



**Provincial Rep** - [provincialrep@chathamringette.com](mailto:provincialrep@chathamringette.com)

**Overview:**

The Provincial Convener shall be responsible for the overall operation of the Provincial system for AA and A level teams.

**Role and Responsibilities:**

- Work with ice scheduler and coaching director to organize and facilitate all provincial level tryouts, including working with the corresponding coaches to find evaluators and providing evaluation forms
- Confirm players have submitted their intents before stepping on the ice for tryouts
- Report tryout attendance and results to GLRL required in the GLRL tryout guidelines
- Provide any required communications in regard to tryouts, intents to the marketing director to send out to the membership
- Support coaches with evaluations and team selections as requested.
- Hold a pre-season meeting of Provincial Team coaches and managers in conjunction with the Coaching Director and President.
- Forward tournament information to Provincial coaches & manager
- Ensure that coaches have up-to-date league rules, as well as Association By-Laws, rules and regulations
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- Represent the Association at all Great Lakes Ringette League (GLRL) play committee meetings, contribute to formulation of GLRL policy and communicate meeting results to coaches and the Executive. If unable to attend a meeting, delegate to another member to ensure coverage.
- Participate in GLRL league and playoff scheduling and ensure that it is satisfactory to Chatham teams if permitted. Communicate schedules to coaches and managers.
- Ensure compliance and execute actions consistent with GLRL rules and regulations.
- Report to monthly board meetings on progress/issues and on the status of the Provincial teams.
- Coordinate with Regional Convener on any two team player agreements and any "call up" players to rep teams during the year.
- Assists with the placement of players to outside Associations where levels may not be available in CRA
- Coordinates with outside association Provincial Conveners as required.
- Acts as a mediator in disputes relating to tryouts and player selection.
- Acts as an advocate for Provincial program growth/development at board meetings, GLRL and Western Region A/AA Play Committee meetings.
- Attend all CRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board