**SPFA - Executive Roles**

Revised 2022

**President**

* Attend all SPFA Executive Meetings
* Chair all meetings of society/executive
* A member of all Committees
* Attend all CDMFA meetings
* Contribute to CDMFA as a spokesperson of SPFA
* Spokesperson of SPFA with other clubs in our league
* Oversee the operation of the SPFA
* Make sure all RPP’s of the football governing body(s) are followed
* Ensure the rules set out by Football Canada for play, are followed
* Ensure that the SPFA RPP’s and Bylaws are being followed
* Co-chair Head Coach Interviews with the committee set by SPFA rpps
* Be apart of all communication with the Town of Stony Plain regarding SPFA operations
* Assist all members of the Executive if problems occur or help is required
* Work with the Secretary and Director at Large to make sure Bylaws and RPP’s are updated as needed
* With the Grievance committee, deal with all complaints/grievances brought forward following the Grievance rpps
* Co-Chair Head Coach/Manager meeting at end of season with appropriate executive
* Ensure communication from the governing bodies is being shared with the executive

**Vice President**

* Attend all SPFA Executive meetings.
* Attend CDMFA Meeting if the President cannot attend.
* Take direction from the SPFA Executive.
* Chair Executive meetings in the absence of the President.
* A member of all Committees for the SPFA
* Become familiar with and assist all Executive members in the operation of their duties.
* Assist the President of the association if for any reason the President cannot continue with their duties.
* Assist the Executive with all Vacant Positions
* Co-chair all Head coaches and assistant coaches interviews with the appropriate Executive.
* Attend end of Season reviews of Managers and/or Coaches
* Ensure all Coaching and Field Staff positions are filled and requirements have been met.
* Ensure all Coaching and Field Staff information forms have been received by Registrar prior to staff registration cut off.

**Treasurer**

* Attend all SPFA Executive meetings and supply a Financial standing at each meeting
* Take direction from the SPFA Executive.
* Make all required bank deposits for the association.
* Work with the Bingo Director and Registrar to make sure all funds are received and deposited in a timely manner.
* Write all cheques from the association once the directive has been supplied from the Executive.
* Keep an organized set of books that shows the costs that are incurred at all levels and for the SPFA as a whole. Maintain a register of all invoices and receipts for SPFA business commitments.
* Have a schedule when all payments are due and make sure payments are made on time.
* Ensure receipts are supplied for all payments.
* Financial statements must be ready for dispersal at our annual general meeting.
* Provide oversight for events that are intended to bring funds into the SPFA.
* Manage the organization and safe keeping of all deposit cheques..
* Once a fundraising event has been completed, all sheets, monies and / or applicable product must be collected and accounted for. Money must be counted by the Fundraising Lead and turned over to the Treasurer. The Treasurer will verify the count and facilitate the deposit of funds accordingly.
* Mail key is the responsibility of the Treasurer. He/she will obtain the mail and distribute to the appropriate parties. (Ex: Bills to Treasurer, Correspondence to President or Vice Pres)
* Submit a yearly budget for the approval of the executive, in coordination with the Budget committee.
* Issue receipts for all money collected.
* Ensure all purchases are approved by the SPFA Executive.
* Ensure all financial reports are submitted to the AGLC

**Secretary**

* Attend all SPFA Executive meetings.
* Take direction from the SPFA Executive.
* Keep an accurate set of minutes from all the executive meetings. Have the minutes ready and disturbed in a timely manner of the meeting.
* Prepare minutes for Executive, AGM, Special Meetings and Committees
* Maintain a file of all forms used by SPFA, CDMFA and Football Alberta.
* Prepare agenda for monthly meeting.
* Maintain archived meeting minutes.
* Keep a record of all filed Complaints and Grievance Committee meetings/decisions.
* Prepare minutes for all Coach interviews, monthly meetings, reviews.
* Ensure that the SPFA RPP’s and Bylaws are being followed
* Update and review SPFA RPP’s and Bylaws on yearly basis with coordination of President and Director at Large
* Provide on written request SPFA RPP’s and Bylaws to members

**Bingo/Casino Director**

Coordinate and oversee any fundraising activities including, but not limited to:

* Bingos & Casinos
	+ Attend GM, and AGM on behalf of and representing SPFA. This is mandatory for us to maintain membership with Parkland Bingo Association
	+ Fill our volunteer requirement for each scheduled Bingo
		- Learn the Parkland Bingo Association requirements, guidelines, and penalty system
		- Advertise for volunteers - Webmaster can help or Bingo Coordinator can do this themself
		- Schedule bingo volunteers
		- Confirm bingo volunteers one week prior to event
		- Arrange for backup bingo workers in case of all spots not filled one week prior to bingo
		- Obtain cheque from treasurer for day of bingo to cover concession
		- If necessary obtain cash to pay backup workers
		- An ‘experienced’ chairperson must attend every bingo - this does not necessarily have to be the Bingo Director, but the club has found it works best if it is. Therefore the Bingo Director should expect to attend every scheduled bingo.

**Fundraising Director**

Coordinate and oversee any fundraising activities including, but not limited to:

* Raffles/Silent Auctions - Fundraising Director provides oversight but is not required to run and attend each event. The ‘owner’ of an event should be decided at time of event planning and not assumed.
	+ Obtain licenses via AGLC online services
	+ Close licenses via AGLC online services
	+ Ensure that printed raffle tickets meet AGLC rules regarding what must be printed on them
	+ Ensure that raffle ticket inventory is tracked (which tickets are out to who)
* General
	+ Ensure all members are aware of the Fundraising Requirements for the season
	+ Track volunteer commitments and report back to executive in case of players whose commitment is not being fulfilled so that a decision can be made on cashing deposit cheque

**Registrar**

* Attend all monthly SPFA Executive meetings.
* Take direction from SPFA Executive.
* Organize and administer all aspects of the registration.
* Complete CDMFA forms and submit them to the league.
* Have enough people to work the registration tables.
* At the registration the Registrar will ensure that the following steps are taken:
	+ Have parent completely fill out the required registration forms.
	+ Collect registration payments from parents.
	+ Collect necessary fundraising cheques as required.
	+ Confirm registration supporting documents (birth certificates, Alberta Health Care Cards, educational records, reports cards, etc.) have been properly authenticated, as per new FOIP rules and SPFA Procedures. Maintain Player Registration Information Database.
* Keep President and Treasurer advised of registration that has not been paid. If registration and fundraising/volunteer cheques have not been submitted, player equipment will not be issued.
* Keep record of all registered players and coaches affiliated with SPFA.
* Complete and submit all registration forms to CDMFA.
* Complete all insurance forms for players, coaches and executive and submit to Football Alberta.
* Work with the Equipment Director to advise the status of player registration and deposit cheque collections.
* Give copies of registration forms and medical forms to Field Liaison to distribute to appropriate Field Staff.
* Complete and submit all coach & field staff information to CDMFA and Football Alberta. Provide a copy to the Director at Large.
* Work with Communications to ensure each season’s registration package is uploaded and working properly.
* Work with Field Liaison to ensure rosters are correct.
* Monitor online registration process.
* Registrar will update Treasurer with all KidSport or Grant payments for fees.
* Collect all CRC, NCCP’s and Certification of all Executive and Field Staff/Coaches.

**Equipment Director**

* Attend all SPFA Executive meetings.
* Take direction from SPFA Executive.
* Keep an accurate inventory of all minor.
* Attend equipment shows and obtain current price lists on equipment.
* Train Equipment Managers at each level.
* Advise the Executive of all current and future equipment needs.
* Submit an equipment budget for approval of the Executive.
* Attend all equipment training seminars arranged by the Executive.
* Organize equipment dispersal and fitting for all the team levels.
* Organize equipment return for the end of season.
* Inventory, clean and store all equipment so it is ready for the next season.
* Train all Equipment Managers on the following aspects of equipment:
* Proper fitting of equipment.
* Repair of equipment.
* Filling out and keeping an accurate record of player’s equipment lists.
* Cleaning and storage of all equipment.
* Organize dates for fittings of equipment and return of equipment.
* Help Team Equipment Managers with the fitting and return of equipment at their team levels.
* Advise executive of the schedule for all fittings and return of equipment.
* Ensure that players and/or parents are not allowed in the equipment shed unless the equipment director, an equipment manager or an executive member is present.
* Advise the Executive of equipment that requires repair or re-certification. Advise the Executive of the costs.
* Advise Executive of any abuse of the equipment.
* Work with the Registrar to support collection of the equipment deposit and volunteer deposit cheques at all levels and ensure the cheques are attached to the players signed equipment lists.
* Make sure NO players receive equipment until their registrations are paid and a postdated cheque for equipment has been received. The Registrar must be consulted to confirm the status of registration and fees collection prior to issuing equipment to players.
* Keep the Team Equipment Managers repair box stocked with the necessary parts and tools.
* Supply and maintain inventory for team equipment manager’s first aid kits. Ensure kits are fully stocked as per checklist in advance of every game.
* Maintain Equipment Shack, Score clock, Lights, Seacan and Players shack
* Work with Facilities Coordinator and Facilities Committee on any and all needed repairs.
* With direction from SPFA Executive, work to improve aspects of the Field/Facilities with the Facilities Coordinator and Facilities Committee.
* Collect money and give receipts for girdles sold.

**Facilities Coordinator**

* Attend all SPFA Executive meetings.
* Take direction from SPFA Executive.
* Book meeting rooms for any and all Executive Meetings, Special Meeting and General Meetings.
* Book all Practices and as needed Game days
* Book facilities for any and all SPFA functions.
* Apply for any permits SPFA will be apart of in the run of a season
	+ Parade application
	+ Town of Stony Plain Permit for Billboards
* Book buses if needed per team
* Work with Equipment Director and Facilities Committee on any and all needed repairs.
* With direction from SPFA Executive, work to improve aspects of the Field/Facilities with the Equipment Director and Facilities Committee.
* Fields Set-up
	+ Set up markers on the field
	+ Set up Score Clock which is located in Equipment Shacks
	+ Ensure Facilities are ready for all Game day aspects (Refs room/Visitors side)
	+ Ensure Teams know how to set up and take down as needed
* Keep Town of Stony Fields Crew aware, with reminders, of all Game Days, ensuring painted hash marks and numbers will be maintained till the last home game.
* Maintain a positive relationship with the Town of Stony Plain Booking Office and Fields Crews
* Arrange for additional washrooms threw out the season. Ensuring they are maintain as needed.
* A member of the Facilities Committee
* With direction of the SPFA Executive, work with the President, VP and Director at Large in creating and handing in Proposals to the Town of Stony Plain for future projects for the SPFA Facilities.

**Volunteer Coordinator**

* Attend all SPFA Executive meetings.
* Take direction from the SPFA Executive.
* Keep a list of all membership, per team with amount of volunteer slots needed
* Keep in contact with Treasurer regarding failures to show/or buy outs per member
* In Coordination with Field Liaison create the number of slots per level each volunteer must fulfill
* Make sure Membership per level is aware of their number of volunteer slots they must do
* In Coordination with the SPFA Executive, create a list of volunteer positions throughout the season
* In Coordination with the SPFA Executive , create the structure for amount vs slots needed
* Have access to Web Page to list all volunteer spots as they become available
* Work with Communications Director, Field Liaison and Director at Large for the Welcome Back Pool Party
* With approval of SPFA Executive handle all apparel needs for the season
* Arrange with SPFA Executive the concession trailer for the season.
* Plan all needs for the concession and budget to be approved by the SPFA Executive
* Arrange all volunteers for Home Games per team and club.
	+ Stick Crews
	+ TimeKeeper
	+ Concession volunteers
* Work with the Treasurer in regards to all monies needed and to be deposited
* Keep accurate paperwork, rec’ts and accounts for the sales of concession/apparel
* Issue rec’ts as needed for apparel sales
* Prep everything needed for the concession, following Food Safety guidelines
* Do all necessary shopping for concessions
* A member of Parade and Awards Committees

**Non- Contact Director**

* Attend all SPFA Executive meetings.
* Take direction from the SPFA Executive.
* In coordination with the SPFA Executive handle all Non-contact leagues
	+ Spring league
	+ Fall league
* Work with Facilities to ensure all practices are booked accordingly
	+ 1-2 practices a week , hr long
	+ Could be indoors or outdoors
* Work with VP and Director at Large in selection Coaches per team
* Work with Registrar in getting all CRC’s into SPFA
* Make sure all members are on the web page under their according league
	+ Double check all emails are correct
* Keep all teams up to date with team info including but not limited too:
	+ Practices
	+ Games
* Handle all complaints in a timely manner with the Director at Large, notifying SPFA Executive
* Work with coaches on each team to ensure teams are running smoothly
* Handle any extra needs of Spring League
	+ Apparel needs / Sizing
	+ League Functions
	+ Team pictures
* Handle any extra needs of Fall League in Coordination with various SPFA Executive roles

**Communications Director**

* Ensure booking and advertising for the upcoming season with billboards in coordination with Facilities Coordinator
* Book School visits with Edmonton Elks and/or arrange for Flyer hand outs In coordination with Director at Large
* Create and order flyers and other necessary items for ease of handing out for advertising
* Plan fundraising events such as Freson Bros Barbecue in coordination with Facilities Coordinator and the Volunteer Coordinator
* Handles all Social media communication as well as webpage in coordination with Director at Large, Registrar and Bingo Director
* Ensures up to date information is on the webpage and social media for teams and club info
* Book a photographer for Fall Team pictures in coordination with Director at Large and Field Liaison
* Work with Volunteer Coordinator, Director at Large and Field Liaison for the Welcome Back Pool Party
* On the Committees such as, but not limited to: Parade Committee, Awards Committee
* Ensure all sponsors receive appropriate recognition from the Stony Plain Bombers based on their sponsor level
* Ensure all Promotional avenues are being covered in a positive light
* Promoting the AGM

**Director at Large**

* Attend all SPFA executive meetings.
* Take direction from the SPFA executive.
* Seek Executive approval on all changes that should be made to job descriptions, job duties and policy and procedures.
* Maintain and update job descriptions for all Executive members.
* Work with the President & Secretary in maintaining and updating the policies and procedures for the SPFA.
* Make sure the bylaws are in place and are being followed by the SPFA.
* Suggest changes that should be made to the bylaws at the annual general meetings.
* Ensure all purchases are made have properly authorized by the Executive before the order is placed.
* Monitor the SPFA Complaints and Grievance Policy to ensure the effective management of complaints and disputes from all levels of the SPFA, and provide feedback to the Executive. Ensure that the complaint and dispute process is communicated to all SPFA members and that it is being followed.
* Insure that meetings are being conducted properly and that the proper procedures have taken place for motions to pass.
* To make sure all Executive members know what is required of them and assists them whenever it is required.
* Conduct meeting in coordination with Field Liaison, a coaches and managers on a monthly basis to review issues and discuss issues raised by the Executive.
* Review code of conduct for players, parents and coaches and ensure that it is communicated to all parties. Monitor adherence to these code of conduct documents and ensure that they are aligned with the principles of the SPFA.
* Govern the code of conduct to govern the Executive body. Included will be resignation and dismissal policy.
* Maintain a copy with Registrar, all coaching application forms and criminal record check documentation for all field staff, and make sure that it is available upon written request of the President.
* Investigate all player / coach suspensions / ejections and all officiating complaints.
* Co-chair all head coaches and assistant coaching interviews.
* Coordinate the players recruiting drive to all schools in Stony Plain, Parkland County and Onoway.

**Field Liaison**

* Attends all SPFA meetings.
* Takes direction from the SPFA Executive.
* Meetings
	+ Initiates and attends with SPFA Executive the First Coaches meeting of the year
	+ Initiates and attends with SPFA Executive the First Field staff meeting of the year
	+ Handles all monthly meetings of Coaches with Director at Large
	+ Handles all monthing meetings of Staff with with Director at Large
* Coordinates per team Field Staff
	+ Team Manager(s) and Trainer(s)
* Coordinates with SPFA Executive all Parent meetings as needed per level
* Assist the Director at Large and Registrar in collecting correct information of all field staff.
* Ensure all team managers are aware of their duties and responsibilities and will assist in any way possible.
* Ensure all Team Managers’ web site training is complete.
* Ensures all communication sent to players and parents is via website.
* Works with Registrar to ensure all required paperwork is on the field.
* Ensure Team Managers have checked the website and CDMFA rosters and they are correct.
* In coordination with the Director at Large, be in attendance for all Manager and Staff meetings.
* Work with Communications Director, Volunteer Coordinator and Director at Large for the Welcome Back Pool Party
* Organize team photos by acquiring pricing, dates, and booking of the photographer for team photos with the Director at Large and Communications
* Ensures all Team Managers fulfill their obligations to the CDMFA requirements as they pertain to the league’s tiering jamborees.
* Assists with all fundraising events
* Is on Awards and Parade Committee
* Coordinate with Volunteer Coordinator all volunteer needs per team.