

Roles and Responsibilities

Elected Executive (Voting positions)	Duties and Responsibilities
President	<ul style="list-style-type: none"> ● Overall financial accountability for SARA budget ● Setting strategic direction for SARA ● Accountability for ensuring bylaws and policies are relevant ● Chair of monthly/bi-monthly Board meetings ● Preside at all meetings of the Association and of the Directors and shall be entrusted to carry out all orders and resolutions of the Board; ● As a member of the Board of Directors, shall attend or appoint another person to attend all general meetings and Board meetings of the association, preparing written reports as required; ● Represent the Association in dealings with Ringette Alberta; ● Act as a representative for the Association with all other Zones within Alberta; ● Be a co-signer for the Associations finances; ● Act in good faith, with the focus of all actions or decisions to benefit the Association; ● Perform other duties as required by the Board.
Vice-President	<ul style="list-style-type: none"> ● Operations lead ● Oversee Discipline ● Act as Referee In Chief for SARA to oversee discipline related to ref activity ● Coordinate the operations of the Association ● Ensure coach/team selection and player evaluation policies are followed ● In the absence of the President, perform the duties and exercise the powers of the President; ● Act as interim President should the President resign or be removed until a meeting of the board is called; (within 14 days) ● Be a co-signer for the Association finances; ● Be responsible for all discipline procedures for the Ringette program and sit as the chair of the discipline committee, when hearings are necessary; ● Be responsible for enforcing discipline procedures and notifying Ringette Alberta Representative of all match penalties, suspensions and further actions taken; ● Be a voting member on all committees or subcommittees; ● Review and recommend operating rule and bylaw changes; ● Act in good faith, with the focus of all actions or decisions to benefit the association;

	<ul style="list-style-type: none"> ● Attend all BGL meetings ● Present issues that need to be filtered to BGL board from Division coordinators ● Attend and speak to re-pooling of SARA teams at the BGL meetings ● Holds voting position for SARA at BGL ● Perform other duties as required by the President or the Board
Treasurer	<ul style="list-style-type: none"> ● Establish the budget ● Reporting the financial status of association on a quarterly basis ● Payment of all invoices ● Collect and deposit money in a proper bank account(s); ● Pay all accounts and legitimate bills of the Association on time with no lapse past a defined deadline; ● Alert the Board of Directors in the event of any financial issue or matter that threatens the viability of Association; ● Maintain the financial records of the Association in accordance with the Bylaws; ● Prepare budgets yearly, or as requested by President; ● Be prepared to offer a projected budget at the annual general meeting; ● Prepare and present a financial report on the financial status at all meetings, or at the request of the President; ● Make the books and financial records available for inspection at the Annual General Meeting or at the request of the President for any member to review; ● Make the books and financial records available for inspection of the Audit Committee at their request; ● Co-sign all cheques drawn on the account of the Association; ● Report to all meetings; ● Act in good faith with the focus of all actions or decisions to benefit the association; ● Perform such duties as are delegated by the President or the Board.
Secretary	<ul style="list-style-type: none"> ● Take meeting minute notes and distribute ● Create agenda with input from President & Vice-President and board members ● Attend all meetings and Annual General Meetings; ● Keep minutes of all meetings and Annual General meetings; submitting copies to the members of the Board and to such other persons as the Board shall direct; ● Ensure all motions or resolutions are recorded

	<p>correctly and represent the exact direction of the Board;</p> <ul style="list-style-type: none"> ● Post all minutes on SARA website for membership ● Coordinate monthly communication newsletter ● Ensure proper notice is provided to all required attendees of any general, special or Annual General Meetings; ● Prepare an agenda in advance of any meeting, and provide it to all attendees within 48 hours of the meeting commencement; ● Maintain all minute books and records of the Association; ● Act in good faith, with the focus of all actions or decisions to benefit the Association; ● Perform other duties as are delegated by the President or the Board.
Registrar	<ul style="list-style-type: none"> ● Answering questions from future registrants ● Coordinating Player releases as required ● Submitting registered player info to RAB ● Communicating registration numbers to ice allocator and division coordinators ● Ensure the membership information is accurate and current; ● Ensure that there is a back up storage system in place to ensure data integrity and viability; ● Collect all registrations and ensure they are complete and meet with the requirements of the Association and Ringette Alberta; ● Submit the registrations for St. Albert Ringette to Ringette Alberta, as defined by Ringette Alberta and ensure the upkeep of this registration; ● The registration of St. Albert Ringette program with any leagues the association participates in as defined by the specific/individual leagues, and the upkeep of this registration; ● Ensure all team and Association registrations are submitted to the required parties, organizations, leagues or governing bodies within the prescribed deadlines; ● Act in good faith, with the focus of all actions or decisions to benefit the association; ● Produce a valid copy of the Ringette Alberta Team Registration Form (TRF) as required, and requested by any member of the Executive Committee; ● Maintain an accurate registration database which includes, but is not limited to the players: <ul style="list-style-type: none"> ○ Date of Birth ○ Address

	<ul style="list-style-type: none"> ○ Telephone number(s) ○ E-mail address ○ Identification of parents and/or guardians · Association Identification number, if one exists ● Ringette Alberta identification number, if one exists ○ Alberta Health Care number ○ Name of Community League player is associated with · Name of School that member is associated with ● All duties as are delegated by the President or the Board
Elected Directors (Voting positions)	Duties and Responsibilities
Development	<ul style="list-style-type: none"> ● Oversee, develop and support SARA Coach and Player development ● Oversee recruitment and selection of coaching staff ● Review Player safety and development ● Oversee Coach Development and training ● Coordinate Coach Evaluation and Appraisals ● Ensure LTAD alignment with coaching programs ● Coordinate and support Code of Conduct process and policy for Coaches and Players ● Liaise with RAB as required
Evaluations	<ul style="list-style-type: none"> ● Reviews and revises Evaluation policy and process ● Organize and coordinate player evaluations ● Oversee evaluation process & provide guidelines to evaluators and coordinators ● Oversee and coordinate UAA testing (coordinated with Director-at-Large) ● Supports team selection and draft process based on Evaluation information ● Reviews and revises affiliation policy and process
Ref Allocator	<ul style="list-style-type: none"> ● Coordinate ref clinics for SARA ● Updating officials database and ensuring officials are qualified ● Assign officials to all tournament, league games, and exhibition games ● Prepare and submit monthly pay including tracking kilometres and out of town games
Director-at-Large	<ul style="list-style-type: none"> ● Work with Vice President as BGL rep: <ul style="list-style-type: none"> ○ Attend all BGL meetings ○ Present issues that need to be filtered to BGL board

	<ul style="list-style-type: none"> ○ from Division coordinators ○ Attend and speak to re-pooling of SARA teams at the BGL meetings ○ Holds voting position for SARA at BGL ● UAA coordination (working with evaluations) <ul style="list-style-type: none"> ○ Liaise with Dibs coordinator to post volunteer requirements for UAA ○ Ensure volunteers are trained to gather and record UAA data ○ Set up ice layout for UAA drills ○ Mark drills according to RAB instruction ○ Gather recorded data and enter into spreadsheet ○ Send rough sort of data to division coordinators ○ Compile and format data as per RAB instructions ○ Submit data to RAB before due date ● Support Come Try Ringette coordinator and other recruitment initiatives including the promotion of ringette within the community (e.g. point of contact for Rodeo Parade, Canada Day, and other community events). ● Liaise with community in supporting and implementing gym ringette
<p>Appointed Coordinators (non-voting positions)</p>	<p>Duties and Responsibilities</p>
<p>Sponsorship, Fundraising and Events</p>	<ul style="list-style-type: none"> ● Oversee and Coordinate SARA membership events as determined by the board ● Coordinate and Liaise with AGLC ● Coordinate Casino events as required ● Organize Casino volunteers for training and events
<p>Communications Coordinator</p>	<ul style="list-style-type: none"> ● Post SARA updates on social media platforms ● Follow other LSO, PSO and Ringette Canada on social media platforms and repost relevant information to SARA social media platforms ● Run contests on social media platforms to engage the membership
<p>Dibs Coordinator</p>	<ul style="list-style-type: none"> ● Receives DIBS from various board positions and posts for membership acquisition on the DIBS site ● Communicates upcoming DIBS postings to the Communications director for membership communication ● Applies DIBS to DIBS exempt roles (head coaches, board members etc) before the conclusion of the season

St. Albert Ringette Association: Roles and Responsibilities

	<ul style="list-style-type: none"> ● Answers membership questions about DIBS via email ● Ensures data on DIBS fulfillment is accurate and up to date ● Communicates any unfilled DIBS to the vice president for fee collection
Webmaster	<ul style="list-style-type: none"> ● Coordinates Mass emails ● Supports news postings ● Responsible for Email and site accounts ● Reviews and provides suggestions/support for Website changes
Goalie Coordinator	<ul style="list-style-type: none"> ● Runs goalie evaluations ● Plans/schedules goalie development clinics and additional programming ● Support Associations goalie development plan
Junior Coach Coordinator	<ul style="list-style-type: none"> ● Gather applications for junior coach position ● Ensure training compliance as outlined by RAB ● Assign junior coaches to teams as soon as teams are formed ● Support Head coaches in appropriately utilizing junior Coaches ● Evaluate and recommend changes to SARA Junior Coach program
AA Coordinator	<ul style="list-style-type: none"> ● Support the SARA board to promote high performance ringette ● Support the development and growth of the AA program in St. Albert ● Support the U14, U16 & U19 coordinators throughout the season
Active Start Coordinator	<ul style="list-style-type: none"> ● Organize Active Start program (ice/communication, Jerseys etc) ● Identify on ice parent support and assign volunteer “coach” ● Organize year end jamboree ● Works with Director-at-large to organize Come Try Ringette
U10 Coordinator	<ul style="list-style-type: none"> ● Work with Evaluation director to coordinate evaluations for U10 division ● Coordinate with the UAA coordinator to organize athletes for the UAA assessment ● Populate Information regarding U10 program and upcoming season on the SARA website

	<ul style="list-style-type: none"> ● Support the development director in the search for teams coaching staff ● Create the U10 teams ● Assist with the Selection of the U10 coaches ● Assist registrar and development director in ensuring all team staff are registered in required timelines (this includes completing and submitting criminal record checks) ● Represent U10 interests at the board ● Support new managers on reporting score sheets ● Ensure teams have reported their scores as required
U12, 14, 16, 19 Coordinators	<ul style="list-style-type: none"> ● Work with evaluation director to coordinate evaluations for respective divisions ● Support the development director in the search for teams coaching staff ● Point of contact for players and coaches with division regarding general questions and concerns ● Populate Information regarding specific divisions program and upcoming season on the SARA website ● Coordinate with the UAA coordinator to organize athletes for the UAA assessment (U12 & U14 only) ● Assist in coach selection and team selection process (player drafts) ● Be a liaison for parents and coaches ● Support Coaches throughout season ● Supports affiliation process ● Answer questions and provide information related to division nuances, including communicating about end of season play at various levels (U12 championships, session three provincial playdowns etc) ● Train and support new managers on how to report score sheets ● Ensure teams have reported their scores as required ● Liaise with Coaches and Ice Allocator re: rescheduled games
Turkey Ring Chair	<ul style="list-style-type: none"> ● Plan, organize, execute annual tournament ● Oversee Fundraising for Turkey Ring ● Request and support volunteers
Additional Specified Roles (non-voting positions)	Duties and Responsibilities
Ice Allocator (paid)	<ul style="list-style-type: none"> ● Negotiate ice contracts with providers

	<ul style="list-style-type: none"> ● Liaise with other community partners to ensure optimal ice allocation for SARA ● Set ice schedules with other board members specific to evaluation, practices, league games, tournaments, promotional activities, Active Start ● Manage requests for use of City of St. Albert facilities (room bookings etc) ● League game administration – schedule and reschedules ● Oversee the contract role that set’s schedule and adjust as required as required
<p>Past President</p>	<ul style="list-style-type: none"> ● A support and advisory role to board ● Acts in good faith, with the focus of all actions or decisions to benefit the Association; ● Assist the President in any manner required to allow the President to fulfill their duties and obligations of President; ● Perform other duties as required by the Board.