



SOUTH CALGARY RINGETTE ASSOCIATION

Volunteer Position Guide – November 2023

South Calgary Ringette (SCRA) is run by volunteers who give their time to ensuring the Association is operating efficiently and within our Bylaws, as well as the policies of Ringette Calgary and RAB.

Families are required to fulfill 100 volunteer credits per player (max. 200 credits per season). The 100 credits can be earned by working approximately 8 volunteer hours during the season.

The section below lists our position descriptions. Some things to note:

- **Vacant** Positions are identified on the South Calgary Ringette Web Page.
- Throughout the season many volunteer opportunities will be filled via email and an online sign up system, these are listed as **Filled via Sign Ups**
- Incumbent volunteers will be given priority when filling each position

If you are interested in a currently vacant position, please email volunteer@southcalgaryringette.com

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BOARD OF DIRECTORS

1. *Past President*

Time Commitment: <5 hours per season

- Backfills as required for the current President
- Provides guidance, mentorship and advice to other current positions and members as required

2. *President*

Time Commitment: 10-20 hours per week - 12 months per year

- Oversees all SCRA tasks, roles, operations, and committees and provides guidance as required
- Sets out vision and mission of association
- Represents SCRA at Ringette Calgary monthly meetings
- Represents SCRA at Chinook League (Zone 123) meetings
- Represents SCRA at Ringette Alberta meetings (twice yearly + AGM)
- Proposes / leads / engages initiatives within Ringette Calgary among associations
- Attends any disciplinary hearings through Ringette Calgary or other governing body
- Escalates SCRA / RC issues to Ringette Alberta for handling
- Chairs SCRA Board meetings and AGM
- Chairs/moderates other SCRA meetings and internal situations as required

3. *Vice President Administration*

Time Commitment: 5-20 hours per week - 12 months per year

- Oversees and supports all marketing, communications and admin programs within SCRA
- Oversees and supports the volunteer program
- Supports members / volunteers with administration of SportzSoft and RAMP systems, and backfills for tasks within the systems as required
- Participates / supports SCRA roles, operations and committees as required
- Liaises with Ringette Calgary and Ringette Alberta for administrative items
- Backfills for President and other VPs as required

4. *Vice President Development*

Time Commitment: 10-20 hours per month - 12 months per year

- Oversees and implements Player, Goalie and Coach development programs within LTAD guides
- Establishes contracts with third-party skill development service providers such as powerskating, dryland, gym Ringette, goalie development, etc within SCRA Expenditures Policy
- Leads the coach application, selection and performance review processes
- Participates / supports SCRA roles, operations and committees as required
- Backfills for President or other VPs as required.



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5. *Vice President Operations: Classic Ringette / Facility Operations*

Time Commitment: 5-20 hours per week - 12 months per year

- Oversees and supports the operational functions of SCRA (ie. ice purchasing / scheduling, league issues, equipment issues, etc.)
- Supports Evaluations Committee and volunteers, including communicating with other local associations to ensure competitive equity approaches within age divisions, team planning, and implementation of UAA's in accordance with RAB policies.
- Participates / supports SCRA roles, operations and committees as required
- As required, organize and acquire insurance and sanctioning for SCRA events.
- Backfills for President or other VPs as required.

6. *Treasurer*

Time Commitment: approx. 5-10 hours per month - 12 months per year

- Prepares annual budget, financial statements, and closes books at year end for SCRA
- Prepares financial statements for board review as required
- Prepares and submits annual returns and AGLC documentation
- Financial admin tasks (ie. retrieve mail from PO Box, print cheques for signature, etc.)

i. *Bookkeeper – ON HOLD*

Time Commitment: approx. 2-3 hrs/week - 12 months per year

- Reports to Treasurer
- Quickbooks experience preferred
- Collects invoices, validates and issues payment as required

ii. *Financial Auditors*

Time Commitment: approx. 3 hrs once per year

- One volunteer to lead the financial review/audit of SCRA books. Must be a qualified accountant
- Two or three volunteers to support the review/audit of SCRA books. No experience necessary.

7. *Secretary*

Time Commitment: 2-3 hours per month - 12 months per year

- Attends SCRA board meetings to ensure quorum and record minutes
- Prepares agenda and distributes to board / volunteers prior to each meeting
- When required, acts as scribe to document other SCRA meetings as required
- Liaison to book meeting room facilities with Flames Community Arenas

8. *VP Registration*

Time Commitment: 10-15 hours per week in peak, 6-8 hours per month
10 months per year (Peak in June through November)



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- Responsible for registration of players in SCRA programs
- Administers registration in the SportzSoft / RAMP applications
- Works with Registration Assistant to ensure players/coaches/affiliates registration info is submitted to Ringette Alberta by deadlines identified in their policies
- Responds to questions regarding registration and member profiles
- Monitors registration fees to ensure collection in a timely manner
- Assists Treasurer where applicable

i. Registration Assistant

Time Commitment: 7-10 hours per week in peak (Sept through Jan)

- Assists Registrar with as required with registrations in the SportzSoft and RAMP applications
- Assists with uploading SCRA player/coach/affiliate registrations between SportzSoft and RAMP systems in October/November/December
- Pull RAB approved rosters as required for tournaments in Jan

9. Director(s) at Large

- Backfills for President and VPs as required.
- Special projects such as grant applications and funding requests
- Promote volunteerism and assist with recruitment for Board, committees and other roles
- Attend SCRA board meetings to ensure quorum
- Support other SCRA operations as directed
- Ideally would have 1-3 volunteers to serve as Directors at Large

CORPORATE / FINANCE

10. Corporate Secretary / Appeals Officer

Time Commitment: 10-15 hours per month – 12 months per year

- Attends monthly SCRA board / membership meetings
- Provides advice and feedback to members of the Board and Executive on internal and external matters facing SCRA
- In the event a formal written appeal is submitted along with any required non-refundable payment, the Appeals Officer coordinates the appeal process pursuant to the SCRA Appeal Policy including, as necessary, establishing and scheduling appeal hearings.

11. Privacy Officer

Time Commitment: varies

- The Privacy Officer is responsible for the implementation of SCRA's Privacy Policy
- Monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities.



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- The Privacy Officer also handles personal information complaints / concerns.

12. SCRA Tournament Lead(s)

Time Commitment: 10-20 hours per month - 6 month per year

- Plans the annual SCRA tournaments (ie. Ava Esposito Memorial, Ring in the Holidays)
- Works with Treasurer / Event Treasurer to ensure strict financial processes are in place
- Creates tournament schedules and works with Ice Purchaser to secure ice
- Works with the Volunteer Coordinator to ensure volunteers sign up to fill event roles
- Works with VP Admin / Webmaster to ensure tournament info is posted online
- Reviews tournament applications and coordinates with accepted teams

i. SCRA Tournament Event Volunteers – 100 credits / 8 hrs – Filled via Sign Ups

- Watch for volunteer sign up opportunities to be announced by email

13. Fundraising Lead

Time Commitment: 10-20 hours per month - 6 month per year

- Heads the committee for the annual “SCRA Shaker” fundraising event
- Oversees corporate sponsorship and donation requests for association-level fundraising
- Organizes any AGLC permits as required for association-level fundraising
- Coordinates with President, Treasurer and Special Event Treasurer

i. Shaker Event Committee Members

Time Commitment: 10-20 hours per month - 6 month per year

- Assists the Shaker Lead with planning the event
- Tasks may include organizing silent auction / wine raffle, sourcing sponsors, identifying vendors

ii. Shaker Event Day Volunteers – 100 credits/8hrs – Filled via Sign Ups

- Provide assistance at the event -- watch email for sign up opportunities

14. Casino Coordinator

Time Commitment: 6-8 hours per month – 1 or 2 months per year

- AGLC contact for Casino which occurs approx every other season (about every 18 months)
- Responsible for submitting Casino License, securing casino location and Casino Advisor
- Work with Treasurer as required
- Work with Volunteer Coordinator to secure volunteers
- Attend SCRA Board Meetings to provide updates on casino status, issues, etc.

i. Casino Shift Volunteers – 100 credits / 8 hr shift – Filled Via Sign Ups

- Watch for sign up opportunities to be announced by email



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ADMIN

15. Webmaster

Time Commitment: 10-12 hours per month during the season (Sept – Mar)

- Receives emails to webmaster with requests for updates to the SCRA website or social media
- Posts / shares relevant announcements and news on social media
- Connects with VP Admin for support to resolve any technical issues or other concerns

16. Communications Coordinator

Time Commitment: 2-3 hours per month - 12 months per year

- Receives general inquiries through the “Questions” email account and forwards to the appropriate contacts for prompt follow up
- Provides communications support to SCRA Board and other volunteers as required (ie. providing support to draft / edit emails, documents or other communication items)
- Regularly reviews website to ensure all info is still accurate and informs Webmaster accordingly
- Sends emails to membership or other groups when required as directed

17. Volunteer Coordinator(s)

Time Commitment: 3-4 hours per month – 12 months per year

- Responsible for supporting SCRA with identifying and organizing volunteers
- Enters volunteer credits into tracking system
- Audits outstanding members at end of season to ensure volunteer commitments met
- Updates volunteer documentation

18. Manager Liaison

Time Commitment: 2-3 hours per month – 10 months per year

- Serves as main point of contact for Team Managers to answer questions and provide support
- Filters questions / issues to other board exec / committees as required
- Coordinates and runs Team Manager meetings at start of the season (Sept)
- Sends communications to Team Managers during the season as required

19. Respect In Sport Administration

Time Commitment: 10-15 hours per month - 4 months per year

- Liaison between SCRA and Ringette Calgary / Ringette Alberta for the Respect in Sport Program.
- Monitor all families for compliance to the Respect In Sport for Parents program
- Escalate non compliance to the SCRA board for further assistance.



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20. Picture Day Coordinator

Time Commitment: 10-20 hours per month - 3 months per year

- Books the photographer and venue for annual picture day event (working within established budget and SCRA Expenditures Policy)
- Sets up scheduling system for teams to book their picture time slot
- Works with photographer, venue and picture day assistants to organize and run picture day event (following all safety protocols as required)
- Organizes finished packages from photographer and arranges for distribution to teams

i. Picture Day Assistants

Time Commitment: 10-20 hours - 1 month per year

- Works with Picture Day Coordinator to organize and run picture day event
- Assists Picture Day Coordinator in organizing finished packages for distribution to teams

21. Apparel Coordinator

Time Commitment: 10-20 hours per month during peak Aug-Oct

- Responsible for SCRA team wear in terms of design and orders
- Responsible of sourcing vendors for team wear and additional Association items
- Works with SCRA board in years of jersey redesign years to source vendors / designs

22. Scholarship Committee Lead

Time Commitment: 10-20 hours per month - 2 month per year

- Leads the SCRA Scholarship Committee
- Works with VP Admin to update scholarship application package each year and post online
- Receives applications and reviews them with committee members for selection as per criteria
- Provides selection info to VP Admin for notifying selection of candidates
- Provides recommendations to SCRA Board for any adjustments to selection criteria

ii. Scholarship Committee Members

Time Commitment: 10-20 hours

- Participates in the SCRA Scholarship Committee
- Reviews applicants to select recipient(s) against the established and approved criteria

23. Come Try Ringette Coordinator

Time Commitment: 8-10 hours per month - 3 months per year

- Organizes and operates the annual Come Try Ringette recruitment event and any marketing of the event (ie. Jersey Day, posters, online marketing, etc)
- Liaison between SCRA and RAB recruitment team



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i. [Come Try Ringette - Admin Support](#)

Time Commitment: 8-10 hours per month, 1 month per year

- Admin person to manage the registrations, questions, etc. This involves lots of emailing back and forth. Attend event to check everyone in.

ii. [Come Try Ringette – Event Support – Filled Via Sign Ups](#)

- 1-2 volunteers to take flyers and posters around to elementary schools and community boards and assist with picking up stuff for the event (jerseys, giveaways, etc).
- 3-4 people to attend event and help with handing out sticks, handing out jerseys, answering questions, preparing gift bags, etc.

OPERATIONS

[24. Ice Acquisition Team Lead](#)

Time Commitment: 10-15 hours per month - 12 months per year

- Leads ice acquisition team to purchase additional ice for SCRA through the year
- Participates in daily/monthly process of sourcing additional ice for SCRA
- Validates ice invoices from City of Calgary, FCA and other contracts against the actual ice received; Passes ice invoices once validated to Treasurer for processing
- Attends Ringette Calgary Ice Committee meetings representing SCRA
- Attends liaison meetings at Flames Community Arenas twice per year
- Communicates with local arenas and builds relationships with arenas/community associations
- Renews contracts with arenas for the two SCRA tournaments
- Contract negotiation with new arenas

i. [Marda Loop Community Association Sports Committee Member](#)

Time Commitment: 5 hours per month. Attend MLCA Sport and Rec meetings on behalf of SCRA.

ii. [Marda Loop Community Association Outdoor Rink Volunteers](#)

Time Commitment: TBD

[25. Ice Scheduler – Paid Position](#)

- Responsible for scheduling all practice and game ice for SCRA
- Works with Ringette Calgary to coordinate ice for Chinook League (Zone 1-2-3)
- Administers schedule changes within the SCRA scheduling system
- Supports and coordinates with ice acquisition team as required
- Validates ice invoices as required
- Attends Ringette Calgary Ice Committee meetings representing SCRA
- Attends liaison meetings at Flames Community Arenas twice per year



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26. Ice Auditor – ON HOLD

Time Commitment: 4 hrs per month – 10 months per year

- Responsible for reconciling ice purchased with schedule and contracts
- Verify equitable ice distribution across teams
- Must be comfortable navigating spreadsheets

27. Equipment / Jersey Manager(s)

Time Commitment: 15-20 hours per month - 10 months per year

- Distributes equipment to teams (ie. jerseys, goalie gear, coach bags) and collects after season
- Ensures SCRA programs are equipped with the correct gear through the year
- Responsible for inventory and ordering of new equipment and jerseys as required
- Coordinates with and assists Shot Clock Coordinator as required

28. Shot Clock Coordinator

Time Commitment: 5-10 hours per month - 12 months per year

- Responsible for signing in/out of shot clock sets
- Responsible for arranging any repair/replacement of parts
- Liaison with Esso Golden Ring to arrange for shot clocks.

29. Evaluations Coordinator

Time Commitment: 80-100 hours at beginning of season (Aug-Sep) and as required remainder of year

- Works with Evaluations Committee by attending eval planning meetings
- Liaison between Evaluation Committee and Age Group Coordinators / eval volunteers
- Assists with preparing / setting up SportzSoft application for building evaluation sessions in the Evaluations Module and setting up Age Group Coordinators with volunteer access
- Oversees and provides guidance to Age Group Coordinators for running ice sessions and troubleshooting SportzSoft Evaluation Module (ie. pre-eval training session, on-call support during sessions and data entry, etc.)
- Checks inventory / condition of eval equipment and distributes to Age Group Coordinators (ie. ring bags, pinnies, shot clocks, check-in desk supplies, etc.)
- Monitors evaluation data for accuracy of entry
- Primary point of contact for parents/members with questions about evaluations; responds directly or filters to other contacts as required
- Backfills for Age Group Coordinators as required

i. Evaluations Age Group Coordinators

Time Commitment: 40-80 hours at beginning of season

- Schedules skaters / goalies to ice sessions, sends notifications for assigned ice times
- Organizes and oversees the logistics of the ice sessions within their assigned age group



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- Monitors and supports volunteers at their sessions
 - Monitors and supports evaluators at their sessions and collects evaluation forms
 - Ensures eval equipment is distributed at each ice session and collected after each ice session
 - Responsible for accurate data entry of evaluation scores
- ii. *Evaluations Support Volunteers (non-evaluating roles) – 100 credits / 8 hrs – Filled Via Sign Ups*
- Watch for volunteer sign up opportunities to be announced by email
 - Check-In Desk, Time Clock / Shot Clock, Bench Boss, Ice Boss, Gate Opener, etc.

30. UAA Lead

Time Commitment: 20 hours per month during evaluations

- Coordinate, lead, and oversee UAA sessions for U10-U14 in accordance with RAB policy
- Review UAA data and submits data to RAB by deadline, and provides data to SCRA President for confidential use such as establishing initial sorts for evaluations or supporting injury placements
- Resolves any issues as required regarding UAA

31. Esso Golden Ring Tournament Committee

- Serves as SCRA representative with Ringette Calgary to attend EGRT meetings
- Attend SCRA Board meetings to ensure membership is informed of any important updates

i. *EGRT Event Volunteers – Filled Via Sign Ups*

- All teams in the EGRT must provide event volunteers for the tournament; watch for emails
- SCRA will give our members 100 credits for two shifts / 8 hours

32. Friendship Tournament Committee Reps

- Serves as SCRA representative on the season-end Friendship Tournament for AS/U10 teams
- Watch your email for these opportunities to be announced

DEVELOPMENT

33. Coach Administration

Time Commitment: 10-15 hours per month - 12 months per year

General:

- Responsible for ensuring all coaches are properly certified to Ringette Alberta / Canada policy
- Monitors police checks to ensure completed by deadline (coaches, other volunteers as required)
- Coordinates certification cost reimbursements with Treasurer



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34. Coach Mentorship Director

- Work with VP Development to provide support and mentorship to SCRA's coaches (ie. resources, clinics, regular check-ins / meetings)
- Attend SCRA coach meetings, etc to communicate updates and issues

35. Junior Coach Development Director

- Facilitate regular meetings and check-ins to provide support and mentorship during the season
- Provide support to Head Coaches to encourage the development of their junior coaches and assist with any issues they may have such as ways to keep juniors motivated and engaged
- Attend SCRA coach meetings, etc to communicate updates and issues
- Receives Jr coach applications and assigns to teams (U12 and below, unless otherwise directed)
- Monitors / supports Jr Coaches to ensure certifications and Police Checks are completed

36. Goalie Development Director

Time Commitment: 3 to 4 hours per month - 8 months per year

- Responsible for organizing and leading Goalie Development / Clinics during the season
- Offers goalie development support and mentorship to coaches / teams during the season
- Works with VP Development and SCRA Board to create goalie recruitment opportunities
- Assists SCRA Equipment Manager with reviewing inventory and any issues with goalie gear
- Coordinates qualified evaluators for goalie evaluation skills sessions

37. Conditioning Camp Coordinator

Time Commitment: 8-10 hours per month - 2 months per year

- Develops the camp schedule for all age groups, skaters, goalies
- Works with SCRA Ice Purchaser to secure ice for the August pre-season conditioning camps
- Works with Registrar to ensure registration info is set up
- Works with VP Admin to ensure camp details are posted online.
- Ensures coaching volunteers are secured to help out on the ice for Conditioning Camps

38. Spring Ringette Program Coordinator

Time Commitment: 8-10 hours per month - 4 months per year

- Responsible for organizing and running the Spring Ringette Program
- Works with SCRA Ice Purchaser to secure ice
- Works with Registrar to ensure registration info is set up
- Works with VP Admin to ensure program details are posted online.
- Ensures goalies are available (U12 and up) and "back up" skaters for absences, if applicable
- Arranges coaches / volunteers to help run the ice sessions and benches
- Responsible for organizing jerseys / pinnies / equipment for each session if required



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- Ensures safety issues are followed as required

TEAM VOLUNTEERS

The following roles serve an association-level requirement and receive full volunteer credit:

- i. Head Coach / Assistant Coach
- ii. Team Manager

Note: Roles that provide support on a team level do not receive volunteer credit (ie. scorekeeper, time clock, shot clock operator, penalty box, social coordinators, team treasurer, on-ice helpers).

Note: Our Junior Coach Program is a player development program which requires adult volunteer supervision and coordination. Players in our Junior Coach Program do receive volunteer credit.