

Appendix E - Position Descriptions

PRESIDENT

(January 2006)

This is a voting position (only in the event of a tie).

- co-signee with Secretary and Treasurer
- attend SPRA executive committee meetings
- represent SPRA at Ringette Alberta annual general meetings
- preside over all executive meetings
- prepares list of meeting agenda items
- ensure all executive members fulfill their obligations
- ensure a quorum is available for meetings
- accept telephone calls on behalf of the SPRA

PAST-PRESIDENT

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- provide guidance to all members of the SPRA Executive
- maintain the Sherwood Park Ringette Policy and Procedures Manual

VICE-PRESIDENT

(Last Updated February 2016)

This is a voting position.

- maintain one other executive or committee function
- assist President in execution of Association business
- fulfill duties of the President in his/her absence
- prepare Schedule of Events for ringette season
- coordinate and oversee Selection Committees
- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- ensure that a Manager's training program is provided before Oct. 15th each season

SECRETARY

(Last Updated January 2015)

This is a voting position.

- Co-signee with President and Treasurer
- May represent SPRA at Ringette Alberta annual general meetings
- Maintain SPRA records and files
- Attend SPRA executive committee meetings:
 - inform committee members of upcoming meetings
 - prepare meeting agendas
 - report on Association correspondence
 - record, type and distribute Minutes
- Maintain list of Motions arising from meetings
- Ensure list of executive committee members are current (names, addresses, telephone, etc.)
- Ensure executive committee job descriptions are current prior to SPRA Annual General Meeting
- Ensure new executive have copies of their job descriptions, SPRA policies and procedures, BGL policies and procedures, etc.
- Have possession of SPRA mailbox key
- Update Guidelines and Procedures Manual
- Coordinate distribution of Criminal Records Check requests and subsequent follow up

TREASURER

(Last Updated January 2017)

This is a voting position.

Time required varies from 5-10 hours per month.

- Share signing authority with President and Secretary
- Attend SPRA executive committee meetings
- May represent SPRA at Ringette Alberta annual general meetings
- Assist with setting registration fee amounts
- Assist with establishing annual budget
- Perform bookkeeping and maintain all financial records of the SPRA.
 - Computer required. SPRA uses Quickbooks Pro 2016
 - Open and maintain accounting records for any new bank accounts that may be required o SPRA General, Casino and other fundraising bank accounts as required
 - Pay all approved Association bills ~400 - 500 manual cheques per year

- Create and send all accounts receivable invoices
- Collect and deposit all SPRA receipts into appropriate SPRA bank accounts
- Prepare all necessary reconciliations:
 - Monthly:
 - bank accounts
 - credit card clearing
 - as required:
 - Accounts receivable
 - Investments
 - Revenue to Member count
- Monitor account balances and advise the executive if there are concerns with achieving the budget.
- File Association's Annual Return with the Societies Branch, Alberta Municipal

Affairs Prepare Financial reports:

- Provide financial information to the executive at monthly meetings
- Prepare a forecast at mid-year for the executive, to project if there will be a deficit or surplus at year-end
- Prepare financial statements at year end (June 30), and have them reviewed by two non-voting members of the SPRA
- Support tournaments (Platinum Ring/ provincials' hosting etc.) with cash floats, cash handling procedures, accounting and financial reports
- Prepare a financial report of actual revenues and expenses compared to budget (and or forecast), for information purposes, for the Annual General Meeting
- Provide finalised and approved financial statements for prior fiscal year end at the Annual General Meeting
- Collect mail throughout season.
- Maintain stock of cheque, stamps, and other required office supplies

ACTIVE START

(Last Updated, April 2022)

This is a non-voting position.

- responsible for organizing Active Start for SPRA
- attend SPRA executive committee meetings

Annual Schedule of Activities

March

attend 'turnover' meetings with current executive

April

ensure coordinator positions for the following year are filled. Also, begin preparing agenda for improvements in the next year. Coach evaluations **should be** reviewed with the coaches with key points summarized for executive review.

July

obtain early player count from Registrar in late July

August

Key Agenda items:

Introductions

Clarify Roles of Coordinators – Active Start and U10

Review Preliminary Schedule for Player Evaluations

Review Evaluation needs (so Coordinators can assist in finding coaches if required)

Review Evaluation protocol; address outstanding concerns

Develop volunteer list for Evaluations

Active Start – work with coordinator to assign ice times and groups.

September

Evaluations will begin.

final coaching selection should only take place after Evaluation is complete, however, some leg work needs to be done early to identify possible coaches. It is important to follow proper procedure with formal team selection.

Ensure that U10 teams at each Step are balanced to the best of SPRA's ability using best practices and guidance from Ringette Alberta

Work with Active Start Coordinator to ensure program is ready to roll out and final preparations are complete.

October

League play will begin after the October long weekend for U10. At this point, grading and team selection will be complete.

Active Start ice times will begin after October long weekend. Maybe a ice time prior to set the stage for groups.

Coaches Meeting held in the first week in October. Work with A/B Director to ensure all agenda items are documented and reviewed. U10 Director to discuss fair play within these divisions

Organize affiliate player selection and communicate them with teams.

November/January

Check-in with teams in the organization to check on how things are going

January

- Liaise with the Active Start Coordinator to begin preparing for year end Jamborees for Active Start 1 and 2

- Secure ice for Jamboree with ice allocator.

February

- Prepare year-end player evaluation documents; ensure their distribution to all U10 teams.

MARKETING COORDINATOR

(Last Updated February 2016)

This is not a voting position

- attend SPRA executive committee meetings

- represent SPRA at Ringette Alberta annual general meetings
- organize and promote Come Try Ringette Events (early September)
- execute Come Try Ringette Event
- act as liaison for SPRA in Ringette Alberta Marketing Initiative – attend meetings, and coordinate marketing plan actions where SPRA will be involved.
- work closely with webmaster to make sure all information is made available to the public
- place advertising in Recreation and Parks Guide once a year to announce registration information
- make sure that banners for provincial winners get displayed in GARC
- update display case in Arena
- The Annual General Meeting is held in the spring each year and an announcement must be made publicly at least 21 days prior to the meeting.

WEBMASTER

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- create and update ringette information on a regular basis – working closely with SPRA executive, coaches, parents, and player and outside visitors to the site
- must have knowledge of website design and maintenance
- work with Platinum Ring Tournament team to display information
- manage tournament website, design and maintenance
- design appropriate logos, signage, and or media as required
- long term strategy for online presence and maintenance
- guide and strategize hosting commitments and technical requirements
- update tournament site as required
- maintain and update email accounts for executive
- provide electronic materials for printing as required

BLACK GOLD LEAGUE DIRECTOR

(Last Updated February 2016)

This is a voting position.

- attend SPRA executive committee meetings
- attend and represent SPRA at BGL meetings

- may represent SPRA at Ringette Alberta semi-annual and annual general meetings
- participate actively and productively at BGL, communicating decisions made at SPRA meetings which affect BGL
- coordinate entry of Sherwood Park teams into BG league
- liase between SPRA and BGL

Evaluation Coordinator

(New Position May 2019)

This is a non-voting Position

- Attend SPRA executive meeting for the start of the season.
- Acquire evaluators for all Divisions
- Set up evaluation program in sports soft for each season. Support Division Directors with evaluation program.
- Data entry from evaluators into Sportzsoft (Or evaluation program association chooses to use)
- Update Evaluation documents for the website.
- Work with VP on organizing meeting got team selection and coach selection.

DIVISION DIRECTOR – U10, U12, U14, U16, U19

(Last Updated April 2022)

These are voting positions.

- Responsible for organizing house league for SPRA – U10-U19 divisions.
- Work in coordination with executive members (i.e. AA Director, , Equipment Director, Registrar, etc.) as there is crossover/overlap with items such as ice requirements, volunteers for player evaluations, coach selection, goalies, player lists, data analysts, other associations, etc.
- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta (RAB) Annual General Meetings.
- Attend BGL Annual General Meeting.
- Work with Registrar to organize registration.
- Organize player grading and team formation.
- Assist and/or lead the Coaching Selection Committee with coach recruitment and/or selection.
- Maintain communication between SPRA.
- Address any issues as they arise in a timely and effective manner.
- Work within a budget provided by the Treasurer.
- Review and leverage workload for areas of responsibility with the Assistant AB Director.

Schedule of Activities:

March-April

- Attend “turnover” meetings with current executive.
- Provide all pertinent information to new AB Director, if applicable.

- Work with executive to review/plan ahead for next season. Secure potential resources if needed (i.e. UAA).

April

- Ensure division Coordinator positions are filled for the following year, if applicable.
- Prepare list of items regarding improvements for the following season (re: lessons learned).
- Share Coach Evaluations with coaches and summarize key points for executive review. Address any serious concerns with coaches.

May-June

- Assist the Registrar and/or other executive members with registration for following season.
- Attend in-person registration(s), if applicable.

July

- Work with Ice Allocator to organize ice schedules for Shinny/Evaluations for the upcoming season.
- Review/update U10-19 Evaluation Guidelines & Process. Ensure this is on the website and communicated.

August

- Meetings (re: Coordinators), if applicable. Key agenda items:
 - Clarify roles and responsibilities of Coordinators and A/B Director.
 - Review preliminary schedule for player evaluations.
 - Review coaching needs (leverage Coordinators to assist in recruiting coaches, if required).
 - Review grading process and plan ahead to bring in resources as needed (i.e. UAA, volunteers).
 - Develop volunteer list for player evaluation sessions.
 - Spreadsheet and data analyst.
 - List action items and maintain a log (to ensure all items are completed).
- Obtain a preliminary player count for upcoming season.
- Communication to players/parents/executive - this is paramount.
- Review coaching applications. Identify potential coaches for upcoming season. If there are any coaching application deficits then solicit requests for coaches, as needed.
- Review registrations to identify any potential problem areas (i.e. lack of coaches, goalies, # of players, etc.).
- Ensure criteria listed in the Policies and Procedures Manual is followed.
- Work closely with the Assistant AB Director to conquer and divide workload.
- Identify evaluation resource requirements – volunteers, player evaluators, goalie evaluators, IT, etc.
- Check community school-year calendars and aim to coordinate timelines for player evaluations, if possible.
- Ice resources and schedules to be confirmed for evaluations and communicated to appropriate areas (i.e. outside evaluators for UAA testing).

September

- Work closely with Registrar and items to be reviewed – players from other associations, AA teams, requests (i.e. player movement, friend, etc.), team viability, etc.
- Evaluations will start once RAB provided approval, traditionally following the September long weekend.

- Confirm volunteers, evaluators (this may include goalie evaluators, bench helpers, pinnie helpers, etc.).
- Work closely with the data analyst to ensure IT resources are working.
- Creation and coordination of player/pinnie/evaluation sheets. This may include grouping players appropriately for maximum efficiency of resources.
- Ensure data is being entered in a timely manner.
- Communicate and meet with Coordinators to ensure action items are completed (if applicable).
- Coaching confirmation should only take place after player evaluations are complete. Critical judgment is needed in this area and it is paramount to follow Policy and Procedure with formal team selection.
- Identify and assist with the creation of teams. Need to be mindful of number of players per team, goalies, number of teams per division, breakdown of A, B and C tiering (see RAB-P&P), RAB Universal Athletic Assessment (UAA) criteria, etc.
- Affiliate players - based on evaluation data, identify and submit player names to teams. Include communication and forms for processes (re: RAB Policies and Procedures).

October

- League play begins in October. Player evaluations/team selections need to be complete by this time.
- Coach meeting is held after teams have been created, usually in the first week of October. A/B Director or designate will chair meeting. Vice-President will schedule meeting and book room. Work closely with the Secretary in preparation for this meeting.

November-January

- Work with the Registrar regarding hard cards, as needed.
- Address and concerns from teams in the organization and touch base on how things are going.
- Assist with any items related to team movement – BGL/RAB.
- Communication regarding play-downs and provincials as needed.

February

- Prepare report for upcoming Annual General Meeting.
- Ensure coaching evaluations/survey is distributed.
- Work with executive on any new items to be added to season for approval (i.e. year-end evaluations).
- Brief coaches on potential year-end player evaluations, if needed. Collect and collate player evaluation forms.
- Finalize budgetary items and submit to Treasurer for re-imbursement, as needed.

March-April

- Evaluate success/lessons learned and formulate for next year's plan.
- Collect and collate coach evaluation survey/forms.
- Attend SPRA AGM

AA DIRECTOR

(Last Updated January 2016)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting
- provide updates to/from SPRA regarding AA events and encourage AA participation
- Work with BGL AA Association with respect to try outs and player releases and affiliates

REGISTRAR

(Last Updated February 2022)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta and annual general meeting
- provide registration information throughout the year (by email, in person, etc.) Pre-Ringette Season (usually May):
 - advance mail out of registration forms to previous year's players

Registration Day (late May/early June – one date):

- attend registration and accept registrations (recruit assistance as needed)
- Set up the registration packages in RAMP
- Send out notification to the previous season membership registration information including registration & tryout deadlines
- Provide registration process to executive (all executive positions need to register in RAMP effective 2020)
- Monitor all the registration to ensure accuracy and payment
- Provide registration lists for tryouts and any preseason sessions
- Advise directors (President, VP) of special circumstances
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After Registration Forms are completed:

- sort by level (e.g. Active Start, U10, U12, U14, U16, U19 and 18+)
- update executive on registration numbers/team sizes
- update AA director and Coach Development on names of people who indicated interest in coaching
- forward division-appropriate registrant information to applicable coordinators prior to player evaluation dates
- Assist Division directors with any early season withdrawals as outlined in the guidelines
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After Team Selections:

- set up email contact list for each division for mass membership contact throughout the season
- Complete the MERGE activity in RAMP for all registrants prior to team set up.
- Set up the teams in RAMP
- Provide registration process to coaches, provide coaching list to Coach
- Add the additional fees for U10 Step 2 & Step 3
- Coordinate the import documentation with President, VP

Throughout Season:

- update registration information and team lists as necessary
- report to Executive on registration statistics
- provide Treasurer with accurate registration count (to include players, coaching staff and referees)
- Respond to all inquiries sent to the Registrar email

- Assist coaches / parents with any season withdrawals as outlined in the guidelines
- Upon notice from RAB that TFR's are complete, pull and supply to the teams.
- liaise with Executive and Ringette Alberta to complete on-line provincial registration forms

ICE ALLOCATOR

(Last Updated April 2021)

This is not a voting position.

General

(This position may be provided with an honorarium, approved annually at the AGM)

- may attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting

Equipment Required

- access to PC with spreadsheet software
- e-mail capabilities
- easy access by phone (answering machine, available for calls)

Duties

- ☐ Input games from BGL and schedule practices based on SPRA ice slots available.
- ☐ convert the SPRA winter contract ice slots into a useable ice allocation spreadsheet schedule (Oct – Mar)
- ☐ forward game ice slots to Zone (in format specified by BGL) for league play (3x's – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- ☐ receive and input Zone league schedule into ice allocation spreadsheet schedule (3x's – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- ☐ schedule practice times based on league schedule from Zone attempting to manage a fair distribution of early morning weekend slots (6:00 a.m., 7:00 a.m.), early (4:00 p.m.) and late (>= 9:30 p.m.) weekday slots, and less desirable rinks (Moyer, Broadmoor)
- ☐ update schedule for other SPRA teams, activities, associated teams (i.e. BGLAA team, OPEN (18+) teams, Active Start teams, NRL Rush team, Power Skating sessions, Goalie sessions, , Coach Development for all teams.)
- ☐ distribute ice schedule to all teams after updates keeping managers and coaches informed
- ☐ send out weekly Flood Schedule to county rink staff
- ☐ Coordinate reschedules of games and notify referee allocator, BGL, home and away teams
- ☐ manage schedule changes/requests due to tournaments, snow storms, etc., submit league game schedule requests via BGL website and ensure all parties are notified (referees, coaches and managers) of changes
- ☐ cancel ice when not required in accordance with County policies and send Returned Ice back to County using provided template
- ☐ liaise with the County and other minor ice users to facilitate tournaments (ice exchanges to obtain additional ice for SPRA's PRT tournament
- ☐ contact County in February to purchase and select ice for grading and team selection in September Approx. 26 - 30 hours are needed. This is outside our normal allocation and at the regular fee. The A&B League Director will organize the division of this ice between the divisions
- ☐ schedule ice for wrap up Jamborees
- ☐ convert the SPRA summer Ice contract into a useable spreadsheet schedule (May – Aug)
- ☐ check and double-check your work utilizing an Assistant Ice Allocator (if possible) to avoid mistakes
- ☐ attend Ice Allocation User Group Meetings and ensure Sherwood Park Ringette receives fair share of ice through negotiation with other league ice allocators

- coordinate the checking and signing of ice contracts with the County

FUNDRAISING DIRECTOR

(Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings
- Responsible for organizing a fundraising committee on behalf of SPRA to provide fundraising opportunities to its members.
- Ensure all fundraising efforts comply with Alberta Gaming and Liquor Commission regulations.
- Present fundraising ideas (approved by SPRA executive) and implement for each season
- Inform the association members of their commitment requirements and keep a record of all participants.

Annual Schedule of Activities

- March
 - Attend "Turnover" meeting with current executive.
- April
 - Notify AGLC with an updated copy of the SPRA Board contact list.
 - Strongly recommend attending GAIN course through AGLC
 - Free and available online or ½ day seminar.
 - This is very helpful in understanding licensing requirements.
 - Especially critical in calendar years where we are hosting a Casino event.
 - Recruit volunteers to assist with the fundraising committee as required.
 - Hold first meeting with committee to discuss fundraising ideas for the upcoming season.
 - Prepare cost and income estimates for fundraising ideas.
 - Ensure proposed events are in compliance with AGLC requirements.
- May
 - Present fundraising ideas and budget to the SPRA Board of Directors
 - Investigate any additional ideas or instruction from the executive.
 - Seek approval from executive for selected fundraising concept.
 - Provide registrar with "letter to association members" to detail fundraising commitment for the upcoming season to be available for early registration.
- June/July
 - Obtain any applicable licenses required from AGLC that are required for the fundraising event.
 - Do not delay as licenses can take 4 to 6 weeks and must be obtained before raffle tickets can be ordered from printing.
- August
 - Hold meeting with committee to ensure implementation of fundraising efforts
 - Key Agenda items:
 - Ensure compliance with Alberta Gaming
 - Ensure all members (parents) are aware of the fundraising requirement
 - Confirm action plan for implementation
 - Provide details to webmaster to update website with any changes
- September/February
 - Execute fundraising efforts
 - Forward list of any non-complying members to registrar/treasurer for processing of fundraising commitment cheques

DIRECTOR OF OFFICIALS

(Last Updated March 2017) This is a voting position.

- ☐ Attend SPRA executive committee meetings.
- ☐ May represent SPRA at Ringette Alberta annual general meeting.
- ☐ In conjunction with the Referee Allocator, select officials for each season and implement a plan to train and develop all officials.
- ☐ Train new referees and provide all officials with development opportunities.
- ☐ Document games officiated by individual referees.
- ☐ Hold two meetings with referees (beginning and end of season) to discuss rule interpretation, development progress, situations, and game issues.
- ☐ Liaise with Ringette Alberta regarding official recommendations for Provincials.
- ☐ Work with directors in other associations to ensure all games are covered with qualified officials.
- ☐ Liaise with Ringette Alberta regarding official game reports.
- ☐ Mediate any issues that arrive between coaches, parents, players, and the officials, working with Ringette Alberta when necessary.
- ☐ Work with Platinum Ring tournament chair to provide tournament officials.
- ☐ Respond to Ringette Alberta information requests.

EQUIPMENT DIRECTOR

(Last Updated January 2017) This is a voting position.

- ☐ maintain inventory of ringette jerseys/equipment (automated/paper based)
- ☐ ensure jerseys/equipment is available for pre-season evaluations and/or ad-hoc events (upon notification)
- ☐ coordinate and distribute jerseys/equipment to teams at the beginning of the season and/or at any other times throughout the season as needed
- ☐ collect equipment deposit cheques from teams/individual players/parents prior to release of jerseys/equipment and transferring of deposit cheques to the treasurer
– as required
- ☐ responsible for acquiring quotes for jerseys/equipment - as requested
- ☐ responsible for coordinating the selection and purchase of jerseys/equipment - as required
- ☐ notify the treasurer of purchases/expenses incurred and forward all receipts to him/her as close to the purchase date as possible
- ☐ arrange repair/replacement of damaged and/or unused equipment as needed
- ☐ monitor and maintain storage facility to include shelving units, keys, cleaning, etc. –

coordinate payment of rental facility with the treasurer as needed

- ☐ coordinate return of all jerseys/equipment at end of season and/or throughout the year as needed
- ☐ responsible for documenting if jerseys/equipment is soiled, lost and/or damaged at time of return and follow processes for same – as required
- ☐ responsible for informing treasurer of deposit refund cheques to be shredded or deposited – as required
- ☐ may be required to benchmark with other associations, organizations, societies, stores, etc. for best practices, pricing, and/or standards regarding jerseys/equipment
- ☐ Source out equipment needs/requirements for short-term basis possibly with other associations (i.e. technical events such as goalie clinics)
- ☐ Create/update equipment policy/guidelines as needed
- ☐ Will work directly with coaches, players, teams, executive members, businesses, RAB, etc.

DIRECTOR COACH DEVELOPMENT

(Last Updated February 2016)

This is a voting position.

- ☐ Attend SPRA executive committee meetings
- ☐ Position requires a skilled, knowledgeable coach
- ☐ Serve on Coach Selection Committee
- ☐ Serve on Team Selection Committee and assist A&B Director and Division Coordinators as needed
- ☐ Serve as director for other coaches, including assisting new coaches with resources
- ☐ Organize coaching clinics as required with Ringette Alberta and surrounding associations

Annual Schedule of Activities:

March

Attend “turnover” meetings with current executive

April

Liaise with A & B Director to address any serious concerns with regard to coaching development

May/June

Identify coaching clinic needs and arrange fall coaching clinics in Sherwood Park with Ringette Alberta

August

Work with Vice President with selection of coaches, reviewing certification requirements for each coach. Work with Division Directors and President to determine coach development programs for the fall.

Coordinate guest speakers

September

Assist Division Directors with grading sessions, finalize coaching staff with Division Directors

Assist Division Directors with Coaches meeting and provide all coaches the requirements for their age/tier.

October

Assist coaches with resources.

Submit program invoices and track program cost

Complete coach's certificate tracking numbers check sheet

Work with Ringette Alberta to ensure all coaches are certified and have submitted documentation.

November-March

Provide assistance to coaches as required

February

Programs evaluation

DIRECTOR of PLAYER DEVELOPMENT

(Last Updated February 2016)

This is a voting position.

- ☐ Attend SPRA executive committee meetings and any others as needed – coaches meeting, managers meeting, team building meetings, etc.
- ☐ May be required to work with A & B Director to develop grading sessions at the beginning of the year, assist with technical advice at grading sessions, and assist with “over-sight” committees as needed.
- ☐ Organize power skating and goaltender clinics as required. Review evaluation/feedback from previous season for lessons learned (re: areas that worked well and areas for improvement). This item will need approval by the SPRA.
- ☐ Organize Mentorship and Development Programs.

Annual Schedule of Activities:

March

Attend “turnover” meetings with current executive.

April June August

Liaise with A & B Director or other executive members to address items of concern regarding player development.

Attend “early registration”, if possible, and address any technical items regarding player development.

Identify potential power skating and goaltender instructors for clinics. This will need to be broken down into divisions, number of sessions for each division, timelines, etc. Account for ice requirements vs sourcing these out to other groups (re: send goalies to instructional sessions outside of SPRA)..

Obtain quotes from instructor(s) for the year.

Work with A & B Director or other executive members to review grading plans and drills. Assist A & B Director or other executive members with Coordinators meetings if required. **September**

Assist A & B Director or other executive members with grading sessions Work with ice allocator to schedule power skating and goalie sessions Finalize power skating and/or goalie clinic contracts

Coordinate Development Program, camps, etc.

October

Provide direction/follow up to maintain proper flow for clinics

Work within a budget, submit program invoices and track program costs

November-December

Work on coordination Mentorship program for the younger teams Mid-season Review

January- February
Programs evaluation/feedback

REFEREE ALLOCATOR

(Last Updated March 2017) This is a non-voting position.

- ☐ Assist the Director of Officials with the selection of referees for each season, and work collaboratively to train and develop referees.
- ☐ Using the online assigning system, Arbiter, assign referees to all games within the association (U10 to U14B).
- ☐ Help create an appropriate tournament game schedule and assign referees to all games for the Platinum Ring Tournament (U10 to U19A)
- ☐ Keep an open line of communication with the Ice Allocator relating to scheduling, game changes and referee needs.
- ☐ Communicate all payroll information to the Treasurer three times per year (after the Platinum Ring, after session #1 and after the season) with a copy to Director of Officials.
- ☐ Notify the Director of Officials of any problems that occur relating to games, officials, coaches etc.
 - ☐ Coordinate two season meetings with Officials and Director of Officials.
 - ☐ Direct questions pertaining to refereeing to the Director of Officials i.e. rule changes.

SPONSORSHIP COORDINATOR

(Last Updated February 2016) This is not a voting position.

- ☐ send letters to all last season's team sponsors, asking for their support again for upcoming season
- ☐ follow up with each sponsor canvassed within 14 days, and canvas potential new sponsors, in writing, and follow up with personal visit.
- ☐ provide sponsor list to Marketing Coordinator (for inclusion in ringette newsletter and thank you advertising in local papers).
- ☐ update name of sponsor to be added to website
- ☐ Provide sponsor list to organizing committee and Tournament Coordinators for any Provincials or Tournaments we host (for inclusion in the tournament program).
- ☐ Contact sponsors and inform them of "appreciation night" (if there is one). Extend an invitation and ensure they are provided with tickets.
- ☐ Ensure each sponsor receives a Thank you card or letter of appreciation from the association.

- ☐ Provide Sponsorship report at Annual General Meeting

Note:

- ☐ examples of all required correspondence for this position are available in the files
- ☐ use of a personal computer is recommended

TOURNAMENT DIRECTOR

(Last Updated January 2015)

This is not a voting position.

- ☐ attend SPRA executive meetings
- ☐ responsible for organization and coordination of Platinum Ring tournament including accurate accounting of costs.
- ☐ Assist, as required with the organization and coordination of provincial tournaments hosted by SPRA.

TEAM PICTURE COORDINATOR

(Last Updated February 2017)

This is not a voting position.

- ☐ research and acquire photographer to take team photographs
- ☐ liaise with Ice Allocator and set time and location for photo shoot (early in the season)
- ☐ confirm teams' rosters with Registrar
- ☐ ensure all players wear current jerseys
- ☐ ensure delivery of completed photos to all teams

SOCIAL MEDIA RELATIONS COORDINATOR

(Updated April 2021)

This is a non-voting position.

Role Description:

- ☐ Attend SPRA executive committee meetings as non-voting board members;
- ☐ Create and update ringette information on a regular basis on SPRA's Facebook, Twitter and Instagram accounts;
- ☐ Update important dates on social media;
- ☐ Working closely with SPRA executive, coaches, parents, players and outside visitors to SPRA Social Media;
- ☐ Implement a long-term strategy for online presence and maintenance;
- ☐ Ensure all posts comply with SPRA's Code of Conduct, Values and Privacy Policy;
- ☐ Work with a contact from each team (the Social Media Liaison) to ensure all teams are mentioned/supported with some online presence;
- ☐ Responsible for creation and communication of SPRA Social Media Policy
- ☐ Not a forum for complaints or issues, please address this through the team Manager/Coach, Division Director or SPRA President/Vice President.

Director of Evaluations

(Last updated May 2020)

This is a voting position

Under the direction of the Board, the Director of Evaluations will perform all duties and responsibilities involved with the overall implementation and support of the Evaluation of SPRA's Athletes from U10 to U19AA.

The principle responsibility of the Director of Evaluations:

- 1) Based on a Motion from the Board to Directors, Contact Competitive Thread (UAA Electronic Testing Company) to set a date for Evaluations of the U10's to the U14AA's as per RAB.
- 2) Work with SPRA's Ice Allocator to secure ice for the evaluation process.
- 3) Contact SPRA's Director of Officiating to secure Referees for the evaluation process.
- 4) Work with Division Directors to secure appropriate Evaluators for evaluation process.
- 5) Arrange a meeting with Division Directors shortly after the AGM to review age group concerns, review and make any changes to the Age Group Evaluation Process (document on SPRA's website), review expected number of athletes for age group in order to ensure enough evaluation ice is scheduled, review suggestions from previous years to ensure we are progressing in the overall evaluation process.
- 6) Create and monitor the result tracking processes for evaluations.
- 7) Assist the Division Directors with setting up and maintaining the Evaluation Program for all Evaluation Sessions.
- 8) Research different ways to make our current Evaluation process easier, efficient and more effective. Bring this information to the board to implement. Develop new initiatives and resources as needed.
- 9) Create a schedule for the evaluators & officials to track attendance for payment.
- 10) Create a schedule with President, Vice President and Evaluation Coordinator to create a schedule to ensure that one of the above are available to attend all evaluation sessions to get the Evaluators & Officials checked and explain what the association is looking for during each session ie Number of players, Injuries, Rules, Guidelines & Expectations. At the same time use this time to watch the evaluators to make sure they are spread out, no one is interrupting or bothering them, make sure they are focussed on the process and not on phones or visiting with other evaluators.
- 11) Collect & Input scores in the tracking software so that decisions can be made quickly on players for the next evaluation date.
- 12) Work with Division Directors to create equitable teams when more than one team is being formed in the age group/division. If Division Director has a player in the same division then the Director of Evaluations will oversee this process.
- 13) Work with Vice President to schedule and attend Team Selection meetings.
- 14) Coordinate with the Treasurer to create a budget and to payout the Evaluators, Referees and any other expenses incurred in the evaluation process.
- 15) Work with President and Vice President to handle any parent / player concerns and meet with parents following the team selection process to address these concerns if requested.
- 16) Schedule a post evaluation meeting with any Board Members to review the evaluation process and log suggestions for consideration to changes for the following year.

Open (18+) Division Liaison

(Last updated April 2021)

(This is a non-voting position.)

SPRA is committed to developing and supporting players in the sport of Ringette. SPRA recognizes that several players wish to continue playing Ringette after U19. There are a few different routes open to players depending what type of competitiveness and commitment they are seeking, which include;

Association Hosted Open Teams for players 18+ (Currently SPRA hosts Open B and Open C) National Ringette League Teams (WAM and Blackgold Rush in our area)
University Ringette Team
Non-Association Open Teams (NAWRA)

SPRA's Open Division Liaison will help answer any questions related to playing on a ringette team beyond U19 and options to continue to play outside of the Minor Association format. (i.e. NAWRA League Open Recreation thru to Open A, NRL and University Ringette)

SPRA's Open Division Liaison will help players find a team and support any athletes that wish to continue to play and continue to strengthen the foundation of Ringette in Alberta.