

# SASKATOON RINGETTE ASSOCIATION

## EXECUTIVE DUTIES

As Amended April 2006

### PRESIDENT

1. Become familiar with the procedures of running a meeting.
2. Set up meeting agenda with Secretary.
3. Preside over meetings.
4. Field calls from parents/players etc
5. Assist with registration nights.
6. President should be open to commissioners and board members difficulties. Give direction to commissioners who are new to their positions.
7. Keep commissioners on task throughout the season.
8. Oversee affairs of executive - make sure schedules are done on time. Teams are picked on a timely/fair basis.
9. Become familiar with ice subsidy and grants available in order to facilitate the treasurer with rebates.
10. Set up yearly budget with board at the beginning of season and overview such throughout the year.
11. Refund policy and prorated registration fees posted at registration and also in the general membership info letter.
12. Reduced registration be only offered to the petite ages and below.
13. Suspensions: Review SRA policies regarding suspensions.
14. Teams must have board authorization to put business cresting etc. on jerseys. If an individual or business is willing to donate money for jerseys a thank you be put in the newsletter and a plaque sent to the business or individual.
15. When teams are being selected in all divisions, players are to be divided evenly among teams.
16. Provide a year end summary for the AGM.
17. Assist with SRA Tournaments.

### SUBJECTS TO COVER AT COACHES MEETINGS

1. Introduction of SRA Board & Referees Association Rep
2. Review coaches manual and constitution
3. Highlight:
  - 1) Team registration
  - 2) Provincial applications
  - 3) Tournament application
  - 4) Player pickup & movement
  - 5) Not wearing uniforms during practice
  - 6) Suspension policies for league
  - 7) Refund policy

**INSTRUCT ALL EXECUTIVE MEMBERS: To keep all important records and documentation for next executive member taking this position.**

**OFFICE ADMINISTRATOR**  
**V.P. of FINANCE**  
**TREASURER**  
**SECRETARY**

**GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of SRA.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide a year end summary for the AGM.
- 6) Assist with SRA Tournaments.

**DUTIES**

1. Maintain accurate records pertaining to registration of members.
2. Maintain accurate records pertaining to SRA finances.
3. Maintain accurate records pertaining to SRA incoming and outgoing correspondence.
4. Maintain supplies in the office.
5. Maintain supplies for tournaments.
6. Record meeting minutes and email to board members at least one week prior to next meeting.
7. Organize Registration Evenings.
8. Familiarized with all SRA & RAS Policies.
9. Assist and inform Board Members of pertinent information.
10. Assist and inform Ringette Saskatchewan of pertinent information.
11. Assist in the preparation of the yearly budget for board approval no later than September 1<sup>st</sup>.
12. Control all aspects pertaining to accounting for SRA
13. Prepare all records for Audit and assist when necessary.
14. Prepare year end statement for presentation at the annual meeting.
15. Submit Non-profit Corporation Renewal forms with a reviewed statement.
16. Forward all team registrations to Corporations Branch.
17. Become familiar with ice subsidy and grants available.
18. Distribute & Review SRA Secondary Education Scholarship Fund with Finance Committee.
19. Make payments to successful applicants.
20. Maintain updated information to the website.
21. Prepare Newsletter for March and August distribution.

This job is very involved and requires that someone sit down with the next person who takes over and explains how things are done with all aspects of the accounting package.

# **DIRECTOR OF EQUIPMENT**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of SRA.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Assist with SRA Tournaments.

## **DUTIES**

- 1) Submit proposed equipment budget each year.
- 2) Keep an inventory of equipment on hand.
- 3) Purchase equipment at best price and quality.
- 4) Get quotes from suppliers for equipment that will require board approval.
- 5) Have a good knowledge of Ringette Rules for equipment what is legal and not to inform coaches-players-parents.
- 6) Hand out equipment to coaches and inform them of fittings so that jerseys & pants fit properly.
- 7) Obtain deposit for equipment when handed out. This will be refunded when equipment is given back along with the yearend statement at end of season.
- 8) Look after borrowing of equipment for tryouts, camps etc.
- 9) Make sure the following is available for tryouts and player camps - Rings, Bibs or Uniforms, Goalie Equipment.
- 10) Monitor indoor ringette distribution among teams with office administrator in a fair and controlled manner.
- 11) Clean or repaired any equipment in need.
- 12) Insure all equipment is returned at end of season.

# **DIRECTOR OF MARKETING & COMMUNICATIONS**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings.
- 3) Attend registration night.
- 4) To help make decisions for the betterment of SRA.
- 5) To promote good relations and provide guidance to parents and players in general.
- 6) Provide information about upcoming events.
- 7) Provide a year end summary for the AGM.
- 8) Assist with SRA Tournaments.

## **DUTIES**

- 1) Discuss financial commitments for the publicity and promotions program with the new Board of Directors.
- 2) Participate in the Saskatoon Prairieland Exhibition Parade. Application must be made to Prairieland Exhibition in early June. Securing a float base, vehicle, area to decorate, etc. must be looked after in June. Materials must be purchased and arrangements for assistance from people in the Ringette Community for decorating, and organizing a work bee. Find kids to participate in event!
- 3) Flyers have been printed in late spring and distributed to soccer and ball teams in June. Determine the number of flyers required for ball teams and schools.
- 4) Schools have been used in the past for exposure particularly to the younger ages. Flyers have been distributed to as many public and separate schools in the city as possible. Must be done the first week of school, before registration dates. **Permission is required from the school offices.** (prepackage approx. 20/class)
- 5) Media contacts should be made in August, so we're on track with advertising in advance of registration dates in early September. (RAS has handled TV media for all of Saskatchewan. Arrange for exposure in print and electronic media that offers free space (community bulletin boards, Sports Lines) as well as Leisure Services Guide(Fall Issue)  
\* Make sure someone is keeping the media informed about our Tournaments. - schedules, dates, times, who's attending,
- 6) Trade shows, Leisure Shows, etc. often held in the fall. Need to evaluate our participation, and be willing to set up a booth and arrange for manning the display. Malls displays have been arranged and proven somewhat helpful.
- 7) Provide some exposure and special events in conjunction with Ringette Week.
- 8) Contact the "Blades" manager and arrange "Ringette Night"
- 9) Coaches/Assistants/Managers/Trainers & spouses Appreciation night at year end. Immediately after the season has ended has proven more successful than later on.
- 10) Assist with SRA Tournaments.
- 11) When Saskatoon hosts, co-ordinates Provincial Championships as per requirements outlined by RAS.
- 12) Distribute game sheets to all rinks used by SRA periodically throughout the season. Pick up completed game sheets on a regular basis and update game statistics to be sent to the webmaster.
- 13) Organize Bernadette Price Dinner and Dance.
- 14) Book schools for registration evenings.
- 15) Advertise all registration evenings.
- 16) Organize Coaches Appreciation Night.

# **DIRECTOR of BINGOS**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of SRA.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide a year end summary for the AGM.
- 6) Assist with SRA Tournaments.

## **BINGOS**

- 1) Apply for Bingo License: Gaming Commission.
- 2) Send to Gaming Commission:
  - requests for monthly addendum(\$10.00 Fee each time)
  - all team provincial rosters (available end of November)
- 4) Collect all team financial statements and receipts at the close of the year; to be kept at Saskatoon Ringette office.
- 5) To find workers for credit bingos.
  - put your name & phone number in all newsletters
  - have sign-up sheets at AGM and registration nights.
- 6) Keep records of bingos worked for credits in a ledger.
- 7) Distribute bingos to teams during the playing season.
  - make sure each team gets the allotted number of bingos.
  - mail checks to teams after bingo is worked.
- 8) See that all bingo workers (coaches & managers) are aware of their duties and fulfill them.
- 9) To pay the bingo coordinator their honorarium.
- 10) Pick up checks at the bingo hall.
- 11) Bingo close-out summary sheets must be kept for our records as well as for the gaming commission. (not to be sent in)
- 12) Keep bingo sign in sheets from the bingo hall for your records.
- 13) Type a list of people who have credits including each families amount and make several copies for registration.
- 14) Bingos worked for credit towards a team:
  - records must be kept (ledger)
  - when teams are formed, distribute credits accordingly
- 15) It is a recommendation that the outgoing bingo director work with the new director for a time to familiarize them with all of the details.

# **COMMISSIONER of BUNNIES**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of Saskatoon Ringette.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide information about upcoming events.
- 6) Pass along decisions and keep coaches up to date on matters concerning the ringette program.
- 7) Check to make sure that appropriate ice times are scheduled  
i.e. no double bookings/if ice is canceled due to clinics or city bookings make sure teams are notified.
- 8) Choose an appropriate time to hand out coach evaluation forms and collect them back on the same day. ( so that we get comprehensive feedback)
- 9) Provide a year end summary for the AGM.
- 10) Will act on the Tournament Committee and assist with SRA Tournaments.

In previous years **WELCOME LETTER** and general information letter has been drafted. This was distributed along with a list of equipment required to new players and/or changes to requirements to all players.

## **REGISTRATION**

- 1) Attend registration night.
- 2) Make sure required information is updated for each registrant.  
\*Full name, address, phone, fax, work #, e-mail, hospitalization #. Proof of birth(Hosp or Birth Cert)

## **TEAMS & ROSTERS**

- 1) Creation of teams - Obtain team names from Records.
- 2) Help in getting coaches and assistant coaches.
- 3) Preferably 11 - 13 players per team.
- 4) Number of teams will be determined by the registration numbers - reviewed yearly after registration.
- 5) Ensure that RAS registration forms are filled in properly with team names and age group.(**alphabetically**) by Nov 1st.
- 6) If necessary **\*\*\*\*SEE TRYOUT PROCEDURE SHEET\*\*\*\***

## **Uniform fitting and meet the coach:**

Organize a time(1 Hour) for all teams to meet the coaches and hand out uniforms to the girls.

- book facility
- get uniforms, rings & goal sticks from equipment coordinator
- suggest players bring their equipment for fitting.
- Coaches can notify players of date, time and place
- in the past, coffee and juice have been served
- go over legal equipment and any announcements
- the Bunny program is the only level that allows players to wear their uniforms at all times throughout the year.

**BINGOS** - BUNNY teams are not required to work bingos.

## **SCHEDULING OF ICE TIMES**

- 1) Make practice/game schedule evenly amongst all teams.  
\*\* Generally schedule more practices before Christmas.
- 2) Distribute schedules to coaches.  
Schedule should read: Game/Practice, date & location
- 3) Submit schedules to office and Referees Association.
- 4) Make sure schedules are given to appropriate rink caretakers so they can post team names to dressing rooms and are aware of where floods are required.
- 5) Check for ice time cancellations so you can inform coaches.
- 6) If ice has been canceled the coaches need to notify the commissioner. You will need to keep a summary of cancellations to cross reference with the ice invoices.

- 7) If games are canceled or rescheduled, referees will need to be canceled as well. (Call the Referee Assignor)

## **TOURNAMENT**

- 1) Coordinate the Saskatoon BUNNY/NOVICE Tournament with the help of PARENTS from each team and Novice Commissioner.
- 2) Book meetings with office and obtain pass for centre.
- 3) Obtain sanctioning from Ringette Saskatchewan.(Forms in managers packages) Follow-up procedures to RAS must be completed to get a refund.
- 4) Set up committee from parents to take care of:
  - a) Timekeeping/Scorekeeping
  - b) Raffle Table
  - c) Rink Co-Coordinator if necessary
  - d) Gathering prizes.

\*\* Draw up schedules for these duties with times and volunteers names @ least one week before tournament.
- 5) Co-ordinate referees with assignor. Ask the assignor for the complete ref schedule prior to tournament.

**Keep all important records and documentation for next executive member taking this position.**

# COMMISSIONER of NOVICE

## GENERAL DUTIES

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of Saskatoon Ringette.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide information about upcoming events.
- 6) Pass along decisions and keep coaches up to date on matters concerning the ringette program.
- 7) Check to make sure that appropriate ice times are scheduled  
i.e. no double bookings/if ice is canceled due to clinics or city bookings make sure teams are notified.
- 8) Choose an appropriate time to hand out coach evaluation forms and collect them back on the same day. ( so that we get comprehensive feedback)
- 9) Provide a year end summary for the AGM.
- 10) Will act on the Tournament Committee and assist with SRA Tournaments.

In previous years **WELCOME LETTER** and general information letter has been drafted. This was distributed along with a list of equipment required to new players and/or changes to requirements to all players.

## REGISTRATION

- 1) Attend registration night.
- 2) Make sure required information is updated for each registrant.  
\*Full name, address, phone, fax, work #, e-mail, hospitalization #. Proof of birth(Hosp or Birth Cert)
- 3) Give out try out numbers based on the order the girls are registered. (To be worn on front and back of jersey)
- 4) Prepare an informational handout to parents outlining "draft procedure and information on program.
- 5) Number of teams to be determined after registration.
- 6) Those girls that are goalies need to be asked out more than the one session so that every session has goalies for the drills/scrimmages, etc.
- 7) At registration night: Advise players of conditioning camps available to all players before tryouts/draft.

## TEAMS & ROSTERS

### (TRYOUTS - \*\*\*\*SEE TRYOUT PROCEDURE SHEET\*\*\*\*)

- 1) Creation of teams - Obtain team names from Records.
- 2) Help in getting coaches and assistant coaches.
- 3) Coordinate ice times for drafting players. Arrange to have evaluators and at least one ice instructor for ice times.
- 4) Oversee team selection - DRAFT. Coaches pick their teams according to the rating system of the draft. (see Draft Procedure Rules)
- 5) Preferably 11 - 13 players per team.
- 6) Number of teams will be determined by the registration numbers - reviewed yearly after registration.
- 7) Ensure that RAS registration forms are filled in properly with team names and age group.(**alphabetically**) by Nov 1st.
- 8) Teams are not to be allowed to wear uniforms during practices.

## COACHING APPOINTMENTS

- 1) Coaches have the right to ask another person to be an assistant coach before the season begins.
- 2) All coaching staff must be approved by the executive.
- 3) Inform coaches that they must attend Coaches Meeting.
- 4) **Recommend that all bench personal have proper certification.**

## SCHEDULING OF ICE TIMES

- 1) Make practice schedule and game schedule.  
\*\* Generally schedule more practices before Christmas.
- 2) At the beginning of season request all teams to give you a tentative schedule of the tournaments they will be attending to try and work ice times around these dates.
- 3) Distribute schedules to coaches.  
Schedule should read: Game/Practice, Opposition, date & location
- 4) Submit schedules to office and Referees Association.
- 5) Make sure schedules are given to appropriate rink caretakers so they can post team names to dressing rooms and are aware of where floods are required.
- 6) Check for ice time cancellations so you can inform coaches.
- 7) If ice has been canceled the coaches need to notify the commissioner. You will need to keep a summary of cancellations to cross reference with the ice invoices.
- 8) If games are canceled or rescheduled, referees will need to be canceled as well. (Call the Referee Assignor)

## BINGO

NOVICE teams are not required to work bingos

## TOURNAMENT

- 1) Coordinate the Saskatoon BUNNY/NOVICE Tournament with the help of PARENTS from each team and Bunny Commissioner
- 2) Book meetings with office and obtain pass for centre.
- 3) Obtain sanctioning from Ringette Saskatchewan.(Forms in office)\*\*Usually SRA office manager does this.  
Follow-up.
- 4) Set up committee from parents to take care of:
  - a) Timekeeping/Scorekeeping
  - b) Raffle Table
  - c) Rink Co-Coordinator if necessary
  - d) Gathering prizes.\*\* Draw up schedules for these duties with times and volunteers names @ least one week before tournament.
- 5) Co-ordinate referees with assignor. Ask the assignor for the complete ref schedule prior to tournament

**Keep all important records and documentation for next executive member taking this position.**

# **COMMISSIONER of** **PETITE/TWEEN/JUNIOR/BELLE/DEB**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) To help make decisions for the betterment of Saskatoon Ringette.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide information about upcoming events.
- 6) Pass along decisions and keep coaches up to date on matters concerning the ringette program.
- 7) Check to make sure that appropriate ice times are scheduled  
i.e. no double bookings/if ice is canceled due to clinics or city bookings make sure teams are notified.
- 8) Choose an appropriate time to hand out coach evaluation forms and collect them back on the same day. ( so that we get comprehensive feedback)
- 9) Provide a year end summary for the AGM.
- 10) Will act on the Tournament Committee and assist with SRA Tournaments.

A Welcome letter and general information letter has been drafted in previous years.

## **REGISTRATION**

- 1) Attend registration night.
- 2) Make sure required information is updated for each registrant.  
\*Full name, address, phone, fax, work #, e-mail, hospitalization #. Proof of birth(Hosp or Birth Cert)
- 3) Give out try out numbers based on the order the girls are registered. (To be worn on front and back of jersey)
- 4) Prepare an informational handout to parents outlining "draft procedure and information on program.
- 5) Number of teams and level (A,B,C) of teams to be determined after registration. Refer to RAS policies regarding levels.

## **TEAMS & ROSTERS**

- 1) Creation of teams - Obtain team names from Records.
- 2) Help in getting coaches and assistant coaches.
- 3) Coordinate ice times for drafting players. Arrange to have evaluators and one ice instructors at ice times.
- 4) Oversee team selection - DRAFT. Coaches pick their teams according to the rating system of the draft.
- 5) Preferably 11 - 13 players per team.
- 6) Number of teams and level(AA,A,B,C) will be reviewed and determined yearly after registration.
- 7) Ensure that RAS registration forms are filled in properly with team names and age group.(alphabetically)
- 8) Provincial representatives need to have their team roster filled out and sent in to the Saskatoon Office by mid January so they can be verified and forwarded to RAS by the January 31st deadline.
- 9) Teams are not to be allowed to wear uniforms during practices.

## **COACHING APPOINTMENTS**

- 1) Coaches have the right to ask another person to be an assistant coach before the season begins.
- 2) All coaching staff must be approved by the executive.
- 3) Inform coaches that they must attend Coaches Meeting.
- 4) **Verify that all bench personal have proper certification.**

## TRYOUTS -

(\*\*\*\*SEE TRYOUT PROCEDURE SHEET\*\*\*\*)

### DRAFT

Meet with coaches prior to draft and determine draft procedure. As a commissioner you do have input or are there to make decisions if there needs to be a mediator between the coaches. Take notes as you will need to refer to the draft guidelines/decisions made.

#### Rules:

One coach can not have first pick player and first pick goalie. Winner of a coin toss had the option of picking first pick player **or** first pick goalie.

Coaches daughters are rated by others and selected first in that rating. ex. Coach A's daughter rates #3 - she is his first #3 pick. Coach B's daughter rates #1 - she is his first #1 pick.

- 1) Tell coaches that any information exchanged during the draft is confidential is NOT to be discussed with others outside of the meeting.
- 2) If the coaches want a player then tell them to pick her!  
**NOT TRADING OF PLAYERS ONCE A DRAFT IS COMPLETED**
- 3) There are always requests for girls to be placed together, however, these requests have the potential to create great problems and they should be considered carefully with consideration of future implications.

**Requests can be made will not necessarily be granted. Requests are individually based and individually considered.**

Uniforms can be obtained by team coach from the equipment manager.

## SCHEDULING OF ICE TIMES

- 1) Commissioners make practice and game schedules(1st half/2nd half)\*\* Generally schedule more practices before Xmas.
- 2) At the beginning of season request all teams to give you a tentative schedule of the tournaments they will be attending to try and work ice times around these dates.
- 3) When scheduling you have to keep in mind the different levels in ability to ensure good competitive competition i.e. Deb A vs. Tween A: Refer to past years schedules.
- 4) The goal is to ensure that all teams are treated fairly in their ice allocation i.e. number of practices and games. Schedule should read: Game/Practice, Opposition, date & location
- 5) Higher level teams may play in an older division and be scheduled by the commissioner of that division. They are still your responsibility for the year.
- 6) Distribute schedules to coaches.
- 7) Submit schedules to office and Referees Association.
- 8) Make sure schedules are given to appropriate rink caretakers so they can post team names to dressing rooms and are aware of where floods are required.
- 9) Check for ice time cancellations so you can let your coaches know.
- 10) If ice has been canceled the coaches need to notify the commissioner. You will need to keep a summary of cancellations to submit to VP of Ice Allocations.
- 11) If games are canceled or rescheduled, referees will need to be canceled as well. (Call the Referee Assignor)

## BINGO

- 1) Inform coaches of bingo night and number of people required.
- 2) Ensure that enough workers are at the bingo.

## **PROVINCIAL PLAYOFFS**

- 1) Application is made by our executive to RAS requesting the # of teams we wish to participate in provincials.  
**NOTE: Apply for all registered teams to participate. This should insure that at least two teams be accepted from Saskatoon.**
- 2) Provincial playoffs to determine the representative for provincials will occur in January. Provincial roster must be sent in to Ringette Saskatchewan by January 31st.
- 3) Teams engage in a round robin playoff with tie breaking rules from the rule book being used as the guideline.
- 4) Ensure the officials assignor is aware when playoffs are and the rules you are using (stop time/running time; stop time if within a certain number of goals; time outs if using running time etc.

## **CITY PLAYOFFS**

- 1) City playoffs to determine the city champs. Gold, silver and bronze medals to be given out.
- 2) City playoffs should be scheduled towards the end of March.
- 3) Teams engage in a round robin playoff with tie breaking rules from the rule book being used as the guideline.
- 4) Medals will need to be ordered from Custom Awards,
- 5) Ensure the officials assignor is aware when city playoffs are and rules you are using (stop time/running time; stop time if within a certain number of goals; time outs if using running time etc.

## **COMMUNICATION**

- 1) I would strongly advise all and any correspondence to coaches be by fax or memo.
- 2) Used a notebook to keep "minutes" of all phone calls made in order to refer to.

**Keep all important records and documentation for next executive member taking this position.**

# **COACH & PLAYER DEVELOPMENT**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches meetings.
- 3) To help make decisions for the betterment of Saskatoon Ringette.
- 4) To promote good relations and provide guidance to parents and players in general.
- 5) Provide information about upcoming events.
- 6) Pass along decisions and keep coaches up to date on matters concerning the ringette program.
- 8) Prepare and distribute coach evaluation forms. Choose an appropriate time to have commissioners to hand out coach evaluation forms and get them collected them back on the same day. ( so that we get comprehensive feedback)
- 9) Provide a year end summary for the AGM.
- 10) Assist with the SRA Tournaments.

## **COACHING**

- 1) Accepting of coaching applications by specified dates.
- 2) Reviewing and evaluation applications
- 3) Making recommendations on coaches to be approved by the Board, these are mostly to deal with our competitive teams.
- 4) Beating the bushes to get coaches for all those teams where there has been no interest shown.
- 5) Setting up of coach's clinics for Level I and II, this involves R.A.S. and Saskatoon Ringette.
- 6) Setting up a coach's meeting to review the coach's manual and discuss SRA expectations, and governing regulations.
- 7) Every coach has a file in the office. File the year end evaluations as well as updating their personal page - Year, division(s) coached and evaluation.
- 8) Act as a mediator between coaches and players and coaches and parents.
- 9) Discipline coaches or players as required.
- 10) Ensure coaches understand the certification requirements to coach a provincial team.
- 11) Research grants available for clinics and camps. Follow up with Treasurer and office administrator.

## **COACH DEVELOPMENT**

- 1) Organize Level I and II clinics:
  - \* book date
  - \* book location
  - \* book instructor
  - \* getting information out to coaches about clinics
  - \* establishing cost of clinic
  - \* booking of ice for technical
  - \* distributing information on dates theory classes are offered.
  - \* book audio/visual aids
  - \* arrange to have someone open building up and set up the room as well as to collect fees and give out receipts.

## **CONDITIONING CAMP**

- 1) Set up at registration: Conditioning camp for novice-senior.
- 2) Arrange for ice times for conditioning camp.
- 3) Arrange for instructors.
- 4) Breakdown into groups according to the number of registrants.
- 5) The registration fee should cover the ice rental and instructor's fee.
- 6) Within the camp should be a grouping of first year players to focus on basic skill development.
- 7) Ensuring necessary equipment is available.(goalie pads, goalie sticks, rings, etc)
- 8) Setup power skating sessions for the bunnies.
- 9) Arrange for payment of instructors.

## **GOALIE SCHOOL**

- 1) School should be offered to all goalies from novice to senior.
- 2) Arrange for instructors.
- 3) Ensuring necessary equipment is available(goalie pads & sticks, rings)
- 4) Arrange for payment of instructor.

## **TRYOUTS**

Be available during tryouts to assist coaches and commissioners as well as to be available to parents and players.

**Keep all important records and documentation for next executive member taking this position.**

# **VP OF ICE ALLOCATIONS**

## **GENERAL DUTIES**

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) Attend registration night.
- 4) To help make decisions for the betterment of Saskatoon Ringette.
- 5) To promote good relations and provide guidance to parents and players in general.
- 6) Provide information about upcoming events.
- 7) Provide a year end summary for the AGM.
- 8) Assist with SRA Tournaments.

## **ICE SCHEDULING**

### **SPRING**

- 1) Make sure all ice is booked for next season's tournaments.  
PAPER CONFIRMATION IS A MUST!!!!
- 2) Book ice required for Conditioning Camp and Tryouts. Consult with past season notes, last seasons VP of Ice, and VP of Coaching and Player Development.

## **SEASON**

- 3) KEEP A PAPER TRAIL OF ALL ICE BOOKINGS/CANCELLATIONS - THIS IS ABSOLUTELY NECESSARY. Make sure the office & VP of Finance also receives all copies of bookings, schedules and receipts.
- 4) Make sure commissioners receive their ice allocations and prepare their schedules ASAP. Check to make sure that appropriate ice times are scheduled i.e. no double bookings. If ice is canceled due to clinics or city bookings make sure commissioners are notified.
- 5) Develop relationships with private arenas. Insure they know how to contact you in case of a problem with bookings.
- 6) Monitor ice use. Turn back unused ice during tournaments/holidays and at the end of the year.

**Keep all important records and documentation for next executive member taking this position.**

# VP OF TOURNAMENTS AND GAMES

## GENERAL DUTIES

- 1) Attend and participate in all board meetings.
- 2) Attend coaches and managers meetings
- 3) Attend registration night.
- 4) To help make decisions for the betterment of Saskatoon Ringette.
- 5) To promote good relations and provide guidance to parents and players in general.
- 6) Provide information about upcoming events.
- 7) Provide a year end summary for the AGM.
- 8) Assist with SRA Tournaments.

## SPRING

- 1) Make sure your ice is booked for Tournament.
- 2) Book hotels rooms for Thursday to Saturday of Tournament (with hotels who offer rewards)
- 3) Recruit a committee:  
Treasurer - Souvenirs - Scheduling - Volunteers - Fundraising - Referees
- 4) Familiarize yourself with all aspects of running a tournament - past years records - past board members etc.
- 5) Taking costs (ice/referees) in consideration, set tournament entry fees ASAP.
- 6) **INFORM RAS, RC** and all other ringette communities of our tournament dates, level of play and fees before August news letters are printed.

## SEASON

- 1) Insure the office submits a Application for Sanctioning as well as a Bond to RAS.
- 2) Develop a registration form and tournament information sheet and submit to office for circulation at coaches meeting.
- 3) Develop a volunteer base from each team.
- 4) Taking phone, fax and e-mail numbers from past season's notes, contact and/or mail teams information packages.  
Include: Tournament info, team registration form, hotel information
- 5) Receive team registrations and monitor the number of teams per division.
- 6) Oversee the scheduling of tournament. **MAKE SURE** that all ice required is obtained and turn back any unused ice on a timely basis to insure penalties are not incurred.
- 7) Sanctioning should be received at least one week prior to tournament. Follow directions enclosed. **MAKE SURE** all requirements are met. Follow-up report must be sent in ASAP or SRA will lose their \$50.00 bond.
- 8) Be available during the tournament weekend. Make sure every rink has a responsible person prepared to assist teams
- 9) Prepare a financial statement for SRA.

**Keep all important records and documentation for next executive member taking this position.**