



Terms of Reference

2021-23 SaskFirst Management Committee (SFMC)



PURPOSE OF THIS DOCUMENT:

The purpose of this Terms of Reference document is to define the role of the Ringette Saskatchewan 2023 Canada Winter Games SaskFirst Management Committee (SFMC) program priorities workgroup. This document will also describe the scope of authority, and the expectations of the participants in this group.

GUIDING PRINCIPALS:

The workgroup's operation, discussions, and recommendations will reflect Ringette Saskatchewan's values:

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| Teamwork | • we believe in working collaboratively in the spirit of good sportsmanship |
| Athlete-Centered | • we support our athletes and strive to provide them with a positive, fun and developmentally appropriate experience |
| Excellence | • we believe in the pursuit of excellence at all levels for all athletes, coaches, officials, volunteers, board and staff |
| Honesty | • we are open, transparent and accountable for what we do |
| Respect | • we respect and trust each other as individuals, and we respect the sport and our organization |
| Fairness | • we are inclusive and supportive and believe in fair play in everything we do |
| Life-Long Friendship | • we believe Ringette is more than a game, it is a community |

MANDATE:

The workgroup will provide a prioritized list of needs and expectations for the 2021-23 Canada Winter Games Program. This workgroup will provide recommendations to ensure that Ringette Saskatchewan's program mandate, objective, and goals are being carried out.

COMPOSITION:

The SaskFirst Management Committee (SFMC) will consist of:

- Minimum of 2 RAS Board Members (appointed)
- 2 representatives from any of our 4 associations. Highly recommended these individuals have previous experience with the Sask First program.
- RAS Executive Director
- RAS Technical Director
- SaskFirst Head Coach

Additional consultation could include:

- A/AA Head Coaches in our province
- Ringette Canada Technical Director
- Provincial Ringette Organizations

SPECIFIC RESPONSIBILITIES OF THE SFMC ARE TO:

- Provide a framework and program guidelines for the design and delivery of a quality elite program
- Provide assistance in the development of, and ongoing monitoring and evaluation of, program design and delivery to ensure it is operating within guidelines and budgeted resources
- Be visible, knowledgeable, and approachable during the program delivery
- Provide an opportunity for athletes and parents to complete a written evaluation and the end of the program

DATE	WORKGROUP ACTIVITIES	OUTPUT
June 14 th , 2021	Board appoints two members to the SFMC	
August 2021	Confirmation of committee	
February 2022	Initial introductory conference call.	Information dissemination and discussion. Finalize Terms of Reference. Review of 2021-23 SFMC Establish next steps.
	Prioritization of needs for 2021-22 season	Consultation and follow up with key stakeholders. Complete first draft of priorities
	Finalization of List of needs for the 2021-22 season.	

** The Priorities will then be used to establish a realistic plan for the 2021-22 season

TERMS:

August 2021 - March 2023

The terms for members of any subcommittees created will expire with the completion of their assigned objective(s).

AUTHORITY:

The workgroup is an Ad Hoc working group and all work will be credited to the group and published with the approval of the Ringette Saskatchewan Executive Director.

MEETINGS:

The workgroup will meet 1-3 times a year via conference/web call.

RESOURCES:

Resources to support the work of the workgroup will be the SaskFirst Program and if additional resources are needed they will be provided by Ringette Saskatchewan.

REPORTING:

The workgroup will report to the Technical Director and ultimately the Executive Director.