson for the U14 – U19 Tournament Committee
2. Report to the Executive on the activities of the U14 – U19 Tournament Committee
3. Ensure that the tournament committee
 - a. Gets tournament sanctioned by Ringette Alberta
 - b. Works with the Ice Allocator to ensure the availability of adequate ice for tournaments
 - c. Works with the Treasurer to understand available funds for the purchase of materials in advance of tournaments and profit expectations
 - d. Arrange fundraising initiatives to meet profit expectations

Community Engagement Coordinator – 2 Year Term

1. Find opportunities for the Association to contribute to the local community. Make necessary arrangements and share these opportunities with the association

Zone 5 Directors (2 positions) – 2 Year Term

1. Represent the Association at Zone 5 (Black Gold League)
2. Provide reports on Zone operations
3. Assists teams in navigating Zone 5 processes

U6/U10 Director – 1 Year Term

1. Must not be the parent/ guardian of a U6/ U10 player
2. Communicate assigned teams at the start of the season to all players
3. Main point of contact for players and parents at the U6/U10 level related to evaluations and through the season. They address these issues with the assistance of the executive
4. Work with Red Deer Ringette and the ice allocator to make arrangements for U6, U10-1 and U10-2 games and events

U12/U14 Director – 1 Year Term

1. Must not be the parent/ guardian of a U12/ U14 player
2. Communicate assigned teams at the start of the season to all players
3. Main point of contact for players and parents at the U12/U14 level related to evaluations and through the season. They address these issues with the assistance of the executive

U16/U19 Director – 1 Year Term

1. Must not be the parent/ guardian of a U16/U19 player. Must not be a U19 player
2. Communicate assigned teams at the start of the season to all players
3. Main point of contact for players and parents at the U16/U19 level related to evaluations and through the season. They address these issues with the assistance of the executive

Apparel Representative – 2 Year Term

1. Work with apparel providers to offer apparel sales that provide positive representations of the Association and its brand

Referee in Chief – 2 Year Term

1. Must be a Senior Referee in good standing
2. Recruit, arrange training for and provide support to referees
3. Manage situations and incidents involving referees and provide support as required

Evaluations Coordinator (2 positions) – 2 Year Term

1. Work with Ice Allocator to arrange ice times for evaluations
2. Arrange on ice staff and off ice evaluators for evaluations
3. Arrange equipment for evaluations
4. Run evaluations in compliance with the Evaluations Policy
5. Make recommendations to the Executive on team structure based on the evaluations results
6. Make recommendations to the Executive on the Evaluations Policy and related processes

Picture Coordinator – 2 Year Term

1. Arrange time for team and individuals photos for players and coaches either on ice by working with the Ice Allocator or in a studio type setting
2. Arrange a photographer
3. Arrange for photo orders

Sponsorship (2 positions) – 2 Year Term

1. Reach out to the local community to seek sponsorship for the association (not individual teams or events)
2. Find opportunities to promote sponsors

COMMITTEES

1. The Executive may establish committees to assist with the operations of the Association. The Chair of a Committee will have a position on the Executive Committee.