

## St. Albert Ringette Association (SARA) Board and Volunteer Structure

### Current Roles and Responsibilities of SARA Board:

Executive/Director Elected Position(s)	Duties and Responsibilities
President	<ul style="list-style-type: none"> <li>• Overall financial accountability for SARA budget</li> <li>• Setting strategic direction for SARA</li> <li>• Accountability for ensuring bylaws and policies are relevant</li> <li>• Chair of monthly/bi-monthly Board meetings</li> <li>• Hold a voting position;</li> <li>• 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;</li> <li>• 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;</li> <li>• Represent the Association in dealings with Ringette Alberta;</li> <li>• Act as a representative for the Association with all other Zones within Alberta;</li> <li>• Be a co-signer for the Associations finances;</li> <li>• Act in good faith, with the focus of all actions or decisions to benefit the Association;</li> <li>• Perform other duties as required by the Board.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Operations lead</li> <li>• Oversee Discipline • Act as Referee In Chief for SARA to oversee discipline related to ref activity</li> <li>• Coordinate the operations of the Association</li> <li>• Ensure coach/team selection and player evaluation policies are followed</li> <li>• Hold a voting position on the Board of Directors;</li> <li>• In the absence of the President, perform the duties and exercise the powers of the President;</li> <li>• Act as interim President should the President resign or be removed until a meeting of the board is called; (within 14 days)</li> <li>• Be a co-signer for the Association finances;</li> <li>• Be responsible for all discipline procedures for the Ringette program and sit as the chair of the discipline committee, when hearings are necessary;</li> <li>• Be responsible for enforcing discipline procedures and notifying Ringette Alberta Representative of all match penalties, suspensions and further actions taken;</li> <li>• Be a voting member on all committees or sub-committees;</li> <li>• Review and recommend operating rule and bylaw changes;</li> <li>• Act in good faith, with the focus of all actions or decisions to benefit the association;</li> <li>• Attend all BGL meetings • Present issues that need to be filtered to BGL board from Division coordinators</li> <li>• Attend and speak to re-pooling of SARA teams at the BGL meetings</li> </ul>

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	<ul style="list-style-type: none"> <li>• Holds voting position for SARA at BGL</li> <li>• Perform other duties as required by the President or the Board</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Take meeting minute notes and distribute</li> <li>• Create agenda with input from President &amp; Vice-President and board members</li> <li>• Hold a voting position on the Board of Directors;</li> <li>• Attend all meetings and Annual General Meetings;</li> <li>• 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;</li> <li>• Ensure all motions or resolutions are recorded correctly and represent the exact direction of the Board;</li> <li>• Ensure proper notice is provided to all required attendees of any general, special or Annual General Meetings;</li> <li>• Prepare an agenda in advance of any meeting, and provide it to all attendees within 48 hours of the meeting commencement;</li> <li>• Maintain all minute books and records of the Association;</li> <li>• Act in good faith, with the focus of all actions or decisions to benefit the Association;</li> <li>• Perform other duties as are delegated by the President or the Board.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Establish the budget</li> <li>• Reporting the financial status of association on a quarterly basis •</li> <li>• Payment of all invoices</li> <li>• Hold a voting position on the Board of Directors;</li> <li>• Collect and deposit money in a proper bank account(s);</li> <li>• Pay all accounts and legitimate bills of the Association on time with no lapse past a defined deadline;</li> <li>• Alert the Board of Directors in the event of any financial issue or matter that threatens the viability of Association;</li> <li>• Maintain the financial records of the Association in accordance with the Bylaws;</li> <li>• Prepare budgets yearly, or as requested by President;</li> <li>• Be prepared to offer a projected budget at the annual general meeting;</li> <li>• Prepare and present a financial report on the financial status at all meetings, or at the request of the President;</li> <li>• 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;</li> <li>• Make the books and financial records available for inspection of the Audit Committee at their request;</li> <li>• Co-sign all cheques drawn on the account of the Association;</li> <li>• Report to all meetings;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Act in good faith with the focus of all actions or decisions to benefit the association;</li> <li>• Perform such duties as are delegated by the President or the Board.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>• Answering questions from future registrants</li> <li>• Coordinating Player releases as required</li> <li>• Submitting registered player info to RAB</li> <li>• Communicating registration numbers to ice allocator and division coordinators</li> <li>• Hold a voting position on the Board of Directors;</li> <li>• Ensure the membership information is accurate and current;</li> <li>• Ensure that all data and information complies with any and all privacy legislation;</li> <li>• Ensure that there is a back up storage system in place to ensure data integrity and viability;</li> <li>• Collect all registrations and ensure they are complete and meet with the requirements of the Association and Ringette Alberta;</li> <li>• Submit the registrations for St. Albert Ringette to Ringette Alberta, as defined by Ringette Alberta and ensure the upkeep of this registration;</li> <li>• 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;</li> <li>• Ensure all team and Association registrations are submitted to the required parties, organizations, leagues or governing bodies within the prescribed deadlines;</li> <li>• Act in good faith, with the focus of all actions or decisions to benefit the association;</li> <li>• Produce a valid copy of the Ringette Alberta Team Registration Form (TRF) as required, and requested by any member of the Executive Committee;</li> <li>• Maintain an accurate registration database which includes, but is not limited to the players:             <ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Address</li> <li>• Telephone number(s)</li> <li>• E-mail address</li> <li>• Identification of parents and/or guardians</li> <li>• Association Identification number, if one exists</li> <li>• Ringette Alberta identification number, if one exists</li> <li>• Alberta Health Care number</li> <li>• Name of Community League player is associated with</li> <li>• Name of School that member is associated with</li> </ul> </li> <li>• All duties as are delegated by the President or the Board</li> </ul>
Past President (non-voting)	<ul style="list-style-type: none"> <li>• A support and advisory role to board</li> <li>• Does not hold a voting position;</li> </ul>

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### Current Roles and Responsibilities of SARA Board:

	<ul style="list-style-type: none"> <li>• Acts in good faith, with the focus of all actions or decisions to benefit the Association;</li> <li>• Assist the President in any manner required to allow the President to fulfill their duties and obligations of President;</li> <li>• Perform other duties as required by the Board.</li> </ul>
Evaluation Director	<ul style="list-style-type: none"> <li>• Reviews and revises Evaluation policy and process</li> <li>• Organize and coordinate player evaluations</li> <li>• Oversee evaluation process &amp; provide guidelines to evaluators and coordinators</li> <li>• Oversee and coordinate UAA testing (coordinated by UAA coordinator)</li> <li>• Supports team selection and draft process based on Evaluation information</li> <li>• Reviews and revises affiliation policy and process</li> </ul>
Development Director	<ul style="list-style-type: none"> <li>• Oversee, develop and support SARA Coach and Player development</li> <li>• Oversee recruitment and selection of coaching staff</li> <li>• Review Player safety and development</li> <li>• Oversee Coach Development and training</li> <li>• Coordinate Coach Evaluation and Appraisals</li> <li>• Ensure LTAD alignment with coaching programs</li> <li>• Coordinate and support Code of Conduct process and policy for Coaches and Players</li> <li>• Liaise with RAB as required</li> </ul>
Ice Allocator	<ul style="list-style-type: none"> <li>• Negotiate ice contracts with providers</li> <li>• Liaise with other community partners to ensure optimal ice allocation for SARA</li> <li>• Set ice schedules with other board members specific to evaluation, practices, league games, tournaments, promotional activities, Active Start</li> <li>• Manage requests for use of City of St. Albert facilities (room bookings etc)</li> <li>• League game administration – schedule and reschedules</li> <li>• Oversee the contract role that set's schedule and adjust as required as required</li> </ul>
Referee Allocator	<ul style="list-style-type: none"> <li>• Coordinate ref clinics for SARA</li> <li>• Updating officials database and ensuring officials are qualified</li> <li>• Assign officials to all tournament, league games, and exhibition games</li> <li>• Prepare and submit monthly pay including tracking kilometres and out of town games</li> </ul>
Sponsorship, Fundraising and Events Director	<ul style="list-style-type: none"> <li>• Oversee and Coordinate SARA membership events as determined by the board</li> <li>• Coordinate and Liaise with AGLC</li> <li>• Coordinate Casino events as required</li> <li>• Organize Casino volunteers for training and events</li> </ul>

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### Current Roles and Responsibilities of SARA Board:

	<ul style="list-style-type: none"> <li>• Identify opportunities for additional association fundraising events</li> <li>• Identify appropriate grants and non –profit community funding opportunities</li> <li>• Apply to AGLC for raffle</li> <li>• Distribute tickets to coaches/teams</li> <li>• Gather sold tickets and submit info to AGLC</li> </ul>
<b>Volunteer Position(s)</b>	<b>Duties and Responsibilities</b>
Webmaster	<ul style="list-style-type: none"> <li>• Coordinates Mass emails</li> <li>• Supports news postings</li> <li>• Responsible for Email and site accounts</li> <li>• Reviews and provides suggestions/support for Website changes</li> </ul>
Goalie Coordinator	<ul style="list-style-type: none"> <li>• Runs goalie evaluations</li> <li>• Plans/schedules goalie development clinics and additional programming</li> <li>• Support Associations goalie development plan</li> </ul>
Junior Coach Coordinator	<ul style="list-style-type: none"> <li>• Gather applications for junior coach position</li> <li>• Ensure training compliance as outlined by RAB</li> <li>• Assign junior coaches to teams as soon as teams are formed</li> <li>• Support Head coaches in appropriately utilizing junior Coaches</li> <li>• Evaluate and recommend changes to SARA Junior Coach program</li> </ul>
AA Coordinator	<ul style="list-style-type: none"> <li>• Support the SARA board to promote high performance ringette</li> <li>• Support the development and growth of the AA program in St. Albert</li> <li>• Support the U14, U16 &amp; U19 coordinators throughout the season</li> <li>• Develop tools and resources to support communication with SARA members of coaches involved in the AA level of play</li> </ul>
Active Start Coordinator	<ul style="list-style-type: none"> <li>• Organize Active Start program ( ice/communication, Jerseys etc)</li> <li>• Identify on ice parent support and assign volunteer “coach”</li> <li>• Organize year end jamboree</li> </ul>
U10 Coordinator	<ul style="list-style-type: none"> <li>• Work with Evaluation director to coordinate evaluations for U10 division</li> <li>• Coordinate with the UAA coordinator to organize athletes for the UAA assessment</li> <li>• Populate Information regarding U10 program and upcoming season on the SARA website</li> <li>• Support the development director in the search for teams coaching staff</li> <li>• Represent U10 interests at the board</li> <li>• Create the U10 teams</li> <li>• Assist with the Selection of the U10 coaches</li> <li>• Support new managers on reporting score sheets</li> <li>• Ensure teams have reported their scores as required</li> <li>• Liaise with Coaches and Ice Allocator re: rescheduled games</li> </ul>
U12 Coordinator U14 Coordinator	<ul style="list-style-type: none"> <li>• Work with evaluation director to coordinate evaluations for respective divisions</li> </ul>

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U16 Coordinator U19 Coordinator Open Coordinator	<ul style="list-style-type: none"> <li>• Support the development director in the search for teams coaching staff</li> <li>• Provide direction and assistance to coaches and players</li> <li>• Populate Information regarding specific divisions program and upcoming season on the SARA website</li> <li>• Coordinate with the UAA coordinator to organize athletes for the UAA assessment (U12 &amp; U14 only)</li> <li>• Assist in coach selection and team selection process (player drafts)</li> <li>• Be a liaison for parents and coaches</li> <li>• Support Coaches throughout season</li> <li>• Supports affiliation process</li> <li>• Answer questions and provide information related to division nuances</li> <li>• Train and support new managers on how to report score sheets</li> <li>• Ensure teams have reported their scores as required</li> <li>• Liaise with Coaches and Ice Allocator re: rescheduled games</li> </ul>
BGL Representative (x1)	<ul style="list-style-type: none"> <li>• Is the SARA representative at BGL</li> <li>• Attend all BGL meetings</li> <li>• Present issues that need to be filtered to BGL board from Division coordinators</li> <li>• Attend and speak to re-pooling of SARA teams at the BGL meetings</li> <li>• Holds voting position for SARA at BGL</li> </ul>
Tournament Coordinator Turkey Ring Chair	<ul style="list-style-type: none"> <li>• Plan, organize, execute annual tournament</li> <li>• Oversee Fundraising for Turkey Ring</li> <li>• Request and support volunteers</li> </ul>
SARA Events Coordinator	<ul style="list-style-type: none"> <li>• Plan, organize, execute SARA events as determined by the board</li> <li>• Rainmaker rodeo etc</li> </ul>
Recruitment Coordinator	<ul style="list-style-type: none"> <li>• Communicates with Ringette Alberta (registers event, orders and distributes promotional materials, completes and submit scorecard and final CTR spreadsheet)</li> <li>• Communicates with Ice Allocator to secure date, time and ice surface for events</li> <li>• Communicates with Dibs Coordinator to organize volunteers (DIBs) for events</li> <li>• Communicates with registered participants (reminders, post event)</li> <li>• Communicates with Communications Director for event promotion</li> <li>• Organizes and executes 2-3 events per season</li> <li>• Organizes equipment for use during event (sticks, nets, banner etc)</li> <li>• Organizes giveaways and goodie bags for event participants</li> <li>• Provides volunteers with duties on event day</li> <li>• Works collaboratively with Ringette Alberta Recruitment team to greet and prepare participants</li> </ul>
UAA Additional duties include	<ul style="list-style-type: none"> <li>• Liaise with Dibs coordinator to post volunteer requirements for UAA</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure volunteers are trained to gather and record UAA data</li> <li>• Liaise with division coordinators to gather player registration information</li> <li>• Set up ice layout for UAA drills</li> <li>• Mark drills according to RAB instruction</li> <li>• Gather recorded data and enter into spreadsheet</li> <li>• Send rough sort of data to division coordinators</li> <li>• Compile and format data as per RAB instructions</li> <li>• Submit data to RAB before due date</li> </ul>
Communications director	<ul style="list-style-type: none"> <li>• Post SARA updates on social media platforms</li> <li>• Compile information to be included in monthly e-news</li> <li>• Send out monthly e-news to entire membership</li> <li>• Follow other LSO, PSO and Ringette Canada on social media platforms and repost relevant information to SARA social media platforms</li> <li>• Run contests on social media platforms to engage the membership</li> </ul>
DIBS Coordinator	<ul style="list-style-type: none"> <li>• Receives DIBS from various board positions and posts for membership acquisition on the DIBS site</li> <li>• Communicates upcoming DIBS postings to the Communications director for membership communication</li> <li>• Applies DIBS to DIBS exempt roles (head coaches, board members etc) before the conclusion of the season</li> <li>• Answers membership questions about DIBS via email</li> <li>• Ensures data on DIBS fulfillment is accurate and up to date</li> <li>• Communicates any unfilled DIBS to the vice president for fee collection</li> </ul>