



Document Name: Coach Development Terms of Reference
Approval Authority: SRA Board of Directors
Date Document Approved: June 2025

Function and Duties

- Be fully informed on SRA matters and participate in discussions and decisions with respect to matters of policy, finance and programs.
- Lead and coordinate coaching applications and selection processes.
- Lead and coordinate coaching evaluation process, including mid-year self-assessment evaluation and final coaching survey at the end of the season.
- Review coaching evaluations and develop an action plan if necessary.
- Review and assemble coach packages at the beginning of the season. Ensure that coaching information on the website is complete, accurate and up-to-date.
- Arrange a coaches and managers meeting before the official start of the season.
- Attend division drafts and assist Children's Ringette – Fundamentals, Development Ringette (U12) and Community Ringette and associated committees with operating the drafts as required.
- Oversee collection of coaching certifications and coordinate criminal record check status with the Director of Conduct and assistance from the Office Administrator.
- Work with Office Administrator and Ringette Saskatchewan to make necessary arrangements for coaching clinics in Saskatoon.
- Ensure all required resources are available for coaching clinics (e.g., pylons, rings, players).
- Attend to coaching issues and discipline as required.
- Facilitate the process for selecting SRA Coach of the Year nominations and winner.

Committee Responsibilities

- Coach Development Committee (Chair)
- Athlete Development Committee
- Executive Committee

Length of Term

- 2 years – elected in odd years

Report Responsibility

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