

## 5. Staff and Contracts

The Board has elected to employ the following (non-Voting):

### 5.1 Office Admin

- Responsible for the day-to-day operation of the organization.
- Carries out management functions under the direction and supervision of the Board.
- The Office Admin position does not carry a vote.
- Acts as an advisor to the Board and to Board Committees.
- Attends Board meetings
- Keeps and preserves correspondence, contracts, and other important records.
- Interprets and applies the Board's policies.
- Provides support to:
  - Membership
  - Associations
  - Esso Golden Ring
  - Officials
  - Flex
  - Bookkeeper
  - Division Coordinators
  - League Directors
  - Other sub-committees
- Provides reconciliation for invoicing ie. Player fees, league fees, Officials fees, etc.
- Prepares and submits bingo and casino license applications to the AGLC
- Organizes clinics in Calgary for Ringette Alberta (CSI, CI, MED and Comp Dev)
- Organizes any other clinics as requested
- Mandatory Coaches Meetings - books venue, prepares material, updating documents, ordering resources.
- Assists Registrars as required.
- Assists in keeping information on website current
- Responsible for purchase/maintenance of office equipment and negotiation of any service contracts, leases, etc.
- Orders office supplies
- Orders medals, trophies, etc.as required
- Organizes distribution of medals and trophies for City Championships
- Office Cleaning / Maintenance
- Performs other miscellaneous duties as required
- Reports to the VP Administration

### 5.2 Bookkeeper

- Carries out bookkeeper duties under the direction and supervision of the Board.
- The Bookkeeper position does not carry a vote
- Reports to the VP Finance and is responsible to the Board and to all Board Committees
- Accounts for the funds of Ringette Calgary and keeps books
- Provides a full detailed account of receipts and disbursements to the Board

- Prepares monthly reports of current financial status, including financial statements vs. budget variance explanations for the last accounting period
- Prepares an annual financial statement of all operations for presentation at the AGM
- Prepares annual audit file for review
- Files Annual Association returns as required
- Ensures all applications and reports are submitted to the Alberta Gaming Commission
- With the VP Finance, prepares the annual budget with input from the Board
- Ensures accounting records and back-up data are available and current
- Performs other duties as assigned or required by the Board

### 5.3 Facilities

- Responsible for the ongoing management of all RC ice contracts (non-community-based rinks) Pooled Ice
- The Facilities position does not carry a vote

Ongoing Management includes:

- Dealing with Facilities to submit yearly applications for ice (e.g. YMCA), and/or authorize contracts on behalf of RC.
- Provide regular reports to RC VP League on status of facilities, issues and concerns to update the RC Board.
- Collect all information from sub-associations pertinent to allocation of RC pooled ice (i.e. amount of community ice secured, number of teams etc.)
- Establish and document guidelines for sub-associations to declare all self-secured ice in order to obtain RC pooled ice.
- Be the point of contact for facility issues where RC Pooled ice has been secured - i.e. booking errors, facility closures etc.
- Manage all RC pooled ice in Sportzsoft
- Determine RC pooled ice allocations as per RC Policy & Procedure to all RC sub-associations (i.e. AA, Bow View, North West and South Calgary)
- Provide allocation/utilization reports to the RC Board for both transparency and acquisition targeting/negotiations with facilities.
  - Allocation #1 - September pre-season and Fall (Oct - Dec) ice
  - Allocation #2 - Winter ice (Jan-Mar)
  - Allocation #3 - Westerns/CRC Prep ice (Mar)
- Make adjustments to contracted ice when possible, according to RC's needs
- Financial management of RC pooled ice contracts, including:
  - Coordinate timely payment of ice invoices with RC Bookkeeper
  - Calculate blended ice rate calculation
  - Calculate and provide RC pooled ice costs to sub-associations. Work with RC Bookkeeper to generate invoices for these calculations twice per season or as needed.
- Secure ice for the Ringette Calgary AS and U10 year-end tournaments
- Reports to VP League

### 5.4 Website

- Responsible for maintaining the integrity, consistency, and accuracy of the written and graphical content of the Ringette Calgary and the History of Ringette Calgary websites.
- The Website position does not carry a vote

- Plan, implement, manage, monitor and upgrade the organization's websites
- Ensure that sites are functional, visually appealing, user-friendly, and secure
- Communicate with volunteers and staff
- Create, deploy, and monitor online forms including data purging, export and display as required
- Monitor online traffic and conversions
- Maintain, configure, optimize, and troubleshoot servers
- Optimize loading speeds and site performance across different browsers
- Review SEO and improve where required
- Backup sites to external server
- Respond to and troubleshoot all website issues
- Registration of domain names
- Sportzsoft:
  - Season rollover and setup
  - Work with sub-associations to ensure that data is linked
  - Create scripts to display schedules, scores and contact info for league play and City Championships
  - Ongoing communication and troubleshooting with members using Sportzsoft
  - Setup brackets and links for City Championships
- Communicate as required with VP League to ensure Division Coordinators have the information required to keep statistics up to date
- Communicate with Division Coordinators as required
- Reports to Office Admin

## 5.5 Scheduler

- Scheduling of League Games, City Championships and Year end Tournaments
- The Scheduler position does not carry a vote
- Provides a listing of the games scheduled in a year by division, sub-association, and zone for billing purposes
- Work with quadrant / zone schedulers to get information relating to number of teams per division for preparing game schedules
- Work with zone schedulers to get information relating to their ice provisioning for scheduling purposes
- Create game schedules for each division (goal is to make 16 game schedule that is as balanced based on:
  - Ice provided / restrictions
  - Specific start / end date requirements
  - Team specific restrictions
- Load the game schedules by division into software system being utilized so that quadrants can assign their home game ice
- Post all game schedules once completed in system for teams / officials
- Work with zones / quadrants to correct / reschedule games as required relating to schedule errors
- Once a reschedule request is received, follow the rescheduling guidelines for games that require rescheduling outside of the errors above. Work with the zones / quadrants to get the game rescheduled and then update the website for teams / officials

- Repeat scheduling process to meet second half requirements (advance / retreats) and post to website
- Work with quadrants to get ice for playoffs, create playoff draws, post draws to the website
- Reports to VP League

## 5.6 Referee Assignor

- Assigning Officials to Exhibition, League and City Playoff Games
- The Referee Assignor position does not carry a vote
- Submission of monthly Referee Payroll to the Ringette Calgary Bookkeeper
- Reconciliation payroll each half
- Assigning tournaments (optional)
- U12 regionals (sourcing officials, supervisors from southern Alberta)
- Upload regular season schedules to GameOn, update rescheduled games
- Ensuring game assignments are covered: monitor if refs have viewed their schedules at the start of the month, monitor games up for grabs, be on call for coordinating in last minute game coverage due to unforeseen circumstances
- Monthly reminders to ensure that availability is up to date on GameOn for assigning
- Field any queries via email for ringetteassignor@gmail.com as well as text/calls
- Reports to VP League