



Document Name: Director of Children's Ringette – Fundamentals/Active Start  
Terms of Reference  
Approval Authority: SRA Board of Directors  
Date Document Approved: June 25, 2023

#### Functions and Duties

- Lead the coordination for required activities in Active Start and Fundamentals, with support from Children's Ringette – Fundamentals/Active Start Committee.
- Prior to division evaluations, contact players who have not registered who were registered in the past, as indicated by the Office Administrator and guidance of the Board of Directors.
- Work with the Director of Coach Development to secure enough coaches for Active Start and Fundamentals.
- Work with the Volunteer Coordinator to recruit volunteers for evaluations and any other activities that require volunteers.
- Become familiar with, and operate, the draft procedure for the respective divisions.
- Act as a liaison between the Board of Directors and the players, coaches and parents.
- Become familiar with and communicate LTAD initiatives relating to the Children's Ringette context/Active Start stage in accordance with Ringette Canada and Ringette Saskatchewan mandates and guidelines.
- Arrange and chair a year-end coaches' meeting and compile feedback and provide to SRA Board of Directors.

#### Committee Responsibilities

- Children's Ringette – Fundamentals/Active Start Committee (Chair)
- At least one other committee

#### Length of Term

- 2 years

#### Reporting Responsibility

- Attend all committee meetings and report to the Board of Directors.