

## Ringette Association of Saskatchewan (RAS) Committee Terms of Reference

Name	Coaching and Sport Development Committee
Mandate	The Coaching and Player Development Committee is an operating committee of the RAS. It is responsible for the guidance and direction of the RAS's National Coaches Certification Program (NCCP), which is the recognized national standard for coach training and certification in Canada, delivered through NCCP workshops that are designed to meet the needs of all types of coaches.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Budget submissions, program planning, and the delivery of technical materials for coaches.</li> <li>• Enforce the minimum standards of coach certification as set out by Ringette Canada.</li> <li>• Communicate with coaching coordinators from member associations.</li> <li>• Assist with the development of program delivery.</li> <li>• Oversee coaching registration.</li> <li>• Submit recommendations related to coach development, certification, and program delivery.</li> </ul>
Authority	<p>The Committee is an advisor to the Board on matters related to coaching. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Coaches Chair (appointed by the Board)</li> <li>• Other individuals appointed by the Board, as appropriate</li> </ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the RAS to fulfill its mandate. The Committee may, from time to time, receive administrative support from the RAS.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Name	Sport Development and Marketing Committee
Mandate	<p>The Communications and Marketing Committee will have the responsibility to develop and implement the RAS's marketing, fundraising and sponsorship systems. Marketing, fundraising and sponsorship are about relationship building and are a powerful way to build and strengthen partnerships within the Association. It is recognized that such alliances can provide important financial and marketing support to potential partners of the RAS while at the same time generate additional revenues to support the RAS's mission and mandate.</p>
Key Duties	<p>The roles and responsibility of the Committee are to build and manage the operation of a cohesive and effective communication and marketing plan, specifically:</p> <ul style="list-style-type: none"> <li>• Create and implement a plan to elevate the awareness, brand and program offerings of the RAS.</li> <li>• Define a communications strategy to strengthen the brand in support of funding support from donors and government agencies.</li> <li>• Develop and manage plans for acquiring and servicing the RAS's sponsors.</li> <li>• Develop and implement a direct messaging system for a variety of audiences including members, coaches and officials.</li> <li>• Provide input into a mutli-year plans and annual budgets.</li> <li>• Recommend the hiring of the appropriate expertise to support marketing, fundraising, communications and media relations as required.</li> <li>• Formulate and recommend policies and strategies for sponsorship, marketing, communications and media relations.</li> <li>• Coordinate and promote fundraising events.</li> <li>• Coordinate and execute fundraising activities as approved by the Board of Directors.</li> <li>• Develop a sponsorship plan including key prospects and secure such prospects.</li> <li>• Coordinate and execute task in the development and implementation of fundraising projects including all logistics, correspondence, communications and general administration.</li> <li>• Develop a system to communicate fundraising and sponsorship events with the community and members.</li> <li>• Recruit, develop and facilitate all required volunteers for fundraising initiatives.</li> <li>• Develop and secure corporate sponsor partners.</li> <li>• Build corporate sponsor relationships so that relationships continue on an on-going basis.</li> <li>• Manage and implement appropriate sponsor thank-you and recognition.</li> <li>• Identify potential donors, sponsors and relationships that will serve to enhance the RAS's programs</li> <li>• Develop strategies and goals with respect to corporate accounts to achieve optimum revenue through presentations, meetings, training and kick-offs.</li> </ul>

Authority	The Committee is an advisor to the Board on matters related to marketing and communications. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Chair (appointed by the Board)</li> <li>• Other individuals appointed by the Board, as appropriate</li> </ul> <p><b>Qualifications:</b> The Communication and Marketing Committee members should possess the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>a) Strong communication and visionary skills.</li> <li>b) Demonstrated marketing experience.</li> <li>c) Effective networking capabilities.</li> <li>d) Honesty, integrity and passion for the immediate and future success of the Association.</li> <li>e) Strong problem solving, time management, organization and strategic planning skills.</li> <li>f) Strong leadership/entrepreneurial skills which demonstrate an ability to take leadership roles and initiative.</li> </ol>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the RAS to fulfill its mandate. The Committee may, from time to time, receive administrative support from the RAS.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Name	Officiating Committee
Mandate	<p>The Officials Committee will:</p> <ul style="list-style-type: none"> <li>• In accordance with the RAS Officials Policies (if any), as amended, oversee all policies in respect to RAS officials, officiating, the implementation and application of Ringette rules.</li> <li>• Oversee the development of officials in the province of Saskatchewan according to the Ringette Canada/RAS Officials certification system, and to ensure that proper protocol and procedures are followed at all sanctioned competitions held in the province of Saskatchewan.</li> <li>• Promote officiating as an enhancement of ringette, through the use of meetings, seminars, clinics, officiating opportunities, following a set of criteria for certification of officials.</li> </ul>
Key Duties	<p><b>The Officials Committee will:</b></p> <p>1. The roles and responsibilities of the Officials Committee are as follows:</p> <ul style="list-style-type: none"> <li>a) To promote fair implementation and application of the rules in order to standardize officiating at meets throughout the Province.</li> <li>b) To promote and encourage the ongoing development of Officials by assisting in the education program/process for Officials throughout the Province.</li> <li>c) To recognize outstanding achievements of officials.</li> <li>d) The committee may make recommendations through its Chair of Officials to the Board of Directors.</li> <li>e) Ensure self-education to keep current and active.</li> <li>f) To promote Officials development and participation in Officiating at National levels meet.</li> </ul> <p>ADDITIONAL RESPONSIBILITIES MAY INCLUDE:</p> <ul style="list-style-type: none"> <li>a) Regularly evaluate the official's certification policy and make appropriate recommendations to the Board</li> <li>b) Develop, support and deliver a provincial officials program.</li> <li>c) Promote excellence in officiating by ensuring officials follow established curriculum guidelines.</li> <li>d) Provide communication tools for officials to access up-to-date officiating information.</li> <li>e) Ensure there are sufficient numbers of highly skilled and qualified officials for the needs of the RAS.</li> <li>f) Develop programs for the recruitment of new officials and the retention of existing officials.</li> <li>g) Ensure all active officials have a current membership in RAS.</li> <li>h) Approve the upgrading of officials and maintain records of the qualifications of all officials.</li> <li>i) Ensure regular (annual) evaluations for the purposes of upgrading and updating officials.</li> </ul>
Authority	The Committee is an advisor to the Board on matters related to officiating. The

	Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee will be composed of the following individuals: <ul style="list-style-type: none"><li>• Coaches Chair (appointed by the Board)</li><li>• Other individuals appointed by the Board, as appropriate</li></ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the RAS to fulfill its mandate. The Committee may, from time to time, receive administrative support from the RAS.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Name	High Performance and Competitions Committee
Mandate	The High Performance and Competitions Committee is a committee of RAS. Its role is to oversee all aspects of the competitive component of RAS's operations.
Key Duties	<p>1. The roles and responsibilities of the High Performance and Competitions Committee are as follows:</p> <p>a) Determine the RAS's annual competition schedule (competitions, camps, etc)</p> <p>b) Ensure all administrative functions are implemented for the RAS's annual competition schedule, including, registration, selecting and ordering uniforms (if necessary), ice bookings, flights, accommodation, and any other operational items.</p> <p><b><i>Programs and Evaluation</i></b></p> <p>c) Develop a strategic plan for the competitions such that a sustainable competition system is created which considers both annual and multi-year (quad) approaches within the approved budget and available resources of the RAS. Events and programs may include training camps, competitions, provincial teams, outreach, talent identification, etc.</p> <p>d) Conduct an annual competitions evaluation to confirm that objectives of the competition plan are being met and are achieving the desired results.</p> <p>e) Develop and implement mechanisms by which the extended Ringette community understands the competitions program, thereby contributing to the creation of a unified approach to competition.</p> <p><b><i>Provincial Teams/Squads</i></b></p> <p>f) Develop the programs and their corresponding selection criteria, which are to be approved by the Board of Directors, for the RAS's provincial teams/squads. Selection criteria are to include a determination of eligible athletes and selection of such eligible athletes, which may include results from competitions, trial events and will address items such as byes, injuries, etc.</p>
Authority	The Committee is an active agent of the Board, having authority over the rules that govern Championships as well as the bidding process and the selection of hosts of Championships. The Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee will be composed of the following individuals: <ul style="list-style-type: none"> <li>• Coaches Chair (appointed by the Board)</li> <li>• Other individuals appointed by the Board, as appropriate</li> </ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the RAS to fulfill its mandate. The Committee may, from time to time, receive administrative support from the RAS.

Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.