

## **Vice President**

- Must have been a Titans board member for 1 year previous to being nominated
- Assist the President in all Titans activities
- Preside at meetings in the President's absence
- Replace the President at various functions when asked to do so by the President
- Review any communications to the public prior to distribution
- Vice President will carry out other duties assigned by the Titans
- Fulfill the President's responsibilities In the event of resignation, incapacity or extended leave of absence of the President

## **Registrar**

- Responsible for setting up the registration system for the season and opening registration when it goes live.
- Set up the questions and acknowledgments for the registration page
- During the registration, this person is available to help with any registration questions, while governing that all registrations that come in fulfill the criteria for a player to play within our club guidelines
- Monitor the registrations for incoming or outgoing player transfers
- Monitor the staff registrations, executive registrations and other volunteer registrations to confirm the required CRC's, VCRC's etc are completed and attached.
- Work hand in hand with the treasurer to make sure all payments are processed from the registrations.
- Coordinate the credits/discounts to be attached to any player registrations with the treasurer according to the bylaws.
- Responsible for canceling any registrations due to injury or any other issues.
- Responsible for closing and shut down the registrations for the year once the cut off has occurred.

## **Treasurer**

- Create a budget for the next season
- Report on current financials
- Manage payments for season
- Collect and disburse funds
- Maintain accurate financial records
- Record keeping
- Financial reporting for annual return - under the AB societies act

## Division Directors

There is one Director for each of the Association's age group divisions: 7U; 9U; 11U; 13U; 15U; 17U; Female 11U-17U. The Director is responsible for the organization, implementation, disciplinary actions and oversight of the lacrosse program in their respective division. Duties include but are not limited to:

- PRE season
  - o Receive the names of coaches who have applied to your division from the Coach Development Director
  - o Review the number of registrations to see how many potential teams you may have to create
  - o Review any friend requests (only divisions 7U and 9U)
  - o Update your division tab on the web page with preseason information
- Promote the sport of lacrosse and encourage new and returning registrants
- Liaise with the Registrar to determine registration numbers and the number of teams required.
- Liaise with the Evaluation Coordinator to ensure that appropriate resources are allocated to provide effective evaluation of players
- Identifies and selects coaches for each team in the division, in consultation with the Coaching Development Director
- Placement of players and appointment of team officials, in consultation with coaches
- Coordinates and helps to run drop-in sessions - create content or drills etc.
- Coordinate coaches and find volunteers for drop in floor times
- Assist with planning and find volunteers for come try it events
- Coordinates with scheduler to ensure the proper amount of floor times are available to hold team evaluations.
- Coordinates with Equipment Manager to ensure teams have adequate equipment and jerseys
- Provides President/Coaching Director/Registrar with necessary information regarding team list information
- Acts as the primary contact and communicator for parents and primary contact for coaches for information and news of importance from Titans, GELC and ALA, including information and awareness of the festivals and tournaments

## **Scheduler**

- Create floor use licenses with the county booking department
- Copy floor use licenses to the treasurer to confirm payments
- Schedule 7U one time a week on WEDNESDAY (This is a half practice half game format)
- Schedule 9U one practice per week on Tuesdays/Thursdays (they will also play 1 game a week)
- Schedule 11U - 17U 1 practice a week. They will also play 1 game a week.
- Teams that may request extra floors up to 2x a week (this needs to be reviewed at beginning of season for approval - even for A level)
- Preseason drop in floor times - can begin as early as Jan
- Tryout and floor times for evaluations - begin in Feb/Mar (need to review with Evaluation Chair)
- Schedule practice floors from March to July (need to review the start date with the GELC)
  - Also need to confirm the dates the ice will be removed from the rinks
  - Otherwise early season is booked at Millenium place on the soccer fields
- Certain rinks must be booked in 3 hour blocks (Broadmoor and SOC)
- MAJORS - RMLL will get 1st right to book certain rinks for games.
  - (Check with Christine at RMLL)
- Work around game schedule from GELC for April - July for practices
- Check if 11U is going to have a re-shuffle and make sure to hold floor space for the new schedule. Usually occurs around the May-long weekend.
- Work around playoff schedule from GELC for last 2 weeks of June for practices
- Upload the practices to the website - through RAMP
- Give copies of weekly schedules to Strathcona county facilities to use for dressing rooms and floor information for net sizes etc.
- Offer open floor times to teams for use
- Help teams book exhibition games
- Help teams book SAP outdoor rink \$15 hr
- Any travel teams wanting floor times can use our rate, but must pay for their own floors as they are not allocated any floors if they do not pay a registration fee.

## **Webmaster/Communications and Marketing Director**

- Develops and oversees all website and social media operations of the Association including but not limited to the use of Association team microsites.
- Develops marketing materials for the Association in consultation with the Executive.
- Identifies marketing and/or sponsorship opportunities.
- Social media - promoting for the season, supporting the club and teams throughout the season, promoting and helping to grow the game of lacrosse (supporting Juniors, Majors, etc.)

- Create and distribute a monthly newsletter during regular season
- Respond to emails directed to the webpage or redirect to the proper board member
- Coordinate with Strathcona County Connect to posting online ads
- Submit ads for Strathcona Rec Guide (2 x a year)
- Order county signs for season come try it events and registrations
- Prepare and distribute mass communication/email to membership as needed pre-season and throughout the season (usually directed by the President/Vice President/Division Directors)
- Support membership using RAMP (coaches, managers, parents)
- Sync teams from registrations to the website
- Send login/app info to teams
- Tie-In login information with GELC (syncs our teams with the GELC)
- Update/maintain website

### **Coaching Development Director**

- Responsible for the ongoing technical development of coaches in the Titans Program as well as ensuring coaches obtain required certifications.
- Liaises with GELC and ALA in the planning and organization of all NCCP clinics to ensure adequate training opportunities are available to coaches
- Works with coaches throughout the season to ensure that appropriate seasonal, game and practice plans are being prepared. Provides advice on plans and progressions throughout the season.
- Ensures a record is maintained of all coaches who have attained various certifications as required from time to time.
- Reviews coach applications
- Conducts Interviews for the A head coach positions (with a committee)
- Conducts Interviews for all other head coach positions
- Helps plan and coordinate coaching development days and programs
- Directors do not get to hire or fire coaches. This only occurs with specific direction from the board or CDC
- Pre-Season - helps division directors sort the number of coaches they will need and assists in recruiting head coaches or assistant coaches as needed.
- Reviews the GELC AND ALA certification requirements for coaching at each level.
- POST Season - helps create the coaching review survey to send to all registered players
- Creates an information package on coaches based on reviews, and notifies the board of any issues or coaches not being asked to return.

**Tournament Director**

- Coordinates all Association tournaments as directed by the Executive Committee including ensuring all permitting, and budgeting.
- Organizes and controls a Tournament Committee for each Division in consultation with the Division Director regarding items specifically related to the Division in question.
- Inventories all Association assets related to the tournament annually to ensure they are safely returned to the cases and/or repaired as necessary.

**Equipment Director**

- Responsible for all administrative matters regarding lacrosse equipment supplied to teams by the Association including the purchase, repair, cleaning and distribution of equipment to teams and the return of equipment after each season.
- Prepares equipment budget for upcoming seasons.
- Maintains an inventory of equipment on or prior to the start of each season and a closing inventory of equipment following the conclusion of each season.
- Establish policies and practices from time to time in relation to deposit requirements for equipment.

**Merchandise Director**

- Responsible for all administrative matters regarding merchandise the club is selling
- Maintains an inventory of club merchandise
- Coordinates with teams to order logo merchandise with approved logo
- Prepares orders for upcoming seasons (shorts, etc)

**Bingo/Casino Director**

- Responsible for all administrative matters regarding fundraising at Bingos and Casinos
- Coordinates with the GELC for these
- Coordinates the volunteers needed for these
- Keeps track of credits for members who volunteer for these events.
- Coordinates with treasurer and registrar regarding all credits.