

VICE-PRESIDENT OF COACHING

The central purpose of the Vice-President of Coaching is to develop, maintain, and enhance programs designed to raise the level of expertise of coaches in the Association.

Activities of the Vice President of Coaching shall include but not limited to:

1. Attends all MSSA meetings and provides a written report on activities of the Coaching Committee.
2. Organize and chair a minimum of one meeting every 2 months of the Coaching Committee. (these meetings can be by teleconference, in person, via email)
3. Prepares a yearly budget and work plan, which will include the Coaching Committee's objectives, its target for the number of coaches at each level, and its proposed programs for the upcoming season within the framework of a four-year plan.
4. Works closely and communicates with all club coaches throughout the season.
5. Works closely and communicates regularly with the Provincial Coach.
6. Develop, monitor, and maintain a database of coaches including their qualification and participation activity.
7. Identify coaches requiring technical upgrading and facilitate access to the appropriate course, seminar, or mentoring. Promote coaching courses, seminars, or mentoring opportunities when they have been identified.
8. Facilitate access to development opportunities and practical experiences for coaches. Develop a mentoring program for certified coaches across the province.
9. Select coaches for Regional, National, and/or North American ranking or championship events to either assist the Provincial Coach or head when the Provincial Coach is unavailable.
10. Organizes guest coaching visits and other means of coach development in the province. (this also includes organizing first aid seminars, coaching symposiums etc)
11. Develop and follow a four-year plan culminating with the Canada Winter Games to ensure the appropriate coaching requirements are achieved.
12. Provides input to the annual review of MSSA staff.

VICE-PRESIDENT OF COMPETITIONS

The central purpose of the Vice-President of Competitions is to develop, maintain, and enhance competition schedules, structures, and formats that create quality racing experiences athletes, encourages coach and official development, and involves all clubs.

Activities of the Vice-President of Competitions shall include but not limited to:

1. Attends all MSSA meetings and provides a written report on activities of the Competitions Committee.
2. Organize and Chair a minimum of one meeting every month (during the active season) of the Competitions Committee. (these meetings can be by teleconference, in person, via email)
3. Prepares a yearly budget and work plan, which will include the Competition Committee's objectives, its target for the number of competitions, and its proposed competition formats for the upcoming season.
4. Liaises with the Executive Director and Provincial Coach in developing the yearly events calendar.
5. Provides input to the annual review of MSSA staff.

VICE-PRESIDENT OF FINANCE

The central purpose of the Vice-President of Finance is to work closely with the Executive Director to develop new strategies to enhance the financial situation of the Association.

Activities of the Vice-President of Finance shall include but not limited to:

1. Attends Executive, Board and Annual General Meetings
2. Prepares and submits a written financial report for all MSSA meetings.
3. Organize and chair a minimum of one meeting every 2-3 months of the Finance Committee (these meetings can be by teleconference, in person or via email.
4. Acts as a signing officer of the association.
5. Monitors the budget and any investment performance.
6. Works with the Executive Director to review monthly statements and financial activities.
7. Ensures that an audit is carried out in compliance with Sport Manitoba regulations.
8. Provides input to the annual review of MSSA staff.

VICE PRESIDENT OF OFFICIALS

The central purpose of the Vice-President of Officials is to develop, maintain, and enhance opportunities for recruitment, retention and development of volunteer officials for the Association that can support quality racing experiences for the athletes and involves all clubs.

Activities of the Vice-President of Officials shall include but not limited to:

1. Attends all MSSA meetings and provides a written report on activities of the Officials Committee.
2. Organize and Chair a minimum of one meeting every 1-2 months of the Officials Committee. (these meetings can be by teleconference, in person, via email)
3. Establishes a yearly plan and monitors the work of the committee to ensure that the tasks are being completed.
4. Identifies what areas of officiating require development and upgrading, and the process to achieve this.
5. Provides input to the budget process for funding of officials activities each year.
6. Ensures that Meet Coordinators are arranged well in advance for all ability and sanctioned meets.
7. Promotes and encourages officiating and upgrading of qualifications and organizes clinics when needed. Maintains up-to-date records of officials experience profiles and a list of active officials and their SSC/ISU ranking.
8. Provides opportunities (in conjunction with SSC and/or meet organizers) for qualified officials to gain experience at regional, national and international competitions.
9. Prepares and submits documented applications for upgrading officials to the SSC office.
10. Provides recognition to officials.
11. Ensures that all officials are familiar with any new SSC officiating policies and procedures.
12. Ensures that officials are current members of MSSA and SSC.
13. Provides input to the annual review of MSSA staff.