

*Roles and Responsibilities*

<b>Elected Executive (Voting positions)</b>	<b>Duties and Responsibilities</b>
President	<ul style="list-style-type: none"> <li>● Overall financial accountability for RDR budget</li> <li>● Setting strategic direction for RDR</li> <li>● Accountability for ensuring bylaws and policies are relevant</li> <li>● Chair of executive meetings</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 b o a r d ;</li> <li>● Shall attend or appoint another person to attend all general meetings and executive 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 and 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>● 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 subcommittees;</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> </ul>

	<ul style="list-style-type: none"><li>● Perform other duties as required by the President or the Board</li></ul>
U10 Vice President	<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 RDR website</li><li>● Support the development director in the search for teams coaching staff</li><li>● Create the U10 teams</li><li>● Assist with the Selection of the U10 coaches</li><li>● Assist registrar and development director in ensuring all team staff are registered in required timelines (this includes completing and submitting criminal record checks)</li><li>● Represent U10 interests at the board</li><li>● Support new managers on reporting score sheets</li><li>● Ensure teams have reported their scores as required</li><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><li>● Works with come try it co-ordinator to organize Come Try Ringette</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>● 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 Executive Board 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> <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>
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>● 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</li> </ul>

	<p>correctly and represent the exact direction of the Board;</p> <ul style="list-style-type: none"><li>• Post all minutes on RDR website for membership</li><li>• Coordinate monthly communication newsletter</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>
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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>● Ensure the membership information is accurate and current;</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 Red Deer Ringette to Ringette Alberta, as defined by Ringette Alberta and ensure the upkeep of this registration;</li> <li>● The registration of Red Deer 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 o Address</li> <li>○ Telephone number(s)</li> <li>○ E-mail address</li> <li>○ Identification of parents and/or guardians · Association Identification number, if one exists</li> </ul> </li> <li>● Send mass emails to RDR association members</li> <li>● All other duties as are delegated by the President or the Board</li> </ul>
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Past President	<ul style="list-style-type: none"> <li>● A support and advisory role to board</li> <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>
<b>Directors (non-voting)</b>	<b>Duties and Responsibilities</b>
Coaching Director	<ul style="list-style-type: none"> <li>● Oversee, develop and support RDR 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>● 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 RDR Junior Coach program</li> <li>● Liaise with RAB as required</li> </ul>
Evaluations Directors	<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 co-ordinated with division co-ordinators</li> <li>● Supports team selection and draft process based on Evaluation information</li> <li>● Reviews and revises affiliation policy and process</li> <li>● UAA coordination (working with evaluations) <ul style="list-style-type: none"> <li>• Liaise with Dibs coordinator to post volunteer requirements for UAA</li> <li>• Ensure volunteers are trained to gather and record UAA data</li> <li>• Set up ice layout for UAA drills</li> </ul> </li> </ul>

Red Deer Ringette Association: Roles and Responsibilities

	<ul style="list-style-type: none"> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Ref Allocator/Referee in Chief	<ul style="list-style-type: none"> <li>● Coordinate ref clinics for RDR</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>
Ice Allocator (compensated)	<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 RDR</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 Red Deer 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>
Sponsorship, Fundraising Director	<ul style="list-style-type: none"> <li>● Oversee and Coordinate RDR 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> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Community Engagement Director	<ul style="list-style-type: none"> <li>● Support Come Try Ringette coordinator and other recruitment initiatives including the promotion of ringette within the community</li> <li>● Liaise with community in supporting and implementing gym ringette</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>

BGL representative (2)	<ul style="list-style-type: none"> <li>● Attend all BGL meetings</li> <li>● Present issues that need to be filtered to BGL board</li> <li>● Attend and speak to re-pooling of RDR teams at the BGL meetings</li> <li>● Vote on items at BGL meetings on behalf of RDR.</li> <li>● Ensure Teams have reported scores</li> </ul>
Marketing/Social Director	<ul style="list-style-type: none"> <li>● Post RDR updates on social media platforms</li> <li>● Follow other LSO, PSO and Ringette Canada on social media platforms and repost relevant information to RDR social media platforms</li> <li>● Run contests on social media platforms to engage the membership</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
U12/U14 and U16/U19 Directors	<ul style="list-style-type: none"> <li>● Work with evaluation director to coordinate evaluations for respective divisions</li> <li>● Support the development director in the search for teams coaching staff</li> <li>● Point of contact for players and coaches with division regarding general questions and concerns</li> <li>● Populate Information regarding specific divisions program and upcoming season on the RDR website</li> <li>● Coordinate with the UAA coordinator to organize athletes for the UAA assessment (U12 &amp; U14 only)</li> <li>● UAA coordination (working with evaluations) <ul style="list-style-type: none"> <li>• Liaise with Volunteer coordinator to post volunteer requirements for UAA</li> <li>• Ensure volunteers are trained to gather and record UAA data</li> <li>• Set up ice layout for UAA drills</li> </ul> </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, including communicating about end of season play at various levels (U12 championships, session three provincial playdowns etc)</li> <li>● Train and support new managers on how to report score sheets</li> </ul>



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Friends on Ice	<ul style="list-style-type: none"> <li>● Plan, organize, execute annual tournament</li> <li>● Oversee Fundraising for Friends on Ice</li> <li>● Request and support volunteers</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>● Order Goalie equipment in off season if required,</li> <li>● Replacement rings or any damage equipment from the previous season.</li> <li>● Organize Handing out team equipment (Rings, First Aid,, Goalie Equipment if required) at the start of the year.</li> <li>● Organize the return of team equipment after seasons or completed</li> <li>● Work with Jersey co-ordinator to distribute equipment and jersey's together</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Zone 4 Representatives	<ul style="list-style-type: none"> <li>● Consult with Executives of Ringette group member Associations to determine requirements, identify and resolve problems and assist in planning and operational matters.</li> <li>● Work with Lacombe Ringette on scheduling of Step 1 and 2 activities</li> <li>● Work with Zone Associations for the development of Ringette in Zone 4.</li> </ul>
<b>Coordinators</b> (non-voting)	<b>Duties and Responsibilities</b>
Volunteer Coordinator	<ul style="list-style-type: none"> <li>● Posts volunteer options for RDR on the volunteer site</li> <li>● Communicates upcoming Volunteer postings to the registrar for association communication.</li> <li>● Applies Volunteer hours to volunteer exempt roles (head coaches, board members etc) before the conclusion of the season</li> </ul>

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	<ul style="list-style-type: none"><li>• Answers membership questions about volunteering via email</li><li>• Ensures data on Volunteering fulfillment is accurate and up to date</li><li>• Communicates any unfilled volunteer requirements to the vice president for fee collection</li></ul>
Webmaster	<ul style="list-style-type: none"><li>• Supports news postings</li><li>• Responsible for Email and site accounts</li><li>• Reviews and provides suggestions/support for Website changes</li><li>• Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li></ul>
Goalie Coordinator	<ul style="list-style-type: none"><li>• Co-ordinate with coaches for attendance at practices to work with individuals interested in playing goalie.</li><li>• Plans/schedules goalie development clinics and additional programming</li><li>• Support Associations goalie development plan</li><li>• Runs goalie evaluations</li><li>• Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li></ul>

Jersey Co-Ordinator	<ul style="list-style-type: none"> <li>● Work with equipment co-ordinator for distribution of jerseys to teams</li> <li>● Develop strategy for jersey replacement</li> <li>● Replace damaged jersey's</li> <li>● Work with Sponsorship director for allocation of sponsors to appropriate jerseys.</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Rustbusters Co-ordinator	<ul style="list-style-type: none"> <li>● Establish dates with Ice Allocator</li> <li>● Work with Registrar to develop packages on ramp</li> <li>● Determine best use of ice for both association exposure and player/goalie development</li> <li>● Solicit volunteers (both adult &amp; teens) to lead sessions</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Come Try It Co-Ordinator	<ul style="list-style-type: none"> <li>● Work with Ice Allocator for ice availability</li> <li>● Work with Ringette Alberta for marketing on Come Try It Events</li> <li>● Work with Volunteer Co-Ordinator for volunteers to support organization of the event, and on ice support</li> <li>● Work with Social Media and registrar for promotion and tracking of the events</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Apparel Co-ordinator	<ul style="list-style-type: none"> <li>● Responsible for RDR team wear in terms of design and orders</li> <li>● Responsible of sourcing vendors for team wear and additional Association items</li> <li>● Works with RDR board in years of jersey redesign years to source vendors / designs</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>

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Picture Co-Ordinator	<ul style="list-style-type: none"> <li>● Confirm with executive the requirements for pictures (outcome, timing of pictures, budget)</li> <li>● Get 2- 3 quotes from photographers that can fulfil the requirements.</li> <li>● Coordinate a picture day with the Ice allocator when the teams and coaches are finalized.</li> <li>● Communicate with the Register to get a consolidated list of the teams and coaches/managers names, emails and contact numbers</li> <li>● Coordinate the scheduling of teams for pictures with the photographer (20 min per team minimum), and distribute schedule to teams.</li> <li>● Be present at the picture night to make sure the that the teams are organized, and the next team is lined up and ready to go. Be prepared to assist the younger teams getting on and off the ice.</li> <li>● Coordinate the distribution of the pictures to the teams (if it is digital this will save time.)</li> <li>● Co-ordinate with Jersey co-ordinator to ensure Jersey Sponsor is labelled on the team photo. Ensure an extra team photo is ordered for the jersey sponsor</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Pub Night Co-Ordinator	<ul style="list-style-type: none"> <li>● Work with fundraising to obtain AGLC license for the raffle</li> <li>● Select and book the location</li> <li>● Print pub night tickets, and distribute to the teams</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
Grocery Card Co-Ordinator	<ul style="list-style-type: none"> <li>● Pick up and paying for gift cards from Sobeys, save on and coop.</li> <li>● Deposit cheques from outside user groups.</li> <li>● Communicate with outside user groups.</li> <li>● Distribute gift cards to ALL (RDR at association meeting and separate pick up for outside user groups)</li> </ul>
Year End Banquet Co-ordintator	<ul style="list-style-type: none"> <li>● Chair the committee for the annual Year end Banquet</li> <li>● Lead decisions on the event with regards to date, venue etc.</li> <li>● Main point of contact for Banquet related inquiries</li> <li>● Assigns tasks to committee members as required</li> <li>● Organizes AGLC permits as required</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>
3 on 3 Co-ordinator	<ul style="list-style-type: none"> <li>● Plan, organize, execute annual tournament (after Rust Busters)</li> <li>● Request and support volunteers</li> <li>● Oversee any Fundraising for 3 on 3 tournament</li> <li>● Prepare Budget Proposal for any required purchased items to present at AGM for upcoming season</li> </ul>