



NKMLA Roles & Responsibilities 2024 Summary of Open Positions

Position	Role Summary
Administrative Director	Responsible for coordinating the administrative aspects of the teams' operations and disseminating administrative information from the Board of Directors to the members; Works with VP to update policies, procedures, and supporting documents to ensure accuracy and update with Board as needed; Works with the VP and acts as a co-administrator of the website alongside the webmaster; Coordinates the Board support for logistics of games i.e. iPad rental and GameSheets; and Supports the following Coordinator roles and activities associated with them: Manager Mentor, Coach Mentor, Webmaster, Sponsorship Coordinator and Social Media Coordinator.
Boys House League Director	Responsible for all aspects of the operations of the house league teams including the coach selection process and player selection process in accordance with Board approved policies and procedures, working together with the Coach and Manager Mentors, as necessary; Oversees the tryout and sort out process when teams are being formed; Acts as a liaison between the house league teams and the Board including equipment and schedulers i.e. floor, timekeeper and referee; Works with the Coach and Manager Mentors to ensure that the bench staff obtain the necessary courses and certifications.
Competitive Boys Director	First point of contact regarding boys Lacrosse within the NKMLA, working to grow the overall program both at the House League level as well as the Competitive level; Responsible for all aspects of the operations of the competitive teams including the coach selection process and player selection process in accordance with Board approved policies and procedures, working together with the Coach Mentor, as necessary; Oversees the tryout and sort out process when teams are being formed. Acts as a liaison



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Competitive Boys Director (continued)	<p>between the competitive teams and the Board including equipment and schedulers i.e. floor, timekeeper and referee; Work with the Coach and Manager Mentors to ensure that the bench staff obtain the necessary courses and certifications; Coordinates the coach evaluation process for the competitive coaches and ensure issues identified are appropriately addressed; Has coaching experience at various competitive levels in minor, junior and scholastic (if possible) , with proven results; Has a proven track record of growing and developing the game of lacrosse, mentorship of players, where available will have coaching feedback provided to the president for review of coaching abilities.</p>
Girls Director (House league & Competitive)	<p>First point of contact regarding girls lacrosse within the NKMLA, working to grow the overall program both at the House League level as well as the Competitive level; Liaison with the leagues associated with girl's lacrosse on behalf of the NKMLA; Attends any meetings related specifically to girls lacrosse (Zone, scheduling, etc.); Works closely with the NKMLA/OLA to ensure girls programs are being treated fairly and at the same levels as the boys; Responsible for all aspects of the operations of the competitive teams including the coach selection process and player selection process in accordance with Board approved policies and procedures, working together with the Coach Mentor, as necessary; Oversees the tryout and sort out process when teams are being formed; Acts as a liaison between the competitive teams and the Board including equipment and schedulers i.e. floor, timekeeper and referee; Works with the Coach and Manager Mentors to ensure that the bench staff obtain the necessary courses and certifications; Coordinates coach evaluation process for the competitive coaches and ensure issues identified are appropriately addressed; Has coaching experience at various competitive levels in minor, junior and scholastic (if possible) , with proven results; Has a proven track record of growing and developing the game of lacrosse, mentorship of players, where available will have coaching feedback provided to the president for review of coaching abilities.</p>



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<p>Head Referee/RIC</p>	<p>Primary duty is to represent the KNMLA at the local level. In addition, RIC are responsible to support and organize recruitment, training, and management of all the minor (referee) officials within the association. The RIC acts as an advocate and mentor for their minor referees. The NKMLA RIC participates and supports during the National Capital Showdown tournament. The Head Referee attends all NKMLA executive meetings and subcommittees as required.</p>
<p>Logistics Director</p>	<p>Primary person responsible for coordinating logistics aspects of the teams' operations and disseminating this information from the Board of Directors to teams; Oversees referee, floor and timekeeping scheduling in accordance with relevant allocation policies as approved by the Board of Directors and performs reviews (as required); Secures appropriate floor time, in coordination with relevant board members, from the City of Ottawa or private parties for the operation of the Association within the parameters of the annual budget, including but not limited to pre-season, tryouts, regular season, and tournament floor; Reports all floor, referee and scheduler expenditures to the Treasurer and ensure consistent with budgeted amounts; Secures the appropriate insurance and storage of all equipment and ensure that all equipment purchases are within the budgeted amounts; Works with the Treasurer and Equipment manager to have a financial plan in place long term equipment purchases e.g. jersey life cycles for all teams; and Supports the following Coordinator roles and activities associated with them: Referee Scheduler, Floor Scheduler, Timekeeper Scheduler and Equipment Manager.</p>
<p>Registrar</p>	<p>Establishes, with the approval of the Board, the dates for registration of all players in preparation for each season; Maintains a list of all registered players in each season as per OLA (the "Registered Player List") directives and internal procedures and assist the Secretary with maintaining a current list of all registered Members; Provides the board with</p>



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<p>Registrar (continued)</p>	<p>the Registered Player List including head coach applicants as per the player registration forms; Enters and track affiliations of players, both with the Association and of players with other jurisdictions; and Ensures that transfers are handled in accordance with OLA transfer rules and that the appropriate paperwork is signed and completed by all parties; and Acts as a Privacy Officer; designated within NKMLA to oversee its data protection strategy and its implementation to ensure compliance with privacy laws and regulations.</p>
<p>Risk and Safety Director</p>	<p>Represents the Association at all meetings which pertain to all risk or safety concerns of the Association; Ensures all team volunteers understand the policies of the Association as they pertain to their positions; Ensures all members adhere to the Volunteer Screening, ensuring all bench staff, Executive, and volunteers have completed the required CRC/VSC; Provides Directors, Officers and Members with advice on risk management, including insurance issues, health and safety concerns, and OLA safety Policies and Rules; Provides protocols and recommendations to ensure the programs of the Association are provided in a safe manner for all participants; Point of contact for the reporting of all issues of concern, such as safety issues at any of the facilities where the Association's activities are held, reports of breaches of Policy and/or conduct in violation of the Association's Code of Conduct or Policies; Acts as a Privacy Officer; designated within NKMLA to oversee its data protection strategy and its implementation to ensure compliance with privacy laws and regulations.</p>
<p>Secretary</p>	<p>Works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities; Keeps a roll of the names and addresses of the Members, working in conjunction with the Registrar; Ensures the proper recording and maintenance of minutes of all meetings of the Association, the Board and Board committees, including any waivers of notices or consents to meetings; Attends to correspondence on behalf of the Board; Has custody of all minute books, documents, registers and ensure that they are</p>



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Secretary (continued)	maintained as required by law; Ensures that all reports are prepared and filed as required by law or requested by the Board, including all corporate compliance records as required by the Act; and Gives such notice as required by the By-laws of all meetings of the Association, the Board and Board committees and to attend all meetings of the Association, the Board and Board committees.
Tournament Convenor (Appointed Volunteer)	Submits tournament application. Confirms Tournament dates and floor time contracts. Prepares registration portal, prepares draft budget. Sets up hotel agreements, works with treasurer to establish tournament registrations, orders tournament swag/trophies/medals, secures sponsorships etc. Creates National Capital schedule (including games, refs, timekeepers volunteers), Sends schedule to Teams, OLA, OIC and GameSheet, and NKMLA webmaster. Establishes discipline committee, creates rink packages, organizes iPads and conducts final tournament close out duties (reporting to OLA and NKMLA treasurer).
Treasurer	Keeps full/accurate accounts of all receipts and disbursements in proper books of account and shall deposit all moneys or valuable effects in the name of and to the credit of the Association in the bank or banks from time to time designated by the Board; Disburses funds of the Association under the direction of the Board, taking proper vouchers therefore and shall render to the Board, whenever required of him or her, an account of all his or her transactions as the Treasurer and of the financial position of the Association; Receives bank statements and/or financial statements from each team for filing at the end of the season; Responsible for preparing a draft annual budget and financial statements for the Association for approval by the Board of Directors; Arranges for external accountants to prepare a Notice to Reader or Review for the annual financials statement and present this information to members at the AGM; Has a background in finance and/or accounting and bookkeeping; and Acts as a Privacy Officer; designated within NKMLA to



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Treasurer (continued)	oversee its data protection strategy and its implementation to ensure compliance with privacy laws and regulations. the organization's compliance with privacy laws, internal privacy policies, and data protection practices.
Vice President	Perform such duties as are assigned by the President and assume the duties of the President when the President is absent or unavailable; Acts as one of the co-signers with the Treasurer for cheques drawn of the funds of the Association; Supports tournament convenor in the planning and logistics of NKMLA tournament(s); Acts as liaison between the Board and its Members, volunteers and Officers, and to assist with communication as required; and Ensures Members and volunteers are aware of and reminded of Policies and ethics of the Association to ensure and maintain the prestige of the Association's image and brand.