



Volunteer Position Profile for Darts Alberta Youth Director

– Updated September 11, 2010 –

SUMMARY

The primary role of the Youth Director is to be accountable for overseeing all youth development programs.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Youth Director include but are not limited to:

- ▶ Accountability for all aspects of Darts Alberta Youth Provincial Championship Program, including:
 - Disseminating event packages to all Member Leagues.
 - Working with the Host Zone to organize the event.
 - Administering any Darts Alberta financial subsidy programs offered to participants.
 - Adjudicating the event and appointed other adjudicators as may be required.
 - Ordering trophies and awards.
 - Collecting tournament entry fees and remitting fees to the Treasurer.
 - Submitting results to the Tournament Director and Webmaster.
 - Submitting results and forms to the NDFC for the Youth National Championship.
 - Appointing coaches to accompany Team Alberta to the Youth National Championships.
 - Ensuring the necessary travel and accommodations are arranged for members and coaches of Team Alberta traveling to the Youth National Championships.
- ▶ Accountability for all aspects of Youth Development Programs, including ensuring all administrative functions are performed such as:
 - Promoting, organizing and adjudicating all youth tournaments directly operated by Darts Alberta (Youth/50+ Tournaments, Youth AGM Shoot, Youth Member League Provincial Championship) and appointed other adjudicators as may be required
 - Collecting youth tournament entry fees on behalf of Darts Alberta and remitting fees to the Treasurer.
 - Submitting results to the Tournament Director and Webmaster.

- Administering any Darts Alberta financial subsidy programs offered to participants.
- Ordering tournament trophies and ranked tournament awards.
- Overseeing the Youth Ranked Tournament System.
- ▶ Promoting Long Term Athlete Development programs.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Participating in Sub-Committee meetings as required.
- ▶ Performing such duties as may be assigned by the Board of Directors.

In the event of an unplanned emergency absence or departure, the Youth Director shall be crossed trained as a back-up for the following programs and services:

- ▶ Youth Ranked Tournament System

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is critical that the Youth Director have some, if not all, of the following skills and experience:

- ▶ Strong knowledge and experience in the administration of the sport of darts at the Provincial level is essential.
- ▶ Knowledge and experience in administration of the sport of darts at the National level would be an asset.
- ▶ Strong verbal and written communications skills.
- ▶ Good organizational skills.
- ▶ Good interpersonal skills essential to dealing effectively with a diverse group of individuals and the interest in developing and coaching youth.
- ▶ Good knowledge of all Darts Alberta policies.
- ▶ Good knowledge of all NDFC rules and formats.
- ▶ Ability to accurately handle large amounts of cash in a fast-paced environment.
- ▶ Accreditation in Darts Alberta Officiating (Level 1) Certification.
- ▶ Accreditation in NDFC Officiating (Level 2) Certification would be an asset.
- ▶ Accreditation in NCCP Coaching for the Sport of Darts would be an asset.
- ▶ Proficient in electronic communications.
- ▶ Competent in Microsoft Excel, Word and PowerPoint would be an asset.

TERM, PROCESS & TIMELINES

Term: Two Years (July 1 to June 30)

Process: Election

Timelines: Elected at the Annual General Meeting (during years ending with an even number).

COMMITTEE PARTICIPATION

The Youth Director is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Darts Alberta Appeals Sub-Committee
- ▶ Darts Alberta Nominations Sub-Committee (during years ending with an odd number)
- ▶ Other Darts Alberta Sub-Committees, as may be requested by the Board of Directors.

REMUNERATION

Unless serving as an officially appointed Adjudicator¹, the Youth Director shall receive no direct remuneration for acting in the volunteer capacity of Youth Director. The Youth Director shall receive reimbursement for out-of-pocket expenses including but not limited to office supplies, travel, accommodations and meals, in accordance with Darts Alberta Policy at the time the expenses were incurred.

Approved by the Darts Alberta Board of Directors
September 11, 2010

¹ Refer to Position Description for Darts Alberta Adjudicator