

DIDSBURY FIGURE SKATING CLUB JOB DESCRIPTIONS TABLE OF CONTENTS:

<u>POSITION:</u>	<u>PAGE NUMBER(S):</u>
Officers:	
President	2-3
Vice-President	4
Treasurer	5-6
Secretary	7-8
Directors:	
Registrar	9
Ice Scheduler	10
Carnival Representative	11
Communications Coordinator	12
Test Chair	13
Fundraising Coordinator	14
Volunteer Coordinator	15
Coach Representative	16
Operations:	
Coaches	17-18
General Responsibilities	19



Didsbury Figure Skating Club:
Job Descriptions

PRESIDENT:

The primary general responsibilities of the President are prescribed by Article 6.1 *Duties of the President* of the Association's bylaws. The President shall:

- i. Supervise the affairs of the Board;
- ii. Supervise the other Officers in the execution of their duties;
- iii. Arrange the time, place and the agenda for all General and Special Meetings of the Association, Board meetings, and Executive meetings.
- iv. Preside at all meetings of the Board of Directors, Executive and/or general membership;
- v. Ensure a report of all activities of the DFSC, including an audited financial report and reports of activities of the Board, Committees, and Sub-Committees, is included on the Annual General Meeting agenda as specified by these bylaws under Article 3.6;
- vi. Act as the spokesperson for the DFSC, unless spokesperson duties on a specific matter are delegated to an alternate person by resolution of the Board;
- vii. Be an ex-officio member of all Committees and Sub-Committees;
- viii. Sign all Society documents requiring the President's signature;
- ix. Subject to the authority of the Board, the President shall, as necessary, provide oversight to the operations of the DFSC;
- x. In the event of an inability by any other Officer to perform his or her duty or duties due to illness or temporary absence, the President may temporarily



Didsbury Figure Skating Club:
Job Descriptions

assign such duty to any other Officer during the period of inability to perform; and

- xi. Perform all duties incidental to the Office of President and carry out other duties assigned by the Board.
- In addition to scope of responsibilities outlined in Article 6.1, the President shall also be responsible for the following:
 - Provide oversight to conflict resolution and disciplinary matters of the DFSC, unless the matter involves the President, in which case this responsibility would be delegated to the Vice-President;
 - Conduct annual performance reviews with individual Coaches; and
 - Revise and/or update annual Coach contracts.



Didsbury Figure Skating Club:
Job Descriptions

VICE-PRESIDENT:

The primary general responsibilities of the Vice-President are prescribed by Article 6.2 *Duties of the Vice-President* of the Association's bylaws. The Vice-President shall:

- i. Fill in for the President at meetings, events, or other responsibilities of the President when requested by the President;
 - ii. Sign all DFSC documents requiring the Vice-President's signature;
 - iii. Assume the role of President of the DFSC if the President resigns, requires a temporary leave of absence, or is removed by the Board prior to the end of his or her term;
 - iv. Otherwise fulfill the duties of the President outlined in Article 6.1.a in the President's absence; and
 - v. Perform all duties incidental to the Office of Vice-President and carry out other duties assigned by the President or the Board.
- In addition to scope of responsibilities outlined in Article 6.2, the Vice-President shall also be responsible for the following:
 - Provide oversight to ensure that Skate Canada and other DFSC safety requirements and regulations are being met, and identify any breaches or shortcomings to the Board of Directors; and
 - Provide oversight to conflict resolution and disciplinary matters of the DFSC when delegated to the Vice-President.



Didsbury Figure Skating Club:
Job Descriptions

TREASURER:

The primary general responsibilities of the Treasurer are prescribed by Article 6.3 *Duties of the Treasurer* of the Association's bylaws. The Treasurer shall:

- i. Make sure all monies paid to the DFSC are deposited in a financial institution approved by the Board;
- ii. Make sure annual membership fees are collected as levied by the DFSC and deposited;
- iii. Make disbursements and investments of the DFSC's funds in accordance with the directions of the Board and these bylaws;
- iv. Prepare the DFSC's annual budget for the consideration of the Board of Directors;
- v. Provide oversight to and keep proper accounting records of the financial affairs of the DFSC;
- vi. Sign all DFSC documents requiring the Treasurer's signature;
- vii. Prepare and present regular reports of the financial position of the DFSC to the Board and as directed by the Board;
- viii. Be responsible to oversee the duties and performance of the auditor or any two voting Members reasonably qualified to act as auditor to audit the accounts as appointed under Article 3.6.b;



Didsbury Figure Skating Club:
Job Descriptions

- ix. Make sure a review of the financial position of the DFSC is prepared and presented to the Annual General Meeting by the duly qualified accountant or the reasonably qualified two voting Members appointed by the Members;
 - x. Be responsible for the oversight of all required tax filings and file all statements required to ensure the ongoing status of the DFSC under the *Income Tax Act* of Canada; and
 - xi. Perform all duties incidental to the Office of Treasurer and carry out other duties assigned by the Board.
- In addition to scope of responsibilities outlined in Article 6.3, the Treasurer shall also be responsible for the following:
 - Pick up and distribute the DFSC's mail;
 - Work with the Secretary to reconcile and balance skater registrations and payments;
 - Submit Skate Canada and Section registration payments;
 - Work with the Fundraising Coordinator to reconcile raffle processes and proceeds;
 - Work with the Carnival Representative to assign a float for Carnival and determine processes for Carnival financial management;
 - Work with the Volunteer Coordinator to reconcile parent/guardian \$100 volunteer bonds;
 - Review ice bills with the Ice Scheduler; and
 - Process requests for expense reimbursement according to DFSC policy.



Didsbury Figure Skating Club:
Job Descriptions

SECRETARY:

The primary general responsibilities of the Secretary are prescribed by Article 6.4 *Duties of the Secretary* of the Association's bylaws. The Secretary shall:

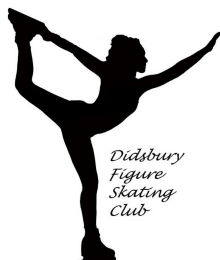
- i. Attend all meetings of the DFSC, the Board and the Executive and keep accurate minutes of the same. In case of the absence of the Secretary, the duties will be discharged by such Officer as may be appointed by the President;
- ii. Have charge of all the official correspondence of the DFSC, with responses under the direction of the President and the Board;
- iii. Keep a current list of all the Members of the DFSC and Board as required by these bylaws and the *Societies Act* of Alberta;
- iv. Retain the seal of the DFSC in the Registered Office of the DFSC, unless the Board directs otherwise;
- v. Be custodian of the DFSC's records;
- vi. Sign all DFSC documents requiring the Secretary's signature;
- vii. Send notices of General Membership, Board, and Executive meetings, as required, and see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- viii. File the annual statement of the DFSC, changes in the Directors of the organization, amendments to the bylaws, and other incorporating



Didsbury Figure Skating Club:
Job Descriptions

documents with the Corporate Registry and as required by applicable statutes; and

- ix. Perform all duties incidental to the Office of Secretary and carry out other duties assigned by the President or the Board.
-
- In addition to scope of responsibilities outlined in Article 6.4, the Secretary shall also be responsible for the following:
 - Order materials from Skate Canada, as needed;
 - Assist the Treasurer and Registrar, as required, with reconciling skater registration to ensure that proper and accurate records are maintained; and
 - Apply for and receive a Carnival sanction on behalf of the DFSC when requested by the Carnival Representative.



Didsbury Figure Skating Club:
Job Descriptions

REGISTRAR:

The Registrar shall generally be responsible to:

- Communicate critical dates and information about registration to the Communications Coordinator in advance of DFSC promotions and registration communications;
- Digitally distribute, receive, and reconcile signed parent/guardian and skater code of conduct forms at the beginning of the skating season;
- Maintain accurate records of all skaters' personal/medical information, as required;
- Distribute record of all skaters' emergency contact information to the Coach Representative;
- Register all skaters on the Skate Canada website by mid-October;
- Distribute parent/guardian handbook and other relevant materials at the beginning of the skating season;
- Prepare and distribute group contact lists of parent/guardians, as appropriate, at the beginning of the skating season (permission of parents/guardians will be required to be included on the distribution list);
- Provide group lists for Carnival;
- Act as DFSC's liaison with Skate Canada, as required, for registration;
- Perform all other necessary duties and functions as required to complete registration; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Registrar's duties and responsibilities.



Didsbury Figure Skating Club: Job Descriptions

ICE SCHEDULER:

The Ice Scheduler shall generally be responsible to:

- Identify (with the assistance of the Board of Directors and Coaches) and communicate to the Town the anticipated ice times required by DFSC and book the ice for the regular season with the Arena Manager (this task must be completed by July 31);
- Secure ice for Carnival (approximately 5 hours in March);
- Work closely with the Test Chair to book the ice in advance for test days;
- Post ice schedule in Arena lobby on DFSC board;
- Inform Coach Representative of any deviations from the weekly schedule at the beginning of the season;
- Act as liaison between the DFSC and the Town of Didsbury;
- Act as liaison between the DFSC and other user groups;
- Communicate ice times secured from the Town to the Board;
- Record and communicate as soon as possible all unforeseen changes in ice times to the Coach Representative;
- Review ice bills with the Treasurer and report any discrepancies to the Town for correction on next bill;
- Follow up on discrepancies on bills reported to the Town;



Didsbury Figure Skating Club:
Job Descriptions

- Develop a system for playing music during all sessions on a rotational basis, including test days and competition sessions;
- Provide training and supervision of the playing of music; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Ice Scheduler's duties and responsibilities.

CARNIVAL REPRESENTATIVE:

The Carnival Representative shall generally be responsible to:

- Organize the annual DFSC Carnival;
- Work with the Head Coach of the DFSC in executing the Carnival as the Head Coach has determined;
- Prepare a general outline and budget for Carnival, and communicate the overall plan to the DFSC board;
- Ensures that a Carnival sanction has been applied for and received by the Secretary of the DFSC;
- Work with the Treasurer to assign a float for Carnival and implement required processes for Carnival financial management;
- Arrange for a photo night of all skaters and Coaches, as determined by the board;
- Ask for assistance and/or guidance from appropriate board members, if needed; and



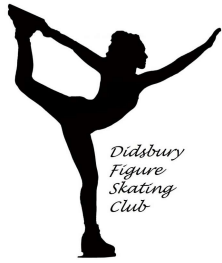
Didsbury Figure Skating Club:
Job Descriptions

- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Carnival Representative's duties and responsibilities.

COMMUNICATIONS COORDINATOR:

The Communications Coordinator shall generally be responsible to:

- Secure critical dates and information about registration from the Registrar in advance of annual DFSC promotions and registration communications;
- Prepare monthly newsletters for DFSC members;
- Inform local media (newspaper, radio) of upcoming activities, including fundraisers;
- Informing all club members of upcoming events;
- Prepare articles and regularly submit news items (with photographs) for the local media and the Section;
- Promote and develop membership in the DFSC by informing the general public of DFSC programs, registration, and special activities and events;
- Update the DFSC website information, as necessary;



Didsbury Figure Skating Club: Job Descriptions

- Administrate or provide oversight to the DFSC volunteer for official DFSC social media content and engagement; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Communication Coordinator's duties and responsibilities.

TEST CHAIR:

The Test Chair shall generally be responsible to:

- Organize test days and competitions (with a committee, if necessary) hosted by DFSC;
- Connect with other skating association test chairs (in the region) and the Regional Test Chair to identify, determine, facilitate, and/or facilitate test days for DFSC;
- Work with the Communications Coordinator to communicate and promote test days for DFSC skaters;
- Recruit evaluators, if required, to test above the permitted level of testing by coaches;



Didsbury Figure Skating Club: Job Descriptions

- Prepare and submits paperwork for test days hosted by another club;
- Provide schedules to skaters for test days;
- Organize home club skaters who will be testing or competing at an outside club;
- Obtain judges for Skate Canada tests and competitions and, as appropriate, liaise with external judges to facilitate test days;
- Arrange and supervise all tests (in conjunction with the appointed referees);
- Keep records of tests;
- Prepare test records to be forwarded to Skate Canada;
- Prepare and present test financial reports to the Board of Directors;
- In years that DFSC hosts a competition, ensure that the following responsibilities and functions are delegated and completed:
 - Notify Coaches of all upcoming competitions;
 - Communicate and promote upcoming competitions and fun meets to Coaches and the Communications Coordinator to ensure individual skaters and DFSC skaters in general are aware of the upcoming competition; and
 - Plan for, arrange, and supervise all competitions in consultation with the appointed officials; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Test Chair's duties and responsibilities.

FUNDRAISING COORDINATOR:

The Fundraising Coordinator shall generally be responsible to:

- Fill out AGLC's *Use of Proceeds* form and send to the designated recipient;
- Fill out AGLC's *List of Executives form* and forward to AGLC annually;
- Pull AGLC raffle licenses for all DFSC raffles;
- Work with the Treasurer to reconcile the distribution, sale, and proceeds of raffles;



Didsbury Figure Skating Club:
Job Descriptions

- Ensure that raffle winners are pulled and awarded in accordance with AGLC requirements;
- Research and apply for lottery, municipal, provincial, and federal grants;
- Solicit corporate donations and sponsorships;
- Solicit ideas from club members regarding fundraising ideas;
- Organize any other fundraiser(s) the club may have;
- If the DFSC is hosting a casino, the Fundraising Coordinator will be responsible to coordinate the casino and fulfill the following responsibilities:
 - Fill out casino license application (needs to be completed a minimum of 60 days before the casino);
 - Communicate and work with the Volunteer Coordinator to find volunteers for the casino, have them fill out applications, and forward them to AGLC;
 - Communicate with the board regarding casino planning and request assistance and/or delegate tasks, as required;
 - Consult with the DFSC's Casino Advisor and hire the designated person at each casino; and
 - Accept and execute assignments delegated by the President that reasonably fall within the scope of fulfilling all casino-related duties and responsibilities.
- Keep the Communications Coordinator up-to-date on upcoming fundraisers, including casinos, for advertisement and promotion;
- Communicate and work with the Volunteer Coordinator to find volunteers, as necessary, for general fundraisers hosted by the DFSC; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Fundraising Coordinator's duties and responsibilities.

VOLUNTEER COORDINATOR:

The Volunteer Coordinator shall generally be responsible to:

- Assist the Carnival Representative in recruiting volunteers for Carnival positions as requested and specified by the Carnival Representative;



Didsbury Figure Skating Club:
Job Descriptions

- Assist the Fundraising Coordinator in recruiting volunteers for fundraisers and fundraising events as requested and specified by the Fundraising Coordinator;
- Identify specified volunteer needs for upcoming initiatives and events for the Communications Coordinator for volunteer recruitment promotions;
- Work with the Treasurer and Registrar to ensure that the DFSC has \$100 bond in place for all skaters at the beginning of the season (this amount is fully refundable once all required volunteer hours are completed);
- Track required parent/guardian volunteers hours and follow up with parents/guardians who have not met their seasonal volunteer requirement (for 2024-2025, the requirement is: CanSkate: 5 hours, IntroSkate: 10 hours, StarSkate: 15 hours);
- Notify the Treasurer and Registrar when parent/guardian volunteer hours are completed so the \$100 bond can be refunded;
- Reasonably backfill vacant volunteer positions, when appropriate, if volunteers cancel, are late, or do not show up for assigned roles; and
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Volunteer Coordinator's duties and responsibilities.

COACH REPRESENTATIVE:

The Coach Representative shall generally be responsible to:



Didsbury Figure Skating Club:
Job Descriptions

- Act as the liaison between the board and the coaching staff of the DFSC and advise the board on matters pertaining to and affecting coaching staff;
- Communicate all information from the board to the coaching staff;
- Communicate all information from the coaching staff to the board;
- Inform Ice Scheduler of all deviations from the regular schedule and reason for the deviation;
- Distribute record of all skaters to coaches;
- Provide Coaches with at least twenty-four (24) hour advance notice of any change or cancellation of skating facility availability (unless the club has not received such advance notification);
- Ensure the return of and inventory all DFSC supplies at the conclusion of the skate season; and
- Accept and execute assignments delegated by the President that reasonably within the scope of the Coach Representative's duties and responsibilities.

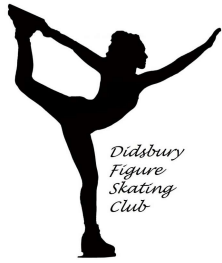
COACHES:



Didsbury Figure Skating Club: Job Descriptions

Coaches shall generally be responsible to:

- Communicate schedule changes identified by the Board of Directors, Ice Scheduler, and/or the Coach Representative to parents/guardians;
- Test skaters to the permitted coaching testing level; and
- Attend all coaching sessions as set out by the DFSC;
- Notify the DFSC or, as prescribed, find a replacement coach for skating sessions the Coach is unable to attend;
- Ensure there is adequate level of supervision for skaters for the duration of the session;
- Assist the DFSC with the preparation and production of competitions, ice shows, test days, and such other events;
- Attend monthly coaching meetings and /or sub-committee meetings, as requested by the DFSC;
- Ensure that all students are aware of and comply with the rules and regulations of the DFSC;
- Work with the session convenor or other Coaches to ensure that all Skate Canada, Section, and DFSC rules and regulations are adhered to;
- Adhere to the professional educational standards as set for Coaches by Skate Canada;
- Evaluate CanSkate skaters on a bi-yearly basis and provide the DFSC with a list of badges earned by each skater at the completion of the fall and winter sessions;
- Provide daily or weekly lesson plans and any other information or direction, as needed, to ensure a high quality of instruction is provided to skaters;
- Keep record of Program Assistants' hours and provide the DFSC with a total for each Program Assistant at the end of the skating season;
- Facilitate parent/guardian meetings and information sessions, as necessary;
- Facilitate parent/guardian electronic communications, as necessary;
- Seek approval from the Board of Directors prior to making DFSC purchases;



Didsbury Figure Skating Club:
Job Descriptions

- Send out monthly invoices to families within two-weeks of the end of the month in which the lessons/test days/competitions occurred;
- Accept and execute assignments delegated by the President that reasonably fall within the scope of the Coaches' duties and responsibilities; and
- Fulfill all duties, responsibilities, and obligations as prescribed under the Coaches' contract.



GENERAL RESPONSIBILITIES: (not assigned to a specific job description)

The primary general responsibilities of the Board of Directors are prescribed by Article 4.7 *Powers and Duties of the Board of Directors* of the Association's bylaws. The Board of Directors shall, in fulfilling its operational oversight functions, also be responsible to:

- Promote and organize sessions for Learn to Skate, Pre-Hockey, CanSkate, SSJ, Preliminary Prep, CanPowerSkate, Juniors and StarSkate, Skate Canada non-sanctioned programs, and all other recreational programs or competitive programs in consultation with the Didsbury Figure Skating Club's Coaches to follow programs specific to Skate Canada.
- DFSC will also conduct skater/parent orientation sessions, arrange for suitable Skate Canada coaches and/or instructors to teach group lessons;
- Promote instructor/coaching development within the DFSC;
- Ensure proper licensing policies and procedures are followed;
- When required, oversee the recruitment processes and hiring of new Coaches; and
- Offer well-organized, high quality, standardized programs that are fun for participants, coaches and volunteers.