

# Roles & Responsibilities of GCRA Council Members

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## Council formats:

### Executive Council (Defined in Bylaws)

1. President
2. Past President\*
3. Executive Vice President
4. Secretary
5. VP Finance
6. VP Operations
7. VP Administration
8. VP Development
9. Director of Safety, Disciplines and Appeals
10. *Director of Accounting*
11. *Ice Scheduler*
12. *Director at Large*

### Operations Council:

1. VP Operations
2. Competitive Director
3. Competitive Convenors (3)
4. Regional Director
5. Convenors Regional (2)
6. Novice Director
7. Convenors Novice (1 or 2)

### Administrative Programs Council:

1. VP Administration
2. Registrar
3. Equipment Manager
4. Director of Administration
5. Webmaster
6. Referee in Chief
7. Director of Publicity and Promotions
8. Tournament Manager
9. Communications Coordinator

### Development Council:

1. VP Development
2. Technical Director - Player
3. Coach Mentor
4. Technical Director - Coaching
5. Convenor Bunnies
6. Summer Camp Manager(s)

### **Elected positions:**

<b>Council</b>		<b>Role</b>	<b>Election Year</b>
Exec	1.	President	Even
Exec	2.	Executive Vice President	Odd
Exec	3.	Secretary	Even
Exec	4.	VP Operations	Odd
Exec	5.	VP Administration	Odd
Exec	6.	VP Development	Even
Exec	7.	VP Finance*	Appointed
Exec	8.	Director of Safety, Disciplines and Appeals	Odd
Exec	9.	Director of Accounting	Even
EXEC	10.	Director at Large	All
OPS	1.	Competitive Director	All
OPS	2.	Regional Director	All
OPS	3.	Novice Director	All
ADM	4.	Director of Administration	All

ADM	5.	Director of Publicity and Promotions	All
DEV	6.	Technical Director - Player	Odd
DEV	7.	Technical Director - Coaching	Even

## Executive Council

### 1. President

The President of GCRA is responsible for the overall operations and supervision of all activities associated with GCRA. The President shall ensure that all activities are compliant with the GCRA governing documents, and the governing documents of ERRA, Ringette Ontario and Ringette Canada. They shall exercise authority through the elected and appointed members of the Executive Council as provided for in the Constitution. The President shall have the power and authority to:

- a. Preside as Chair at all Annual, Special and Executive Council meetings of the GCRA;
- b. Exercise, in addition to the powers conferred upon them by the Bylaws, all duties and powers of the Executive Council in case of emergency. It is understood that such actions as may have been taken will be referred to the Executive Council as soon as possible for approval or rejection at their next regular or special meeting;
- c. Appoint all committees as may be necessary
- d. Sit as an ex-officio member of all GCRA committees, except as provided for elsewhere in the Governing documents of the GCRA;
- e. Attend, or designate someone to attend on their behalf, all ERRA and RO. Represent, or designate a GCRA executive board member, to attend, as required, all league meetings on behalf of the GCRA that GCRA members play in;
- f. Act as the official spokesperson for the GCRA;
- g. Coordinate the activities of the Executive Council;
- h. Suspend, in cases demanding immediate action, from participation in GCRA activities, any Coach, Manager, Player, Trainer, Referee and any other official or person connected with any Association, team or spectator under their jurisdiction for any breach or violation of the provisions of the Governing documents or for improper conduct on or off the ice, or for abusive language towards any of the officials, provided that the President is satisfied that such breach or violation was committed. Such suspension to be automatically and continuously effective until dealt with by the Executive Council at their next regular or special meeting;
- i. Dispense, upon the recommendation of the Director of Discipline and Appeals or the Discipline and Appeals Committee, discipline in accordance with the GCRA and governing bodies' Code of Discipline;
- j. Appoints no less than four (4) Executive Council Members, President included, to hold "signing authority" over GCRA held bank account(s);
- k. Receive from any GCRA member any formally submitted recommendations for amendments to the Bylaws; and
- l. Perform other duties as determined from time to time or as required by the GCRA Executive Council.

## 2. Past President

The Past President gains their position by succession and is a source of guidance to the President and the Executive Council on matters relating to the past conduct of business of the GCRA. They shall be a full member of the Executive Council for 1 year. Without limiting the generality of the foregoing, the Past President:

- a. Provides advice to the President and the Executive Council, taking care not to interfere with the incumbent's responsibilities to direct the operation of the GCRA; and
- b. May perform other duties at the request of the President, including accepting an appointment to a vacant executive position, as required.

## 3. Executive Vice-President

The Executive Vice-President is the second senior member of the Executive Council and is required to understudy and assist the President so that they are prepared to substitute for and assume the duties and responsibilities of the President in the event of their absence.

The Executive Vice-President shall:

- a. Chair, in the absence of the President, all Annual, Special and Executive meetings of the GCRA (Note: in the event that both the President and Vice-Chair are absent or unable to act and contingent upon a quorum of the Executive Council being present, the Executive Council shall elect a temporary President from among the Executive members present);
- b. Vote at all Annual, Special and Executive meetings of the GCRA;
- c. Direct and coordinate the activities of those appointed members who may, from time to time, be organizationally assigned to them;
- d. Propose updates to the GCRA Bylaws based on input from ERRA, Ringette Ontario, Ringette Canada and submitted by the GCRA Executive Council or GCRA members;
- e. Attend GCRA Executive Council Meetings; and
- f. Perform such other duties as the President may direct.

## 4. Secretary

The Secretary shall administer all matters relating to the operation of GCRA. In so doing, the Secretary shall ensure compliance of all meetings to Robert's Rules of Order and the GCRA Governing documents.

The Secretary shall:

- a. Ensure the maintenance of accurate minutes and records of all GCRA Annual, Special and Executive Council meetings;
- b. Coordinate and book all GCRA meetings, arrange dates, and sign room contracts;
- c. Coordinate all facilities management for GCRA, including storage and ice contracts;

- d. Annually, review existing contracts that GCRA establishes for room rentals, storage rentals, and ice, and make cost saving or other recommendations to the executive council as necessary;
- e. At the request of the President, contact the Executive Council and provide them with the date, place and time of the meetings;
- f. Be responsible for the safeguarding of the files of the GCRA;
- g. Receive and distribute mail; and
- h. Perform such other duties as the President may direct.

## 5. VP Finance

The VP Finance shall administer all matters relating to the financial operations of the GCRA. In so doing, the VP Finance shall ensure compliance with the GCRA governing documents as well as Executive Council decisions while following generally accepted accounting principles.

The VP Finance shall:

- a. Be involved with the planning, organizing, implementing and maintenance of the GCRA revenue generating programmes;
- b. Be a source of guidance in financial matters to all other Executive Council members in the execution of their duties;
- c. With assistance from the Director of Accounting, maintain a proper set of books and accounts which reflect all monies received and disbursed;
- d. Ensure all monies are deposited in the GCRA bank account(s) and make all necessary disbursements as approved by the GCRA Executive Council;
- e. Submit a written monthly statement of GCRA finances to Executive Council;
- f. Recommend to the Executive Council special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the GCRA;
- g. Maintain records and audit, as required, of equipment (such as identified ringette, office, etc.), stationery supplies and all other assets belonging to the GCRA;
- h. Prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the GCRA Executive Council for approval at a time to be directed by the President;
- i. Present to the Annual General Meeting a written report and financial statement on the financial operations of the GCRA for the last complete fiscal year and interim statements for the current season;
- j. Arrange for an audit or review of the GCRA records and books of account as directed by the Executive Council;
- k. Have prepared monthly bank reconciliations of the GCRA main bank account(s);
- l. Organize and chair the Bernie Cockburn Benevolent committee as required;
- m. Attend GCRA Executive Council meetings; and
- n. Perform such other duties as the District Chair may direct.

## 6. Director of Accounting

The Director of Accounting shall administer all matters relating to the financial operations of the GCRA as directed by the VP Finance. In so doing, the Director of Accounting shall ensure compliance with all GCRA governing documents as well as Executive Council decisions.

The Director of Accounting shall:

- a. Be an ex-officio member of any Financial Committees that are formed (example: Scholarship, Financial Aid);
- b. Provide input and recommendations into any GCRA team budgets on an as requested basis;
- c. Be a source of guidance in financial matters to all other GCRA team representatives in the execution of their team duties;
- d. Working with the Ice Scheduler and Registrar as well as any other Council members as needed, complete and submit invoices to GCRA teams as well to any associate partners, all invoicing relating, but not limited to game, practice, officiating and training charges;
- e. Work with the Ice Scheduler to reconcile and balance all team and associate partners' ice sessions, allocated by the GCRA, for final invoicing;
- f. Assist the VP Finance with maintaining the financial records, as required;
- g. Perform such other duties as the VP Finance may direct; and
- h. Not have signing authority of bank disbursements.

## 7. Director Safety, Disciplines and Appeals

The Director of Safety, Discipline and Appeals shall administer all matters relating to the safety, discipline and appeals of GCRA members, teams, players, and team officials. In so doing, the Director of Safety, Discipline and Appeals shall ensure compliance with the Ringette Canada, Ringette Ontario, ERRA Code of Discipline and the GCRA Governing documents.

*The Director of Safety, Discipline and Appeals shall:*

- a. *Chair all Discipline and Appeal hearings as required for GCRA and report the outcome to the Executive Council through the President;*
- b. *Set and inform all interested parties of the date, time and location of GCRA hearings and appeals;*
- c. *Coordinate on Discipline and Appeals with any leagues that the GCRA participates in;*
- d. *Prepare reports on all hearings for the President and presents their findings at the Executive Council meetings;*
- e. *Forwards all year-end carry-overs to the appropriate ERRA Representative, Leagues in which the GCRA participate and the President;*
- f. *Ensure compliance of all GCRA volunteers with screening requirements for Vulnerable Sector Police Records Checks*
- g. *Ensure all GCRA sanctioned events are safety compliant*

- h. Maintain & communicate checklists of recommended items for team First Aid Kits*
- i. Coordinate First Aid Training as necessary for GCRA Volunteers*
- j. Attend GCRA Executive Council meetings; and*
- k. Perform such other duties as the President may direct.*

## 8. Ice Scheduler

The Ice Scheduler shall be responsible for allocating ice time for all association ice activities, and shall, with the Vice President Operations or President, negotiate and obtain a fair ice allotment for the various Association programs. The Ice Scheduler shall be an ex-officio member of both the Operations and Development Councils. The responsibilities of the Ice Scheduler are:

- a. In consultation with the VP Operations and VP Administration, preparing ice requirements for the Association and submitting to the City of Ottawa or any private facilities (example: Richcraft, Ray Friel)
  - i. Ice requirements includes but is not limited to: Regular Season Practice & Play, Playoffs, Player Development, Tryouts and Sort outs, Summer Camps and Power Skating, Tournament ice, any other programs which the association may run during the year
- b. In consultation with the VPs of Administration and Operations, negotiating, as required, Ice Allocations with the City of Ottawa
- c. In consultation with the VP Operations, evaluating the Ice Allocation as provided and returning any surplus
- d. The allocation of ice and Schedule creation for all GCRA teams for regular season play and playoffs in accordance with the GCRA Ice Allocation Policy
- e. The allocation of ice for the purpose of player development during the regular season
- f. Coordinating the rescheduling of home games for all teams within the association
- g. Facilitating the creation of League games by providing the necessary information as needed
- h. The allocation of ice and scheduling of tryouts and sort outs
- i. The allocation of ice for Summer Camps
- j. The allocation of ice for Summer Power Skating
- k. Creating of Ice Usage Summary reports for the executive and individual teams as required
- l. With the Director of Accounting, prepare Individual Team Invoices for Ice Usage as required
- m. The ice scheduler is responsible for maintenance of all scheduling related activities using the association website. This includes but is not limited to:
  - i. Preparing the tool to facilitate tryouts and sort outs (set up of teams to assign players to)
  - ii. Preparing the tool for annual scheduling activities (manage seasons, teams, leagues, venues) ensuring seasons are rolled over or created, teams are created, published to the public site as necessary, creation of 'teams' for scheduling clinics, maintaining venues)
  - iii. Publishing to and maintenance of all schedules on the association website
  - iv. **Publishing initial tryout schedules to the association website**



- v. Publishing of player development schedules to the association website
- n. The ice scheduler is responsible for maintenance of all game related activities in support of the league (leagues) using their designated tool. This may include but is not limited to
  - i. Publishing home game updates to the League (website)
  - ii. Publishing association ice availability to the league

## 9. Director at Large

The Director at Large is an elected position with no specific job description. The purpose of this position is to provide assistance and take ownership of specific duties as directed by the Executive Council on a case by case basis. This may include but is not limited to stepping in on an interim basis to fill vacant positions, to participate in ad hoc committees formed by the President, and to provide assistance to other elected and appointed positions within the board as needed.

## Operations Council

### 10.VP Operations

The VP of Operations (VP Ops) shall administer all matters relating to the on-ice operations of the GCRA. In so doing, the VP Ops shall ensure compliance with all GCRA governing documents, as well as Executive Council decisions.

The VP Ops shall:

- a. Hold Operations Council meetings;
- b. Hold pre-season parents' meetings;
- c. Hold pre-season coach-manager meetings for Competitive, Recreational and Novice divisions (Director of Coaching, Ice Scheduler, VP Administration should all be in attendance, as well as any other council members as are needed);
- d. Attend or identify delegates to attend all league meetings as required;
- e. Oversee the operations of the Competitive Regional and Novice programs;
- f. Oversee the coach selection processes and present final recommendations to the Executive Council for ratification;
- g. Work with the VP Development to satisfy all development needs for the GCRA;
- h. Work with the VP Administration to ensure all administration forms are completed, and that all policies and procedures are communicated and followed by the teams;
- i. Work with the Registrar to ensure all players are registered prior to on-ice tryouts/evaluations and that all GCRA members have the necessary RO / RC mandated paperwork completed (example: code of conduct, concussion awareness)
- j. Work with the Directors of Competitive, Recreation and Novice for tryouts and evaluations;
- k. Provide recommendations on Tryout/releases into and out of GCRA to the President
- l. Ensure that teams are submitting league games sheets on a timely basis to any league that the GCRA participates in;
- m. Verify the accuracy of game sheets as entered (specifically penalties);

- n. *Sending home game sheets to the applicable leagues??*
- o. Coordinate all activities required to solicit, compile and communicate mid-year and end of year bench staff evaluation (feedback) forms;

## 11. Competitive Director

The Competitive Director shall:

- a. Co-ordinate all aspects of the player evaluation and selection processes, including requests for missing try-out sessions and tryout transfers;
- b. Attend any league meetings as requested by the VP Operations
- c. Make recommendations to the VP Ops with respect to the number of competitive teams that should enter into competition at each division and category in addition to roster size, and, once finalized, inform the Registrar;
- d. Organize the Coach Selection process for the competitive division, review applications and make recommendations to the VP Ops;
- e. Coordinate the evaluation schedules with the Ice scheduler;
- f. Work with Convenors to resolve major issues;
- g. Report to VP Ops on significant issues;
- h. Liaise with AAA league;
- i. Attend at least one (1) game per team;
- j. Be available to attend discipline hearings;
- k. Liaise in a timely manner with Director of Regional and the appropriate Regional Convenors to achieve synergies regarding player identification, releases and transfers;
- l. Work with VP Development and Technical Director regarding player development programs for the competitive division;
- m. Oversee call up and 2-team TRF process for their respective teams;
- n. Attend Operation Council meetings; and
- o. Perform such other duties as the VP Ops may direct.

## 12. Competitive Convenors (3)

The Competitive Convenors shall:

- a. Manage the division level for which they are responsible;
- b. Assist with tryouts;
- c. Attend the initial team meeting for all teams of responsibility;
- d. Be first contact with team's regarding problems;
- e. Bring significant issues to the Competitive Director;
- f. Recommend to the Discipline Managers and VP Ops disciplinary action against any player, team official or other members when warranted;

- g. Take such action as may be deemed necessary in cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be severe. Such actions shall include convening a meeting of the Discipline Managers and VP Ops at the earliest possible time to pursue the matter;
- h. Attend a minimum of 2 games per team of responsibility;
- i. Help in coach selection;
- j. Be available to attend disciplinary hearings;
- k. Attend Operations Council meetings; and
- l. Perform such other duties as the Competitive Director may direct.

### 13. Regional Director

The Regional Director shall:

- a. Make recommendations to the VP Ops in regard to the number of teams per level;
- b. Attend any league meetings as requested by the VP Operations
- c. Coordinate the evaluation process with the VP Development and VP Ops and the convenors;
- d. Coordinate the evaluation schedule with the Ice Scheduler;
- e. Work with the Regional Convenors / VP Development / VP Finance / Scheduler on the planning and running of the pre-season conditioning sessions;
- f. Organize the Coach Selection process for the Regional division, review applications and make recommendations to the VP Ops;
- g. Work with Regional Convenors to seek out appropriate coach candidates;
- h. Attend league meetings;
- i. Direct and coordinate the activities of the Regional Convenors to enhance the smooth operation of the Regional ringette program;
- j. Work with the Discipline Committee to ensure all player discipline is communicated and administered;
- k. Oversee call up and 2-team TRF process for their respective teams;
- l. Attend Operation Council meetings; and
- m. Help coordinate all evaluation processes and team balancing.

### 14. Regional Convenors (2)

The Regional Convenors shall:

- a. Manage the division level ringette program and evaluations for which they are responsible.
- b. Conduct player evaluations in accordance with the GCRA Governing documents;

- c. Assist the Regional Director with the Coach Selection Process;
- d. Attend pre-season parents meeting;
- e. Attend pre-season Coach-Manager meeting;
- f. Host timely meetings with coaches and team officials to resolve any issues and to keep teams informed;
- g. Provide to each Coach under their responsibility with a list of registered players before the first league game. All roster changes must be approved by the Regional Convenor and the Regional Director;
- h. Once completed, compile and send rosters for their division to the Registrar;
- i. Be first contact with teams regarding problems. Receive all complaints, protests and appeals within their division;
- j. Attend games in the division and ensure that the objectives of the GCRA are being met to the greatest extent possible;
- k. Bring significant issues to the attention of the Regional Director;
- l. Recommend to the Director of Safety, Discipline and Appeals and the VP Ops investigation and/or disciplinary action against any player, team official or other members when warranted;
- m. Take such action as may be deemed necessary in cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be severe. Such actions shall include convening a meeting of the Director of Safety, Discipline and Appeals and the VP Ops at the earliest possible time to pursue the matter;
- n. Coordinate and oversee all operational issues with Coaches and Managers including rosters, Fair Ice Time (F.I.T.), scheduling, practice ice, and other items;
- o. Review and follow up weekly with teams regarding entering of the score and game sheet submission;
- p. Be available to attend disciplinary hearings;
- q. Attend Operations Council meetings; and
- r. Perform duties of Regional Director when required.

## 15. Novice Director

The Novice Director shall:

- a. Make recommendations to the VP Ops regarding the number of teams per level;
- b. Attend any league meetings as requested by the VP Operations
- c. Coordinate with the Registrar the registration per level
- d. Coordinate the evaluation process with the VP Development and VP Ops and the convenors;
- e. Coordinate the evaluation schedule with the Ice Scheduler;

- n. Work with the Regional Convenors / VP Development / VP Finance / Scheduler on the planning and running of the pre-season conditioning sessions;
- f. Organize the Coach Selection process for the Novice division, review applications and make recommendations to the VP Ops;
- g. Work with Novice Convenors to seek out appropriate coach candidates;
- h. Direct and coordinate the activities of the Novice Convenors to enhance the smooth operation of the Regional ringette program;
- o. Work with the Discipline Committee to ensure all player discipline is communicated and administered;
- p. Oversee call up and 2-team TRF process for their respective teams;
- i. Attend Operation Council meetings; and
- j. Help coordinate all evaluation processes and team balancing.

## 16. Novice Convenor(s)

The Novice Convenors shall:

- a. Manage the division level ringette program and evaluations for which they are responsible.
- b. Conduct player evaluations in accordance with the GCRA Governing documents;
- c. Assist the Novice Director with the Coach Selection Process;
- d. Attend pre-season parents meeting;
- e. Attend pre-season Coach-Manager meeting;
- f. Host timely meetings with coaches and team officials to resolve any issues and to keep teams informed;
- g. Provide to each Coach under their responsibility with a list of registered players before the first league game. All roster changes must be approved by the Novice Convenor and the Novice Director;
- h. Once completed, compile and send rosters for their division to the Registrar;
- i. Be first contact with teams regarding problems. Receive all complaints, protests and appeals within their division;
- j. Attend games in the division and ensure that the objectives of the GCRA are being met to the greatest extent possible;
- k. Bring significant issues to the attention of the Novice Director;
- l. Recommend and escalate to the Director of Safety, Discipline and Appeals and the VP Ops investigation and/or disciplinary action against any player, team official or other members when warranted;
- m. Take such action as may be deemed necessary in cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be severe. Such actions

shall include convening a meeting of the Director of Safety, Discipline and Appeals and the VP Ops at the earliest possible time to pursue the matter;

- n. Coordinate and oversee all operational issues with Coaches and Managers including rosters, Fair Ice Time (F.I.T.), scheduling, practice ice, and other items;
- o. Review and follow up weekly with teams regarding entering of the score and game sheet submission;
- p. Be available to attend disciplinary hearings;
- q. Attend Operations Council meetings; and
- r. Perform duties of Novice Director when required.

## Administrative Programs Council

### 17. VP Administration

The VP Administration (VP Admin) shall administer all matters relating to the administrative and enabler activities of the GCRA. In so doing, the VP Admin shall ensure compliance with all GCRA governing documents, as well as Executive Council decisions.

The VP Admin shall:

- a. Hold timely Administrative Council meetings;
- b. Attend Executive Council meetings;
- c. Participate in Discipline, Risk and Safety Hearings as required. Be Chairperson of Discipline Committee as requested by the Director of Safety, Discipline and Appeals;
- d. Brief the President and Executive Council on significant matters affecting the GCRA;
- e. Work closely with the Registrar to resolve issues;
- f. With the help from the Director of Administration, prepare, maintain and distribute the Coaches Manual and relevant training and related material at the beginning of the season;
- g. Be accountable and oversee all off-ice Ringette Program activities of the GCRA and provide direction, when required, to the Director of Administration, Director of Publicity and Promotions, Registrar, Equipment manager, Referee in Chief, Webmaster, Communications Coordinator and Tournament manager, and work closely with the VP Finance as required;
- h. Ensuring that annual reviews of all Association policies, procedures and guidelines are completed;
- i. Ensure all relevant information to the membership is posted to applicable website in a timely manner and/or in accordance with the timeframes specified by the GCRA Governing documents;
- j. In conjunction with the appropriate GCRA Council members and the Webmaster, set guidelines, policies and standards with regards to design, approval of subject matter and content of the GCRA website and online platforms for quality assurance, consistency and privacy purposes in accordance with the Governing documents;

- k. Organize and coordinate annual Volunteer Appreciation night for the GCRA; and
- l. Perform such other duties as the President may direct.

## 18. Director of Administration

The Director of Administration shall:

- a. Perform the duties of the VP Admin in their absence or at their request, and when so delegated, shall have all the rights and powers of the VP Admin;
- b. Be available to assist the VP Admin in a variety of tasks;
- c. With the direction of the VP Admin, help prepare and distribute the Coaches Manual and relevant training and related material at the beginning of the season;
- d. With the direction of the VP Admin, help prepare and distribute the Team Start-up Checklist at the beginning of the season;
- e. Provide assistance at GCRA events such as registration, meetings, tournaments, etc.;
- f. Ensure all GCRA policy documentation and Governing documents are updated and available in a timely manner;
- g. Raise awareness for volunteering opportunities within the GCRA;
- h. Oversee the coordination of all sponsorship and fundraising activities by teams and their representatives;
- i. Brief the VP Admin on significant matters affecting GCRA;
- j. Attend Administrative Council meetings;
- k. Be required to understudy and assist the VP Admin so that they are prepared to substitute for and assume the duties and responsibilities of the VP Admin in the event of their absence; and
- l. Perform such other duties as the VP Admin may direct.

## 19. Registrar

The Registrar shall administer all matters relating to the registration of teams, players and team officials within the GCRA. In so doing, the Registrar shall ensure compliance with the ERRA, Ringette Ontario and GCRA Governing documents.

The Registrar of the GCRA shall:

- a. Complete all registrations of players and other members according to the rules of eligibility and Governing documents (ERRA, RO, RC);
- b. Create Team Registration Lists as directed by Ringette Ontario and according to the timelines imposed by Ringette Ontario;
- c. Manage all aspects of the Ringette Ontario Database, on behalf of the GCRA, relating to player registration, volunteer certifications and other pertinent information;

- d. Manage 2 team contacts while adhering to Governing documents;
- e. Instruct members of the GCRA to complete a Declaration of Residency as directed by the Executive Council;
- f. Initiate corrective action whenever a violation of ERRA, Ringette Ontario, Ringette Canada or GCRA governing documents or Executive Board decisions has occurred and report the same to the President;
- g. Create, manage and maintain official team rosters at all levels within the GCRA and distribute them to the respective convenors;
- h. Attend GCRA Executive Council meetings as required; and
- i. Perform such other duties as the President may direct.

## 20. Director of Publicity and Promotions

The Publicity and Promotions Director is responsible for raising awareness of GCRA, the sport of Ringette, and ultimately increase registration numbers for GCRA. The Publicity and Promotions Coordinator shall:

- a. On behalf of the GCRA, liaise and solicit sponsorship opportunities;
- b. Prepare and present promotional programs to the VP Administration for approval;
- c. Updating, on an annual basis the Sponsorship package for posting on the Association website;
- d. Provide guidance and direction on marketing activities (products, price, place, promotion including advertising, communications, and public relations) and submit to the VP Administration for approval
- e. Coordinate, develop and implement promotion programs that support the development and visibility of GCRA
- f. Coordinate, maintain and ensure compliance to the GCRA Team Wear policy, including ensuring adequate channels exist for the purchase of said teamwear
- g. Prepare recommendations for teamwear and logo modernization for approval by the executive council as needed
- h. Update the GCRA Logo Policy as required
- i. Manage and Distribute copies of the approved GCRA Logos as required
- j. Coordinate advertising campaigns using a variety of modern channels
- k. Update promotional material in facilities within GCRA's boundaries, as applicable (example: Showcases at Armstrong, ORC and Barrett Arenas, Banners at Potvin Ice pad and others as applicable
- l. Coordinate with facilities and organizations within GCRA's boundaries to identify exciting new opportunities which promote the sport of Ringette and GCRA leveraging modern technologies



- m. In coordination with other associations within the region (as needed) and Ringette Canada, coordinate a minimum of 2 “Come Try Ringette” Events to attract new players to the sport
- n. Liaising with the Region and Ringette Canada, Ensure GCRA continually has adequately trained staff to execute Come Try Ringette Events and
- o. Perform such other duties as the VP Admin may direct

## 21. Equipment Manager

The Equipment Manager is responsible for all equipment matters for the GCRA.

The Equipment Manager shall:

- a. Maintain an accurate inventory list of equipment owned and managed by the GCRA and provide it to the VP Admin and VP Finance at the beginning and end of season (prior to AGM);
- b. Monitor the equipment (goalie equipment used as rental and loaned and team sweaters) for the Recreational division and work with the VP Admin and VP Finance to prepare an Equipment Budget for each season, taking into account equipment that needs to be repaired or replaced, or increased demands for certain equipment;
- c. Submit a list of equipment needs to VP Admin for approval by the Executive Council;
- d. Prepare tendering documents describing the equipment needs of GCRA and distribute said documents to local suppliers to obtain bids;
- e. Make recommendations to the VP Admin on the results of the tendering process;
- f. Review and approve all invoices relating to equipment purchased by the GCRA and used by its teams or otherwise disbursed, received from all sources, and advise the VP of Finance as to whether such invoices accurately reflect the purchase of equipment by GCRA;
- g. Be responsible for distributing equipment to coaches at the start of each season;
- h. Ensure that equipment is cleaned and repaired during the off-season, as required;
- i. Present to the VP Admin for approval all articles of clothing bearing the GCRA logo or name;
- j. Responsible for the ordering, procurement and issuing of all tryout jerseys prior to and/or during evaluations/tryouts;
- k. Purchase, maintain and distribute equipment, jerseys, rings, ring bags, cones and first aid kits to coaches for the tryouts and then for the start of the new season;
- l. Maintain records of equipment distributed to all teams and individual rentals of goalie equipment. For individual rentals, ensure the appropriate deposit has been made. Provide report to VP Admin and VP Finance in the fall and at season end;
- m. Collect equipment belonging to the GCRA at the close of each season and establish and maintain a system to do so in an organized fashion;
- n. Report any equipment outstanding past the deadline established for return, to the appropriate Convenor;

- o. Follow-up and report any equipment that is still outstanding past the final return date to the Director of Accounting, at which time it will be assigned to a Collection Agency;
- p. Ensure first-aid kits are replenished during the summer;
- q. Provide goalie equipment as a summer rental for players who need it for summer camps; and
- r. Perform such other duties as the VP Admin may direct.

## 22. Webmaster

The Webmaster is accountable for the management and maintenance of the GCRA website and the various other platforms used by the GCRA. The webmaster shall:

- a. Manage the relationship with the web hosting partners;
- b. *Main website administrator – knowledgeable in all aspects of the website functionality and go-to person for training within association (liaison between host and users)*
- c. Maintain a consistent “look and feel” in the website;
- d. Work with the various GCRA councils to educate them on the websites and publish relevant and current content;
- e. Protect the security and integrity of the website and other platforms used by the GCRA;
- f. *manages website permissions, aliases, and other updates not specific to other user types.*
- g. *escalates defects with website host as appropriate, liase between users and provider to ensure issues are resolved in a timely manner.*
- h. *Keeps website site map up-to date*
- i. *Periodic maintenance of the website (uploaded documents, pictures, webpages) as needed*
- j. Manage and maintain website policies and make recommendations to the VP Administration for revision as required; and
- k. Perform such other duties as the VP Admin may direct.

## 23. Communications Coordinator

**Needs to be expanded.** In general: Ensuring that GCRA has up to date communications on the GCRA website and other media avenues. The communications coordinator shall solicit updates from many avenues such as teams, councils, governing bodies and make these communications available in a timely manner

## 24. Tournament Manager

**Needs to be expanded / consultation needed** The Tournament Manager is responsible for the administration and operation of GCRA hosted Tournaments. Without limiting the generality of the foregoing, the Tournament Manager shall:

- a. *In conjunction with VP Admin, VP Ops and the Ice Scheduler, establish dates for the tournament and determine divisions and number of teams per division;*
- b. *In conjunction with the VP Admin and the Director of Accounting, prepare a pre-tournament budget for submission to the Executive Council;*
- c. *Manage all tournament revenue including a post-tournament financial statement for presentation to the Executive Council;*
- d. *Coordinate all related tasks for the preparation of the tournament including but not limited to:*
  - i. *Submit recommendation to VP Admin on entry fees;*
  - ii. *Prepare and submit proposal to VP Admin for registration of teams, selection process thereof, management of funds, verification of team lists, tournament rules and other related activities;*
  - iii. *Coordinate other tasks related to the tournaments such as ordering trophies, acquiring tournament promotional items and establishing volunteer lists;*
  - iv. *Work closely with the ice scheduler to develop tournament game schedules;*
  - v. *Coordinate officials with Referee Assignors; and*
  - vi. *Manage all tournaments.*

## 25. Referee in Chief\*

**Needs to be expanded.**

## Development Council

### 26. VP Development

The VP Development is responsible to ensure that instruction and guidance to players, goaltenders, and team staff is provided within the GCRA. The VP Development must hold a coaching certification equivalent to or higher than **CI Certified** and shall ensure compliance with all GCRA Governing documents as well as any Executive Council decisions.

The VP Development shall:

- a. Have a thorough knowledge of the requirements and differences in player and skill development for all players Bunnies to U19;
- b. Work within Ringette Canada and Ringette Ontario Guidelines on effective and specific player and skill development programs for all players within the GCRA;
- c. **Hold timely Development Council meetings;**
- d. **Work, in association with the VP Ops, on effective pre-season conditioning, tryout / evaluation sessions relative to all divisions within the GCRA;**
- e. Work with all divisional convenors and the VP Ops during the **pre-season conditioning sessions** ensuring that all volunteers working in association with the tryout/evaluation processes have a complete understanding of the evaluation procedures and scoring requirements for the level(s) they will evaluate;

- f. Work, in association with the VP Ops, on a series of progressive skill development drills Development Ice Sessions specific and relative to players within various levels of play;
- g. Attend all regional division Player and Goalie Development Ice Sessions;
- h. Maintain, in association with the VP Ops, a list of qualified and approved volunteers for all Recreational Development Ice Sessions;
- i. Work closely with the GCRA Convenors, Coach Coordinator and the VP Ops to ensure that the GCRA Bunny and Novice programs is properly cultivating all players' skills in accordance with Ringette Canada and LTAD standards;
- j. Review and make sound recommendations for improvements, in a timely manner, with respect to practice and game deficiencies as noted and requested by the convenors, the Coach Coordinator or the President;
- k. Perform, in association with the regional convenors, mid-season and year end surveys on the development of all players and offer recommendations and develop a course of action, if required, to the convenors, the Coach Coordinator and the President;
- l. Coordinate, review, maintain and update the content specific to player development on the GCRA website in conjunction with the GCRA Webmaster and the VP Ops;
- m. Assist the Coach Coordinator, in conjunction with the convenors, with any deficiencies that might occur relating to any GCRA Regional coaches where player development is a concern;
- n. The VP Development is not to be involved in disciplinary action relating to any GCRA player, but may contribute a recommendation based on knowledge, and / or provide reference information if requested;
- o. Coordinate, review, maintain and update the content within the Coach's Corner on the GCRA website in conjunction with the Webmaster and the approval of the GCRA Executive Council; and
- p. Perform such other duties as the District Chair may direct.

## 27. Athlete Technical Director

The Technical Director is responsible for the overall instruction and guidance of all players and goaltenders within the GCRA. Their efforts shall be designed to improve all players' skills and / or techniques within the game of ringette. This position must hold a coaching certification equivalent to or higher than CI Certified and a minimum of 10 years of coaching experience. The Technical Director must prepare, present, and have approved a detailed program plan which outlines;

- a. Their thorough knowledge of the requirements and differences in player and skill development for all players from Bunnies to U19;
- b. Effective and specific player and skill development programs for all players within the GCRA and which adheres to the Ringette Canada guidelines;
- c. Effective pre-season conditioning and evaluation sessions relative to all divisions within the GCRA;
- d. The need to work with all divisional convenors and the VP Ops during the pre-season conditioning sessions to ensure that all volunteers working in association with the

- Evaluation processes have a complete understanding of the evaluation procedures and scoring requirements for the level (s) they will evaluate;
- e. Work, in association with the VP Development, on a series of progressive skill development drills specific and relative to all players within Development Ice Sessions;
  - f. Work closely with the Novice Convenor, Coach Mentor and the VP Development to ensure that the Bunny and Novice programs are properly cultivating all players' skills in accordance with Ringette Canada standards;
  - g. Review and make sound recommendations for improvements, in a timely manner, with respect to practice and game deficiencies as noted and requested by any convenor, the Coach Mentor, and / or the VP Development;
  - h. Perform, in association with all convenors, mid-season and year end surveys on the development of all players and offer recommendations and develop a course of action, if required, to the convenors, the Coach Coordinator, and / or the VP Development;
  - i. Assist the Coach Coordinator, in conjunction with the convenors, with any deficiencies that might occur relating to any GCRA coaches where player development is a concern;
  - j. Attend Development Council meetings;
  - k. The Technical Director is not to be involved in disciplinary action relating to any GCRA player, but may contribute a recommendation based on knowledge, and / or provide reference information if requested; and
  - l. Perform such other duties as the VP Development may direct.

## 28. Coaching Technical Director

The Coaching Technical Director is responsible for the overall instruction and guidance of all coaches within the GCRA, as well as for compliance of all bench staff within the association. Their efforts shall be designed to improve all coaches' skills and / or techniques within the game of ringette. This position must hold a coaching certification equivalent to or higher than CI Certified. Without limiting the generality of the foregoing, the Coaching Technical Director shall:

- a. Prepare course syllabi which align to the requirements of the governing bodies in order to obtain approval to deliver training which can earn Professional Development Units (PDU) for;
- b. In consultation with the VP Operations, VP Development, Scheduler; VP Finance and Secretary, plan and execute delivery of coach sessions for the association
- c. Ensure that all GCRA Coaches, Trainers, Managers, and Coaches in Training are compliant with respect to their training requirements as regulated by Ringette Ontario and Ringette Canada guidelines;
- d. Be the primary contact for escalation of all coach training issues to the Regional Coaching Coordinator
- e. Ensure GCRA Coaches are granted their PDU's following training
- f. Be the primary point of contact for all GCRA Coaches, Managers, Trainers for all training and compliance related issues
- g. Be well versed regarding all bench staff requirements and
- h. Perform such other duties as the VP Development may direct.

## 29. Coach Mentor\*

The Coach Mentor is the support role responsible to advise, instruct, and guide all certified coaches within the GCRA. The Coach Mentor must hold a coaching certification equivalent to or higher than CI Certified.

The Coach Mentor shall:

- a. Establish and maintain relationships with all GCRA coaches in order to allow them the ability to become more successful in all aspects of his/her coaching skills;
- b. Attend and introduce their roles and responsibilities to potential new coaches before each GCRA coach training session;
- c. Meet with newly trained coaches to review, discuss and offer additional guidance on coaching strategies to apply for their age level;
- d. Review and make sound recommendations for improvements, in a timely manner, with respect to practice and game deficiencies as noted and requested by conveners, the VP Ops and the VP Development;
- e. Perform in association with the convener's mid-season and year end surveys on all GCRA coaches and offer recommendations and develop a course of action, if required to the conveners, Technical Director, the VP Ops and/or the President;
- f. Assist the Technical Director with **preseason conditioning ice**, evaluations and development ice as requested by the VP Ops;
- g. Work in association with the Technical Director and in conjunction with the conveners with any deficiencies that might occur relating to any Cumberland player where player development is a concern;
- h. Attend Development Council meetings;
- i. The Coach mentor is not to be involved in any disciplinary action relating to any Cumberland coach; and
- j. Perform such other duties as the VP Development may direct.

## Appendix A - Terms of Office for GCRA Council Members

	Position	Year	Term	Experience
<b>Executive Council (defined in Bylaws):</b>				
Elected	President	Even	2 years	2 years GCRA Council experience
n/a	Past President*	n/a	1 Year	President
Elected	Executive Vice President	Odd	2 years	2 years GCRA Council experience
Elected	Secretary	Even	2 years	2 years related experience
<i>Appointed</i>	VP Finance	Odd	2 years	2 years related experience
Elected	<i>Director of Accounting</i>	Even	2 years	2 years related experience
Elected	VP Operations	Odd	2 years	1 year GCRA council experience
Elected	VP Administration	Odd	2 years	1 year GCRA council experience
Elected	VP Development	Even	2 years	1 year GCRA council experience
Elected	Director of Safety, Disciplines and Appeals	Odd	2 years	Related experience
<i>Appointed</i>	<i>Ice Scheduler</i>	2 years		On contract
Elected	<i>Director at Large</i>	Annual		n/a
<b>Operations Council:</b>				
<i>VP Operations</i>				
Elected	Competitive Director	Annual		
<i>Appointed</i>	Competitive Convenors (3)	Annual		
Elected	Regional Director	Annual		
<i>Appointed</i>	Convenors Regional (2)	Annual		
Elected	Novice Director	Annual		
<i>Appointed</i>	Convenors Novice (1 or 2)	Annual		
<b>Administrative Programs Council:</b>				
<i>VP Administration</i>				
<i>Appointed</i>	Registrar	Annual		Related experience
<i>Appointed</i>	Equipment Manager	Annual		
Elected	Director of Administration	Annual		
Elected	Director of Publicity and Promotions	Annual		Related experience
<i>Appointed</i>	Communications Coordinator			
<i>Appointed</i>	Webmaster			Related experience
<i>Appointed</i>	Referee in Chief			Related experience
<i>Appointed</i>	Tournament Manager			
<b>Development Council:</b>				
<i>VP Development</i>				
Elected	Technical Director - Player	Odd	2 years	
Elected	Technical Director - Coaching	Even	2 years	
<i>Appointed</i>	Coach Mentor			
<i>Appointed</i>	Summer Camp Manager			