

Red Deer Ringette Volunteer Recruitment Package

Red Deer Ringette is in need of volunteers to effectively support and lead various areas of our organization. We know that as parents, we each care deeply about our children’s development. To maximize this, we are searching for individuals with a variety of skills and qualities that align with the organization's values and goals that will work to shape the future of ringette in Red Deer while proving valuable experiences for our children.

Time….we all need more TIME…

Various commitment levels are available to help you balance your work, family and volunteer responsibilities. Have a look at the listing of opportunities and see what fits in the time you can give to our Organization. You can participate in roles that take 3-5 hours consistently per month, up to 10 or more hours per month in peak times balanced with zero hours in other months. The right commitment exists…just check it out.

Here are some of the opportunities we are recruiting for!

* Red Deer Ringette Executive Committee facilitates the ongoing operation of the Association. In doing so, they attend a monthly Association meeting (up to 2 hours in length) and any additional executive or sub-committee meetings as required. Governance, policy, risk management, financial stewardship, evaluation and overall accountability falls to the Executive. Positions taking nominations in 2025-2026 season include President, Vice President Operations, Vice President Administration, Secretary, Treasurer, and Registrar. High level descriptions and nomination procedures are linked in this document.
* Red Deer Ringette Directors and Coordinators lead various operational positions that focus on the advancement or execution of a specific area of expertise. These are non-executive members of the Board who attend monthly Association meetings to provide updates to the membership where appropriate. Ice Allocator, Active Start Coordinator, age level Directors for U10, U12, U14, U16/19, Coach Development, Director of Officials, Tournament/Special Events Coordinator, Team Picture Coordinator and more offer opportunity for parents to volunteer with our organization in areas of expertise and in time commitments that make sense for you are your family! See below for openings we are currently recruiting for the upcoming season.

Specific Skills: You don’t need them all…one of the following, a bit of one, or multiple areas…we need you! Together, the following skills and qualities will help ensure that the organization can effectively manage and grow its programs, foster a positive environment for participants, and continue to contribute to the local community.

* Leadership and Strategic Thinking: Ability to set long-term goals and ensure the organization stays focused on its mission. Visionary thinking to promote Ringette in Red Deer and area, building a sustainable program.
* Commitment to Volunteerism and Community Engagement: Do you have a strong desire to serve the community and promote the values of sportsmanship and good citizenship? We need experience and/or willingness to work in a volunteer-driven organization, inspiring others to participate and contribute.
* Financial Management and Fundraising Skills: We need individuals with an understanding of budgeting, financial oversight, and ensuring the financial health of the organization. Ability to fundraise and generate resources for the program, through sponsorships, grants, or events.
* Communication and Collaboration: We need people who have clear and effective communication skills with parents, athletes, coaches, and other stakeholders. Do you have strong interpersonal skills to build relationships with parents, coaches, officials or athletes? Do excel at collaborating with others?
* Knowledge of Ringette and Sports Programming: A background in Ringette, or at least an understanding of the sport’s rules and structure, is beneficial. Ability to support the development of athletes, coaches, and volunteers through structured programs.
* Organizational and Time Management Skills: Ability to manage multiple projects, events, or initiatives simultaneously while adhering to deadlines. Strong organizational skills to support operational tasks like scheduling, team management, and event planning.
* Problem-Solving and Conflict Resolution: Ability to identify challenges or conflicts and work through solutions in a collaborative and positive manner. Ensuring that issues related to athletes, coaches, or parents are handled fairly and diplomatically.
* Commitment to Inclusivity and Athlete Welfare: A strong focus on ensuring all participants have access to a well-rounded, enjoyable experience regardless of background, ability, or experience. Understanding of the importance of mental health, safety, and well-being for young athletes.
* Marketing and Public Relations Skills: Knowledge of social media, local marketing, and public relations strategies to promote ringette and grow community support. Ability to connect with a wide audience to raise awareness of the program and its impact.
* Understanding of Governance and Policy Development: Knowledge of the roles and responsibilities of Board members and Committee leaders. Ability to adhere to and uphold the policies and governance structures set by Ringette Canada, Ringette Alberta, and the Black/Gold League.

Overview of the Executive Committee Positions taking nominations for the 2025-2026 Season:

(the following is a highlight of the role and isn’t an exhaustive list of activities)

PRESIDENT: This position presides at all Board of Directors and Executive Committee meetings, oversees the meeting agenda items and implements governance and organizational leadership. Represents RDR at Ringette Alberta Annual General Meetings, is the official spokesperson for the RDR and the official liaison to Ringette Alberta. The President will be an Ex-officio member of all standing and ad hoc committees, will ensure all RDR executive members fulfill their obligations and perform their duties, and has custody of all documents and records, except financial, pertaining to the affairs of the RDR, in conjunction with the Secretary.

VICE-PRESIDENT OPERATIONS: This position assists the Executive Committee in execution of Association business by preparing the seasonal operations schedule and executing the programs and activities that are core to sport operations. This position is responsible for evaluation of athletes and team assignments and supporting coaches, player and goalie development throughout the season. Various Director positions report to the VP of Operations, including Equipment and Jersey Coordinator, Coaching Coordinator,

VICE-PRESIDENT ADMINISTRATION: This position assists the Executive Committee in execution of Association business by facilitating policy development, coordinating fundraising, sponsorship, grant opportunities, engagement and recruitment strategies, as well as communications and external relations. Various Director positions report to the VP of Administration, including Gift Card coordinator, Sponsorship Coordinator, Social Media Coordinator,

SECRETARY: This position attends all meetings of the Board and works with the President and Board members to set the monthly meeting agenda, take minutes during meetings, issues meeting minutes to board for review following consultation with the President and Vice-President, ensure approved minutes and agendas are posted on the website, and distribute minutes to all other meeting attendees. This position is the custodial of key records, files, correspondence, contracts, and other documents belonging to the Association.

TREASURER: This position assists the Executive Committee in preparing annual financial reports and working with our bank to ensure proper accounting and signing authorities. This role assist with setting registration fee amounts, recommends an annual budget, and performs bookkeeping and maintains all financial records of the RDR. This position ensures the successful filing of the Association’s Society Annual Return.

REGISTRAR: This position coordinates and protects the registration and personal information of all Association members, volunteers, and athletes. This position ensures our online registration systems (RAMP) is up to date and aligns with RAB and BGL policy as appropriate. Monitors Criminal Record Checks, supports player release and affiation registration, provides registration lists for tryouts and any preseason sessions, set up email contact lists, assist coaches / parents with any season withdrawals as outlined in the guidelines.

Click Here for the Nomination Forms. These must be completed and submitted by no later than March 17, 2025.

The following is an overview of the Director and Coordinator positions at Red Deer Ringette. The ones with an “\*” indicate those that are currently vacant and recruiting for volunteers for the 2025-2026 Season:

(the following is a highlight of the role and isn’t an exhaustive list of responsibilities)

\*Apparel Co-ordinator: *this position is recruiting for the 2025-2026 Year* Responsible sourcing vendors for team wear and additional Association items. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

\*Ice Allocator *–* *this position is recruiting for the 2025-2026 Year for transition training.* The incumbent is staying on to support effective transition and learning for a new allocator to fully take over in 2026-2027. It is a role that is compensated within RDR to negotiate ice contracts with providers, liaise with other community partners to ensure optimal ice allocation for RDR, set ice schedules for all on ice activities from evaluation, practices, league games, tournaments, promotional activities. This position manages league game schedule and reschedules as well.

Division Coordinator (5 positions) Each of the following age ranges require a Coordinator: Active Start, U10, U12, U14, U16/U19. Each division’s volunteer Coordinator work with the Evaluation Director to coordinate and host evaluations for respective divisions, support the Coach Development Director in supporting coaching staff, and act as the point of contact for players, parents and coaches within the division regarding general questions and concerns.

Director of Coach Development: Oversee, develop and support RDR Coach and player development. Coordinate Coach evaluations, support the junior coach program, and ensure training compliance as outlined by RAB.

\*Director of Officials (Referee in Chief): *this position is recruiting for the 2025-2026 Year* Coordinate referee clinics for RDR, recruit and support officials for the season, assign officials to all tournament, league games, and exhibition games, and prepare and submit monthly pay required for all officials to the Treasurer.

\*Goalie Development Coordinator: *this position is recruiting for the 2025-2026 Year*. Coordinate with coaches for on-ice support at practices to work with individuals interested in playing goalie. Plans/schedules goalie development clinics and additional programming, support Association’s goalie development plan, works with Evaluation Coordinator to support goalie evaluations.

Evaluation Coordinator: Reviews and revises evaluation policy and process, organize and coordinate player evaluations including UAA testing, ensure volunteers are trained to gather and record UAA data, and gather and finalize recorded data for the formation of teams.

Equipment Director: Responsible for the inventory and management of RDR owned equipment. Order replacements for damaged rings or equipment from the previous season. Work with Jersey co-ordinator to distribute, track and return equipment and jerseys. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Jersey Coordinator: Work with Equipment Coordinator for distribution of jerseys to teams, develop and maintain a strategy for jersey replacement, replace damaged jerseys. Work with Sponsorship/Fundraising Director for allocation of sponsors to appropriate jerseys. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Black and Gold League (BGL) Representative: Attend all BGL meetings, present issues that need to be filtered to BGL board, attend and speak to re-pooling of RDR teams at the BGL meetings, vote on items at BGL meetings on behalf of RDR.

Tournament/Special Events Director(s): Plan, organize, execute annual Friends on Ice tournament. Support required fundraising in cooperation with Fundraising Coordinator, work with the Volunteer Coordinator to coordinate and support volunteers, work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Fundraising/ Sponsorship Director: Oversee and Coordinate RDR events designed to raise funds for the ongoing sustainability of RDR. Coordinate and liaise with AGLC, facilitate Casino events and volunteers, work with Jersey Coordinator for sponsor recognition. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Pub Night Co-Ordinator: Works with the Fundraising/Sponsorship Director to obtain AGLC license for the raffle. Select and book the location, print pub night tickets and distribute to the teams. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Grocery Card Co-Ordinator: Facilitate orders, pick up and paying for gift cards from Sobeys, Save On and Coop. Liaise with Treasurer when required. Communicate with outside user groups and Team Gift Card volunteers. Distribute gift cards to ALL.

\*Team Picture Coordinator: *this position is recruiting for the 2025-2026 Year* Confirm the requirements for pictures (outcome, timing of pictures, budget), negotiate for a photographer, and work with Ice Allocator to find times for team photos. Coordinate the scheduling of teams for pictures with the photographer. Be present at the picture night(s) to make sure the that the teams are organized, assist the younger teams getting on and off the ice. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Social Media Coordinator: Post RDR updates on social media platforms, follow other LSO, PSO and Ringette Canada on social media platforms and repost relevant information to RDR social media platforms, liaise with other volunteer Coordinators and Directors to run contests on social media platforms to engage the community and membership. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Website Coordinator: Works with all volunteer leads to ensure website is up to date. Responsible for RDR Email and site accounts. Work with the Treasurer to prepare a budget (if required) to present at AGM for upcoming season.

Volunteer Coordinator: Sets up and maintains volunteer options for RDR on the volunteer online site. Communicates upcoming volunteer postings to the registrar or Social Media Coordinator for association communication. Ongoing tracking throughout the season and reporting to the Vice President Operations on what is outstanding at the end of the season for liaising with the Registrar/Treasurer for fee collection.

Community Engagement Director: Work with the Sponsorship/Fundraising Director on hosting special events such as Come Try Ringette, gym ringette, and other recruitment initiatives. Liaise with community in the overall promotion of ringette. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Rustbusters Coordinator: Works with Ice Allocator to book dates, and with Registrar to develop registration packages on RAMP. Work with Volunteer Coordinator to post positions to support the event, and directly recruit on-ice volunteers (both adult & teens) to lead sessions. Work with the Treasurer to prepare a budget to present at AGM for upcoming season.

3 on 3 Co-ordinator: Works with Rustbusters Coordinator to book dates and with Registrar to develop Registration package on RAMP. Plan, organize, execute annual 3 on 3 tournament following Rustbusters. Support required fundraising in cooperation with Fundraising Coordinator, work with the Ice allocator for scheduling, the Volunteer Coordinator to coordinate and support volunteers, work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Zone 4 Representative: Work with Executives of ringette group member Associations for the development of Ringette in Zone 4, and to identify and resolve issues, assist in planning and operational matters. Work with Lacombe Ringette on scheduling of Step 1 and 2 activities. Focal for coordination of Alberta Winter Games activities for RDR.

Year End Banquet Coordintator(s) Plan, organize, execute annual Year End Banquet. Support required fundraising in cooperation with Fundraising Coordinator, work with the Volunteer Coordinator to coordinate and support volunteers, work with the Treasurer to prepare a budget to present at AGM for upcoming season.

Include a form that people can submit to express interest or get more information about a position, request a meeting with an executive member to discuss further, etc.