

East St. Paul Community Centre Description of Executive and Board Positions



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VOLUNTEER STATEMENT

The ESPCC’s volunteers are willing to be team players within the established structure of the club. They are willing to support the overall development of all sport and recreation programs in the ESP community. Volunteers will make decisions for the betterment of programs. Volunteers have the commitment to fulfil their positions. Volunteers may be subject to a background check.

EXECUTIVE POSITIONS

President

The President directs and guides all activities of the ESPCC and works hand in hand with the Vice President, Sport Directors and General Manager should an issue arise. The President represents the ESPCC at all relevant meetings for the ESPCC's sports in the absence of the Sport Director or General Manager. The President is an important part of the Recreational Committee which consists of the ESP Mayor, ESP Councillor, ESP CAO, ESP Operations Manager, President of 55+, ESP Curling Club. The President works closely with the ESPCC General Manager. This position is a two-year term and comes up for election in even years.

Vice President

The Vice President is to aid and assist the President with the ESPCC. Should the President be unable to attend any meetings normally attended by the President, the Vice President will attend in his/her absence including and the monthly Executive Board meeting. The Vice President deals directly with all Sport Directors regarding their sports. The Vice President will sit on the committees of the ESPCC tournaments. This position is a two-year term and comes up for election in odd years.

Vice President of Sponsorship & Social Media

The Vice President of Sponsorship and Social Media works solely on ESPCC sponsorship & social media pertaining to all advertising/sponsorship at the hockey arena and soccer/baseball complex. The position includes working with both the Tournament of Aces and Prairie Classic Tournament and all their advertising and sponsorship requirements and being part of each tournament committee. Social Media will include all forms of media and keep the ESPCC current and up to date. The Vice President of Sponsorship and Social Media informs the Executive Board and General Manager on all activities sent to the community. This position is a two-year term and comes up for election in even years.

Secretary

The Secretary prepares all Minutes and Agendas, and make any changes if need be, for the ESPCC board at the executive meetings. The individual would communicate with the President and General Manager on a regular basis. The peak times for this position are winter and summer. This position is a two-year term and comes up for election in odd years.

Treasurer

The Treasurer shall be responsible for documenting all formal requests to the ESPCC. The Treasurer, shall be responsible for overseeing the individual sport budgets, and the overall financial standing of the corporation.

Event Coordinator

The Event Coordinator shall be responsible to plan and operate annual events. The coordinator works within a budget and communicates with the President and General Manager.

BASEBALL

Baseball Director

The Director oversees the direction of the baseball programs and convenors by establishing the programs and determining appropriate pricing levels and budgeting with the Treasurer. The Director would communicate with the governing associations and regional clubs. The Director coordinates with RRVSL regarding registration, preseason player communication, coach selection, team formation and roster completion. The Director would communicate directly with the Vice President on all program activities, Convenors and General Manager. The peak time for this position is spring and summer.

Baseball Convenor

The Baseball Convenor oversees the youth baseball program. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convenor would communicate directly with the Baseball Director, Equipment Coordinator and General Manager. The peak time for this position is spring and summer.

Softball Convenor

The Softball Convenor oversees the youth baseball program, including children's T-ball and Penne Ball. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convenor would communicate directly with the Baseball Director, Equipment Coordinator and General Manager. The peak time for this position is spring and summer.

Baseball Equipment Director

The coordinator oversees the acquisition, assignment and collection of equipment. The coordinator communicates with the Treasurer, Baseball Director, Convenors and the ESPCC General Manager.

BASKETBALL

Basketball Director

The director oversees the direction of the basketball programs by establishing the programs and determines the appropriate pricing for each level with the Treasure. The Director would communicate with the governing associations and regional clubs. The Director coordinates with WBA regarding registration, equipment acquisition, preseason player communication, coach selection, team formation and roster completion. The Director would communicate directly with the Vice President on all program activities. The peak time for this position is fall, winter, spring and summer.

HOCKEY

Hockey Director

The director oversees the direction of the Timbit and House League hockey programs and convenors establishing the programs. Working with the General Manager and schedule practice times. The Director would communicate with River East Minor Hockey Association (REMHA) and any region clubs. The Director coordinates tryouts held at the ESP Arena, preseason player communication, coach selection, team formation and roster completion. The Director would communicate directly with the Vice President on all program activities. The peak time for this position is fall and winter.

U6 - Timbits Convenor

The Convenor oversees the U6 hockey program. This involves preseason tryouts, coach selection, team formation, roster completion and league communications. The Convenor shall update the Hockey Director on program activities. The Convenor shall communicate with the Hockey Equipment Coordinator for all required equipment. The peak time for this position is fall and winter.

7&8 – House League Convenor

The Convenor oversees the 7&8 House League hockey program. This involves preseason tryouts, coach selection, team formation, roster completion and league communications. The Convenor shall update the Hockey Director on program activities. The Convenor shall communicate with the Hockey Equipment Coordinator for all required equipment. The peak time for this position is fall and winter.

Hockey Equipment Manager

The coordinator oversees the acquisition, assignment and collection of equipment. The coordinator communicates with the Hockey Director, Convenors, Treasurer and General Manager.

Tournament of Aces Hockey Director

The Director recruits a team of people to form the committee and oversees all of the events associated with the annual hockey tournament held in March. The Director communicates with the Hockey Director, Vice President, and General Manager. The tournament planning begins in October and occurs monthly until March.

RINGETTE

Ringette Director

The Director oversees the direction of the ringette program by establishing the programs and determines the appropriate pricing for each level and budgeting with the Treasurer. The Director would communicate with the River East Ringette Association (RERA) and regional clubs. The Director coordinates registration, equipment acquisition, preseason player communication, coach selection, team formation and roster completion. The Director would communicate directly with the Vice President on all program activities. The Director communicates with the Treasurer and the ESPCC General Manager. The peak time for this position is fall.

SKATING CLUB

Skate Club Director

The Director of the Skating Club is the elected President of the Skating Club. The Director oversees the direction of the skating program by establishing the programs, determining appropriate pricing levels for each program and overseeing registration. The Director is responsible to recruit and hire Skate Canada certified coaches, as well as Skating Club board members. The Director organizes and chairs monthly Skating Club board meetings. The Director would communicate with governing associations and regional clubs. The Director would update the ESPCC President on program activities. The peak time for this position is the fall and winter.

SOCCER

Soccer Director

The Director oversees all programming and works with, and provides direction to, the convenors to ensure each season runs according to the established guidelines. The director also collaborates with the Treasurer and General Manager to determine an appropriate yearly budget and program costs. The Director communicates with the governing associations and district clubs. The Director coordinates registration and assists all convenors with the preseason player communication, coach selection, team formation and roster completion. The Director would communicate directly with the Vice President on all program activities. The peak time for this position is spring (February – May) and fall (August – November).

Soccer Convenors

***Volunteer descriptions below are an overview of the position’s responsibilities. A more detailed description can be obtained from the Soccer Director upon request.**

U4 – 5 Convenor

The Convenor oversees the U4 & U5 soccer program. This involves preseason preparation, coach selection, team formation, roster completion and league communications. The Convenor shall update the Soccer Director on program activities and works closely with the FCNW Mini Soccer Director to ensure program guidelines are followed. The Convenor communicates with the ESPCC Soccer Equipment Coordinator for all required equipment throughout the season. The peak time for this position is spring (February – May) and the season runs May and June. There is also a Jamboree weekend in June that convenors may be involved with for planning and communication purposes.

U6 – 8 Convenor

The Convenor oversees the U6 – U8 soccer program. This involves preseason preparation, coach selection, team formation, roster completion and league communications. The Convenor shall update the Soccer Director on program activities and works closely with the FCNW Mini Soccer Director to ensure program guidelines are followed. The Convenor communicates with the ESPCC Soccer Equipment Coordinator for all required equipment throughout the season. The peak time for this position is spring (February – May) and the season runs April/May and June. There is also a Jamboree weekend in June that convenors may be involved with for planning and communication purposes.

U9 – 18 Girls Convenor

The Convenor oversees the U9 – U18 girl's soccer program. This involves preseason preparation, coach selection, team formation, roster completion and league communications. The Convenor shall update the Soccer Director on program activities and works closely with the FCNW Recreational Soccer Director to ensure program guidelines are followed. The Convenor communicates with the ESPCC Soccer Equipment Coordinator for all required equipment throughout the season. The peak time for this position is spring (February – May) and fall (August – November). There is also an outdoor soccer U9 – U12 Jamboree weekend in June that conveners may be involved with for planning and communication purposes.

U9 – 18 Boys Convenor

The Convenor oversees the U9 – U18 boy's soccer program. This involves preseason preparation, coach selection, team formation, roster completion and league communications. The Convenor shall update the Soccer Director on program activities and works closely with the FCNW Recreational Soccer Director to ensure program guidelines are followed. The Convenor communicates with the ESPCC Soccer Equipment Coordinator for all required equipment throughout the season. The peak time for this position is spring (February – May) and fall (August – November). There is also an outdoor soccer U9 – U12 Jamboree weekend in June that conveners may be involved with for planning and communication purposes.

Soccer Equipment Coordinator

The coordinator oversees the acquisition, assignment and collection of equipment for the ESPCC program as well as the Prairie Classic Soccer Tournament (if required). The coordinator communicates with the Soccer Director, Convenors and individual team contacts as well as any associates required fulfill the BMO (Bank of Montreal) and Tim Bits sponsorships.

Prairie Classic Soccer Tournament Director

The Director recruits a team of people and oversees all of the events associated with the annual soccer tournament held in August. The Director communicates with the Soccer Director, Vice President and ESPCC General Manager. The tournament planning begins in January and occurs monthly until August. The peak time for this position is June – August.