



APPOINTED MEMBERS POSITION DESCRIPTIONS

CONVENOR

The Convenor is the first point of contact and the communication link between their respective teams and the Association. Their responsibilities include supporting and assisting coaches, managers, players and parents during the season; providing advice and assistance throughout the evaluation or tryout process as well as with the interpretation and explanations of the CRRA policies and procedures; providing the players/parents a first point of contact to resolve problems and issues that have been fully addressed with team officials and remain unresolved; escalating difficult situations to the House League Committee when an acceptable solution cannot be found; coordinating the distribution and return of bench staff evaluations and ensuring that schedules, communications and paperwork find their way to and from their teams.

In general the convenor should be available from August to May expending an average of approximately 2 hours monthly, to be set in their own time. However, the position requires involvement in the evaluation or tryout process, which is held during the early part of September and the bench staff evaluations, which is held towards the end of the season both of which will require additional time from the convenors. In addition, there will be convenor tasks specific to the division they represent. Other requirements are e-mail.

The Convenor reports to the VP, or President and is not required to attend CRRA Executive meetings but is welcome.

EQUIPMENT MANAGER

The Equipment Manager is responsible for maintaining the CRRA equipment inventory and storage rooms located at the CIH Arena in Rockland. In addition, this individual purchases new equipment, as required, and arranges for the repair of equipment, when necessary. The Equipment Manager's primary responsibility however, is assembling and distributing equipment and jerseys by inventorying all equipment and jersey at the start and end of the season.

This position requires that the individual be available from August to April expending an average of approximately 15 hours monthly. The busier months are August, September, October and April as these are the times when equipment and jerseys are being distributed for evaluations/tryouts and regular season and returned afterwards. The balance of the time is dedicated to purchasing equipment, having it repaired, when necessary, maintaining the inventory and other requests that may be asked from Executive members from time to time. It is preferable that the individual occupying this position have access to a computer for the purposes of preparing and maintaining the inventory, to email for communicating with the various teams. In addition, it is crucial that the individual be readily available to respond to various equipment needs of CRRA teams.



The Equipment Manager reports to the VP and is not required to attend meetings but is welcome at all Executive meetings.

FUNDRAISING COORDINATOR

The Fundraising coordinator is responsible for overseeing all fundraising activities for CRRA. The coordinator will make letters and documents available to all parents / teams / sponsors as requested. The coordinator is also responsible for collecting all completed sponsorships form and monies and creating a detailed list with name/address/amount of sponsorship. After the coordinator has tallied all monies and information from sponsorships, he/she must provide the monies to the treasurer for depositing into the association account.

The purpose of conducting fundraisers is to help maintain or reduce registration fees, finance winning Clarence-Rockland players and teams representing CRRA and/or Ontario and/or Canada to participate in Provincial, National or World Championships; and to assist in the staging of Provincial or National level events held in Clarence-Rockland in the future.

This position requires that the individual be available throughout the year expending an average of approximately 20 hours monthly.

The Fundraising Administrator reports to the VP & Treasurer and is not required to attend meetings but is welcome at all Executive meetings.

ICE SCHEDULER

The Ice Scheduler is responsible for allocating ice time, in accordance with CRRA policies, to all teams for practices and league games; preparing schedules for practices/games; preparing the ice requirements and submitting to the City for allocation of ice time to the Association for the year; negotiating, if necessary, additional ice time for the Association and preparing monthly summary of ice usage for onward transmittal to teams, President and Treasurer.

This position requires that the individual be available throughout the year expending an average of approximately 15 hours monthly. The busier months are September, October, December and February as these are the times when schedules must be prepared and forwarded to the appropriate individuals. The balance of the time is dedicated to rescheduling practices and games, preparing monthly breakdown of ice usage to teams, and other requests that may be asked from Executive members from time to time. Other requirements include access to a computer for preparing schedules, to email and voicemail.

The Ice Scheduler reports to the President and is not required to attend meetings but is welcome at all Executive meetings.



PLAYER AND COACHING DEVELOPMENT DIRECTOR

The Player and Coaching Development Director is responsible for organizing coaches or player development clinics and will be responsible to insure that all coaches and bench staff meet the training requirements before the January deadline. The Director will also be responsible for finding and identifying possible clinics for players and coaches where applicable (i.e. summer camps, March break camps etc.) and share this information with the team managers and coaches for parents.

This position requires that the individual be available from October to March expending an average of approximately 2 hours monthly. Computer access to CRRA website, e-mail and voice mail is essential.

The Player and Coaching Development Director reports to the VP and is not required to attend meetings but is welcome at all Executive meetings.

PUBLICITY AND PROMOTION DIRECTOR

The Promotion and Publicity Director is responsible for coordinating various advertisement notices in local papers and guides for the Association.

This position requires that the individual be available an average of approximately 2 hours monthly, to be set in their own time. It is preferable that the individual have access to email.

The Promotion and Publicity Director reports to the President and is not required to attend meetings but is welcome at all Executive meetings.

REFEREE-IN-CHIEF

The Referee-in-Chief is responsible for assisting the Regional Referee Assignor with contacting CRRA officials, for scheduling referees for all League games hosted by the Association and developing and training referees; and preparing statement of games officiated for onward transmittal to the VP & Treasurer for payment.

This position requires that the individual be available from September to April expending an average of approximately 10 hours monthly. The busier months are September, December, January and February as these are the times when schedules must be prepared and forwarded to officials. The balance of the time is dedicated to contacting officials to confirm ERRR game assignments, preparing statement of games officiated and other requests that may be asked from Executive members from time to time. Other requirements are computer access to email and voicemail.

The Referee-in-Chief reports to the President and is not required to attend meetings but is welcome at all Executive meetings.



STATISTICIAN

The Statistician is responsible for collecting game results from all House League and Competitive League CRRA HOME games and for the onward transmittal to the NCRRL Statistician and Webmaster, if reported in any format other than electronic. The results are tabulated for league standings and for reporting statistics on the website and in local newspapers.

This position requires that the individual be available from September to April expending an average of approximately 1 hour weekly, to be set in their own time. Computer access to CRRA website, email and voicemail is essential.

The Statistician reports to the VP and is not required to attend meetings but is welcome at all Executive meetings.

Webmaster / Social Media manager

The webmaster is responsible for maintaining and updating our website www.crra-arcr.ca and managing our three (3) social media accounts (Facebook, Twitter and Instagram). It is expected that social media posts are done every other day to maintain our presence. After our executive monthly meetings, the meeting agenda and minutes are to be posted to our website within 1 week of the meeting.

This position requires that the individual be available from August to April expending an average of approximately 1 hour weekly, to be set in their own time. Computer access to CRRA website and email are essential.

The webmaster reports to the President and is not required to attend meetings but is welcome at all Executive meetings.

Bunny Program Coordinator

The Bunny program coordinator is responsible for running and coaching the bunny ringette program with a focus on developing skating ability, introducing ringette skills and having fun. Beginner players from 4 to 6 years old will start in our 'Bunny' program – a learn-to-skate program that moves on to teaching basic ringette skills as the players develop. The Bunnies are on the ice once a week for an hour. Bunnies don't play official games, but may participate in scrimmages with Bunnies from other associations during the season as their skills develop and there is a one (1) day event called the Bunny Fest at the end of March where all bunnies participate in a on ice tournament with games.

The Bunny program coordinator is the point of contact between the association and the parents/kids participating in the program. The coordinator is responsible for sending the schedule with teams and organizing volunteers for on ice practice.



This position requires that the individual be available from September to March expending an average of approximately 1.5 hours weekly, 1 hour on ice and ½ hour for administrative duties. Computer access to CRRA website and email are essential.

The Bunny Coordinator reports to the President and is not required to attend meetings but is welcome at all Executive meetings.

Registration Coordinator

The registration coordinator is responsible for organizing and administering the registrations for the upcoming ringette season. The registration coordinator will deliver completed registrations and payments to the treasurer and manage a registration information list to present to the executive.

This position requires that the individual be available from March to October expending an average of approximately 1 hour weekly for administrative duties. Computer access to CRRA website and email are essential.

The Registration Coordinator reports to the Registrar and is not required to attend meetings but is welcome at all Executive meetings.