



Evaluations Director

Time Commitment: Seasonal volunteer role · Peak commitment May–September
Volunteer Role

Role Overview

South Calgary Ringette Association (SCRA) evaluations play a critical role in setting athletes up for a positive, fair, and development-focused season. As Evaluations Director, you lead the planning and oversight of a fast-paced process that impacts every family in the association, ensuring evaluations are well-organized, transparent, and grounded in consistency and integrity.

This role operates within a committee-based governance structure. While the Evaluations Director leads the coordination, execution, and alignment of the evaluations process, player placement and final team assignments are data driven and the process for each age division is overseen collaboratively by the Evaluation Committee.

This role brings structure to a multi-faceted process. Balancing logistics, evaluator coordination, data integrity, and real-time problem solving, while fostering alignment and shared understanding among board members, coordinators, and evaluators. You will be at the centre of planning and execution, ensuring that athletes are assessed fairly and thoughtfully, and that evaluation decisions are supported by agreed-upon frameworks and reliable data.

This role is well-suited to someone who values fairness, clarity, and good governance, enjoys facilitating collaborative discussions, and is comfortable leading both strategic planning and on-the-ground execution. If you're motivated by creating positive athlete experiences and ensuring families can trust the evaluation process, this is a meaningful and impactful way to contribute to SCRA.

Key Responsibilities

Evaluation Planning (May–August)

- Develop and manage the end-to-end evaluation timeline, ensuring clear sequencing and milestones.
- Coordinate design and/or update of the evaluation structure, including session flow, formats, and supporting materials.
- Work with Evaluation Committee to finalize and publish evaluation schedule and process documents.

Logistics Coordination



- Work closely with the Vice President, Operations - Facilities, to secure and manage ice availability for all evaluation sessions, including goalie evaluations.
- Maintain the master evaluation calendar and ensure accurate scheduling across divisions.
- Proactively adjust plans to address constraints such as ice loss, capacity limitations, or scheduling gaps.

Evaluator Management

- Coordinate the recruitment of evaluators, including internal volunteers and external partners (e.g., CORA).
- Confirm evaluator qualifications and ensure appropriate coverage across all divisions.
- Determine evaluator requirements by division and provide direction to the Volunteer Coordinator to support scheduling.

Evaluator Alignment & Consistency

- Plan and run evaluator meetings.
- Ensure consistency in scoring methodology, evaluation standards, and professional conduct throughout the process.

Evaluation Execution Oversight (September)

- Oversee evaluation execution to ensure fair and equitable player exposure, including appropriate skate counts and groupings.
- Act as the primary point of escalation for real-time issues such as ice conflicts, evaluator absences, or player movement adjustments.

Data & Systems Oversight

- Ensure accurate data capture, tracking, and integrity throughout the evaluation process.

Team Formation Support

- Facilitate team formation discussions in alignment with evaluation results and frameworks established by Ringette Alberta.
- Communicate skater and team number guidance to the Evaluations Coordinator to inform skating and grouping decisions during evaluations.
- Support final roster validation.

Role Structure & Collaboration



- Member of the Evaluation Committee (primarily Executive Board members), which provides overall direction and decision-making authority for the evaluation process.
- Works with the Evaluations Coordinator, who leads front-line execution during evaluations.
- Collaborates with other Board members and volunteers as required to ensure alignment and smooth delivery of evaluations.

Values and Principles You will Champion

As Evaluations Director, you'll help uphold and model the values that matter most during evaluations:

- Fairness & Consistency – Ensuring every athlete is evaluated using the same standards and opportunities.
- Transparency & Trust – Supporting clear processes that families and volunteers can understand and trust.
- Athlete-Centred Decision Making – Keeping athlete development and experience at the heart of evaluations and team formation.
- Professionalism & Respect – Setting expectations for evaluator conduct, communication, and collaboration.
- Good Governance – Operating within a committee-based structure that values shared decision-making and accountability.

You'll Be a Great Fit If You...

- Have direct experience in ringette and understand how evaluations impact athletes and families.
- Are comfortable coordinating complex logistics and adjusting plans in real time.
- Can facilitate sometimes difficult discussions with confidence and professionalism.
- Enjoy working with volunteers, board members, and evaluators toward a shared goal.
- Demonstrate strong organizational skills, pay close attention to detail, and remain calm in stressful situations.