



POLICY TITLE: PERSONNEL POLICY

Effective Date: May 21, 2020

### **1.0 PURPOSE**

The purpose of this Policy is to describe the duties of the Board of Directors as well as the process for electing or appointing Coordinators, Representatives, and Team Staff.

### **2.0 DIRECTORS**

1. Directors are elected or appointed to the SGRA Board via the process(es) described in the SGRA Bylaws.
2. SGRA has a 16 member Board consisting of the following positions:
  - a) President
  - b) Vice President and Director of Operations
  - c) Director of Finance (Treasurer)
  - d) Director of Administration (Secretary)
  - e) Director of Registration (Registrar)
  - f) Director of Ice Acquisition & Allocator
  - g) Director of Player Development & Assessment
  - h) Director of Coaching Development & Assessment
  - i) Director of Officiating & Officiating Development (Referee in Chief)
  - j) Director of U10 Active Start and Step 1
  - k) Director of U10 Step 2 and Step 3
  - l) Director of U12
  - m) Director of U14
  - n) Director of U16
  - o) Director of 18+ (Open) & U19
3. Directors of age groups (e.g., Director of U12, Director of U19, etc.) are also known as 'Division Directors'.

### **3.0 DIRECTOR ROLES AND RESPONSIBILITIES**

1. Director positions have the following roles and responsibilities, which may be modified, delegated, or combined by the Board at its discretion:
  - a) President
    - i. Call and preside as Chair at all Annual General Meetings, Special Meetings, Board of Directors Meetings, and Executive Committee Meetings. During the absence of the President, the President will call upon the Vice President to fulfill the President's duties. In the event the President is unable to fulfill his or her duties, the Executive Committee will appoint any Officer to exercise the powers and duties of the President;
    - ii. Exercise general supervision over the affairs of the Association; and
    - iii. Attend regular Black Gold League and/or Ringette Alberta Meetings as required.
  - b) Vice President and Director of Operations
    - i. Acts as the Chair in the absence of the President;
    - ii. Oversee the day to day operations internally for the Association;
    - iii. Carries out duties as requested by the President or the Board of Directors; and
    - iv. Oversee the complaints and discipline policies.

- c) Director of Finance (Treasurer)
  - i. Be a signing authority of the Association bank accounts together with two other Members of the Executive Committee;
  - ii. Properly account for all funds of the Association and keep such books and records as may be directed;
  - iii. Pay all legitimate bills received by the Association in a timely manner;
  - iv. Prepare budgets yearly or as requested by the President;
  - v. Supply a report on the financial status of the Association at all Board Meetings;
  - vi. Make the books and financial records available at all Annual General Meetings for any Member to view;
  - vii. 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;
  - viii. Make payments and expenses where applicable or necessary;
  - ix. Work with all SGRA team treasurers to ensure consistent and management of team finances;
  - x. Liaise with Sweetheart Coordinator; and
  - xi. Shall each year, on or before the last day of the month immediately following its anniversary month make a return to the registrar (as per the Alberta Societies Act).
  
- d) Director of Administration (Secretary)
  - i. Attend all meetings and record accurate minutes of those meetings;
  - ii. Schedule and book all meetings;
  - iii. Ensure that due notice is given for all meetings; and
  - iv. Maintain files and records as appropriate for the Association.
  
- e) Director of Registration (Registrar)
  - i. Keep a record of all Player Data, where Player Data refers to information about a Player required, or deemed necessary or beneficial, to the Association for management of the affairs of the Association;
  - ii. Register with Ringette Alberta; and
  - iii. Ensure that all fees assessed to players are collected
  
- f) Director of Ice Acquisition & Allocator
  - i. Oversee the sourcing and scheduling of ice;
  - ii. Attend ice allocation meetings, fostering good municipal relationships;
  - iii. Work in partnership with the BGL ice allocator for league scheduling;
  - iv. Attend the BGL ice allocator meeting annually;
  - v. Provide monthly reporting to the Executive Committee on distribution of ice; and
  - vi. Liaise with Sweetheart Coordinator.
  
- g) Director of Player Development & Assessment
  - i. Facilitate power skating for U10 and approve all player development programs submissions from teams;
  - ii. Oversee the evaluation process;
  - iii. Provide oversight for team formation;
  - iv. Secure dryland opportunities; and
  - v. Guide and support the Division Directors with development opportunities.
  
- h) Director of Coaching Development & Assessment
  - i. Oversee all coach development programs including, but not limited to, coaching clinics, workshops, and coach meetings;
  - ii. Allocate interested Junior Coaches to teams to ensure a quality experience;

- iii. Regularly communicate with coaches regarding changes to programs and/or updates to coaching requirements;
  - iv. Liaison between the coaching community, Members and the Board of Directors;
  - v. Compile coaching applications for the review of the Coaching Selection Committee and conduct interviews;
  - vi. Verify TRF's are approved and signed off by Head Coach and Manager of each team and provide the collected information to the Registrar;
  - vii. Oversee the preparation, collection and distribution of the coaches' evaluations; and
  - viii. Guide and support the Division Director with development opportunities.
- i) Director of Officiating & Officiating Development (Referee in Chief)
    - i. Oversee recruitment and development of referees;
    - ii. Compile referee applications for review;
    - iii. Communicate with Division Directors and Coaches new rule changes annually;
    - iv. Oversee referee scheduling for league and Sweetheart Tournament annually; and
    - v. Organize and track proper payment schedules for referees.

#### **4.0 PAST PRESIDENT**

1. At the discretion of the Board, a Past President of the Association may be invited to attend meetings of the Board or meetings of the Members. If in attendance, the Past President shall have the following role and duties:

- a) Shall serve in an advisory capacity to the Board of Directors;
- b) Shall not have a vote; and
- c) Shall carry out all duties assigned by the Board of Directors.

#### **5.0 COORDINATORS AND REPRESENTATIVES**

1. The Association may have Coordinators and Representatives as necessary to carry out the objectives of the Association.
2. The Association will have the following Coordinator and Representative positions:
  - a) Coordinator of Apparel, Ringette Pants & Equipment
  - b) Coordinator of Fundraising/Special Events/Team Photos
  - c) Coordinator of Gaming (Bingo/Casino)
  - d) Coordinator of Publicity & Promotion
  - e) Coordinator of Referee Scheduling
  - f) Coordinator of Sponsorship
  - g) Coordinator #1 of Sweetheart Tournament
  - h) Coordinator #2 of Sweetheart Tournament
  - i) Coordinator of Website & Communication
  - j) Coordinator of Evaluations
  - k) Coordinator of Universal Athlete Assessment (UAA)
3. The Board may modify, delegate, or combine Committee Coordinator positions or roles at its discretion.
4. Committee Coordinators shall be elected or appointed by the Board of Directors at the first meeting of the Board of Directors following the AGM. Committee Coordinators will stand for election and will be acclaimed if there is only one nominee for a position.
5. Committee Coordinators will serve a two-year term as follows:
  - Odd Year:
    - i. Coordinator of Apparel, Ringette Pants & Equipment
    - ii. Coordinator of Publicity & Promotion

- iii. Coordinator of Referee Scheduling
- iv. Coordinator #2 of Sweetheart Tournament
- v. Coordinator of Sponsorship
- vi. Coordinator of Evaluations

Even Year:

- i. Coordinator of Website & Communication
- ii. Coordinator of Fundraising
- iii. Coordinator of Gaming (Bingo/ Casino)
- iv. Coordinator #1 of Sweetheart Tournament
- v. Coordinator of UAA

- 6. If a Committee Coordinator resigns his or her position or is otherwise removed from his or her post prior to the conclusion of the individual's term, the Board may issue a call for nominees and the Board will appoint an individual to fill the remainder of the unexpired term.
- 7. Committee Coordinators are not Directors or members of the Board and do not have a vote, although they may be invited to attend meetings of the Board as required.

**6.0 TEAM STAFF**

- 1. Team Staff are any Members involved in the instruction, care, or supervision of Players, or in the operation or management of the Team. Team Staff includes, but is not necessarily limited to, specific Team Staff as prescribed by Ringette Alberta.
- 2. Members can become Team Staff only if they:
  - a) Meet the minimum skill and certification requirements prescribed by the Association and Ringette Alberta;
  - b) Meet the security requirements prescribed by the Association and Ringette Alberta; and
  - c) Are approved by a Coach Selection Committee.