Westlock Football Association - Executive Committee

Roles and Responsibilities 2025 (*Updated with By-Laws)*

6 Officers – up to 8 Directors at Large

President: *Officer (communicate via assigned email)*

Meeting Coordination:

- Coordinate, Organize, Chair, and attend all executive board meetings, including the Annual General Meeting (AGM), ensuring agendas are prepared, sent-out and followed.
- Ensure the board operates in accordance with current By-laws.

Duties Delegation & Management:

- Arrange and schedule team photos, ensuring each family receives their copies.
- Maintain accurate records of policies and position descriptions
- Serve as a liaison between coaches, school management, and the executive team to ensure smooth communication and operations.

Team & Event Support:

- Welcome teams on game days, answer questions, and ensure they know where to change, how to access the game field, and whom to report to.
- . Book and arrange for Game day change rooms, ports potties, etc.
- Collaborate with the executive and coaches to create and distribute newsletters and important updates.

Family & Volunteer Coordination:

- Assist in ensuring families understand the importance of their volunteer commitments and responsibilities when necessary.
- Provide information to team, parents and coaching staff and encourage Players to visit TeamSnap & Facebook or Instagram and other media for updates
- Be available to troubleshoot and address any issues related to football operations.

Administrative Duties:

- Hold signing authority for the bank account and be the key holder/ signing for Canada Post, Obeys and Hone Hardware.

Vice-President: *Officer (communicate via assigned email)*

Meeting Coordination & Support:

- Assist and support the president in Coordinating, Organizing, and attend all executive board meetings, including the Annual General Meeting (AGM).

Administrative Duties:

- Hold signing authority on the club's bank account; and be backup key holder/ signing for Canada Post.

Event Assistance:

- Assist with the AGM and Games/Events by helping with rentals, decoration, setup, and cleanup of the venue. Or Confirming arrangements.

Executive Involvement:

- Attend all executive meetings, including the AGM.

Secretary: *Officer (communicate via assigned email)*

Meeting Documentation:

- Attend board executive meetings and parent/team meetings. Prepare Agenda; take minutes, and deliver them to the executive within one week of meeting. Ensure all members have access, print multiple copies for AGM.
- Maintain an archive of all board and parent/team meeting agendas and minutes.

Record Keeping:

- Assist the Executive in maintaining records of policies and position descriptions.
- Document policy decisions and related documents, filing them in the team binder.
- Collect and file reports from executive members.

Contact Management:

- Maintain up-to-date contact information for the executive and coaching staff.

Registrar: *Officer (communicate via assigned email)*

Registration & Forms Management:

- Attend registration events and ensure proper completion of all forms (registration, waiver, etc.) from players during Spring and Fall camps.
- Collect Spring & Fall camp registrations and deliver Invoicing to the Treasurer for payment.

- Ensure all Registrations and other forms and payments are collected and processed in coordination with the Treasurer and President.

Team Roster & Communication:

- Prepare and maintain the initial team contact list in collaboration with the President, Equipment Manager, and Head Coach.

- Distribute the roster to coaches and executive members one week before the season starts and keep player information updated throughout the season.

- Update TeamSnap with new registrants, delete outgoing players, and make necessary adjustments during the season.

Player & Staff Registration:

- Register all players, coaches, on-field staff, and executive members with Football Alberta, and provide the invoice to the Treasurer for payment.

Outreach & Updates:

- Contact previous (non) players about upcoming registrations for the new season.

Executive Involvement:

- Attend all executive meetings, including the Annual General Meeting.

Treasurer/Casino Chair: *Officer (communicate via assigned email)*

Financial Management:

- Handle all cash,debit, credit, Square and e-transfer transactions, Casino Accounts maintaining accurate records.

- Hold main signing authority on the bank account with full access to online banking and debit card and has second signing authority with Canada Post and be backup key holder/ signing for Canada Post.

- Reconcile bank statements using approved software.

Payments & Invoices:

- Process payments for invoices, including bus rentals, equipment orders, insurance, Football Alberta, and league fees, within one week of receipt.

- Collect payments from players/parents for registration, association fees, fundraisers, and clothing orders, depositing funds weekly or more frequently as needed.

- Issue receipts for cheques, cash, online e-transfers for parents and sponsors using Square.

Expense Management:

- Obtain receipts for out-of-pocket expenses paid by volunteers, coaches, and equipment managers to ensure proper reimbursement or deposit.
- Collaborate with the volunteer coordinator and equipment manager to manage deposits, ensuring they are cashed or returned as per agreements.

Casino & 50/50 AGLC contact:

- Organize and arrange casino fundraising opportunities for the team.
- Ensure that the association's licensing with AGLC is current and compliant.
- Complete and submit all required paperwork to AGLC and obtain permits for raffles and 50/50 ticket sales at home games and fundraising events.

Collaboration & Coordination:

- Work with the Fundraising Coordinator to verify that all information sheets and licensing are accurate for each event.
- Collaborate with the Volunteer Coordinator to ensure all positions for the casino fundraiser are filled and that volunteers have the necessary information.

Communication & Reporting:

- Communicate with the Fundraiser & Volunteer Coordinator to ensure all payments and forms are collected and processed promptly.
- Provide updates to the Volunteer Coordinator for distribution to the team, parents, and coaching staff, and keep Team Snap updated with scheduled casino or raffle opportunities and reminders.
- Provide cash floats for events and games as needed.
- Prepare financial statements, annual society return and present updates at meetings and the AGM.

Executive Involvement:

- Attend all executive meetings, including the Annual General Meeting.

Equipment Manager: *Officer (communicate via assigned email)*

Equipment Transportation & Maintenance:

- Coordinate the transportation of equipment (water stations, trainer tables, balls, etc.) to all practices and games.
- Maintain an equipment checklist and ensure trained personnel are present at practices and games to assist with equipment adjustments.

Inventory & Record Keeping:

- Maintain detailed records of equipment inventory, including helmets, jerseys, pads, pants, shoulder pads, footballs, and other necessary gear.
- Track helmet usage, retirements, and sales; send helmets for recertification every two seasons.
- Inspect all equipment annually, repairing or replacing as needed, and ensure mid-season helmet inspections.
- Order new equipment based on team needs and provide a budget for repairs and replacements to the President.

Equipment Distribution & Return:

- Organize equipment fittings and distribution for spring and fall football seasons, and coordinate equipment return at the end of the season.
- Keep Team Snap, Facebook, or other platforms updated with equipment information and schedules.

Game & Practice Preparation:

- Ensure footballs are inflated to 13 lbs. throughout the season.
- Oversee the cleaning and disinfecting of water containers before and after games and practices.
- Bring necessary tools and equipment to games for on-site adjustments and repairs.

Compliance & Communication:

- Stay up to date on equipment regulations through Football Alberta.
- Coordinate with the coaching staff to inspect field equipment annually.
- Provide equipment-related updates to the President for communication to the team and ensure all payments and forms are submitted to the Treasurer.

Executive Involvement:

- Attend all executive meetings, including the Annual General Meeting

Volunteer Coordinator: *Director at Large (communicate via assigned emails)*

Volunteer Co-ordinating:

- Recruitment & Scheduling: Arrange for volunteers for all events, home games, and Jamborees; provide a volunteer schedule to supervising adults.

- Tracking Hours: Ensure all volunteer hours are recorded and that parents/players meet their obligations; provide final reports to the Treasurer for end-of-season processing.
- Representation at Events: Attend or arrange for adult representation at fundraising/volunteer events; keep track of hours for reporting purposes.
- Volunteer Sign-In: Ensure volunteers sign in at all events and games, either by attending or delegating the task to another volunteer.

Game Day Coordination:

- Food Orders: Organize meals for game days, including for players, coaches, and referees. Ensure food trucks are booked for all home games and confirm arrangements with families and the executive team.
- Supply Management: Purchase and manage necessary food supplies and ensure the concession is stocked.

Event Planning:

- AGM Support: Oversee food setup, volunteer coordination, and cleanup at the Annual General Meeting (AGM), ensuring the venue is properly set up and tidied.
- Budgeting: Create a budget for food and supplies each season and provide documented receipts to the Treasurer.

Communication & Social Media:

- Team Communication: Coordinate with the President and ensure timely communication of events, volunteer needs, and updates via Team Snap and other platforms (e.g., Facebook).
- Social Media Management: Keep social media platforms updated with schedules, events, and volunteer opportunities to keep the community engaged.
- Liaison with Website Manager so all information is updated simultaneously.

Executive Collaboration:

- Attend all executive meetings, including the Annual General Meeting.

Fundraising/Grants Coordinator: (*Directors at Large personal or given email)*

Fundraising Coordination:

- Collaborate with executive board members to plan fundraising activities based on the club's budget and future needs.
- Work with the Volunteer Coordinator and President to organize volunteers for each event.
- Ensure all executive members are informed of upcoming events in advance.

Financial & Administrative Tasks:

- Submit all receipts and invoices to the Treasurer for timely payment.
- Any funds or events, donations, sponsorships must go through the treasurer for e-transfer payments or cheques payable directly to the association
- Keep Team Snap updated with scheduled fundraising events and field maintenance dates/times.

Field Maintenance:

- Organize and perform general maintenance on practice and game fields as needed along with executive assistance.

Grant Applications:

- Research and apply for all eligible grants relevant to the team to support its operations and development.

Communication & Executive Involvement:

- Provide relevant information to the President for distribution to the team, parents, and coaches.
- May attend executive meetings, including the Annual General Meeting.

Memorabilia *Director at Large (communicate via assigned emails)*

Memorabilia Coordination:

- Collaborate with executive board members to discuss new options for memorabilia
- Work with the vice-president and rest of the board
- Ensure all executive members are informed of new memorabilia providers and merchandise

Financial & Administrative Tasks:

- Submit all receipts and invoices to the Treasurer for timely payment.
- Keep Team Snap Parents updated with Jacket orders and special orders

Memorabilia Planning:

- Organize inventory so it is ready for volunteers to pick up, sell and assist in dropping off merchandise for each event that it is needed for. Treasurer and Vice President and Memorabilia will work together to keep merchandise inventory accurate for Square purchases and restocked for the volunteers.

Communication & Executive Involvement:

- Provide relevant information to the President for distribution to the team, parents, and coaches.
- May attend executive meetings, including the Annual General Meeting.

Website Communications Coordinator : (*Directors at Large- communicate via given email)*

Coaches and Executives Liaison:

- Serve as the liaison between coaches and executive board members to facilitate communication and coordination of website data to keep the site relevant and up to date.

Information Sharing:

- Receive necessary information from the President for distribution to the team, parents, and coaching staff via website updates.
- Keep website current with reminders regarding practices, game days, schedule changes, and any available information throughout the year.

Executive Involvement:

- May attend executive meetings, including the Annual General Meeting.

School Liaison: *(Director at Large - communicate via personal email)*

Coaches and Executives Liaison:

- Liaison between Coaches and Executives
- Schedule and arrange for all bussing for Games and Jamborees
- Schedule and arrange for all Team Change Rooms and porta potties
- Provide information to team, parents and coaching staff and encourage Players to visit TeamSnap & Facebook or Instagram and other media for updates

Executive Involvement:

- May attend executive meetings, including the Annual General Meeting.
- Coordinate with vice-president for assistance with any of the bookings

Head Coach: (*Directors at Large)*

Coaches and Executives Liaison:

- Serve as the primary liaison between coaches and the executive board to facilitate communication and coordination.

Game Day Coordination:

- Communicate with other teams to coordinate game day scheduling and report updates to executives and families promptly, even if dates are tentative.

Coaching Staff Management:

- Ensure that there are sufficient coaches and assistant coaches present at all practices and games.

Information Sharing:

- Provide necessary information to the President for distribution to the team, parents, and coaching staff.
- Keep TeamSnap updated with reminders regarding practices, game days, schedule changes, and any available training camps during the off-season.

Executive Involvement:

- May attend executive meetings, including the Annual General Meeting.

Equipment Assistant

Game & Practice Preparation:

- Coordinator with Equipment Manager & President to ensure all tasks are completed under
- Follow direction of Equipment Manager and be available back-up.

Compliance & Communication:

- Stay up to date on equipment regulations through Football Alberta.
- Coordinate with the coaching staff to inspect field equipment annually.
- Provide equipment-related updates to the President for communication to the team and ensure all payments and forms are submitted to the Treasurer.

Executive Involvement:

- May attend executive meetings, including the Annual General Meeting

Trainers:

Water & Medical Supplies Management:

- Order and coordinate the transportation of water to all practices and games.
- Maintain an inventory of all medical supplies and order or purchase necessary items. Submit all receipts or invoices to the Treasurer for payment.
- Ensure ice is available at every practice and game for injury management.

Trainer Responsibilities:

- Ensure at least one trainer is present at all practices and games to assist players as needed.
- Communicate regularly with coaches, the Equipment Manager, and other trainers to ensure coordination.

Medical History Management:

- Assist parents and players in completing medical history forms, reviewing them to ensure a clear understanding of any past, present, or future illnesses or injuries.
- Maintain records of all medical history forms for a minimum of seven years.
- Communicate with coaches regarding any player illnesses or injuries.

First Aid Qualifications:

- Hold current certifications in First Aid, Sports Training, and Taping courses.
- President must have copies of ALL current Certifications & members must be up to date prior to Season Start.

Game Day Responsibilities:

- Accompany players on the bus to and from all away games.
- Keep all player information and treatment confidential.
- Require a doctor's note or parent's note stating the player is fit to return to play after an injury and keep this note in the player's file.

Communication & Privacy:

- Provide relevant information to the President for distribution to the team, parents, and coaching staff, and ensure Team Snap is updated with reminders regarding taping and other medical protocols.

- Work with the President and coaches to maintain a private area for players and trainers, keeping it free from parents, guardians, and spectators. **Executive Involvement:** • May attend executive meetings, including the Annual General Meeting.

The Board of Directors or Executive Committee as per the By-Laws of the Westlock Thunderbirds Association formed on September 1, 2005 and updated on August 2025.