



Spruce Grove Ringette Association Summary of Position Descriptions



Below is a summary of responsibilities on the SGRA Executive. Detailed job descriptions are available from SGRA President at president@sprucegroveringette.com or by talking to the person who currently holds that position. See website for contact person. <http://sprucegroveringette.com/content/executive>.

Voting Positions:

Position	Nomination Year	Summary of Responsibilities
President	Even	<ul style="list-style-type: none"> • Call and preside as Chair at all Annual General Meetings, Special Meetings, Board of Directors Meetings, Executive Meetings and Closed Board Meetings. • Exercise general supervision over the affairs of the Association; • Has only a casting vote (a deciding vote made when the other votes are equally divided); • Attend regular Black Gold League and/or Ringette Alberta Meetings as required. • Act as first point of contact with external stakeholders, such as media, government and other associations • Oversee, facilitate and communicate strategic direction of the Association • Review and update policies
Vice President and Director of Operations	Odd	<ul style="list-style-type: none"> • Acts as the chair in the absence of the President; • Oversee the day to day operations (internal) for the Association • Carries out duties as requested by the President or the Board of Directors • Review and update operational procedures
Director of Finance (Treasurer)	Even	<ul style="list-style-type: none"> • Be a signing authority of the Association bank accounts together with two other Members of the Executive; • Properly account for all funds of the Association and keep such books and records as may be directed; • Pay all legitimate bills received by the Association in a timely manner; • Prepare budgets yearly or as requested by the President; • Supply a report on the financial status of the Association at all Board Meetings; • Make the books and financial records available at all Annual General Meetings for any Member to view; and • Receive all money paid to the Association and be responsible for the deposit of that money in whatever bank, trust company, credit union or treasury branch account the Board of Directors order on a timely basis.



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Director of Administration (Secretary)	Odd	<ul style="list-style-type: none">• Attend all meetings and record accurate minutes of those meetings• Schedule and book all meetings• Ensure that Due Notice is given for all meetings• Maintain files and records as appropriate for the Association• Coordinate and prepare for annual general meeting
Director of Registration (Registrar)	Odd	<ul style="list-style-type: none">• Keep an accurate record of all Player Data and register with Ringette Alberta• Ensure that all fees assessed to players are collected• Report to Executive on registration and projections• Verify eligibility of players
Director of Ice Acquisition & Allocation	Even	<ul style="list-style-type: none">• Oversee the sourcing and scheduling of ice.• Secures ice with facilities to meet needs of SGRA teams• Submits ice schedules to Black Gold League for game scheduling• Allocates remaining ice slots to SGRA teams for practices• Updates and maintains SGRA RAMP calendar for practices and games accordingly• Communicates with coaches and managers (via email) and parents (via website) about ice scheduling• Works with coaches and managers to reschedule league games as necessary• Works with Black Gold League and Ringette Alberta for playoff scheduling• Maintains statistics on ice equity and ice usage



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Position	Nomination Year	Summary of Responsibilities
Director of Player Development & Assessment	Even	<ul style="list-style-type: none">• Oversee all Player development programs• Oversee the Evaluation Process; and• Guide and support the Division Directors.• Work with Ice scheduler to plan and finalize evaluation schedule• Work together with all Division Directors to finalize teams.• Organizing schedule for all player evaluators• Plan and arrange player development opportunities• Maintain dryland schedule• Attend annual coach and parent meetings
Director of Coaching Development & Assessment	Odd	<ul style="list-style-type: none">• Oversee all Coach development programs• Regularly communicate with coaches regarding changes to programs and/or updates to coaching requirements;• Liaison between the coaching community, Members and the Board of Directors;• Compile coaching applications for the review of the Coaching Selection Committee;• Oversee the preparation, collection and distribution of the coaches' evaluations; and• Guide and support the Division Directors



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Director of Officiating & Officiating Development (Referee in Chief)	Odd	<ul style="list-style-type: none"> • Oversee recruitment and development of referees. • Act as liaison with respect to Officiating development and communications. • Responsible for the overall recruitment and retention of officials. • Manage and action all complaints/protests from referees or about referees. • Manage and coordinate feedback process; • Provide regular feedback to officials • Gather feedback from coaches • Provide rule interpretations and information to membership • Provide responses to questions about ringette rules • Arrange and coordinate all officiating training clinics • On rule change years, ensure that all officials are re-certified. • Maintain a List of all local officials and current training levels • Provide mentorship opportunities for current and new referees. • Provide training opportunities • Follow established policies and procedures on managing Level upgrades
Director of U10 Active Start and Step 1	Odd	<ul style="list-style-type: none"> • Sit on the Coach Selection Committee specific to the Player Division they are responsible for. • Sit on the Team Formation Committee specific to their respective Player Division. • Facilitate and gather all relevant information regarding player, team, and coach/team staff • Be the first line of contact for parents, players, managers, and coaches for their respective division. Regular communication should be a priority. • Shall ensure that all coaches and managers within their respective division are fully aware of all By-laws, policies including code of conduct, and any changes to them throughout the season
Director of U10 Step 2 and Step 3	Even	
Director of U12	Odd	
Director of U14	Even	
Director of U16	Odd	
Director of U19	Even	
Director of 18+ (Open)	Odd	



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Non-Voting Positions:

Position	Nomination Year	Summary of Responsibilities
Past President	N/A	<ul style="list-style-type: none">• Serve in an advisory capacity to the Board of Directors;• Attend Board Meetings• Carry out all duties assigned by the Board of Directors.
Coordinator of Apparel, Ringette Pants & Equipment	Even	<ul style="list-style-type: none">• Responsible for all equipment/jerseys for the association• Responsible for making sure the equipment is in good condition and always functional• Assures that all materials are well maintained and well repaired• Manages inventory of equipment and assures that things are available when needed• Responsible for the ordering and maintaining of the inventory of association ringette pants• Responsible for coordinating a ringette pant pick up night (or multiple if needed)• Responsible for ordering replacement jerseys if needed• Responsible for purchasing new equipment for the association if the budget allows and if the equipment is needed• Responsible for the distribution and collection of association equipment to and from teams
Coordinator of Fundraising	Odd	<ul style="list-style-type: none">• Find, investigate and run association wide fundraisers• Organize, balance, and distribute association wide fundraisers• Coordinate with team fundraising coordinators to include any team that would like to participate• Assist team fundraising coordinators with individual team fundraisers



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Position	Nomination Year	Summary of Responsibilities
Coordinator of Gaming (Bingo/Casino)	Odd	<ul style="list-style-type: none"> • Attend bingo meetings 2 times a year • Enter all bingos in iVolunteer • Track all members to ensure who works • Ensure enough workers for each bingo • Hire workers if necessary • Do paperwork for each bingo • Attend each bingo to help get set up and if someone does not show up, find worker or work the bingo • Facilitate casino every two years
Coordinator of Publicity & Promotion	Even	<ul style="list-style-type: none"> • Manage Come Try Ringette program • Manage other events to promote the sport, e.g. NRL games • Administer traditional and social media presence for the association
Coordinator of Referee Scheduling	Even	<ul style="list-style-type: none"> • Schedule officials for all league and exhibition games for U10 thru U14B that are hosted on SGRA ice • Liaison with the NARRA referee allocator for Exhibition Games for U14A up. • Schedule evaluators for the SGRA officials (in co-ordination with the Referee in Chief) • Create pay statements for the officials. Co-ordinate with Treasurer to ensure payment. • Maintain a list of all local officials and current training levels • Schedule mentors for new referees. • Follow established policies and procedures on managing the scheduling duties as per the Officials Handbook. • Work closely with the Referee in Chief to manage any issues identified. • Assist the Sweetheart Tournament representatives with obtaining officials for the tournament. • Be available to officials to deal with last minute cancellations and reschedules. • Communicate closely with the ice scheduler regarding game reschedules. Communicate changes • Maintain the Official Handbook in coordination with the Referee in Chief.
Coordinator #1 of Special Event	Odd	<ul style="list-style-type: none"> • Plans and delivers a special event for the entire association, e.g. Fall Ball, Galaxyland, etc.
Coordinator #2 of Special Event	Even	



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Position	Nomination Year	Summary of Responsibilities
Coordinator of Sponsorship	Even	<ul style="list-style-type: none">• Identify, pursue and submit applications for grants• Facilitate and provide information to the SGRA Sweetheart Tournament Coordinators• Maintain existing sponsor relationships• Assess the SGRA's need for grants or sponsorship needs• Develop proposals• Meet potential sponsors• Implement sponsorship strategies to maximize revenues• Ensure appropriate delivery of sponsorship programs• Seek new sponsors by taking referrals and searching different avenues such as the web• Handle negotiations with sponsors• Act as a liaison between sponsors and the SGRA• Ensure that marketing activities aimed at acquiring and using grants are coordinated properly and are in sync with the program's directives• Ensure that sponsors are integrated into as many aspects of promotional campaigns as possible• Ensure the delivery of agreed sponsor benefits successfully• Seek in-kind support from different corporations and foundations• Ensure all sponsors receive appropriate recognition
Coordinator of Statistics	Even	<ul style="list-style-type: none">• Collects and reviews game sheets• Prepares information to the Board on game statistics



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Position	Nomination Year	Summary of Responsibilities
Coordinator #1 of Sweetheart Tournament	Odd	<ul style="list-style-type: none"> • Work with ice scheduler for requested tournament dates • Work with referee allocator for referee application, schedule, fees • Apply for sanctioning with Ringette Alberta
Coordinator #2 of Sweetheart Tournament	Even	<ul style="list-style-type: none"> • Set tournament rules & fees • Update team application and work with webmaster to post on SGRA website • Update team survey of number of tournaments, etc. • Select teams for acceptance • Host committee meetings • Update sponsorship package • Team activities • Invite/confirm vendors • Design programs • Organize additional silent auction items • Create medal presenter schedule • Meet with TLC for set up schedule/floor plan • Create volunteer schedule • Reply to and follow up with email/phone call inquiries • Oversee tournament, address issues, concerns, problems as they arise • Cash out/complete deposit each night of tournament • Wrap up tournament
Coordinator of Team Photos	Even	<ul style="list-style-type: none"> • Plan team photos with Board and Vendor • Coordinate photo day • Distribute photos



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Position	Nomination Year	Summary of Responsibilities
Coordinator of Website & Communication	Odd	<ul style="list-style-type: none"> • Be responsible for the maintaining the SGRA website • Work with SGRA executive, coaches, parents, and player and outside visitors to the site. • Have knowledge of website design and maintenance. • Liaise with website provider for any questions, concerns, or applications needing attention. • Be responsible for web managing / inputting team and coaching assignments. • Manage all website capabilities accordingly to SGRA Board and appropriate team officials. • Be responsible for dispersing any communication to families, team staff, and executive. • Provide website support / training to other members granted access to the website. • Work with Registrar to update registration information needed to input new season Startup / roll over (age levels, current fees, volunteer expectations, deadlines, late charges). • Work with Sweetheart Tournament Directors to display information. • Work with Publicity Coordinator to post promotions • Work with the Ice Allocator to upload and manage all game schedules, practice schedules and SGRA events. • Work with Ice Allocator (as requested) to disperse any communication to teams regarding changes or deletions to practice and game schedules. • Work with Sponsorship Director to manage website advertising. • Work with Bingo Coordinator(s) to develop and post online bingo sign-up forms; and to disperse any communication to families regarding Bingo/Casino. • Work with Coaching Director to develop and post online Coach Evaluation form; and to disperse any communication to families requested. • Work with the Apparel/Ringette Pant Coordinator to develop and post online order forms; and to disperse any communication to families regarding Apparel/Ringette Pant.
Representative to AA	Odd	<ul style="list-style-type: none"> • As per Zone 5 Ringette by-laws, SGRA is required to appoint or elect a Director to sit on the Zone 5 Ringette Club Executive • Generally, the Rep to AA does not attend SGRA executive meetings
Representative to Black Gold League	Even	<ul style="list-style-type: none"> • Attend BGL meetings • Bring SGRA information to BGL • Bring BGL information to SGRA



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Coordinator of AA	Odd	<ul style="list-style-type: none"> • Work with Director of Ice Acquisition and Allocation to plan for evaluations and extra ice throughout the season. • Work with Director of Coach Assessment and Development to identify and choose coaches. • Work with Director of Player Assessment and Development and selected coaches to develop evaluations. • Work with the SGRA Board on direction of program. • Communicate and liaise with other AA clubs in the province • Work with team staff to source out competitive tournaments • Attend to cut off dates for provincial qualifying, WCRC's, and CRC's. • Work with team staff and Director of Player Assessment and Development regarding on/off ice activities, e.g. dryland, goalie training, power skating. • Work with team staff to develop apparel for AA.

Every Position:

- See by-laws, Section 5
- Will be required to submit an up to date RCMP Criminal record check to the board and will be required to submit this every 2 years while in a volunteer position within the Spruce Grove Ringette Association.
- Will work to acquire the necessary knowledge to perform their duties to the best of their ability including: Board Governance, Association Policies and By-laws, Board Finance, specific programs and events.
- Shall submit committee reports to the Board as required.
- Shall ensure that the values, objectives, and operational goals of the association are represented and communicated in a consistent and professional manner at all times.
- Shall attend or designate someone to attend in their absence, all meetings related to their responsibilities, and/or assigned committee meetings where their presence is required.
- May attend monthly Board meetings and Annual General Meetings.
- May assist the Executive in managing the affairs of the Association by making and amending policies and procedures in accordance with the SGRA Bylaws.



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Acknowledgement:

As a member of the SGRA Board, we acknowledge and appreciate that you are a Volunteer. As a volunteer, your time, dedication to the growth of this sport, the development of our athletes and coaches, is of immense value and we hope it is a truly meaningful experience for you.

The experience as a volunteer within the Spruce Grove Ringette Association comes with some very clear and hopefully rewarding benefits such as:

- The satisfaction of making a difference to athletes, parents, team staff, and the community as large.
- Provide you with a voice in making impactful and positive changes to this association and its members.
- Provide an opportunity to learn from a diverse group of individuals all willing to contribute their specific expertise and experience.

As a volunteer, you can expect a varied level of time commitments throughout the year including but not limited to: a minimum of 6 board meetings per year, specific and varied committee meetings per year, required time commitments during player evaluations, playoffs, the Annual Special Event hosted by the SGRA, and the Annual Sweetheart Tournament.

By taking on this position, you agree to the expectations laid out to you and will work at upholding expectations, values and principles of association for both the betterment of the sport of Ringette and the positive experience of athletes and all members.

If at any time during your term for this specific position, you decide to resign your duties early, you will be required to submit such notice in writing and present it to the board with an effective date of your resignation.