



# St. Albert Rugby Football Club

## Board of Directors: Duties

---

As per Part 8.1 (4) of the St. Albert Rugby Football Club Bylaws, this document will be maintained by the Board of Directors and defines specific duties assigned to directors.

All board members are:

- voting members who contribute to the volunteer administration of SARFC
- expected to attend monthly board meetings and annual AGM, and provide a report or update
- tasked to manage the dedicated email account assigned to their role

### Board positions

[President](#)

[Vice President](#)

[Secretary](#)

[Treasurer](#)

[Director of Senior Rugby](#)

[Director of Junior Rugby](#)

[Director of Mini Rugby](#)

[House Director](#)

[Grounds Director](#)

[Membership Director](#)

[Social Director](#)

[Women's Club Captain](#)

[Men's Club Captain](#)

[Director at Large](#)

[Director at Large](#)

### Acronyms & abbreviations

SARFC or the Club	St. Albert Rugby Football Club
ERU	Edmonton Rugby Union (Sub-Union)
RA	Rugby Alberta (Provincial Union)
AJRA	Alberta Junior Rugby Association
City	City of St. Albert
AGLC	Alberta Gaming, Liquor and Cannabis
YDO	Youth Development Officer
VSC	Vulnerable Sector Check



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** President  
**Term:** Two years – *elected in years ending in an even number*  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Chair all monthly board meetings
  - Act as the liaison with the City, RA and ERU. This includes attending meetings where applicable
  - Coordinate Club-wide projects involving outside agencies
  - Monitor all large expenditures and budget variations
  - Work with Board to organize, present and communicate end-of-season player awards
  - Support all board members in the performance of their duties
  - Help create a positive environment at SARFC
- 

**Role:** Vice President  
**Term:** Two years – *elected in years ending in an odd number*  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Assist the President with all matters of the club, as directed
  - Act in the place of the President when they are absent
  - Assist other board members to achieve their goals
  - Manage the Club's fundraising activities, including the organization of the Casino
  - Promote a respectful and welcoming environment both on and off the field
  - Engage with the City on municipal affairs as they relate to SARFC
  - Liaise with the AGLC and other governing bodies relative to complying with legislative practices
  - Assist with decisions related to matters of misconduct and discipline
  - Other related duties that may be unspecified and unforeseen
-



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Secretary  
**Term:** Two years – *elected in years ending in an even number*  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Document meeting minutes and share with participants in a timely manner
  - Draft meeting agendas and circulate meeting notices and reminders
  - Ensure society updates are submitted on an annual basis:
    - Directors update with AGLC
    - Annual return as per *Societies Act*
    - Board member contact sheet for club staff, sub-union and provincial union
  - Lead any bylaw reviews or amendments
  - Maintain records of the society
  - Maintain domain registration and email hosting services for the club
  - Ensure club website and social media are updated with accurate information and current news/events
  - Compile & circulate regular club newsletter and email updates
    - Currently using the following apps: Dropbox, Wordpress, Facebook, Instagram, Twitter, Hootsuite, Canva, Mailchimp and TeamSnap
  - If unable to support the online presence of the club, the Secretary recruits additional volunteers to assist with these tasks
- 

**Role:** Treasurer  
**Term:** Two years – *elected in years ending in an odd number*  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Oversee / manage all financial aspects of the club operations and programs
- Complete monthly accounting reconciliations and financial reporting for the board
- Complete all annual reports required for AGM
- Complete all annual tax filings and other regulatory reporting
- Create and manage rugby program budgets in conjunction with other board members
- Assist / coordinate House-related financial matters in conjunction with the House Director & Club Manager
- Chair the Fiscal Committee



# St. Albert Rugby Football Club

## Board of Directors: Duties

---

**Role:** Director of Senior Rugby  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

### Duties:

#### Board of Directors Responsibilities

- Generate and manage the senior rugby budget
- Provide direction to Women's and Men's Club Captains

#### Rugby Responsibilities

- Declare Senior Teams to ERU
- Attend and represent the Club at Provincial and Sub-Union AGMs and fixtures meetings
- Review fixtures and provide feedback to ERU
- Delegate travel arrangements to Women's and Men's Club Captains
- Manage equipment inventory and ordering process
- Coordinate off-season indoor training
- Organize exhibition matches
- Communicate with players re. relevant senior rugby news
- Communicate with other clubs re. changes in location, game time, special accommodations
- Communicate with ERU re. anything senior rugby related
- Create and maintain Senior Rugby Depth Charts
- Work with coaches & Club Captains to organize, present and communicate end-of-season player awards
- Organize kit design competition

#### Coaching

- Create job postings for coaches (and email job postings to ERU, RA)
- Interview potential coaches
- Hire coaches and write contracts
- Coordinate with Club Manager for payment of coaches
- Provide leadership, line management and support to coaches
- Complete Senior Men's game sheets

#### Trainers

- Recruit and schedule trainers for Senior teams
- Coordinate with Club Manager for payment of trainers
- Manage inventory and purchasing of medical kits/supplies

#### Imports

- Manage interview and initial communication process with potential imports
- Organize billets
- Set up work for imports
- Facilitate the arrival of imports, and manage their registration process & release back to their home club, as required



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Director of Junior Rugby  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

### **Duties:**

#### Board & Admin Duties

- Act as primary contact for RA & ERU for junior rugby teams
- Connect with ERU junior coordinator, ERU VP Juniors, AJRA and RA
  - Distribute RA Age Grade Variations, Policies and Procedures to coaches/players/parents as applicable
- Generate and manage the budget for the junior and mini rugby programs
- Co-chair junior committee meetings
- Attend all ERU and RA AGMs, planning meetings and discussions related to junior rugby
- Work with coaches to organize, present and communicate end-of-season player awards

#### Coach Coordination Duties

- Recruit and coordinate volunteer coaches and assistants for the Juniors levels
- Ensure coaches are registered, have necessary training (e.g., safe rugby and concussion management) and VSC up to date, and enter information into coach database
- Monitor and share information on coaching courses and development opportunities
- Provide leadership to coaches
- Coordinate involvement of import and senior players with junior rugby as guest coaches
- Develop recommendations for club coaching pathway and best practices, using existing national and provincial resources as applicable
- Connect with coaches on any discipline issues
- Lead on YDO job description and hiring

#### Scheduling Duties

- Book indoor training venues as needed.
- Coordinate fixtures for all league games, tournaments and incoming tours, including team declarations for the season and weekly declarations for festival
- Ensure grounds/fields and Clubhouse booked for junior rugby needs
- Organize hosting (food) for travelling teams
- Plan wrap-up or season-end activities so that all junior teams have some sort of event (not necessarily together)



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Director of Mini Rugby  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

### **Duties:**

#### Board & Admin Duties

- Act as primary contact for RA & ERU for mini rugby teams
- Connect with ERU junior coordinator, ERU VP Juniors, AJRA and Rugby Alberta
  - Distribute RA Age Grade Variations, Policies and Procedures to coaches/players/parents as applicable
- Co-chair junior committee meetings
- Attend all ERU and RA AGMs, planning meetings and discussions related to mini rugby

#### Coach Coordination Duties

- Recruit and coordinates volunteer coaches and assistants for the Minis levels
- Ensure coaches are registered, have necessary training (e.g., safe rugby and concussion management) and VSC up to date, and enter information into coach database
- Monitor and share information on coaching courses and development opportunities
- Provide leadership to coaches
- Coordinate involvement of import and senior players with junior rugby as guest coaches
- Develop recommendations for club coaching pathway and best practices, using existing national and provincial resources as applicable
- Connect with coaches on any discipline issues

#### Scheduling Duties

- Coordinate fixtures for all league games, tournaments and incoming tours. Included team declarations for the season and weekly declarations for festivals.
- Ensure grounds/fields and clubhouse booked for junior rugby needs.
- Friday Night Hotdogs
  - Inform manager of numbers for hotdog and bun order (1 week prior)
  - Schedule volunteers
- Book and sort out logistics for team pictures.
- Plan wrap-up or season-end activities so that all mini teams have some sort of event (not necessarily together)
- Organize hosting of Minis festivals
  - Coordinate dates with ERU
  - Work with Club manager to create menu for concessions
  - Organize volunteers



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** House Director  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Oversee the Clubhouse and its operation
- Keep Clubhouse maintenance up to date
- Make sure the Club Manager has what they need to perform their duties properly
- Keep the Club Manager up to date on discussions with the board with regards to the Clubhouse and game schedules for staffing purposes
- Provide leadership, line management and support to the Club Manager
- Work with the social director on club functions
- Promote a respectful and welcome environment in the clubhouse

---

**Role:** Grounds Director  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Coordinate the use of the fields by various groups: SARFC teams, as well as groups that use the fields by renting time for play
- Consult with the head grounds keeper and assistants to ensure timely maintenance - fertilizing, watering and mowing
- Generate and manage the budget for grounds maintenance

---

**Role:** Membership Director  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Set up the Club's player and coach registration site within established national system, working with RA/ERU registration team
- Publish and promote player and coach registration via appropriate channels: Club website, newsletter and social media, and third-party media
- Troubleshoot registration issues and respond to registration and membership enquiries
- Circulate registration info to relevant Directors and the coaching team as applicable
- Establish and maintain process for purchasing of Club memberships, online and offline, liaising with Club staff and volunteers as applicable
- Publish and promote Club membership information - dues, purchasing options etc. - via appropriate channels: website, newsletter and social media
- Maintain records of Club members
- Chase outstanding membership dues



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Social Director  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Create, organize and facilitate social events for club members and guests
  - Work with House Director and Club management to work out logistics of events (dates, specials etc.)
  - Organize prizes for events as necessary
  - Help to create a welcoming environment for everyone
  - Work with House Director and Club managers to help organize the end of season banquet
  - Promote events on social media
  - Help to create a welcoming environment for everyone
- 

**Role:** Women's Club Captain  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Represent the senior women players, and advocate for equality within SARFC's senior rugby program, by acting as a voice and liaison
  - Work with the Juniors – Directors and coaches - to ensure progression and inclusion as junior female players transition into senior rugby
  - Work with the Director of Senior Rugby to plan, organize and coordinate the season, including scheduling and coaching selection
  - Plan and organize team bonding events for the senior women players
  - Communicate rugby club and board information to the women's senior team members, using social media, apps and chats as applicable
-





## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Men's Club Captain  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Represent the senior men players, and advocate for them, by acting as a voice and liaison
- Work with the Juniors – Directors and coaches - to ensure progression and inclusion as junior male players transition into senior rugby
- Work with the Director of Senior Rugby to plan, organize and coordinate the season, including scheduling and coaching selection
- Plan and organize team bonding events for the senior men players
- Communicate rugby club and board information to the men's senior team members, using social media, apps and chats as applicable

---

**Role:** Director at Large - Grant Coordinator  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

**Duties:**

- Work with relevant board members to identify necessary capital projects, work with the board to present information about said projects and prioritize them for the purposes of funding /completion
- Work with the board to establish timelines for completing capital projects based on varying criteria (safety, cost, funding availability, strategic goals, etc.)
- Identify various grant opportunities to help complete capital projects.
- On a smaller scale work with relevant board members and club members to identify and complete grant requirements for short-term needs (player funding, program development, etc.)
- When a capital project is in-process work with the appropriate parties to track progress and ensure financial capacity to complete the work in a timely and cost-effective manner while providing updates to the board on a regular basis. Additionally, ensure that necessary access and items are available to the relevant parties either directly through yourself or indirectly through other board members/volunteers/management
- Provide updates on capital project budgets and expected profit/loss and what affect that will have on the club and attempt to minimize negative impacts
- Communicate and work with relevant board members to ensure work and timing does not interfere with SARFC's ability to generate profit through its core business operations



## St. Albert Rugby Football Club Board of Directors: Duties

---

**Role:** Director at Large - Quartermaster  
**Term:** One year  
**Meetings:** Monthly Board of Directors  
Annual General Meeting (Oct/Nov)

### **Duties:**

- Liaise with Directors of Senior, Junior and Mini Rugby and coaches (as applicable) to establish kit & equipment requirements
  - Source quality vendors and negotiate best possible deals and prices for the Club
  - Manage and determine what is required for the Club merchandise shop
  - Take responsibility for using Club money for purchasing
  - Manage and track moneys acquired through sales of merchandise utilizing the established systems
  - Report to the Board of Directors with new or unique ideas and get approval for ordering
-