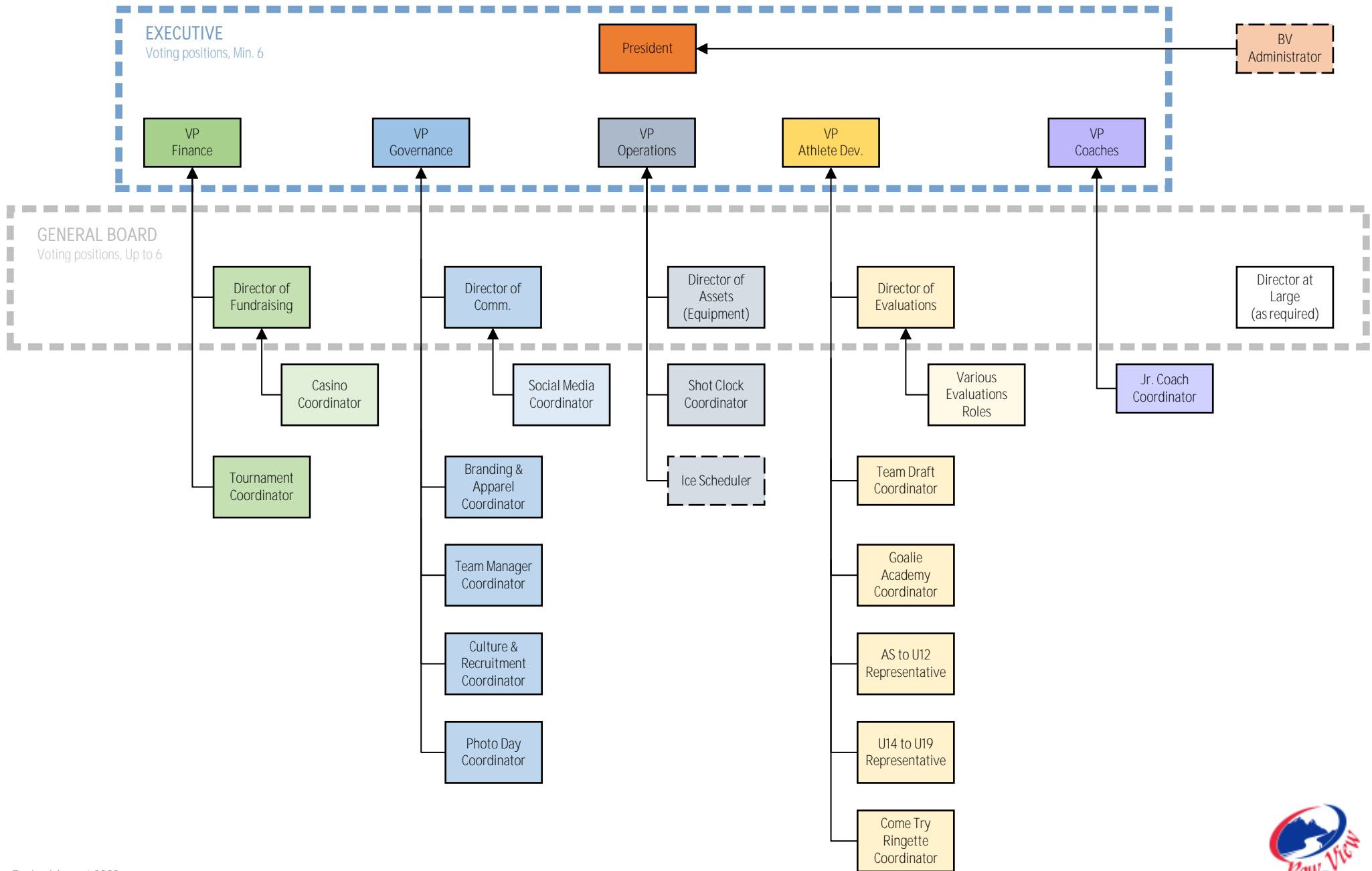


Bow View Ringette Association Organizational Chart



Bow View Board Member and Coordinator Scopes of Duty

President	<ol style="list-style-type: none"> Chair meetings Oversee all operations and VP roles Association representative for RC and RAB Define mission, vision, and strategy of the association Deciding vote when other votes are equally divided 		
	Bow View Administrator	(See job description)	
VP Operations	<ol style="list-style-type: none"> Ice acquisition and advocacy Manage grievances relating to operations Oversee positions below 		
	Director of Assets (Equipment)	<ol style="list-style-type: none"> Work with teams to distribute jerseys, rings, and goalie equipment, then collect and organize after the season Coordinate and plan equipment and jerseys purchase for the association Assist with equipment requests throughout the season, required for camps, clinics, etc. 	
	Shot Clock Coordinator	<ol style="list-style-type: none"> Oversee shot clock scheduling and maintenance Lead the shot clock clinic Provide support as required with regards to shot clocks 	Approximate Commitment 10-20 hrs / season
	Ice Scheduler	(See job description)	
VP Athlete Development	<ol style="list-style-type: none"> Create and direct all player and goalie development initiatives, including workshops, clinics, camps, Goalie Academy, Spring Ringette Ensure development programs are in line with local, provincial and national standards and policies, and adhering to the Long Term Athlete Development (LTAD) frameworks Oversee the evaluations process, including the Universal Athlete Assessment (UAA) implementation and reporting. Oversee the tiering and team formation processes Coordinate the affiliation and player movement processes Oversee positions below 		
	Director of Evaluations	<ol style="list-style-type: none"> Ensure that the key principles of evaluations (objectivity, transparency, and accuracy) are always upheld. Recruit evaluators and on ice help Assist with evaluator training Create evaluation flow charts for each division Generate rankings for seeding UAA and first game-play skates (in U16/19) Verify team formations for game-play skates in all divisions Communicate the processes and results with families Oversee the division coordinators throughout the evaluations process Address questions and concerns from families and division coordinators Validate data collection and evaluation results 	
	Team Draft Coordinator	<ol style="list-style-type: none"> Assist with scheduling, booking venues and running of the team drafts Ensure draft sheets and other pertinent information is prepared for the draft Facilitate the draft process, or arrange for those capable of doing so 	Approximate Commitment 15-20 hrs in mid-September
	Goalie Academy Coordinator	<ol style="list-style-type: none"> Assist the Director of Evaluations with goalie evaluations process Oversee all aspects of the Goalie Academy development program Provide support and mentorship to goalies and goalie coaches Coordinate with external goalie coaches 	Approximate Commitment 50+ hrs / season
	AS to U12 Coordinator	<ol style="list-style-type: none"> Work with other local associations to coordinate AS/U10 season Manage goaltending requirements for U10 and U12 teams Act as a liaison between teams and the board with respect to development needs and program opportunities. 	Approximate Commitment 20-30 hrs / season
	U14 to U19 Coordinator	<ol style="list-style-type: none"> Act as a liaison between teams and the board with respect to development needs and program opportunities. 	Approximate Commitment 20-30 hrs / season
	Come Try Ringette (CTR) Coordinator	<ol style="list-style-type: none"> Coordinate planning of the CTR events Work with Director of Communications on advertising the event(s) Assist with the administrative aspects of the events (e.g., sign-in, ensure signage is up, equipment is ready) 	Approximate Commitment 15-20 hrs across 4-5 events in late April and August

VP Administration	<ol style="list-style-type: none"> 1. Responsible for bylaws and policy maintenance and adherence 2. Keep records and documentation up-to-date 3. Manage the complaints, grievances and disciplinary processes 4. Run the Team Manager meeting 5. Assist with AGM planning 6. Oversee positions below 			
	Director of Communications	<ol style="list-style-type: none"> 1. Meetings – schedule, book venue, provide notice, set agenda, take minutes 2. Manage internal and external communications for the association, ensuring consistent messaging. 3. Oversee the content shown on the Bow View website. 4. Work with Social Media Coordinator on social media marketing campaigns. 		
		Social Media Coordinator	<ol style="list-style-type: none"> 1. Assist the Director of Communications in development and editing of written, video and photo content for social media platforms (Twitter, Facebook, Instagram, etc.) 2. Maintain unified brand voice across different social media channels. 	Approximate Commitment 25-30 hrs / season
	Branding & Apparel Coordinator	<ol style="list-style-type: none"> 1. Ensure consistent branding is used across the organization 2. Coordinate with apparel provider on Bow View and custom team gear 3. Assist with procurement of merchandise or apparel for special events (e.g., Christmas Camps, Friend Fest, Spring Ringette, etc.) 		Approximate Commitment 25-30 hrs / season Mostly in Sept. and Oct.
	Team Manager Coordinator	<ol style="list-style-type: none"> 1. Assist with the team manager meeting 2. Provide support and guidance to team managers throughout the season 3. Act as a liaison between team managers and the board. 		Approximate Commitment 15-20 hrs / season
	Culture & Recruitment Coordinator	<ol style="list-style-type: none"> 1. Scholarships and Coach of the Year (COTY) Award 2. Alumni relations and Trophy Case 3. Oversee planning of Coach Recognition Events 4. Oversee planning of Friend Fest 5. Oversee planning of Grad Game 		Approximate Commitment 15-20 hrs / season
Photo Day Coordinator	<ol style="list-style-type: none"> 1. Coordinate planning of the photo day 2. Act as a liaison between the photographer, venue, and the association 3. Assist with the administrative aspects of the event (e.g., sign-in desk, signage, etc.) 		Approximate Commitment 12-16 hrs in mid- to late- September	
VP Finance	<ol style="list-style-type: none"> 1. Financial reporting and management, including accounting for all funds and keeping books and records as needed 2. Signing authority 3. Cash management, including paying all legitimate bills and receiving and depositing any money paid to the association in the bank determined by the Board of Directors 4. Prepare yearly budgets and make books and financial records available at AGMs 5. Supply financial status at all Board Meetings 6. Oversee positions below 			
	Director of Fundraising	<ol style="list-style-type: none"> 1. Organize fundraising campaigns 2. Explore sponsorships 3. Coordinate grant applications (as available) 		
		Casino Coordinator	<ol style="list-style-type: none"> 1. Coordinate applications for Casino fundraising events 2. Organize volunteers 	Approximate Commitment 15-20 hrs / event
Tournament Coordinator	<ol style="list-style-type: none"> 1. Assist in planning of Tournaments, Provincial, and Western Canadian Championships, as required. 		Approximate Commitment TBD, depending on event	
VP Coaches	<ol style="list-style-type: none"> 1. Plan coach development and mentoring programs 2. Coach certifications – ensure coaching staff have met requirements 3. Chair the Coach Selection Committee to facilitate and oversee a fair selection process 4. Run the Coach Meeting 5. Conduct coaching evaluations and surveys 6. Oversee player safety 			

	<ul style="list-style-type: none"> 7. Liaise between coaching community and the board 8. Oversee positions below 		
	Junior Coach Coordinator	<ul style="list-style-type: none"> 1. Manage the Junior Coach program 2. Support and advocate for Junior Coaches 	Approximate Commitment 25-30 hrs / season
Director at Large	<ul style="list-style-type: none"> 1. Board position at the director level (voting) to be used when required. 2. Assist with or lead strategic projects or initiatives 3. Overseen by President and/or one or more VP roles depending on the role 		