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PRESIDENT

1. Be fully informed on Regina Ringette Association (RRA) matters and facilitate discussions and decisions with respect to matters of policy, finance, programming, and all other relevant issues.
2. Act as Chairperson for all RRA General Meeting of Directors, Special and Annual Meetings.
3. Be available to represent Regina Ringette if a representative is required.
4. Serve as a cosigner on RRA bank account(s).
5. Ensure that all meeting agendas, discussions, and motions follow the guidelines set forth in the Constitution (By-laws) and in the Playing Rules, Policies and Procedures.
6. Serve as the Privacy Officer in accordance with the RRA Privacy Policy.
7. Designate a Case Manager in matters where the Vice-President is not available to oversee the management and administration of a complaint in accordance with the RRA Discipline and Complaints Policy.
8. Collect all player requests to register in a division outside of their designated zone or outside of their appropriate division and present to the Board for ruling.
9. Attend Ringette Association of Saskatchewan (RAS) meetings as the Zone 2 representative.
10. Over-see all board members. Assist other board members in their duties as required.
11. Receive and resolve concerns from RRA members.
12. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
13. Attend monthly Board of Director meetings and the Annual General Meeting.

VICE-PRESIDENT

1. Be fully informed on RRA matters and participate in discussions and decisions with respect to matters of policy, finance, and programs.
2. Act as Chairperson for any meeting the President cannot attend.
3. Be available to represent Regina Ringette if the President is unavailable.
4. Serve as a cosigner on the Regina Ringette bank account(s).
5. Review all special penalties, altercations, ejections, major, misconduct and match penalties issued during or following gameplay and determine if supplementary discipline will be applied, within 48 hours of the infraction.
6. Communicate all supplementary discipline and suspensions related to gameplay to appropriate parties including the penalized party, the coach of the penalized party, the Commissioner, ROAR and RAS.
7. Appoint a Discipline Committee, on a case-by-case basis, to deal with supplementary discipline for any individual assessed a combination of one or more misconduct penalties **and** one or more match penalties within one game or within one playing season.
8. Oversee the management and administration of a complaint as the Case Manager, whenever possible, in accordance with the RRA Discipline and Complaints Policy.
9. Appoint a Discipline Committee in the event of a potentially legitimate complaint that is considered a major infraction.
10. Accept, screen, and respond to an appeal in accordance with the RRA Appeal Policy.
11. Appoint an Appeals Committee in the event of an appeal with sufficient grounds.
12. Respond to complaints made pertaining to conflict of interest in accordance with the RRA Conflict of Interest Policy.
13. Deal with inquiries made from Representatives regarding the RRA Social Media Policy.
14. Oversee any supplementary discipline issued to teams failing to follow the RRA Game Change Procedure.
15. Receive requests for the use of temporary players during league play-offs and present to the Board for ruling.
16. Accept, screen, and respond to Game Protests.
17. Appoint and chair a Scholarship Committee for the annual RRA scholarships.
18. Appoint and chair a Lifetime Achievement Award Committee.
19. Appoint a committee to award the annual U19AA Bandits ringette scholarship.
20. Act as a liaison with ROAR.

21. Negotiate new contracts with ROAR.
22. Communicate changes in playing rules and policies to ROAR and membership as required.
23. Assist any of the other board members in their duties as required.
24. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
25. Attend monthly Board of Director meetings and the Annual General Meeting.

SECRETARY

1. Be fully informed on RRA matters and participate in discussions and decisions with respect to matters of policy, finance, and programs.
2. Be available to represent Regina Ringette if the President and Vice President are unavailable.
3. Serve as a cosigner on the Regina Ringette bank account(s).
4. Record the minutes and update the action registry of all meetings and distribute to the Board. Minutes should be distributed to members within one week of each meeting.
5. Bring forward items to the President for addition to the agenda. Distribute the agenda to the Board at least one week in advance of all meetings.
6. Ensure all motions or resolutions are recorded correctly and represent the exact direction of the Board.
7. Ensure proper notice is provided to all required attendees of any general, special or annual meeting.
8. Assist the Registrar with registration duties:
 - Reply to any inquiries regarding registration from members.
 - Distribute registration reminders to members from prior years during the off-season.
 - Consult with the Board regarding any registration requests, late registrations, requests for refunds after the deadline, information requests, player releases, etc.
9. Act as the liaison, or co-ordinate a liaison from existing Board Members, to correspond with the Tournament Coordinator(s).
10. Co-ordinate a lead to oversee championship weekend and the volunteer appreciation night, including Coach-of-the-Year recognition awards.
11. Manage and organize the game-sheet email address. Have Commissioners follow up on missing game sheets as required.
12. Compile the Annual Report for the AGM, with the assistance of the President.
13. Prepare and submit an annual report to RAS for their AGM.
14. Ensure the website is updated with current playing rules.
15. Fill in for absent Commissioners or any vacant commissioner roles.
16. Assist any of the other Board members in their duties as required.
17. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
18. Attend monthly Board of Director meetings and the Annual General Meeting.

TREASURER

1. Be fully informed on RRA matters and participate in discussions and decisions with respect to matters of policy, finance, and programs.
2. Be available to represent Regina Ringette if the President and Vice President are unavailable.
3. Serve as a cosigner on the Regina Ringette bank account(s). Arrange for signing authority for the other RRA Executive members.
4. Prepare and present an annual budget in consultation with the RRA Executive.
5. Manage the financial affairs of the organization including manage bank accounts, reconcile bank statements, maintain the bookkeeping system, manage cash flow, handle, and record financial transactions promptly, ensure proper records are maintained.
 - Each season: pay annual equipment room lease (May), renew SGI insurance (May), renew Basecamp (July), renew the online bookkeeping system (October), renew the RRA PO box (February). Maintain the RRA account with SaskTel for phone and internet services (direct deposit). Pay out the annual scholarships and high-performance bursaries (March). Invoice third parties for fees as required including: BPRA for a proportion of playoff costs (March), the Lazars Softball Association for a proportion of the equipment room lease (January).
 - Ensure the timely deposit of all money for registration and special programs. Reconcile registration deposits with the online database. Reconcile income and expenses as tracked by the Director/Coordinator with the actual deposits and expenses for all special programming including 3 on 3, skills camps, tournaments, etc.
 - Pay ROAR advance wages for the regular season and tournaments as outlined in the officiating contract. Review ROAR monthly statements and tournament bills to ensure they comply with the officiating contract.
 - Coordinate with the Director of Equipment, the Open Commissioner and directly with teams to collect all Equipment and Performance Deposits.
 - Track all tournament payments received in a shared spreadsheet with the Tournament Coordinator(s).
 - Mark off vouchers submitted for registration or using the Voucher Submission Forms. Track bingo vouchers paid throughout the year by player and by team. Make a journal entry to recognize a registration revenue and bingo voucher expense for all vouchers used for registrations.
 - Invoice teams for practice ice. Create a spreadsheet listing the practices by team being invoiced (from the master schedule) and attach to the invoice in the bookkeeping system as invoices are distributed. Review and reconcile the schedule to ensure all practices are invoiced.

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- Allocate expenses appropriately in the bookkeeping system for special programming. For example, allocate the cost of ice used for goalie clinics, power skating, clinics, tournaments, CTR, etc.
 - Invoice teams for provincial championship registration, fines or end of year bingo balances as required. Invoice tournament vendors and sponsors.
 - Pay for ice: From April to September, payment for ice is due in advance and can be paid directly from the contract. There is no subsidized ice in the off-season.
 - From October to March, the City of Regina will issue Ice Usage Statements every 6 weeks or amend the online contract to account for minor sport subsidized rates. Payment should not be issued until the subsidy has been applied.
 - Review and reconcile the RAS Insurance bill to the rosters submitted.
 - At year end, accrue for outstanding vouchers, bingo revenues, pants in inventory, other outstanding payables, and receivables.
6. Maintain RRA's Square and PayPal accounts.
 7. Monitor and report to the Board on the financial health of the organization and make recommendations annually regarding registration fees and pricing of practice ice.
 8. In consultation with the bank or a financial advisor, make recommendations to the Board for the responsible investment of funds.
 9. Maintain a reserve of at least 1 years operating budget.
 10. Prepare and present financial reports at meeting's (at least quarterly during the playing season; not required during the off-season) and at the AGM.
 11. Make financial records available for an Audit and liaise with the auditor as required.
 12. Fulfill all government regulatory requirements by the annual deadlines (Non-Profit Corporate Registration and signed financial statements).
 13. Provide copies of regulatory documents, rosters and/or financial statements to third parties as required.
 - ACI requires a copy of rosters and audited financial statements annually (submit through the Bingo Coordinator).
 - The City of Regina (Central Scheduling) requires a copy of our Corporate Registration and rosters annually.
 14. Transfer funds from the Bingo license bank accounts to replenish the Regina Ringette bingo chequing account (used for ice and referee expenses). Provide the Bingo Coordinator with Bingo license account banking information and statements when the bingo licenses are audited.

15. Maintain a spreadsheet to track annual bingo profits by month.
16. Maintain a list of all Credit Vouchers issued by the league including Bring-A-Friend Vouchers, Credit Vouchers (including Goalie Promotion vouchers) and Bingo Vouchers (updated by the Bingo Coordinator). Review outstanding vouchers annually and mark expired vouchers. Issue vouchers identified by the Registrar for registration promotions (goalie vouchers and bring-a-friend vouchers) or for registration overpayments.
17. Prepare and submit an application for MAP funding to RAS by the annual deadline.
18. Issue receipts as requested for sponsorships, tournament entries or other non-refundable expenses (excluding registration which is automated on the website).
19. Review and track team volunteer hours.
20. Perform a year-end financial review on each team financial statement to ensure they have complied with the budget and bingo policies; invoice teams for excess bingo vouchers as required.
21. Refund equipment deposits and performance bonds after verifying the conditions of the Performance Bond Policy have been achieved.
22. Coordinate the mandatory managers and treasurers meeting with the assistance of any relevant Board Members; distribute relevant information as required including contacts, team manager and team treasurer responsibilities, etc.
23. Collect and track Manager and Treasurer Criminal Record Checks.
24. Prepare and submit any grant applications that will benefit RRA.
25. Prepare a budget for additional programs or special projects as requested.
26. Assist other board members as requested regarding matters of finance.
27. Assist team treasurers as required and provide a letter of authenticity for team bank accounts as requested.
28. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
29. Attend monthly Board of Director meetings and the Annual General Meeting.

REGISTRAR

1. Update online registration forms as necessary in coordination with the Webmaster – attempt to have online registration open as soon as possible following the AGM.
2. Review the registration section of the website to ensure it is updated for all registration changes for the new season.
3. Review prior year registration numbers and create a forecast by division for the new season; provide the Director of Equipment with potential numbers in May to prepare for the upcoming season.
4. Track registrations (in a spreadsheet), review each has registered correctly (appropriate divisions, rates, and discounts) and follow up on outstanding payments.
5. Track all bingo vouchers used for registration – in coordination with the Treasurer, mark off valid vouchers used for registration on the tracking sheet and apply them in the online registration database. Forward a list of any registration overpayments (by bingo voucher) that require a reimbursement by credit voucher to the Treasurer to distribute.
6. Provide a registration report for each Board Meeting until the season begins summarizing current numbers by division compared to prior year numbers – breakdown by returning players, new players, BPRA players (trying for A/AA), goalies, and interest in A/AA tryouts. Forecast number of teams per division and number of athletes per team. List the goalies registered in each division and their interest in either full or part time.
7. Provide updates to commissioners as requested on player and goalie numbers.
8. Distribute registration reminders. Email all unregistered players before each deadline approaches. Track all responses for players not returning.
9. Provide a list of unregistered players to Commissioners after July 31st to contact by phone. Collect all responses for players not returning.
10. Handle any refund requests according to RRA rules and policy.
11. Consult with the Board regarding any registration requests, late registrations, requests for refunds after the deadline, information requests, player releases, special requests, etc.
12. Distribute registration lists with player contact information to Commissioners/Director of Player Development for AA and A tryouts (1 week in advance of the first tryout per the *Team Selection Policy*) and in advance of B evaluations.
13. Review new player registrations for the Bring-A-Friend promotion and forward a list of BAF vouchers to the Treasurer to distribute.

14. In coordination with the Director of Coaching, collect the personal and certification information for all Bench Staff and all Team Staff for the purpose of updating the rosters and team contact information.
15. Prepare and submit team rosters, a new player registration list, a bench staff registration list, a list of officials (from the ROAR VP), a LTP volunteer list and a list of Board Members requiring insurance to RAS by the annual deadlines. Update rosters with RAS as required.
16. Complete the RAS Membership Application for the association. submit all required documents and coordinate payment with the Treasurer by the annual deadlines.
17. Collect team intentions to participate in Provincials. Submit the registration form and coordinate payment with the Treasurer by the annual deadline.
18. Update and distribute the Goalie Promotion Application Forms to Commissioners. Collect forms from eligible goalies, verify conditions, and forward the list of goalie vouchers to the Treasurer to distribute.
19. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
20. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF SCHEDULING

1. Submit applications for Winter ice requirements (league, tournaments, provincials, etc.) and Off-season ice requirements (April to October) to the City of Regina and act as a liaison between RRA and the City of Regina on all ice allocation and usage matters. Work with RAS to ensure their provincial competition ice allocations are applied for.
2. With guidance from the Board, schedule A and AA tryouts before the league season begins. Schedule evaluations for the remaining teams. Determine when league games will begin.
3. In conjunction with the Commissioners, determine the size and team make up for each playing loop and present to the RRA Board for approval.
4. Work with the Director of Player Development to determine the scheduling requirements for developmental programming (power-skating, goalie clinics, etc.).
5. Work closely with the BPRA Scheduler to collect and utilize ice times from their zone.
6. Prepare the first half of the regular league game schedule. Factors that will affect this scheduling include the number of teams in each division, ice requests for coaching and officiating clinics, availability of ice from other communities in our league, division restrictions, etc.
7. Distribute the first half schedule to the RRA Commissioners, the RRA Webmaster, the Ref Assignor (ROAR), the Ref-in-Chief (BPRA) and the BPRA Scheduler (who will in turn distribute it to the BPRA teams).
8. Prepare the first half practice schedule. Ensure that the early, the out of town, and the smaller rink ice times are shared across all divisions.
9. Be fully informed of any changes to the schedule (through the Game Change Form).
10. Collect team blackout dates, for the second half, from the division Commissioners by Nov. 15th.
11. Work closely with the Commissioners throughout the season; They will act as liaison between individual teams and the Scheduler.
12. Prepare the second half of the regular league schedule. Considerations at this time include avoiding the scheduling of teams during a time they will be out of town attending a tournament or a provincial championship. Distribute the schedule appropriately as above.
13. Prepare the league playoff schedules in conjunction with Commissioner's recommendations (ie: two-team loops, A/AA exhibition, etc.).
14. Maintain a master schedule with all ice usage for the season. Share this schedule with the Treasurer as requested throughout the season for the purpose of invoicing teams and allocating ice expenses for special programming.

15. Forward copies of all ice contracts and invoices to the Treasurer.
16. Inform the Treasurer of any fees due from teams due to forfeitures and no-shows for the purpose of invoicing by the Treasurer.
17. Prepare rink schedules for each arena and indicate where the ice cleans should occur. Distribute these schedules to the community rinks in person.
18. Email a schedule of all ice times scheduled for the Co-operators Center so they can program them into their electronic display boards.
19. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
20. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF COACHING

1. Confirm and post notice of the annual coaching application deadlines.
2. Make any necessary arrangements for coaching clinics that will be held in Regina.
3. Establish and chair a Coaching Selection Committee to facilitate recruitment and interviews of coaches for all playing divisions as per the Coaching Selection Policy.
4. Coordinate an A and AA Coaches Meeting to discuss looping, scheduling, the team selection process, etc. Enlist the participation of relevant board members including the Commissioners, Director of Scheduling and Director of Player Development.
5. When there are more coaching applicants than there are teams available, make every effort to approach coaches to coach together.
6. Disclose and discuss possible coaching candidates with the Board. Work closely with the Commissioners in determining the suitability of applicants.
7. Notify all successful and un-successful coaching applicants; inform Commissioners of selected coaches. Post the names of successful coaches on the website as directed by the Board.
8. Organize and facilitate the junior coaching program. Contact teams to see if they are interested in having a junior coach and advertise to the membership for interested players who would like to be junior coaches.
9. Coordinate the mandatory Coaches Meeting, after teams are selected but before the official season starts, with the assistance of any relevant Board members. Create a package of important information to review and distribute including certification requirements, clinic dates, tournaments dates, new rules, policies and procedures, Code of Conduct reminders, etc.
10. In coordination with the Registrar, collect the personal and certification information for all Bench Staff for the purpose of updating the rosters and team contact information.
11. Check that all coaches are appropriately certified. Inform coaches of their certification requirements.
12. Collect and track Bench Staff Criminal Record Checks.
13. Ensure that all coaches have completed SaskSport Respect in Sport and MED courses by the annual deadlines.
14. Advise the Board on any Bench Staff member who has not met the required coaches training and certification by the annual deadline or has not provided the required security clearance documentation.
15. Assist Commissioners with operating the division drafts as required.

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16. Work closely with the Director of Player Development and the Commissioners to ensure that all teams are running well and progressing.
 17. Work with the Director of Player Development to determine the necessity of Coaching mentors.
 18. Distribute, collect, and discuss results of mid-season and end-of-season coaching evaluations as directed by the Board.
 19. Serve as the RRA representative on the RAS Coaching Committee. This committee sets clinic dates and brainstorms various initiatives to better train and support coaches.
 20. Provide support to coaches as needed throughout the season.
 21. If possible, try to get to the rink and watch each coach at least once during the season.
 22. Along with the Board, select a coach of year for RAS nominations for Zone 2.
 23. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
 24. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF PLAYER DEVELOPMENT

1. Organize a summer/fall 3 on 3 tournament; update and post registration forms, provide notice to eligible participants, etc. The Director of Scheduling will coordinate ice and referees.
2. Organize a summer/fall skills or power skating camp; interview potential instructors, confirm instructors' cost and equipment needs, post registration forms, contact eligible participants. The Director of Scheduling will coordinate ice.
3. Look into potential skills opportunities for RRA. Determine programming requirements for the upcoming season. Present all new initiatives to the Board. Work with the Director of Scheduling to schedule ice or other City of Regina facilities.
4. Coordinate all skills sessions, goalie clinics or other programs initiated by the Board. Advertise and interview potential candidates who will lead these programs. Coordinate the registration or scheduling of these programs including soliciting volunteers and instructors as required.
5. Coordinate Independent Evaluators for A and AA team selections according to the Team Selection Procedure; Verify volunteer hours for evaluators.
6. Coordinate Independent Evaluators for B evaluations who should have no ties to the division but have some knowledge of the division to properly assess the player's skills in accordance with the Evaluation and Draft Procedure; Verify volunteer hours for evaluators.
7. Coordinate RRA Spring ID Camps to assess the skill and interest in each division for A and AA teams. Coordinate Independent Evaluators who should have no ties to the division they are evaluating but have knowledge of the division to properly assess the player's skills. Evaluators should be presented to the Board for approval.

Determine a process to register for ID camps and group participants. Present to the Board:

- The total number of players that will be in a division if all the players were to return to play.
- A projected number of players in each division considering normal drop-out rates.
- Total number of camp registrants in each division including skaters and goalies.
- A break-down of the positions played by the camp registrants: (forward, center, defense, goal).
- Report on the recommendations of the Evaluators at the conclusion of the camp.

At the conclusion of the camp, report to the Board the recommendations made by the Evaluators.

8. Work closely the Commissioners to ensure that all teams are running well and developing. Work with the Director of Coaching to determine the necessity of Coaching mentors.
9. Serve as the RRA representative on the RAS Sport Development Committee which is responsible for developing initiatives to promote and grow the sport of Ringette, as well as improve the programs offered.
10. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
11. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF EQUIPMENT

1. Responsible for the purchases, storage, and distribution of all RRA equipment including jerseys, jersey bags, goalie sticks, blockers (both regular and Keeley), D-gel gloves, chest protectors, goalie pads, and ringette pants.
2. Purchase and maintain rings, ring straps, turbo rings, pylons, evaluation pinnies, game sheets and shot clocks. Game sheets need to be distributed to each team prior to the start of games each season (ideally at the Coaches meeting/Open meeting).
3. Obtain the best price from equipment suppliers for any new equipment required and achieve the best possible cost saving for Regina Ringette.
4. Inform the Treasurer of the annual equipment budget. All large purchases need to be brought forward and approved by the Board.
5. Maintain a current inventory list. Provide an update to the Treasurer at the end of each season, highlighting any additions and all write-offs, to ensure that adequate insurance is placed on the equipment (determine the replacement of the equipment in the case of damage due to fire, flood, or theft when in storage).
6. Provide equipment to Board Members as required for:
 - 3 on 3: sweaters, game sheets and rings.
 - Tournaments: pinnies, rings, game sheets and shot clock stands.
7. Prepare evaluations kits (pinnies, rings, and pylons) for Commissioners.
8. Ensure the shot clocks and mini nets are being maintained during the season. Shot clock remotes and mini nets should be taken to the Cooperators arena and other city arenas at the start of the season and collected and returned to the equipment storage room at the end of the season. Test shot clocks at the start of the season.
9. Hand out equipment and collect the equipment deposit and performance bond from each team before they receive any equipment (in coordination with the Treasurer).
10. Collect and check the equipment at the end of the season and provide approval to the Treasurer regarding the refund of the equipment deposit and goalie promotion vouchers.
11. Store the equipment in an orderly fashion and place the jerseys in a division order. For example, all the U8 jerseys would be organized together as a group and in sequential order.
12. Inspect the equipment at the end of the season to see that all equipment is clean and in good repair. Determine what needs to be cleaned, replaced, and repaired or what needs to be purchased for the next season.
13. At the end of each season, update all RRA plaques and trophies with tournament and championship winners' names.



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14. Responsible for facility maintenance and cleanliness at the RRA board room and storage room.
 15. Maintain a list of who has keys for the equipment room and office.
 16. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
 17. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF PROMOTIONS

1. Develop, communicate, and promote programs that will enhance the development and participation of athletes, coaches, officials, volunteers, and administrators, from the grassroots to the elite level.
2. Provide a marketing strategy and communications network which will facilitate the enhancement of the positive attributes of the sport.
3. Promote the image and awareness of Regina Ringette internally and externally.
4. Coordinate all RAS promotions for Zone 2 in conjunction with the RAS VP of Promotions
5. Coordinate and promote all special Ringette activities within Zone 2.
6. Determine an advertising strategy to promote ringette during the off-season and until registration closes including local billboards and advertisements, special local events, display boards at community rinks, etc. With Board approval, implement the strategy.
7. Plan, coordinate, advertise and oversee all Come Try Ringette (CTR) promotions; Verify volunteer hours for CTR volunteers.
8. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
9. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF WEBSITE

1. Provide each board member with an association email address.
2. Update online registration forms as necessary in coordination with the Registrar. Work with the website provider regarding online registrations and online payments.
3. Post schedules for regular season, playoffs, and tournaments.
4. Update any schedule changes as directed by the Scheduler.
5. Set up teams and managers annually with access to update game scores and submit game sheets to the website.
6. Set up teams annually to the website for both league and tournament sites.
7. Ensure the league statistics are being updated correctly when scores are submitted. The leagues statistics should start with the U10 Division and include all Divisions up to the 18+ Division.
8. Post any information or announcements that the Board has approved for publication on the Regina Ringette Website, including sponsorship ads.
9. Keep all rules, duties, contacts, and other information up to date on the website.
10. Post and maintain information regarding equipment for sale and ice for sale as required.
11. Ensure website and domain charges are paid annually.
12. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
13. Attend monthly Board of Director meetings and the Annual General Meeting.

DIRECTOR OF CHILDREN'S RINGETTE

Children's Ringette includes Learn to Play, Fun1/Fun2 (U8) and Fun3 (U10).

1. Use the Children's Ringette documentation as per the RAS website as an operational guide for the RRA Children's Ringette program. Any deviation from this document should be approved by an RRA Board vote.
2. Work with Coach the Coach to create and maintain Coaching manuals relevant to each specific division.
3. Provide LTP Head Instructor with manual of lesson plans (digital and hard copy) and on ice equipment.
4. Assemble a Commissioner Group consisting of 3 individuals to oversee LTP, FUN1/2 and FUN3. All will report to the Director of Children's Ringette during the season. See attached roles and responsibilities addendum.
5. Work with the Director of Coaching and Commissioners to ensure that there are qualified coaches/Instructor for each team in the division. Work closely with the Director of Coaching in determining the suitability of applicants.
6. Sit on Coach Selection Committees that directly pertain to your division.
7. Work with the Director of Player Development to find Independent Evaluators for FUN3 evaluations.
8. Work with the Director of Player Development to recruit appropriate volunteers (certified and insured, who are not in conflict) to run the on-ice skills portion of your evaluations. If applicable, advise the Director of Scheduling of planned scrimmages to arrange officials (all scrimmages must have referees).
9. Pick up your division evaluation equipment (pinnies, rings, and pylons) from the Director of Equipment, for drills and/or scrimmage purposes during the group evaluations.
10. Prior to evaluations, contact players from prior seasons who have not registered; a list will be provided from the Registrar.
11. Familiarize yourself with Children's Ringette evaluation procedures and report cards.
12. Ensure the Coaches, Commissioners and Independent Evaluators are familiar with this policy in advance of the first group evaluation.
13. With Commissioners, coordinate player evaluations:
 - Organize the registered players into groups for skills and/or scrimmages.
 - For each session, assign pinnies to each player.
 - Group them in the most efficient way, the more skilled players should be the first group to establish the top ranking.
 - LTP - work with the LTP Commissioner, the FUN1/2 Commissioner and the LTP Head Instructor to determine placement in LTP or FUN1.

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- FUN1 And FUN2 - organize the registered players into groups for skills.
 - For each session, assign pinnies to each player.
 - Group them in the most efficient way, the more skilled players should be the first group to establish the top ranking.
 - Create evaluation sheets with pinnie numbers and names, for the coaches to use. (FUN1 will have some players who will evaluate up or down).
 - Determine player placement based on skill values only (group kids into LTP, FUN1 or FUN2).
 - The coaches will meet with the Director and Commissioner after each ice session to help determine a player's rating within the group.
 - After the last evaluation meeting with the coaches, a final list of players ranked by skill (no goalies) will be created by the Director and Commissioner. This list will be provided to the coaches at the draft.
 - FUN3: Create evaluation sheets with pinnie numbers and no names, for the Independent Evaluators to use. These Independent Evaluators will meet with the Director and Commissioner after each ice session to determine a player's group rating. (The coaches will not be involved in determining the ratings).
 - Provide evaluation sheets to each coach, with names. Director and Commissioner will meet with the group of coaches after each evaluation session to relay the player's group ratings as determined by the Independent Evaluators. The coaches will not be involved in determining the ratings.
 - Coaches are encouraged to do their own player evaluations.
 - After the last evaluation, Independent Evaluators will create a final list of players ranked by skill, goalies will be identified. This list will be provided to the coaches at the draft.
14. Familiarize yourself with B evaluation and Draft policy.
15. Working with the Commissioner, schedule a time and location to host the draft. It should occur as quickly as possible following the last evaluation ice time (contact Director of Scheduling for booking if necessary).
- Ensure that Head Coaches are familiar with the RRA draft policy.
 - Give Head Coaches the final ranking list of players.
 - Head coaches will draft teams as per RRA draft policy, with Director and Commissioner in attendance.
 - Select team names at the same time as the draft and forward names to Director of Scheduling.

- FUN1 and FUN2 Jersey colours will be determined by drawing numbers from a hat. Coaches will choose colours as per draw. Director and Commissioner will provide a list of colour options from Director of Equipment.
16. At the conclusion of the group (team) creation, ensure you have a final list of players for each team. Email this list to the Registrar and Webmaster. Send out the contact information for each team member to the Head Coach.
 17. Co-ordinate equipment pick-up with division Commissioners.
 18. For LTP send the complete and final contact list of on-ice parent volunteers to the Treasurer for insurance registration purposes.
 19. Working with the LTP Commissioner, send a communication to Commissioners (U14 and up) to recruit junior helpers for the LTP program. (3 per session).
 20. Working closely with the RRA Treasurer, provide a budget to the LTP Commissioner for pictures and wind-up.
 21. If applicable, communicate the team budget rules and any important rule and policy changes to each FUN Head Coach prior to the team's parent meeting. Attend this meeting as a representative of the Board.
 22. Attend LTP Parent meeting as a representative of the Board.
 23. Communicate the mandatory Coach and Team Staff meeting dates to FUN teams. Director will attend these meetings.
 24. Work with the Director of Scheduling and Commissioners to determine competitive looping of regular-season games, play-offs and schedule an Introduction to Goaltending session for all FUN2 and new FUN3 participants.
 25. Review the practice and/or game schedule when it is made available by the Director of Scheduling to try to reduce any conflicts:
 - confirm numbers of games and/or number of practices
 - confirm the equitable distribution of early time slots
 - confirm the number of home vs away games
 - review that team matchups are equitable
 - review power skating assignments and goalie clinic shooter assignments (if applicable)
 - confirm that blackout dates have been honored
 26. Work with Commissioners to develop Affiliate lists from your registration information for the teams in the division higher (FUN2 to FUN3, FUN3 to U12). Care should be taken to evenly distribute players by ranking and position, and to provide players from a mix of teams. (Typically, any players with a rating of 3+ or higher will be included as an affiliate if they have made their intention known). Goalies will be available to all teams.

27. Director and Commissioner should watch each of their teams play at least once per half.
28. Work with Commissioner to respond promptly to game change inquiries.
29. Attend medal games at Championship Weekend to distribute awards.
30. Act as a liaison between the Board and the players, coaches, and parents. Director will represent the Board in all dealings with these groups. When possible, all communication with the teams should go through the Commissioner, then to the Director. Director should be apprised of any Board communication with their division.
31. Prepare a report for the monthly Board of Directors and for the Annual General Meeting.
32. Attend monthly Board of Director meetings and the Annual General Meeting.

LEARN TO PLAY COMMISSIONER

1. Use the Children's Ringette documentation as per the RAS website as an operational guide for the RRA Children's Ringette program. Any deviation from this document should be approved by an RRA Board vote.
2. Work with the Director of Children's Ringette to ensure that there is a qualified Head Instructor for the division.
3. Receive registration contact information from the Director of Children's Ringette, send out a Welcome letter, complete with Equipment list, and Evaluation schedule, season schedule, and Parent Meeting date and agenda. Field any questions which may arise working closely with the Director of Children's Ringette.
4. Work with the Director of Children's Ringette to recruit appropriate volunteers (certified and insured, who are not in conflict) to run the on-ice skills portion of your evaluations.
5. Receive your division evaluation equipment (pinnies, rings, and pylons) from the Director of Children's Ringette, for drills during the group evaluations.
6. Familiarize yourself with Children's Ringette evaluation procedures and report cards.
7. With the Director of Children's Ringette, coordinate player evaluations:
 - Organize the registered players into small, manageable groups.
 - For each session, assign pinnies to each player.
 - Work with the Director of Children's Ringette and the FUN1/2 Commissioner and the Head Instructor to determine placement in LTP or FUN1.
 - Coordinate return of evaluation equipment.
8. At the conclusion of the group creation, ensure you have a final list of players. This list will be emailed to the Registrar and Webmaster, by the Director of Children's Ringette. Send out the contact information for each group member to the instructor for their reference.
9. Receive LTP season equipment from the Director of Children's Ringette. Assign jerseys to participants, maintaining a list of distribution for ease of returns at seasons end.
10. Provide Head Instructor with manual of lesson plans (digital and hard copy) and on ice equipment.
11. Hold a parent's meeting to introduce the instructor, explain the program, and coordinate on and off ice volunteers.
12. Send the complete and final contact list of parent on-ice volunteers to the Director of Children's Ringette for insurance purposes.

13. Working with the Director of Children's Ringette, send a communication to Commissioners (U14 and up) to recruit junior helpers. Each week assign 3 juniors for the on-ice session.
14. Create and distribute a parent volunteer schedule for the season. Ensure the Head Instructor has this information.
15. Create and distribute a junior volunteer schedule for each season (as far in advance as possible). Ensure the Head Instructor has this information.
16. Create and distribute an off-ice volunteer schedule. Ensure the Head Instructor has this information. (Greeter, key pick up, sign in).
17. Coordinate picture day and season end wind up. Director of Children's Ringette will provide a budget, working closely with the RRA Treasurer.
18. Act as a sounding board for the concerns of players, and parents and Instructor in your division, working closely with the Director of Children's Ringette.
19. If disputes arise between parents, Instructor or players that cannot be resolved within the group, act as the mediator. Follow up on disputes you have been involved with to see that problems have been resolved.
20. Chain of Communication: Director to Commissioner to Instructor and/or parents.

FUN1/2 COMMISSIONER (U8)

1. Use the Children's Ringette documentation as per the RAS website as an operational guide for the RRA Children's Ringette program. Any deviation from this document should be approved by an RRA Board vote.
2. Work with the Director of Children's Ringette to ensure that there are qualified coaches for each team in the division.
3. Sit on Coach Selection Committees that directly pertain to your division.
4. Work with the Director of Children's Ringette regarding volunteers to run the on-ice skills portion of your evaluations.
5. Co-ordinate pick up of your division evaluation equipment (pinnies, rings, and pylons) from the Director of Children's Ringette, for drills and/or scrimmage purposes during the group evaluations.
6. Work with Director of Children's Ringette prior to evaluations to contact players from prior seasons who have not registered.
7. Familiarize yourself with Children's Ringette evaluation procedures and report cards.
8. Assist the Director of Children's ringette in ensuring that the Coaches are familiar with this policy in advance of the first group evaluation.
9. With the Director of Children's Ringette, attend LTP evaluation sessions to help LTP Commissioner determine if any players should move into FUN1 or FUN2.
10. With the Director of Children's Ringette, assist in coordinating player evaluations:
 - Organize the registered players into groups for skills.
 - For each session, assign pinnies to each player.
 - Group them in the most efficient way, the more skilled players should be the first group to establish the top ranking.
 - Create evaluation sheets with pinnie numbers and names, for the coaches to use. (FUN1 will have some players who will evaluate up or down).
 - Determine player placement based on skill values only (group kids into LTP, FUN1 or FUN2).
 - The coaches will meet with the Director and Commissioner after each ice session to help determine a player's rating within the group.
 - After the last evaluation meeting with the coaches, a final list of players ranked by skill (no goalies) will be created by the Director and Commissioner. This list will be provided to the coaches at the draft.
 - Coordinate return of evaluation equipment to the Equipment room.
11. Familiarize yourself with B evaluation and Draft policy.

12. Working with the Director of Children's Ringette, schedule a time and location to host the draft. It should occur as quickly as possible following the last evaluation ice time (contact Director of Scheduling for booking if necessary).
 - Ensure that Head Coaches are familiar with the RRA draft policy.
 - Give Head Coaches the final ranking list of players.
 - Head coaches will draft teams as per RRA draft policy, with Director and Commissioner in attendance.
 - Select team names at the same time as the draft and forward names to Director of Scheduling.
 - Jersey colours will be determined by drawing numbers from a hat. Coaches will choose colours as per draw. Director and Commissioner will provide a list of colour options from Director of Equipment.
13. At the conclusion of the group (team) creation, ensure you have a final list of players for each team. Director of Children's Ringette will email this list to the Registrar and Webmaster. Ensure contact information for each team member is sent to each Head Coach.
14. Co-ordinate and communicate team equipment pick-up with Director of Children's Ringette and Director of Equipment.
15. If applicable, communicate the team budget rules and any important rule and policy changes to each FUN Head Coach prior to the team's parent meeting. Attend this meeting.
16. Communicate the mandatory Coach and Team Staff meeting dates to FUN teams. Attend these meetings.
17. Work with the Director of Scheduling and Director of Children's Ringette to determine competitive looping of regular-season games, and to schedule an Introduction to Goaltending session for all FUN2 participants.
18. Review the practice and/or game schedule when it is made available by the Director of Scheduling to try to reduce any conflicts:
 - confirm numbers of games and/or number of practices.
 - confirm the equitable distribution of early time slots.
 - confirm the number of home vs away games.
 - review that team matchups are equitable.
 - review power skating assignments and goalie clinic shooter assignments (if applicable).
19. Work with Director of Children's Ringette to develop affiliate lists from FUN2 registration information for the teams in the divisions higher, FUN3.
 - Ensure that all teams are aware of the policy regarding Affiliate Player use.

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- Include the coach contacts from each of your teams so they can be informed of the use of their players according to the Affiliate Player Policy.
 - Distribute the Affiliate player list to the Commissioner in the division above, FUN3.
20. If applicable, attend medal games at Championship Weekend to distribute awards.
 21. When possible, all communication with the teams should go through the Commissioner, and then to the Director of Children's Ringette.
 22. Act as a sounding board for the concerns of players, coaches, and parents in your division.
 23. If disputes arise between parents, coaches or players that cannot be resolved within the team, act as the mediator. Where possible, allow individual teams to resolve the problems. Follow up on disputes you have been involved with to see that problems have been resolved.

FUN3 COMMISSIONER (U10)

1. Use the Children's Ringette documentation as per the RAS website as an operational guide for the RRA Children's Ringette program. Any deviation from this document should be approved by an RRA Board vote.
2. Work with the Director of Children's Ringette to ensure that there are qualified coaches for each team in the division.
3. Sit on Coach Selection Committees that directly pertain to your division.
4. Work with the Director of Children's Ringette regarding volunteers to run the on-ice skills portion of your evaluations. Referees will be needed for any scrimmages, arranged by the Director of Scheduling.
5. Work with the Director of Children's Ringette to ensure there are Independent Evaluators for FUN3 evaluations.
6. Co-ordinate pick up of your division evaluation equipment (pinnies, rings, and pylons) from the Director of Children's Ringette, for drills and/or scrimmage purposes during the group evaluations.
7. Work with Director of Children's Ringette prior to evaluations to contact players from prior seasons who have not registered.
8. Familiarize yourself with Children's Ringette evaluation procedures and report cards.
9. Assist the Director of Children's ringette in ensuring that the Coaches are familiar with the evaluation policy in advance of the first group evaluation.
10. With the Director of Children's Ringette, assist in coordinating player evaluations:
 - Create evaluation sheets with pinnie numbers and no names, for the Independent Evaluators to use. These Independent Evaluators will meet with the Director and Commissioner after each ice session to determine a player's group rating. (The coaches will not be involved in determining the ratings).
 - Provide evaluation sheets to each coach, with names. Director and Commissioner will meet with the group of coaches after each evaluation session to relay the player's group ratings as determined by the Independent Evaluators. The coaches will not be involved in determining the ratings.
 - Coaches are encouraged to do their own player evaluations.
 - After the last evaluation, Independent Evaluators will create a final list of players ranked by skill, goalies will be identified. This list will be provided to the coaches at the draft.
 - Coordinate return of evaluation equipment to the Equipment room.
11. Familiarize yourself with B evaluation and Draft policy.

12. Working with the Director of Children's Ringette, schedule a time and location to host the draft. It should occur as quickly as possible following the last evaluation ice time (contact Director of Scheduling for booking if necessary).
 - Ensure that Head Coaches are familiar with the RRA draft policy.
 - Give Head Coaches the final ranking list of players.
 - Head coaches will draft teams as per RRA draft policy, with Director and Commissioner in attendance.
 - Select team names at the same time as the draft and forward names to Director of Scheduling.
13. At the conclusion of the group (team) creation, ensure you have a final list of players for each team. Director of Children's Ringette will email this list to the Registrar and Webmaster. Ensure contact information for each team member is sent to each Head Coach.
14. Co-ordinate and communicate team equipment pick-up with Director of Children's Ringette and Director of Equipment.
15. If applicable, communicate the team budget rules and any important rule and policy changes to each FUN Head Coach prior to the team's parent meeting. Attend this meeting.
16. Communicate the mandatory Coach and Team Staff meeting dates to FUN teams. Attend these meetings.
17. Work with the Director of Scheduling and Director of Children's Ringette to determine competitive looping of regular-season games, and to schedule an Introduction to Goaltending session for all new FUN3 participants.
18. Review the practice and/or game schedule when it is made available by the Director of Scheduling to try to reduce any conflicts:
 - confirm numbers of games and/or number of practices.
 - confirm the equitable distribution of early time slots.
 - confirm the number of home vs away games.
 - review that team matchups are equitable.
 - review power skating assignments and goalie clinic shooter assignments (if applicable).
 - confirm that blackout dates have been honoured.
19. Work with Director of Children's Ringette to develop Affiliate lists from your registration information for the teams in the division higher (U12). Care should be taken to evenly distribute players by ranking and position, and to provide players from a mix of teams. (Typically, any players with a rating of 3+ or higher will be included as an affiliate if they have made their intention known). Goalies will be available to all teams.

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- Ensure that all teams are aware of the policy regarding Affiliate Player use.
 - Include the coach contacts from each of your teams so they can be informed of the use of their players according to the Affiliate Player Policy.
 - Distribute the Affiliate player list to the Commissioner in the division above, U12.
20. Distribute the Affiliate player lists received from FUN2 Commissioner. Confidentially email each individual list separately to the appropriate Coach.
 21. Periodically review game sheets to determine if the Affiliate Player procedures are being followed. Monitor large discrepancies in scores. Report any discrepancies to the Director.
 22. If applicable, attend medal games at Championship Weekend to distribute awards.
 23. When possible, all communication with the teams should go through the Commissioner, and then to the Director of Children's Ringette.
 24. Act as a sounding board for the concerns of players, coaches and parents in your division.
 25. If disputes arise between parents, coaches or players that cannot be resolved within the team, act as the mediator. Where possible, allow individual teams to resolve the problems. Follow up on disputes you have been involved with to see that problems have been resolved.

COMMISSIONERS (U12 to U19)

1. Act as the coordinator for any required activities for the age division as the Board representative.
2. Pick up your division evaluation equipment (pinnies, rings, and pylons) from the Director of Equipment, for drills and scrimmage purposes during try-outs and evaluations.
3. For Divisions with A/AA teams:
 - Work with the Director of Scheduling to determine appropriate try-out dates and times.
 - Work with the Director of Player Development to recruit independent evaluators.
 - Thoroughly familiarize yourself with the Team Selection Policy and act as Chairperson for the selections. Ensure the Coach and the Independent Evaluators are familiar with this policy in advance of the first tryout.
 - Obtain a list of registrants from the Registrar who are interested in trying out for these teams – group them according to skill and position (if required) and contact them with their tryout time(s).
 - Assign pinnie numbers. Create evaluation forms (with numbers only for the Independents, with names & positions for the coaching staff).
 - Communicate with the Coach the allowable team size (min/max) and number of goaltenders the Coach may select based on the decision of the Board.
 - Determine (based on numbers) if and when cuts will be made during the selection process and ensure this is communicated/discussed with the coach in advance of the tryout. Discuss with the coach how and who will communicate cuts made during the course of the try-out.
 - Meet with the Independent Evaluators following each on-ice session, apart from the coaching staff. Arrange a meeting room for privacy (contact Director of Scheduling for booking).
 - Meet with the Coach following each on-ice session and provide them the list of players that must be selected and the list of players that may not be selected (if applicable).
 - At the conclusion of the tryouts, but before players are notified, collect the list of successful athletes from the Coach and check that it is consistent with the decisions made by the Independent Evaluators. Contact information will be passed along to the Coach through the Commissioner when applicable.
 - Provide the list of successful athletes to the Registrar and Webmaster.
4. Attend the A/AA Coaches Meeting at the beginning of the season.

5. Prior to evaluations, contact players from prior seasons who have not registered; a list will be provided from the Registrar. U8 will be responsible for LTP participants who have not registered.
6. Work with the Director of Coaching to ensure that there are qualified coaches for the division. Work closely with the Director of Coaching in determining the suitability of applicants.
7. Sit on Coach Selection Committees that directly pertain to your division.
8. Working with the Director of Player Development, recruit appropriate volunteers (certified and insured, who are not in conflict) to run the on-ice skills portion of your evaluations. Advise the Director of Scheduling of planned scrimmages to arrange officials (all scrimmages must have referees).
9. Familiarize yourself with the B Evaluation and Draft Procedure. Ensure the Coaches and Independent Evaluators are familiar with this policy in advance of the first evaluation.
10. Coordinate B player evaluations:
 - Organize the registered players into groups for skills and scrimmages.
 - Assign pinnies to each player, for each session.
 - Group them in the most efficient way, keeping player positions, skill, and age in mind; the more skilled players should be the first group to establish the top ranking.
 - Independent evaluators will be used for U10B-U19B; working with the Director of Player Development, find and organize these evaluators, keeping in mind any conflict of interest.
 - Determine if there are enough goalies for each team. If there is not, talk to the players at the evaluations and try to recruit someone to play the position full or part time.
 - Create evaluation sheets with pinnie numbers and no names, for the evaluators to use. These Independent Evaluators will meet with the Commissioners after each ice session to determine player ratings (1-5). U8 Commissioner will provide evaluation sheets to each coach and meet with the group of coaches after each evaluation session to determine the player rankings.
 - Provide each coach a copy of the names and positions for each group being evaluated. Coaches are encouraged to do their own player evaluations. Coaches will not be included in the discussions with the evaluators regarding player ratings.
 - Commissioners should also rate the players in case a dispute arises during the draft or when the division is short on coaches and the Commissioner may be required to draft a team.

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- Following the last evaluation, the Independent Evaluators and the Commissioner will organize the players by player value (5-1) into groups based on the number of teams. Each round will have one player per team. Provide these lists to the coaches just prior to the draft (to avoid any debates or tension).
11. Schedule a time and location to host the draft as quickly as possible following the last evaluation ice time (contact Director of Scheduling for booking if necessary). Select team names at the same time as the draft and forward names to Director of Scheduling. Ensure another board member (not in conflict) is available to assist during your draft.
 12. Host the draft in accordance with the RRA policy ensuring all teams receive a full-time or one/two part-time goalies (as numbers permit).
 13. At the conclusion of the draft, ensure you have a final list of players for each team. Email this list to the Registrar and Webmaster. Send out the contact information for each team member to the Head Coach.
 14. Communicate the team budget rules and any important rule and policy changes to each Head Coach prior to the team's parent meeting. If possible, attend this meeting as a representative of the Board.
 15. Communicate the mandatory Coach and Team Staff meeting dates to teams. Attend these meetings if you are available.
 16. Work with the Director of Scheduling to determine competitive looping of regular season games and play-offs.
 17. Review the game and practice schedule when it is made available by the Director of Scheduling to try to reduce any conflicts:
 - confirm numbers of games and/or number of practices.
 - confirm equitable distribution of early time slots.
 - confirm number of home vs away games.
 - review that team matchups are equitable.
 - review power skating assignments and goalie clinic shooter assignments (if applicable).
 - confirm that blackout dates have been honored.
 18. Develop Affiliate lists from your registration information for the teams in the division higher. Care should be taken to evenly distribute players by ranking and position, and to provide players from a mix of teams. (Typically, any players with a rating of 3+ or higher will be included as an affiliate if they have made their intention known). Goalies will be available to all teams. Create team specific contact lists from your division registration information. Include the coach contacts from each of your teams so they can be informed of the use of their players according to the Affiliate Player Policy.

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19. Distribute the Affiliate player list provided by the Commissioner in the division below you. Ensure that all teams are aware of the policy regarding Affiliate Player use. Teams should only receive the list assigned to their team, not all teams.
 20. Commissioners should watch each of their teams play at least once per half.
 21. Follow up with teams in your division on missing game sheets and game scores.
 22. Periodically review game sheets to determine if the Affiliate Player procedures are being followed. Monitor large discrepancies in scores. Report any discrepancies to the Board.
 23. Respond promptly to game change inquiries.
 24. Attend medal games at Championship Weekend to distribute awards.
 25. Act as a liaison between the Board and the players, coaches, and parents. Commissioners will represent the Board in all dealings with these groups. When possible, all communication with the teams should go through the Commissioner. Commissioners should be apprised of any Board communication with their division.
 26. Act as a sounding board for the concerns of players, coaches, and parents in your division.
 27. If disputes arise between parents, coaches or players that cannot be resolved within the team, act as the mediator. Where possible, allow individual teams to resolve the problems. Follow up on disputes you have been involved with to see that problems have been resolved.
 28. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
 29. Attend monthly Board of Director meetings and the Annual General Meeting.

18+ OPEN COMMISSIONER

1. Act as the coordinator for any required activities for the age division, as the Board representative.
2. Contact 18+ Open Team Representatives or Coaches from the prior season preparing them for the annual deadlines to register a team per the *Open Team Registration Policy*.
3. Contact any 3rd year U19's moving up to the Open division advising them on the differences between U19 and Open (Open teams form and register as a team and not as individuals). Make a list of any U19's who have not found a team and try to match them to Open teams looking for players.
4. In coordination with the Registrar and Webmaster, prepare the Team Registration Form and distribute the link to Team Contacts.
5. Collect all team's intent to register (Regina teams) or intent to participate in the league (BPRA team) by August 15th. Collect all team registrations and payments by August 30th.
6. Communicate the number of Open teams to the Director of Scheduling by September 1st.
7. Respond to any inquiries from Open teams and make updates to rosters.
8. Host an Open meeting for all Team Rep's or Coaches, including BPRA. Create an information package to discuss and review.
9. Work with the Director of Scheduling to determine competitive looping of regular season games and play-offs.
10. Review the first and second half game schedule, when it is made available by the Director of Scheduling to try to reduce any conflicts:
 - confirm numbers of games.
 - number of home vs away games.
 - days in between games.
 - review looping (A or A teams vs B; B teams vs C).
11. Contact players from prior seasons who have not registered with a team and advise them about the Spare List registration.
12. Communicate to teams during the season: equipment pickup times for teams needing jerseys, Performance Bond deadlines, the deadline to register for provincials, the deadline to register for the Jim Benning tournament, distribute tournament volunteer schedules, etc.
13. Distribute the Spare list and the Affiliate player list provided by the Commissioner in the division below you. Ensure that all teams are aware of the policy regarding Affiliate Player use.
14. Follow up with teams in your division on missing game sheets and game scores.

15. Periodically review game sheets to determine if the Affiliate Player procedures are being followed.
16. Respond promptly to game change inquiries.
17. Confirm playoff schedule, send out, and confirm and communicate seedings/standings.
18. Solidify championships awards for play-offs in lieu of medals (ex: BP's gift certificates),
19. Attend Medal games during play-offs to distribute awards. Take pictures of all teams in finals and submit to Webmaster.
20. Act as a liaison between the Board and the players and coaches; Act as a sounding board for the concerns of players and coaches.
21. Prepare a report for all General Meeting of Directors and for the Annual General Meeting.
22. Attend monthly Board of Director meetings and the Annual General Meeting.

BINGO COORDINATOR

1. Renew licenses (apx. in Feb); forms can be picked-up from the bingo hall. Request a cheque from the Treasurer. Submit the completed forms along with payment or drop off at the bingo hall before the deadline. Maintain a copy for your records.
2. Schedule bingos and post all dates to the website - watch for any potential conflicts such as major tournament dates.
3. Coordinate counter workers and regular workers for each bingo as required. Bingos should be distributed as evenly as possible to interested members.
4. Following registration (around September), request a list of current registrants from the Registrar or Webmaster who indicated they were interested in working bingos.
5. Ensure new and inexperienced workers are familiar with the RRA Bingo Voucher Policy as well as the rules and policies of the Bingo Halls.
6. All new workers or underage workers must attend an introductory bingo where they will be mentored (without pay) before they can be assigned a bingo independently.
7. Near the end of the Bingo, complete and distribute vouchers to the workers, and keep a record of the vouchers issued.
8. After each bingo, update the Google Spreadsheet shared with the Treasurer with the list of vouchers issued (include voucher #, date, name & amount).
9. Maintain all information from each bingo for your records including Close-out Sheets, Cash Count Sheets, Close-out Summaries, Issue Sheets, Count Sheets, Payout Sheets, Float Sheet (if used), Worker Sign-in Sheets and monthly Pooling Reports. Keep these records in case of an audit from SLGA.
10. In the event of an audit by the SLGA, gather all monthly documents and bank statements for the required date range.
11. Attend the Amalgamated Charities Inc. (ACI) AGM.
12. Correspond with the Treasurer as required to report to the RRA Board.

TOURNAMENTS COORDINATOR

1. Co-ordinate and lead a committee for the tournament.
2. Liaise with the RRA board member designated to correspond and mentor for the tournament.
3. Make an application to RAS for tournament sanctioning; report to RAS following the event as required to qualify for the sanction fee refund.
4. Ensure all RAS policies and procedures for tournaments are met.
5. Post notice and distribute the tournament dates.
6. Negotiate contracted rates with hotels and block rooms for out-of-town teams
7. Apply for licensing for raffles; report to SLGA for reimbursements from raffle sales.
8. Seek sponsors (ads, raffle prizes, etc.).
9. Coordinate with a clothing vendor and photographer to be on-site for the tournament.
10. Confirm rosters and registrations/payments for all tournament registrations.
11. Coordinate the order for medals and awards for each tournament.
12. Prepare the tournament schedule.
13. Prepare a tournament volunteer schedule using signup.com. Verify volunteer hours for tournament volunteers.
14. Determine referee requirements and coordinate hotel rooms as required.
15. Distribute the schedule and tournament rules in each tournament package.
16. Create tournament program including advertisements for Sponsors.
17. Select a Tournament Grievance Committee in advance of the event.
18. Coordinate raffle prizes and drop-off time for raffle baskets by teams
19. Prepare tournament supplies including shot clocks, shot clock stands, backup batteries, mini-nets, poster board for posting scores, game rings, pinnies for colour conflicts, game sheets and labels, etc.
20. Prepare a report at the conclusion of the event and provide to the Board liaison.