



The Regina Speed Skating Club

Job Description Manual

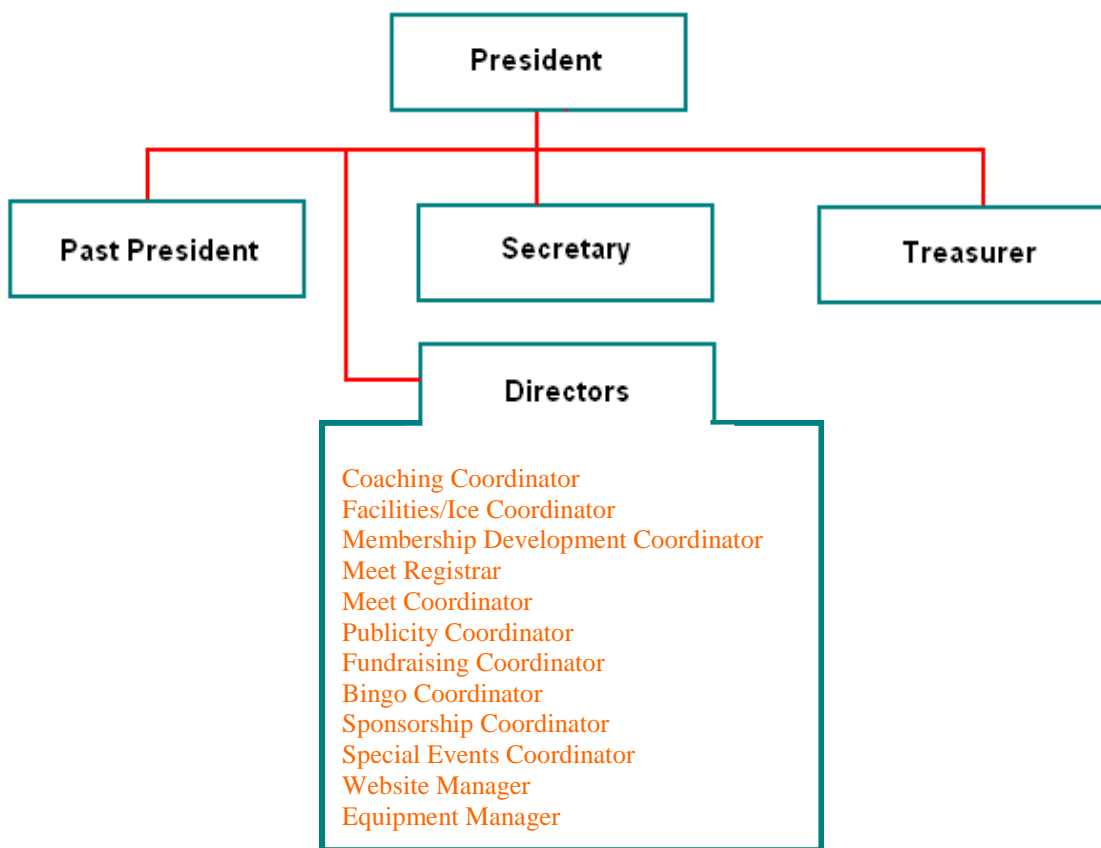
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FORWARD

It is the duty of each Director to make sure that the jobs listed under his/her job description gets done. In some cases, he/she may not have to do them themselves, but can delegate or assign to someone else. It is, however, his/her responsibility to make sure the required jobs are done properly.



All executive members are required to:

1. Attend executive meetings.
2. Act as an ambassador for the sport and promote the sport whenever possible.
3. Actively participate at a provincial level through the governing body, Saskatchewan Amateur Speed Skating Association (SASSA).

PRESIDENT

Under the Constitution:

- 6.6.1.1 Shall be the Chief Executive Officer of the RSSC;**
- 6.6.1.2 Shall call and preside at regular meetings of the RSSC;**
- 6.6.1.3 Shall sign all instruments which require signature;**
- 6.6.1.4 Shall perform all duties incidental to the office;**
- 6.6.1.5 Shall exercise such other powers as may be assigned from time to time by the Executive;**
- 6.6.1.6 Shall exercise the right to vote only to break a tie vote; and**
- 6.6.1.7 Shall chair the Nominating Committee.**

The President is the governor of The Regina Speed Skating Club, and co-ordinates the activities of the Directors, and must be involved in the consultative process, dealing with major problems.

The President, in collaboration with the Treasurer, is responsible for the management of the bookkeeping system, and ensures that the annual financial statement is prepared. The President is accountable to the Directors and through the Directors to the membership at large.

Responsibilities:

1. Develops and maintains effective communication links with Directors, other speed skating clubs, SASSA and SSC by:
 - A. Giving a written report to the Executive following each SASSA meeting. The report should include a list of motions carried.
 - B. Making a list of recommendations and motions at the AGM for the new Executive so they can deal with them in the new season.
 - C. Preparing/obtaining a written report to the Club from the SSC AGM. If the President is not able to attend and an alternate person attends, ensure that the report is made to the Club.
 - D. Communicating with the coaches as to the needs of the skaters.
 - E. Submitting a written report to the Club AGM on the year's activities.
 - F. Making sure every member of the Executive has access to a Policy (Green Book) and Job Description Manual.
2. Direct the establishment and control of effective financial management procedures by:
 - A. Designing, implementing and directing the operation, in conjunction with the Treasurer, of a system of checks and balances which ensure legal, efficient and effective use of funds.
 - B. Maintaining an up-to-date knowledge of the budget.
 - C. Ensuring that budget proposals are within the RSSC's ability to provide

the structure to support proposals.

3. Develops in conjunction with the Directors, policies and procedures, for the effective administration of the Club by:
 - A. Acting as the general manager of the RSSC and coordinating the activities of all the Directors.
 - B. Maintaining a complete and accurate records system.
 - C. Making sure the RSSC has a representative on the Provincial Technical Committee. Inform this person they must either keep accurate records on skaters themselves or get them from Club statistician. This person must attend meets from which selection is being made.

PAST PRESIDENT

Under the Constitution:

6.6.4.1 Shall advise the Executive of past procedures and provide information to help the RSSC to maintain quality and continuity; and

6.6.4.2 Shall be a member of the Executive for a one-year term immediately following the term of President.

1. Act in an advisory role for the President and Board of Directors to provide information on past and future activities.
2. Assume role of "Acting President" in the event of President's absence.
3. Is a member of the Nominating Committee responsible for establishing date, time and place for the AGM and to propose prospective members of the Board of Directors for the following year.
4. Make sure those who are running for the new Executive are running for a specific position and are informed on the duties that position entails, (e.g. membership development, fund-raising, ice coordinator etc...).
5. Ensure there is a person elected for every position.
6. Work on Committees as help is needed by Directors.

SECRETARY

Under the Constitution:

- 6.6.3.1 Shall keep an accurate and permanent record of the minutes of the Annual General Meeting and Executive meetings of the RSSC;**
- 6.6.3.2 Shall provide the minutes at all meetings for general review;**
- 6.6.3.3 Shall give notice of general meetings to members of the RSSC and notice of other meetings to the applicable group; and**
- 6.6.3.4 Shall receive and be responsible for the general reply and filing of all correspondence.**

Meetings

1. Record minutes at all Club meetings and circulate a copy to all Executive members before the next meeting.
2. Book meeting rooms for Executive and Annual General Meetings. (The Facilities/Ice Coordinator is to make all bookings for City of Regina facilities such as the Kinsmen Arena.)
3. Record minutes at Annual General Meeting.
4. Maintain copies of all past minutes, makes corrections and notations of changes to motions which may occur at later meetings.
5. Take care of any correspondence that may be required by the Club.
 - Prepare Membership Assistance Program Application & Follow-up Report
 - Prepare Jeux Canada Games application
 - November – to continue our good standing with the Non-Profit Corporation, send them our annual reviewed financial statements
6. Maintains a file of any such correspondence.
7. Maintains a file on Honorary Life Memberships.

Registration

1. Maintain the Club's registration file.
2. Collaborate with the Treasurer and Membership Development Coordinator in the registration process.
3. Maintain communication with the Executive Director of SASSA. Ensure that SASSA has an up-to-date list of Executive members, their addresses and e-mail addresses.
4. Encourage provincial team members, from our Club, to complete their skater profiles which must be submitted to SASSA in the fall.

AGM

1. Collect reports and copy reports for AGM.
2. Send motions from AGM to SASSA.

TREASURER

Under the Constitution:

- 6.6.2.1** Shall receive all fees and monies accruing to the RSSC;
- 6.6.2.2** Shall disburse all monies as directed by the Executive;
- 6.6.2.3** Shall keep accurate accounts and prepare a statement of income and expenditures for the Annual General Meeting;
- 6.6.2.4** Shall prepare financial reports as required; and
- 6.6.2.5** Shall, assisted by the President, prepare a tentative budget for the upcoming fiscal year.

The Treasurer collaborates with the President to ensure RSSC bookkeeping systems are correct and functioning properly.

The Treasurer is responsible for:

1. Maintaining the bookkeeping system.
2. In co-operation with the President and the Budget Committee (at minimum, 2 others - Facilities/Ice Coordinator should be one of them) set the yearly budget.
3. Keep the Executive informed about whether expenditures will be within the budget.
4. Prepare financial statements for the monthly Executive meetings which accurately reflect the current financial status of the Club.
5. Handle all of the Club's financial transactions promptly.
6. Make sure there are 3 people on the Executive who have signing authority, 2 of which are required on every cheque issued.
7. In co-operation with the Club Membership Development Coordinator, handle the financial aspects of registration night.
8. Prepare a financial statement for the AGM.
9. Arrange for a yearly audit of RSSC books.

DIRECTORS

A. COACHING COORDINATOR

1. Co-ordinate the coaching duties of all the group coaches.
2. The Coaching Coordinator is the liaison between skaters, group coaches and the Club Executive, making sure the skater's needs are being dealt with.
3. Makes sure the statistician is keeping accurate records for the skaters.
4. Chairman of the Coaching Committee for the Special Awards
5. Is the liaison between the skaters and the Club Selection Committee representative, providing the information needed for our representative to give accurate and detailed information on our skaters to the Provincial Selection Committee.
6. Actively pursue/solicit new coaches.
7. Take care of the video equipment and arrangement for it to be used frequently and be viewed by skaters and coaches so progress or lack thereof can be observed.
8. The coaching coordinator works an average of 4 days per week and 16 hours spent on coaching or related activities at training sessions or competitions during the skating season. An average of 2 days per week and 5 hours would be spent during the off-season on coaching related activities and dry training sessions.
9. Ensure that Club skaters wishing to compete at an elite level will have programs developed for them by the Coaching Coordinator and the coaching staff.
10. Keep training times for each competitive skater so that training programs can be progressive.
11. Attend the meets and training camps at which RSSC skaters are taking part.
12. The Coaching Coordinator must have completed his/her level 2 certification and make a commitment to take further technical and theory courses as they become available.
13. Be a member of the SASSA Coaching Committee.
14. Prepare a written report for the Annual General Meeting.

B. FACILITIES/ICE COORDINATOR

1. Meet with the City in June to discuss things to be done for upcoming year.
2. Make tentative ice bookings when notice from the City comes out in paper, usually in May. This includes ice times for indoor season, meets, etc. which are decided after the SASSA AGM. (Note: Ice costs for summer hours are much higher than winter hours.)

3. Prepare budget for ice time for the skating season.
4. Contact Ice Man (City) when the weather permits the making of outdoor ice. Mark outdoor ice right after it is made and ready to go. Marking of ice will likely have to be repeated during the season.
5. Notify City when moving from indoor to outdoor and back indoor. This is usually done 1 to 2 weeks prior to move.
6. Check with City to make arrangements for marking indoor ice. Check the marks occasionally throughout the season to make sure the City is keeping them visible.
7. Certification of outdoor and indoor ice surfaces must be done one week prior to meet. This is done by the City of Regina Engineering Department.
8. Follow-up on maintenance and development of Oval.
9. Co-ordinate preparation of ice for practices and meets (indoor and outdoor)
10. Check mats for tears and arrange for repairs.
11. Arrange for appropriate mat storage.
12. Book all meeting rooms and facilities that are managed by the City of Regina.
13. Prepare written report for Annual General Meeting.

C. MEMBERSHIP DEVELOPMENT

1. Registration Night
 - A. Book rooms for registration night on date decided upon.
 - B. Work with the Secretary and Treasurer to organize the actual registration.
 - C. Maintain and update the Policy Manual (the Green Book) and have copies available.
 - D. Check with Equipment Manager to make sure rental process is ready.
 - E. Arrange for Sprintz (from Moose Jaw) to come to Regina.
 - F. Provide hand-outs showing Calendar of Events and Time Schedule for the various groups.
 - G. Check with President and coaches to see if there is any other information they want handed out.
2. Parent Orientation Night
 - A. Organize event, on a skating night in mid October, where new members can be given Club and coaching information.
 - B. Distribute membership lists to all Executive members.
3. “Preparing for Competition Sessions” – 2 nights. Organize this event just prior to the Fall Classic Short Track meet.
4. As soon after registration as possible, prepare a report for the Club

Executive showing number of skaters in each category, new members, and associate members. Give membership list and required information to Communication Director, SASSA/SSC.

5. Make sure SASSA receives information about any late registrations.
6. Act as the RSSC representative on SASSA's Membership Development Committee.
7. Personal Best Program – Maintain records and distribute ribbons for all the personal best times of all the skaters that participate in all sanctioned long and short track meets.
8. Organize activities that promote membership (skater challenge, school programs, triathlon, etc.).
9. Prepare written report for Annual General Meeting. It must include a report showing in separate categories, a list of skaters and associates.

D. MEET REGISTRAR

1. Check the SASSA Calendar (on the SASSA website) in July to see if all skating meets have been confirmed for the following year. If any errors are located, report them immediately to the President or to SASSA for correction.
2. Coordinate skater numbers. Regina has numbers between 100 and 299 with an SR in front. Numbers must be at least 8 cm high. 2 sets of numbers are issued for the short track helmets. Skaters are charged \$5 for a skater bib with a skater number for the long track competitions. Compile a list of all skaters and their racing numbers.
3. Organize meet registration nights. Make sure membership is informed of such nights either by telephone, newsletter, or e-mail.
4. Put posters up as reminders of up-coming meets. Posters should include: name of meet, dates, location, entry fees, entry deadline.
5. Prepare registration forms for skating meets.
6. When accepting entry forms, check to be sure that all information is on the form and that it is correct. Forms should include: name, age, birth date, sex, class (A or B), best times (for rank), SSC number and skating number.
7. Make sure membership knows the Club policy stating it is their responsibility to pay meet registration fees by the deadline.
8. Send the skating meet summary forms to the appropriate persons (i.e. the coaches, the Meet Coordinator, Treasurer and Club Statistician). This must be done for each competition. Coaches are to verify if the skaters are in the right class (A or B) and Division (1 or 2). As well, all additions, deletions or changes must be forwarded to these individuals.
9. Collection of money - collect cash or cheques made payable to the Regina Speed Skating Club. This money is to be given to the Club Treasurer who will then prepare a cheque made out to the hosting Club.
10. Fax entry forms to the meet coordinator. Ensure the Club cheque travels

- with the Club to the coaches' meeting held prior to the meet.
11. Post a map if possible. It is useful for new members unfamiliar with meet locations. Show Oval or arena and hotel where the Club is staying.
 12. Make changes to skater registrations (i.e., scratches, additions, changes), as required.
 13. For all out-of-province meets, ensure waivers are signed and given to the coach attending the meet prior to leaving the Province.
 14. Forward all emails received from skating meet host cities to all coaches and the President immediately upon receipt. Emails normally consist of any changes with respect to the meet or the skater registration list.

Bus Travel

1. As soon as the Club knows which meets they are attending phone the bus company to get cost and book dates (normally done in September). Be sure to get a written confirmation on both. Confirm again by phone a few days before departure.
2. As you collect registration forms, also keep a list of the number going on the bus and collect the money for bus travel at the same time.
3. Work out a cost per seat so you know what to charge. (Skater's seats are usually paid for by SASSA or the RSSC).
4. Keep a receipt book of all money collected, specify bus travel or registration, and which meet it is for.
5. Give list to coach and indicate where they will be getting on the bus.
6. You must get the names of all persons using the bus to the bus "chief".
7. Keep records of: number of skaters going to each meet, number of adults on the bus for each meet, and bus travel costs.
8. If SASSA is paying for out-of-province travel, a list of skaters plus 1 coach and 1 chaperone has to be made and given to the Club representative to SASSA along with a copy of the bus bill (so the Club can be reimbursed). Work out a cost per seat and include the total.
9. Answer parent/skater questions relating to skating meets. If you do not have answers, it is up to you to find them.

Accommodations

1. Book a block of hotel rooms for skating meets, as required (normally done in August).
2. The hosting Club usually puts hotel recommendations on the entry form.
3. Membership is responsible for confirming their reservation and paying hotel bills individually.

AGM

1. Specify number of skaters for each meet.
2. For out-of-province meets, specify numbers of skaters, parents and

- include cost to Club or SASSA. Show cost per seat (transportation) and monies collected.
3. Prepare a report for the Annual General Meeting held in April of each year.

E. MEET COORDINATOR

1. Follow the rules for competitions as set out in the Blue Book and the Red Book. Organize the meet according to the Meet Coordinators Handbook.
2. May – Complete forms to request rooms, tables, chairs and referees rooms (2) at the North West Leisure Center and pay the contract for this.
3. August – Book a block of hotel rooms for meet.
4. Check with ice coordinator to be sure ice has been reserved for meet and that ice certification is complete before the meet.
5. Request Sanction Certificate from SSC
6. Prepare information bulletin and waivers for SASSA website. Forms must include: name, age, birth date, sex, Class (A or B), start time, deadline, parent signature, best times (middle dis.), CASSA number, skating number, registration fee, location dates, hospitalization number, contact telephone number.
7. Arrange for use of photocopier from Konica Minolta. Have same picked up and returned.
8. Arrange for medical bag and back boards from Sport Medicine. Arrange for pick-up and return.
9. Coordinate all officials and volunteers for meet.
10. Ensure guns are brought to meet.
11. Ensure we have enough ribbons for meet.
12. Get medals and have same prepared for meet (Bazaar & Novelty). Medals must be presented to 'B' class skaters as well as 'A' class skaters.
13. Ensure all office supplies are adequate. Check for adequate line judge forms, sharpen pencils.
14. Ensure gift bags are ready for the Cradle skaters. No candy is to be given to Cradle class skaters as a reward.
15. Take lap cards and bell to arena.
16. Ensure all food preparation and workers are set to go.
17. Organize with NWLC canteen person to ensure canteen is open when meet is on.
18. Ensure volunteers can work in safe environment.
19. Forward information bulletin to Chief Referee prior to meet.
20. Post sanction certificate and ice certification form in full view in office.
21. Hold coaches' meeting prior to meet. At this time, request payment and waivers from all clubs. Advise of any information that officials should be aware of.
22. Keep meet running to time.
23. Ensure volunteers in lunchroom are ready for officials when they break.
24. Keep skaters and parents apprised of warm-up times, flood breaks, etc.

25. All Cradle class skaters must be given a chance on the lines to do their best. They must not be too crowded. This is not for placings but for their self-image.
26. Handle problems as they arise.
27. Deal with referee regarding any changes in meet.
28. Keep track of all injuries – fill out injury report as they occur (get medical to complete same).
29. Answer any and all question relating to the meet.
30. Distribute medals as awarded. If protocol or medals are not taken after meet, send same to clubs as required.
31. Folders for ribbons are presented to each skater. Each folder has skater name, distance and time skated.
32. Pay officials working at meet, as appropriate.
33. Complete required forms for submission to SSC after the meet.
34. Give thank you gifts to volunteers not with the Club.
35. Send volunteer sheet to VP Officials and volunteer who is recording Membership Participation Plan credits.
36. Send thank you notes to referees.
37. Lost and Found – Send email to president of all clubs about items left behind.
38. Long-Track Competitions – same as above, plus ensure all cleaning supplies are available to clean bathrooms in both clubhouses. Have protective carpeting put down in the Prairie Thunder Clubhouse. Arrange room for Canteen in Prairie Thunder Clubhouse. Arrange for volunteers to clean both clubhouses.

E. PUBLICITY COORDINATOR

Press Releases

1. In the fall send information package including dates of competitions and skater profiles (for all funded skaters) to Regina media.
2. Use Club's logo (?) on all news releases.
3. For fall promotion find out from Membership Development Coordinator what he/she would like put in the press release and when he/she wants it put in the paper.
4. Write up releases using the proper format of double spacing and a contact name and number on the bottom.
5. Send a press release to the newspaper following every meet the RSSC attends. Constant contact is important for their co-operation. The protocol will be of aid.
6. Send press releases to the paper just before major local meets for promotion.

Radio

1. Early in the skating season, make a list of all the radio stations and their sports department contacts with telephone numbers.
2. Phone results of meets to all sport departments as soon as possible after meets. This may necessitate phoning at 6:30 in the morning following out-of-town meets in order to make the morning broadcast.
3. Make sure to include CBC French. They are usually very co-operative.
4. Use Public Service announcements as well as sport departments to help promote events.

Television

1. Find out which stations have to be phoned separately and which will receive the news reports from their radio counterparts.
2. When TV news come out to cover events, help them to get to skaters they should cover.

G. SPONSORSHIP COORDINATOR

1. Obtain sponsors for Fall Classic meet at least 3 months prior to event:
 - title sponsor - seek 3-year commitment
 - ensure sponsor recognition at event – name on promotional posters, banners hung in rink, sponsor sign board in arena, verbal announcements.
2. Coordinate and maintain Mat Sponsorship Program:
 - communicate program to members and provide sponsorship letter template;
 - encourage members to sell mats;
 - work with Facilities Coordinator to ensure Mats have proper logos placed on them.;
 - keep track of mats sold and notify Fundraising Director for MPP credits.
3. Apply for MAP grant by October 30th annually.
4. Apply for Club funding through various grants:
 - City of Regina Hosting Assistance Program grant for Western Regional Long Track Meet – due December 1st annually.
 - Jeux du Canada Games grant – due November 30th bi-annually.
5. Acquire prizes/donations for events where necessary (eg. Annual wind-up banquet)

H. FUNDRAISING COORDINATOR

1. Keep accurate records of funds raised, profits and volunteer participation for the Membership Participation Plan.

2. Complete "Membership Assistance Plan" in October and submit follow-up report in March.
3. List any suggestions which may help future fundraisers.
4. Develop Committees for the various fundraising initiatives.

I. BINGO COORDINATOR

1. Complete bingo license in May.
2. Attend amalgamated charities meetings regarding bingos. (Approx. 4/yr.)
3. Submit list of blacked out weekends because of speed skating meets.
4. Co-ordinate workers for all our bingos. Assign duties to workers and explain procedures.
5. Keep records of the volunteers who work at bingos. Forward this information to Fundraising Coordinator to include in the Membership Participation Plan records.
6. Make deposit for bingo and Nevada tickets.
7. Maintain/control Nevada tickets inventory.
8. Keep records of profits and expenditures, provide this information to the Treasurer and report to the Club Executive meetings.

J. SPECIAL EVENTS COORDINATOR

Meets

1. Canteen – order supplies for the meets held in Regina. Keep an inventory of supplies and equipment used in canteen. Recruit and co-ordinate workers for the meets held in Regina.
2. Official's Lunch - co-ordinate volunteers to supply lunch for officials at meets. Make sure required supplies are available in the officials' lunch room. (Coffee, cups, spoons, etc.)

Christmas Party

1. In co-operation with the Executive and coaches, set date for party.
2. Co-ordinate the organization of the party: activities (novelty, races, etc.), Santa, lunch, treats for skaters, music.

Awards Night

1. In co-operation with the Executive, decide on a date for awards.
2. Check out different possibilities for awards night (dance, swim party, etc.).
3. Book a facility in January so we get what we want.
4. Order trophies and coaches thank-you gifts.
5. Co-ordinate awards presentation (who presents what trophy or award).

6. Collect trophies from past recipients before end of skating season.

K. WEBSITE MANAGER

L. EQUIPMENT MANAGER

1. Co-ordinate the rental of skates at registration night and the first few skating nights following.
2. Keep accurate records of skate rental agreements. Provide copies to renter.
3. Provide general maintenance for Club rental skates
4. Order new skates and blades as agreed to by the Executive.
5. Maintain "Skate Rental Brochure."
6. Set up "skate care" clinics and "skate check" nights. These should be at both the Oval and the Arena.
7. Oversee the sale of Club inventory (i.e., helmets, skate guards, etc.)
8. Organize a "duty sheet" for parents to put out and return mats during the indoor season.

NON-EXECUTIVE POSITIONS

A. CLUB STATISTICIAN

Record the statistics for all skaters from all point days and meets. All badges, pins and record sheets are to be ready for Awards Night.

SSC BADGE PROGRAM

- Check the skaters' stats, both indoor and outdoor, to see which badges they qualify for.
- Order the badges from the CASSA office in time for the Annual Awards Night

CLUB BADGE PROGRAM ???

- At the end of the season, check with the other coaches conducting the program to see which badges the skaters are to receive.
- Show on record sheets given to skaters at the end of the year which badges they received.
- Keep in file a record of the badges given out yearly so that no duplicates will be given.
- Maintain a supply of Club badges. Order new supply from: ?

PROFICIENCY PINS

- Only meets where a protocol is provided are to be used for these pins.
- Pins are to be ordered from the Provincial Statistician who is also keeping records for the skaters.
- Skaters receive 1 pin for outdoor and 1 pin for indoor, given for the highest standard they achieve. They do not need to reach that standard for each distance.

B. CLUB HISTORIAN

- Maintains the Club's scrapbooks (newspaper clippings, etc.)

C. OFFICIALS

1. Encourage members to take officials clinics.
2. Organize officials' clinics.
3. Maintain records of clinics and days worked by officials.
4. Ensure certification.
5. Organize officials for meets.
6. Sit on SASSA officials committee that meets briefly 3 or 4 times a year in conjunction with meets.