



APRA PORTFOLIOS – ROLES AND RESPONSIBILITIES

President :

Shall be an Officer for the Corporation and serve on the Board of Directors. Elected during odd-numbered years.

1. Shall call all meetings of the Board, at least once per month.
2. Shall preside and chair all Board meetings and the Annual General Meeting.
3. Shall be responsible for the preparation and execution of the agenda for each Board meeting and the Annual General Meeting.
4. Shall supervise the general management of the affairs of the Association subject to the Association's Bylaws.
5. Shall represent the Association at all functions where the interest of the Association is concerned.
6. Shall be an Ex-officio member of all Standing and Ad Hoc Committees.
7. Shall investigate and preside over any grievances presented to the Board.
8. Shall represent Ajax Pickering Ringette Association at the Central Region Ringette monthly Board meetings, and report back to the Association.
9. Shall ensure that all procedures relating to the governance of voting and elections are executed in accordance with the Association's Bylaws.
10. Shall be responsible for maintaining Ajax Pickering Ringette Association's membership with Ringette Ontario as a Quality Ringette Provider. The president shall ensure that all Ringette Ontario correspondence is shared with the Board and Association Members, as required.

Treasurer :

Shall be an Officer for the Corporation and serve on the Board of Directors. Elected during even-numbered years.

1. Shall manage the Association's income and expenditures in accordance with the Association's Policies and Procedures.
2. Shall supervise all banking of the association and have the authority to deposit payments and pay all bills incurred and approved by the Association.

3. Shall prepare an annual Profit and Loss statement for the Annual General Meeting.
4. Shall keep complete and accurate records of all receipts and disbursements, and report on the financial situation of the Association at Board meetings.
5. Shall collect all registration fees, as directed by the Board, and provide a receipt for same.
6. Shall chair a Finance Committee that will make recommendations to the Board regarding Program Registration fees, projected income and expenditures, and investments for each season.
7. Shall prepare and present an annual budget to the Board following the conclusion of the season.
8. Shall present bi-monthly financial updates to the Board including a current forecast, Income Statement, and banking statements.
9. Shall administer an expense management procedure incorporating approval and sign-off procedures, and limits for the Association's capital expenses (e.g. equipment), operating costs (e.g. marketing expenditures) or ancillary purchases (e.g. supplies).
10. Shall identify a suitable individual to independently review the annual accounts.

Vice President - Ajax :

Shall be an Officer for the Corporation and serve on the Board of Directors. Elected during odd-numbered years.

1. Shall support the development and retention of players, officials, coaches and volunteers in the Competitive Ringette Stream (i.e. U12- U19, A and AA levels).
2. Shall work with the Player Development Coordinator, O.C.R.R.L Representative, Coaching Coordinator and other representatives as required to assess A and AA level team formation and viability, and collectively provide recommendations to the Board for approval.
3. Shall be responsible for the distribution of all communications and the Association's primary liaison for bench staff and families currently enrolled in the Competitive Ringette Stream.
4. Shall act in an advisory capacity to the President and other Directors of the Association.
5. Shall coordinate the Association's Intent Process in partnership with the Secretary, Vice President - Pickering, Player Development and other Board Members as required, to facilitate planning and team formation for the upcoming season.
6. Shall work with members of the Ringette Ontario and the Central Region Ringette Board (Games and Tournaments, Elite Coordinator, etc.) to ensure A and AA level team compliance and development opportunities are made available to membership (e.g. AAA program, tournament selection, intents, scholarships and awards, etc.).

7. Shall identify A/AA level processes, rules, deadlines and other important information that can be shared with the Coaching Coordinator(s) and is available for the Association's pre-season coaches meeting.

Shall hold the portfolio of G.L.R.L Representative (Great Lakes Ringette League)

8. Shall represent the Association as G.L.R.L. Representative at all Great Lakes Ringette League meetings regarding league play for U12-U19 A and AA level teams.
9. Shall be responsible for all communications between G.L.R.L and the Association coaches/managers and provide updates to the Board. Shall attend the G.L.R.L. Annual General Meeting and consult with the Association Board and vote accordingly on proposed motions, rule changes or bylaw amendments for the G.L.R.L.
10. Shall be the primary liaison on behalf of the Association's A and AA level teams and coaches to coordinate the season schedule with Ringette Ontario (Games and Tournaments - tournament selection, intents), and the G.L.R.L. (league play) e.g. blackout dates, draft review of schedules, game rescheduling, travel preferences, etc. Shall be responsible for the distribution of all communications pertaining to the league schedule.
11. Shall assist the Association's A and AA level teams in all matters relating to game rescheduling, in collaboration with the G.L.R.L. Scheduler and other G.L.R.L. Representatives, as well as the Association's Ice Scheduler, Referee-in-Chief, and Minor Officials Coordinator.
12. Shall work collaboratively with Association coaches and other G.L.R.L. Representatives to understand team and league developmental goals and work together and seek mutual solutions that benefit both the Association and the league.
13. Shall ensure payment of G.L.R.L. Association and team fees, timely and accurate game reporting of A and AA level game results on the G.L.R.L. website, and overall team compliance (e.g. ensure any sanctions or suspensions that may be levied are served, including payment of assessed fines). Shall respond to complaints and manage disputes from issues that may arise out of league games, rule interpretations, etc.

Vice President - Pickering:

Shall be an Officer for the Corporation and serve on the Board of Directors. Elected during even-numbered years.

1. Shall support the recruitment, development and retention of players, officials, coaches and volunteers in the Introductory and Development Ringette Stream (i.e. New to Ringette, and, U19 and younger B and C levels).
2. Shall work in conjunction with and support the Sport Development Coordinator, Coaching Coordinator, Player Development Coordinator, Marketing Manager, and other representatives, as required, to support and grow the Introductory and Development Ringette program.
3. Shall be responsible for the distribution of all communications and the Association's primary

liaison for bench staff and families currently enrolled in the Introductory and Development Stream.

4. Shall act in an advisory capacity to the President and other Directors of the Association.
5. Shall coordinate the Association's Intent Process in partnership with the Secretary, Vice President - Ajax, Sport Development, and other representatives as required, to facilitate planning and team formation for the upcoming season.
6. Shall work with members of the Ringette Ontario and the Central Region Ringette Board to ensure FUN1/FUN2/FUN3/B/C team and program compliance, and development opportunities are made available to membership (e.g. coaching, clinics, tournament and exhibition play for players in the Introductory Stream, etc.).
7. Shall identify FUN1/FUN2/FUN3/B/C level processes, rules, deadlines and other important information that can be shared with the Coaching Coordinator(s) and is available for the Association's pre-season coaches meeting.

Shall hold the portfolio of House League Coordinator (FUN1/FUN2/FUN3)

8. and be responsible for the management of House League team formations, game play, practice plans, staffing and coaching development, communication to families, and end of season event.
9. Shall create a House League season plan (FUN1/FUN2/FUN3) that focuses on development of skating, skills, and knowledge of the game, and create an environment that emphasizes sportsmanship and fun.
10. Shall create and develop mentorship opportunities for experienced coaches and players who can enhance the overall experience of players in the Introductory Stream.
11. Shall provide primary support for all Come Try Ringette Events and recruitment activities.

Shall hold the portfolio of O.C.R.R.L. Representative (Ontario Central Region Ringette League)

12. Shall represent the Association as O.C.R.R.L. Representative at all Ontario Central Region Ringette League meetings regarding league play for U19 and younger B and C level teams.
13. Shall be responsible for all communications between O.C.R.R.L. and the Association coaches/managers and provide updates to the Board. Shall consult with the Association Board and vote accordingly on proposed motions, rule changes or bylaw amendments for the O.C.R.R.L.
14. Shall be the primary liaison on behalf of the Association's B and C level teams and coaches to coordinate the season schedule with Ringette Ontario (Games and Tournaments - tournament selection), and the O.C.R.R.L. (league play) e.g. blackout dates, draft review of schedules, consult on divisional tiers, etc.). Shall be responsible for the distribution of all communications pertaining to the league schedule.
15. Shall assist the Association's B and C level teams in all matters relating to game rescheduling, in

collaboration with the O.C.R.R.L. Scheduler and other O.C.R.R.L. Representatives, as well as the Association's Ice Scheduler, Referee-in-Chief, and Minor Officials Coordinator.

16. Shall work collaboratively with Association coaches and other O.C.R.R.L. Representatives to understand team compositions and developmental goals and work together and seek mutual solutions that benefit both the Association and the league.
17. Shall ensure timely and accurate game reporting of B and C level game results on the O.C.R.R.L. website, and team compliance (e.g. ensure any sanctions or suspensions that may be levied are served, including payment of assessed fines). Shall respond to complaints and manage disputes from issues that may arise out of league games, rule interpretations, etc.

Secretary :

Shall be an Officer for the Corporation and serve on the Board of Directors. Elected during odd-numbered years.

1. Shall prepare and present to the Board, within 7 (seven) days, the accurate minutes and records of all of the Association's Annual, Special, Emergency and Board meetings. If required, shall act as scrutineer for the Board (e.g. Quorum).
2. Shall coordinate and book all Association meetings, arrange dates, and sign room contracts. At the request of the President, shall contact the Board to request availability or provide dates, locations and times of meetings.
3. Shall coordinate all facilities management for the Association, including storage contracts.
4. Shall be responsible for the safeguarding and maintenance of all files of the Association, including minutes of all meetings, and make such files available upon request.
5. Shall support various Board Members including the Coaching Coordinator, Registrar and others, as required, regarding membership compliance with various Association and Ringette Ontario policies and procedures (i.e. manage and reconcile team, player, bench staff and volunteer lists to e.g. ensure proper coaching credentials, completion of Criminal Background Check, sign-off of Codes of Conduct, adherence to Rowan's Law, etc.).
6. Shall support various Board Members including the Vice President, Marketing Manager and others, as required, to build and maintain membership databases to support direct communications and the Association's Intent Process.
7. Shall, as directed by the Board, be responsible for all correspondence and conduct such business as necessary on behalf of the Association, including securing all correspondence from Ringette Ontario and member associations and disseminating, as appropriate.
8. Shall be assigned responsibility to manage or support ad-hoc committees or tasks required to meet the goals of the Association (e.g. organization of team photos).

Registrar :

1. Shall be responsible for ensuring that the registrations of all players, coaches, managers, referees, volunteers and Board Members are complete.
2. Shall ensure that all player, coaching and volunteer registration forms are signed, completed accurately and in accordance with Ringette Ontario registration guidelines, and include acknowledgement of required Association and Ringette Ontario compliance policies.
3. Shall ensure the Association's Registration Season is completed and in compliance as per Ringette Ontario policy and systems requirements (e.g. RAMP).
4. Shall provide the Treasurer with a list of all teams and team rosters.
5. Shall hold the title of Ajax Pickering Ringette Association Privacy Officer in accordance with the provisions of Ringette Ontario, for the purpose of collecting, maintaining and the appropriate use of all confidential/personal information.
6. Shall work together with the Secretary and Coaching Coordinator to track and document all required team, coaching and player requirements (e.g. Codes of Conduct, Criminal Record Checks, etc.). Shall submit required documentation to Ringette Ontario as required (e.g. Bench Staff Code of Conduct).
7. Shall administer all Player Releases, Two Team Player Agreements, Player Relocation Forms, etc. as directed by the President and ensure completed forms are submitted to Membership Services by the date outlined by Ringette Ontario.
8. Shall ensure all Team Registration Forms are provided to teams for approval & signatures as required by Ringette Ontario.

Bingo Director :

1. Shall submit a monthly report to the Board and to the City of Pickering pertaining to Bingo funds.
2. Shall be responsible for the application process required to hold and maintain a Bingo License.
3. Shall be responsible for all Bingo deposits in cooperation with the Treasurer and the City of Pickering.
4. Shall be responsible for scheduling volunteers for times assigned by the Delta Bingo convenor, on behalf of the Ajax Pickering Ringette Association.

Coaching Coordinator :

1. Shall be the Association's primary contact for all coaching related issues.
2. Shall proactively research and share with the Association coaches related coaching resources,

information and support available from the Central Region Ringette, Ringette Ontario and other coaching associations.

3. Shall oversee the appointment of coaching selections by creating and soliciting coaching applications, contacting references, scheduling interviews and supervising the selection committee.
4. Shall facilitate the annual Bench Staff meeting to educate teams on Association, Ringette Ontario and individual league policies, coaching best practices, training requirements, and available support.
5. Shall work together with the Secretary and Registrar to ensure compliance of all necessary Bench Staff requirements for the current year, including coaching qualifications and certifications, Criminal Background Checks, and adherence to applicable Codes of Conduct, as required by the Association and Ringette Ontario.
6. Shall educate Bench Staff on the Association's Reimbursement Policy and Procedures for Bench Staff Training & Certification. Shall review annually with the Board and modify, if necessary.
7. Shall seek out, coordinate and share coaching resources, and inform all bench staff of any upcoming coaching courses, training or advancement opportunities to enhance their certification.
8. Shall maintain and keep current information posted on the Coaches Corner located on the Association's website.
9. Shall manage and investigate any coaching related conflicts during the season and provide an arbitration process for conflict resolution and mediation between parents, players and coaches.
10. Shall be responsible for the collection of coaching evaluations and disseminate appropriate feedback accordingly.
11. Shall be responsible for the coordination of the association's level try-out process (e.g. secure and organize evaluators and other volunteers, ice requirements, player registrations, manage income and expenses, etc.).
12. Shall work collaboratively with the Ice Scheduler, Vice Presidents, and other Board Members, as required, to support and develop all coaches within the Association.

Player Development Coordinator :

1. Shall be responsible for soliciting, hiring, and managing vendors for a player development program in the Association with Board approval.
2. Shall coordinate with the Ice Scheduler and create a program plan for the season.
3. Shall coordinate the requirements for players and coaches with regards to Long Term Athlete Development Plan.
4. Shall solicit feedback from coaches and players in regard to the program being offered.

5. Shall liaise with Central Region Player Development Coordinator for additional player development opportunities.

Sport Development Coordinator :

1. Shall be responsible for running the Association's Come Try Ringette Events, including program design, soliciting and managing volunteers, and attending applicable Ringette Ontario training on behalf of the Association.
2. Shall be familiar with sport development recommendations as outlined by Ringette Ontario and Canada Sport for Life organizations and ensure the Association's Board, coaches, players and membership are educated and adhering to applicable policies (e.g. Safe Sport initiatives, Long Term Athlete Development, etc.).
3. Shall work together with the Player Development Coordinator, House League Coordinator and O.C.R.R.L Representative on the recruitment, development and retention of players involved in the Introductory Ringette stream.
4. Shall work together with the House League Coordinator and will seek out and share best practices with other member associations regarding program design for players New to Ringette (e.g. half-ice game formats, gym Ringette).
5. Shall solicit feedback from coaches, players and parents in regards to the program being offered and provide recommendations to the Board.
6. Shall liaise with Central Region Sport Development Coordinator for additional player and Association opportunities.

Player Representative(s) :

1. Shall be a registered player and occupy a position on a current U16 or U19 Association team.
2. Shall act as a liaison between the players and the Board, speaking to any concerns and offering recommendations, as required.
3. Shall act as a mentor for Coaches in Training, or other players interested in coaching and/or volunteering for the Association.
4. Shall assist Come Try Ringette and other association events and help in the recruitment of additional player volunteers.
5. Shall assist the Board with social media ideas and initiatives to facilitate and enhance player engagement.

G.L.R.L. Representative (Great Lakes Ringette League) :

1. Shall represent the Association as G.L.R.L. Representative at all Great Lakes Ringette League meetings regarding league play for U12-U19 A and AA level teams.
2. Shall be responsible for all communications between G.L.R.L and the Association coaches/managers and provide updates to the Board. Shall attend the G.L.R.L. Annual General Meeting and consult with the Association Board and vote accordingly on proposed motions, rule changes or bylaw amendments for the G.L.R.L.
3. Shall be the primary liaison on behalf of the Association's A and AA level teams and coaches to coordinate the season schedule with Ringette Ontario (Games and Tournaments - tournament selection, intents), and the G.L.R.L. (league play) e.g. blackout dates, draft review of schedules, game rescheduling, travel preferences, etc. Shall be responsible for the distribution of all communications pertaining to the league schedule.
4. Shall assist the Association's A and AA level teams in all matters relating to game rescheduling, in collaboration with the G.L.R.L. Scheduler and other G.L.R.L. Representatives, as well as the Association's Ice Scheduler, Referee-in-Chief, and Minor Officials Coordinator.
5. Shall work collaboratively with Association coaches and other G.L.R.L. Representatives to understand team and league developmental goals and work together and seek mutual solutions that benefit both the Association and the league.
6. Shall ensure payment of G.L.R.L. Association and team fees, timely and accurate game reporting of A and AA level game results on the G.L.R.L. website, and overall team compliance (e.g. ensure any sanctions or suspensions that may be levied are served, including payment of assessed fines). Shall respond to complaints and manage disputes from issues that may arise out of league games, rule interpretations, etc.

House League Coordinator (FUN1/FUN2/FUN3) :

1. Shall be responsible for the management of House League team formations, game play, practice plans, staffing and coaching development, communication to families, and end of season event.
2. Shall create a House League season plan (FUN1/FUN2/FUN3) that focuses on development of skating, skills, and knowledge of the game, and create an environment that emphasizes sportsmanship and fun.
3. Shall create and develop mentorship opportunities for experienced coaches and players who can enhance the overall experience of players in the Introductory Stream.
4. Shall provide primary support for all Come Try Ringette Events and recruitment activities.

O.C.R.R.L. Representative (Ontario Central Region Ringette League) :

1. Shall represent the Association as O.C.R.R.L. Representative at all Ontario Central Region

Ringette League meetings regarding league play for U19 and younger B and C level teams.

2. Shall be responsible for all communications between O.C.R.R.L. and the Association coaches/managers and provide updates to the Board. Shall consult with the Association Board and vote accordingly on proposed motions, rule changes or bylaw amendments for the O.C.R.R.L.
3. Shall be the primary liaison on behalf of the Association's B and C level teams and coaches to coordinate the season schedule with Ringette Ontario (Games and Tournaments - tournament selection), and the O.C.R.R.L. (league play) e.g. blackout dates, draft review of schedules, consult on divisional tiers, etc.). Shall be responsible for the distribution of all communications pertaining to the league schedule.
4. Shall assist the Association's B and C level teams in all matters relating to game rescheduling, in collaboration with the O.C.R.R.L. Scheduler and other O.C.R.R.L. Representatives, as well as the Association's Ice Scheduler, Referee-in-Chief, and Minor Officials Coordinator.
5. Shall work collaboratively with Association coaches and other O.C.R.R.L. Representatives to understand team compositions and developmental goals and work together and seek mutual solutions that benefit both the Association and the league.
6. Shall ensure timely and accurate game reporting of B and C level game results on the O.C.R.R.L. website, and team compliance (e.g. ensure any sanctions or suspensions that may be levied are served, including payment of assessed fines). Shall respond to complaints and manage disputes from issues that may arise out of league games, rule interpretations, etc.

Adult Recreation League Coordinator :

1. Shall manage the schedule, teams, and players in the Adult Recreation League in accordance with all Association and Ringette Ontario policies and guidelines.
2. Shall provide a monthly report to the Board.
3. Shall work in conjunction with the Ice Scheduler, Registrar, and Treasurer to ensure appropriate management of the Adult Recreation League.

Marketing Manager :

1. Shall collaborate with other Board Members to establish an approved marketing, recruitment, communications and social media strategy each season to promote the Association and the sport of Ringette.
2. Shall be responsible for managing and executing all approved marketing initiatives, communications and activities, including coordinating of volunteers and other Board Members (e.g. Webmaster).
3. Shall work in collaboration with the House League Coordinator, Sport Development Coordinator and others Board Members to promote and support the Association's Come Try Ringette events

and other recruitment initiatives.

4. Shall promote the Association at local events and coordinate with other organizations and sports groups within the Association's boundaries to identify exciting new opportunities to promote Ringette (e.g. attend community events, information meetings with other Sports User Groups, explore partnership opportunities with other groups servicing the Association's target market).
5. Shall coordinate and be responsible for displays, registration and/or information packages for events and to ensure follow-up with any leads generated.
6. Shall establish and maintain the positive image of Ringette and the Association to attract public attention, interest, and support by the use of the various channels of circulating information and promotional material.
7. Shall engage current and prospective membership by coordinating, developing and implementing promotional materials, programs and other marketing content, via various marketing channels including email newsletters, social media, print and local media, Association website, etc., to promote upcoming events, registration opportunities, and other items of interest that support the development and visibility of Ringette and the Association.
8. Shall be responsible for sourcing vendors, obtaining quotes, securing approvals and providing financial statements for all marketing budgets and external advertising.
9. Shall create or direct the creation of ads that are produced through external partners (e.g. buckslips, print ads, arena signage, brochures, web ads etc.). Shall manage vendors and oversee and approve any/all external advertising on behalf of the Association.
10. Shall facilitate engagement through social media initiatives that generate excitement and public interest, and encourage member involvement and volunteerism.
11. Shall utilize various promotional channels available through the Town of Ajax and City Of Pickering, including updating Association bulletin boards at various facilities, etc.
12. Shall provide the Board with reports on past and upcoming events and promotions.
13. Shall support the Tournament Chairperson for promotional purposes.

Webmaster :

1. Shall be responsible for maintaining and updating the Association's website to include timely and accurate information pertaining to the Association's games, practices, clinics, meetings and other events. Shall ensure all relevant information posted on the Association's website is accurate and current (policies, Board Members, coaches, links, etc.)
2. Shall create seasonal, tournament and team websites, as required.
3. Shall administer and control website access for all required users (e.g. Team Managers, Minor Official Coordinator, etc.). Shall attend the Coaches Meetings to provide an overview of website

information and functionality, and facilitate training for Team Webmasters. Shall also train a back-up resource to support the website.

4. Shall be responsible for the development of website links with other associations, governing bodies, sponsors, media outlets and social media platforms, to provide membership with important information and increase the exposure of Ajax Pickering Ringette in the community.
5. Shall support other Board Members and facilitate membership engagement through the Association's website (e.g. support recruitment and promotional marketing strategies; post team and Association success stories; create and administer surveys, polls, feedback forums and registration forms, as required).
6. Shall manage Email administration for the Association including; compiling master mailing lists and manage opt-outs; utilize website functionality to send Association communications from apringette.com; monitor, and respond to or redirect incoming email requests, as appropriate.
7. Shall work together with members of the Board to update yearly registration process (e.g. integration with registration platforms, updated payment policies, etc.).
8. Shall manage the relationship with applicable vendors (e.g. website host provider, domain name registration).
9. Support the Tournament Chairperson by creating and managing Tournament Volunteer Sign-up forms.

Tournament Chairperson :

1. Shall be responsible for the marketing of the Annual Tournament(s).
2. Shall chair the Tournament Committee.
3. Shall work with other Board Members and Ringette Ontario - Games and Tournaments on event planning including tournament divisions, ice requirements, scheduling, officials, etc.
4. Shall manage associated tournament vendors (e.g. travel / hotel accommodations, on-site vendors).
5. Shall secure adequate volunteers and oversee the day-to-day operations of the tournament for its duration.
6. Shall submit a report, including financial information, to the Board following the Tournament.

Ice Scheduler :

1. Shall be responsible for all ice time allotted to the Association.
2. Shall ensure that all ice time is distributed fairly to teams and groups, and keep accurate records

of all ice time used.

3. Shall work together with the G.L.R.L. Representative, O.C.R.R.L. Representative, House League and Adult Rec Coordinators, Tournament Chairperson, and Treasurer to ensure all ice and scheduling needs are met by the Association (league and exhibition games, postponed or revised games, tournaments, development programs, tryouts, events).
4. Shall make best efforts to limit the amount of surplus ice carried by the Association through individual team/group ice sales or returns to the Town of Ajax and City of Pickering, where allowable.
5. Shall manage individual requests and keep accurate records of incremental ice rentals made by teams.
6. Shall attend regular meetings and be the point of contact between the Association and the Town of Ajax and City of Pickering for all ice contracts.
7. Shall have the authority to sign all Town of Ajax and City of Pickering ice contracts on behalf of the Association.

Referee-In-Chief :

1. Shall arrange clinics to upgrade officials on an annual basis, when necessary, and notify referees of available training and clinics.
2. Shall schedule officials for all House League, exhibition, and league games, and will attempt to assign the proper level of referee for such games.
3. Shall provide a monthly invoice breakdown for Official's payments to the Treasurer and will provide an annual financial report at the end of the season.
4. Shall provide Ringette Ontario with appropriate required information pertaining to the Association's officials.
5. Shall be responsible for the scheduling of officials for annual Association tournament.
6. Shall advise the Association on all matters pertaining to the playing rules.
7. Shall appoint an assistant to carry out his or her duties in the Referee-In-Chief's absence.
8. Shall be responsible for the administration of the playing rules and conduct of officials.

Minor Officials Coordinator :

1. Shall review home scheduled games through the Association's website scheduling system.
2. Shall assign Minor Officials needed to all league, exhibition, and House League games.

3. Shall maintain an adequate roster and current database of trained and competent Minor Officials throughout the season.
4. Shall ensure that teams provide exact payments to Minor Officials.
5. Shall provide training and materials to new and returning Minor Officials.
6. Throughout season shall inspect and ensure shot clock and time clock equipment is in working order and inform facility staff of needed repair or maintenance.
7. Shall prepare and assign Minor Officials for all Association tournaments.

Equipment Manager :

1. Shall be responsible for all team equipment and uniforms of the Association.
2. Shall be responsible for managing the equipment inventory including documenting itemized lists, allocation of equipment, needed repairs and off-season storage of equipment, and will ensure that an orderly equipment storage location is maintained.
3. Shall be responsible for purchasing any equipment needed, which has been approved by the Board.
4. Shall order and distribute official Ringette Ontario game sheets to all teams for Home games.
5. Shall be responsible for managing the Association's Equipment Loan Program, including distribution and collection of equipment. Shall work together with the House League Coordinator to ensure the maintenance of satisfactory rental inventory.
6. Shall maintain contact with local equipment vendors to share Association requirements and educate membership on the locations where new and used equipment is available for purchase.
7. Shall organize Association events where membership can donate used equipment and purchase new from authorized vendors.