



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- ☒ Constitution/By-Law ☐ Policies and Procedures ☐ Coaches'/Managers' Handbook

Select Type of Change:

- ☐ Add ☒ Change ☐ Delete

Identify Section of Proposed Change:

By-Law #7: Executive Responsibilities - President

Existing Wording (Delete):

President – 2-year Term

1. Responsible for the day-to-day running of Nova Central Ringette.
2. Chair executive meetings
3. Prepare a summer registration newsletter and registration form.
4. With the Nova Central Ringette Registrar set up walk-in registrations for Nova Central Ringette. Assist the Ringette Registrar with all forms that are to be submitted to Central and RNS. Ensure these are submitted on time.
5. Act as one of the Central reps for the association and attend meetings of Central Ringette if one of the Central Reps is unavailable. Prepare reports for these meeting when needed.
6. Serve as a communications link between Nova Central Ringette and the Central Region Ringette Association.
7. Attend CRRA AGM.
8. Attend scheduled RNS Presidents meeting, which is held each year in Sept. or October. Prepare a report for this meeting, giving registration numbers, how many teams and any plans for the upcoming season.
9. Attend all RNS Planning meetings, there are two held each year.
10. Attend RNS AGM, which is held each year in May. Each association is asked to send in an Annual Report two weeks before the meeting.
11. Send to RNS each September a list of the Nova Central Ringette Executive with email address and phone number of each member.
12. Send to RNS a copy of the Nova Central Ringette Handbook and Constitution.
13. Serve as a communications link between Nova Central Ringette and Ringette Nova Scotia.
14. Assist the Secretary in preparing Newsletters for the parents.
15. Set up an end of the season Annual General Meeting for the membership of Nova Central Ringette. Plus prepare a report for this meeting.

16. Provide copies of proposed amendments to membership at least fourteen (14) days prior to the Annual General Meeting.
17. Hold Nova Central Ringette Executive Meetings when needed
18. To sit on all committees as an ex-officio voting member
19. Recruit volunteers to fill positions and any other positions that are needed to help in the day-to-day running of Nova Central Ringette.
20. To delegate duties to executive members.
21. Has Signing Authority.
22. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

President – 2-year Term

1. Responsible for the day-to-day running of Nova Central Ringette.
2. Hold and chair NCRA executive meetings
3. Assist in preparations to open registration.
4. Act as one of the Central reps for the association and attend meetings of Central Ringette if one of the Central Reps is unavailable. Prepare reports for these meeting when needed.
5. Serve as a communications link between Nova Central Ringette and the Central Region Ringette League.
6. Attend CRRL AGM.
7. Attend scheduled RNS Presidents meeting, which is held each year in Sept. or October. Prepare a report for this meeting, giving registration numbers, how many teams and any plans for the upcoming season.
8. Attend all RNS Planning meetings, there are two held each year.
9. Attend RNS AGM, which is held each year in May. Each association is asked to send in an Annual Report two weeks before the meeting.
10. Send to RNS each September a list of the Nova Central Ringette Executive with email address and phone number of each member.
11. Send to RNS a copy of the Nova Central Ringette Handbook and Constitution.
12. Serve as a communications link between Nova Central Ringette and Ringette Nova Scotia.
14. Assist in preparing communications for membership.
15. Set up an end of the season Annual General Meeting for the membership of Nova Central Ringette. Plus prepare a report for this meeting.
16. Provide copies of proposed amendments to membership at least fourteen (14) days prior to the Annual General Meeting.
17. To sit on all committees as an ex-officio voting member
18. Recruit volunteers to fill positions and any other positions that are needed to help in the day-to-day running of Nova Central Ringette.
19. To delegate duties to executive members.
20. Has Signing Authority.
21. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

This change is being made to properly document the current role of the President, updating the registration and communication processes.

Submitted by:

Name: Heather Holland

Title: Coaching Coordinator

Date: 2 May 24

Seconded by:

Name: Erin Jones

Title: Communications Coordinator

Date: 2 May 24



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Identify Section of Proposed Change:

By-Law #7: Executive Responsibilities – Vice President

Existing Wording (Delete):

Vice-President – 2-Year Term

1. Attend meetings of Central Region Ringette League.
2. Schedule and prepare for, monthly meetings
3. Draft goals for upcoming season.
4. Coordinate AGM.
5. Coordinate and manage Association-wide 50/50 draws.
6. Coordinate and manage Association-wide swag orders.
7. Assist with the preparation of annual reports for CRRL and RNS.
8. In the absence of the President, performs the duties of President in his/her absence
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

Vice-President – 2-Year Term

1. Attend meetings of Central Region Ringette League.
2. Schedule and prepare for, monthly meetings
3. Draft goals for upcoming season.
4. Coordinate AGM.
5. Coordinate and manage Association-wide 50/50 draws.
6. Coordinate and manage Association-wide swag orders.
7. Coordinate major fundraisers, sponsorships and grants for NCRA.
8. Assist with the preparation of annual reports for CRRL and RNS.
9. In the absence of the President, performs the duties of President in his/her absence
10. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

This change is being made to properly document the current role of the Vice-President, updating the role to include association wide fundraisers, sponsorship and grants.

Submitted by:

Name: Jennifer Griffiths

Title: Vice-President

Date: 2 May 2024

Seconded by:

Name: Glenn Goudey

Title: Secretary

Date: 2 May 2024



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Identify Section of Proposed Change:

By-Law #7: Executive Responsibilities – Ice Scheduler

Existing Wording (Delete):

Ice Coordinator – 2-Year Term

1. Obtain ice time from rinks
2. Schedules all practice times and coordinate with Central Scheduler
3. Liaison between ice facility managers and Nova Central Ringette Association
4. Maintain a proactive strategy to obtain ice for future ringette seasons
5. Report Ice rentals to Treasurer and report charges or adjustments to appropriate individual

6. Liaison with coaching coordinator and coaches regarding ice requirements
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

Ice Coordinator – 2-Year Term

1. Obtain ice time from rinks
2. Schedules all practice times and coordinate with CRRL game scheduler and other associations
3. Liaison between ice facility managers and Nova Central Ringette Association
4. Maintain a proactive strategy to obtain ice for future ringette seasons
5. Report Ice rentals to Treasurer and report charges or adjustments to appropriate individual
6. Liaison with coaching coordinator and coaches regarding ice requirements
7. Actively manage the ice schedule including selling unused ice and weather cancellations
8. Enter all practices/evaluation sessions into RAMP
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

This change is being made to properly document the current role of the Ice Coordinator, updating the coordination required and RAMP requirements.

Submitted by:

Name: Ashley Stewart

Title: Ice Scheduler

Date: 2 May 2024

Seconded by:

Name: Dave Leblanc

Title: Equipment Coordinator

Date: 2 May 2024