



## 1. President – Core Executive

- The President shall be responsible for the conduct of the League in strict conformity to the Rules and the Local Rules, as agreed to under the conditions of charter issued to the League
- The President shall present a report of the condition of the League at the first board meeting
- The President shall investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board. They shall also enforce and disciplinary actions required
- The President shall be responsible to appoint the Player Representatives as well as nominate persons to fill Board vacancies, subject to the approval of the Board
- The President may appoint special committees, as deemed necessary. These committees are advisory, unless empowered otherwise by the Executive Board (Core Executive)
- The President, or such other officers as is designated in writing, shall have the power to make and execute for and in the name of the League, such contracts and leases as may have received the prior approval of the Board
- The President shall be responsible for conducting the affairs of the League and for executing its policies established by the Board
- The President, at the end of their term, shall see that all official documents, property, and such other documents as they deem appropriate, are transferred to the new President, and that all officers do likewise in a timely fashion
- The President is responsible to work directly with the City of Hamilton Health and Safe Communities Recreation Department in regards to ALL Arena maintenance being used by Hamilton Heat Ringette for games and activities.
- The President is responsible for maintaining the permit of ice time and communicating schedule with appropriate city staff
- The President will create an ice time schedule and relay it to the SRRL and Division Convenors
- The President will support all members of the HRA, Board and Core Executive as required
- The President will attend all meetings required by the ORA, SRRL, City of Hamilton and any other bodies required by the position. They may also appoint an alternate governor to attend in their absence



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## 2. Vice President – Core Executive

- The Vice President will be the responsible Board member to facilitate Opening and Closing day activities.
- The Vice President shall ensure all refereeing requirements are coordinated with the Referee In-Chief or any other necessary individual.
- The Vice President will fulfil the duties of the president if the president is unable to perform the duties of the position
- The Vice President has the option to appoint division convenors before the start of each playing season who will report to them. These individuals will not be a voting member of the core executive.
- The Vice President will be responsible for the rostering of all teams with the Registrar and the Director of Player Development and Ringette Operations.
- Will be the one to communicate to the Director of Player Development & Ringette Operations any desire for a player to play out of their correct age division.



**3. Director of Player Development & Ringette Operations – Core Executive (Formerly Coaching Co-Ordinator)**

- Report to ALL coaches all directives and rules of play, once approved by the Board of Directors
- Will create a close working relationship with the VP on all Ringette operation matters.
- Will work with ALL members of Hamilton Heat Ringette to ensure that the quality of Ringette within the association is the most efficient possible.
- Will determine the Ringette needs of players and coaches and help ensure that they are met. This includes but is not limited to organizing player and coach clinics
- Will have the authoritative voice in determining if a player can play within a division where they DO NOT meet the age requirements in conjunction with the President and VP
- Work directly with the Purchasing Director to procure the appropriate equipment and supplies needed for play from the start of the season
- Will ensure that all coaches and volunteers have obtained the necessary training and safety screening required to take part in HRA activities and functions
- Will occasionally attend practices to ensure a consistent message is being relayed through all age groups while also offering assistance with practice planning and coach development.

**4. Director of Sponsorship, Fundraising and Special Events (Formerly Fundraising and Publicity)**

- Be responsible for obtaining sponsorships for all teams and be responsible for the collection of such fees. This responsibility will require visits to the said sponsors store or business to articulate the sponsorship requirements.
- Work directly with the Registrar to determine how many sponsors will be needed for the upcoming season.
- Work directly with the treasurer to ensure monies pertaining to sponsorship are collected in a timely fashion.
- Be responsible for the annual Skate-a-thon and all duties and schedules associated with it including volunteer assistance and collecting prize donations
- Be responsible for Scheduling and organizing Picture Day for all teams
- Be responsible for communicating and booking of all room rentals including but not limited to the venue for the year end AGM
- Will also sit on the committee for Opening Day/Closing Day festivities



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#### 5. Tiger-Cats Fundraising Committee Director (NEW)

- Be responsible for the annual Hamilton Tiger Cat Fundraiser and point person for all duties associated with it.
- Ensure proper tracking of all tickets and funds incoming and outgoing through auditable files
- Obtain and organize all volunteers required for the sale of the 50/50 tickets on game day
- Communicate with the board any information pertaining to the fundraiser
- Communicate with all members of the HRA with respect to ticket availability and sales requirements
- Communicate with Tiger Cats staff and report any required information to the Board

#### 6. Treasurer – Core Executive

- The Treasurer shall receive all monies and securities, and deposit the same in a depository approved by the Board
- The Treasurer shall keep a detailed record of all income and disbursements of all monies and securities to the League
- Financial reporting will be a joint duty of the Treasurer and approved accountant for the League, as requested by the President or the Board
- The Treasurer shall pay all duly authorized expenditures of the League and present a monthly income and expenditure report at the Board meetings submitting a copy to the President and Secretary
- Be responsible on behalf of the Association that all fees, registrations, tournaments applications be received by the rightful parties and associations before the imposed deadlines.



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## **7. Registrar – Core Executive**

- Be responsible for registration for ALL levels of players within the Association
- Be responsible for the registration fees and that they are collected accordingly.
- Work directly with the Treasurer to ensure that registration fees are deposited accordingly.
- Work directly with the Media/Website Manager to ensure that directions and proper communication on the website pertaining to registration is follow though to make the registration process easy for the members.
- Ensure that all TRF's and required forms are submitted to the ORA and SRRL in a timely fashion. Also ensuring they are updated as required
- Maintain and Update on the communication drive from the ORA/SRRL
- The Registrar shall be responsible for verification of player eligibility

## **8. Secretary – Core Executive**

- Shall record the activities of the League, maintain appropriate files, lists, and necessary forms, such as Bylaws, amendments, Charter, insurance, etc., and perform other such duties as may be assigned by the President or the Board
- The Secretary shall give notice of all meetings to all Board members at least one week in advance, with the exception of quorum meetings
- The Secretary shall keep the minutes of membership and Board meetings, and record all revisions and amendments of the Bylaws
- The Secretary shall be responsible for the distribution of the minutes of the previous meeting within one week of the next scheduled meeting
- The Secretary shall be responsible to maintain the current Bylaws and its amendments, and shall advise the Board to review and/or revise the Bylaws at the first meeting after the annual AGM



## 9. Purchaser (NEW)

- Be responsible for the procurement of quotes, ordering and purchasing of ALL uniforms.
- Distribution of all uniforms prior to the season to the league convenors or coaches
- Procure at least two (3) independent quotes from uniform and swag providers in order to maintain impartiality and fairness and to ensure that the best (not necessarily the least expensive) quote for uniforms is obtained to help create a long term partnership with the HRA
- Work directly with Player Development & Ringette Operations to ensure that the proper equipment and supplies are ordered prior to the start of the playing season and if required make purchases of all executive approved purchases during the playing season.
- Prepare all financial figures of purchases to present at executive meeting for budgeting approval.
- Responsible for the logistics of ALL purchases and coordinating with the necessary party of these purchases.

## 10. Media Relations, Social Media & Website Coordinator (Formerly Webmaster)

- Be responsible for all press releases and publicity dealing with activities of the Hamilton Ringette Association.
- Responsible for creating and distributing all literature such as not limited to registration forms and program announcements and advertisements.
- Be responsible for the daily maintenance of the website AND to ensure the league convenors and coaches are using the website to the fullest ability (ie: team and score updates).
- Train coaches and convenors on how to properly manage the team portion of the website so members of the Association get the full use of the websites function.
- Will be the responsible member to update the bulletin board at the arena
- Will report all game scores and other information to the Hamilton Spectator

## 11. Referee in Chief – Core Executive

- Organize all referees within the Association
- Schedule referees for all games once it has been requested from the league
- Communicate with all referees all job duties, playing rules, training requirements and certification requirements.
- Coordinate with Treasurer for payment of referee services.
- Attend all meetings required by the ORA for officials



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## 12. Equipment Manager

- Responsible for the disbursement and collection of all equipment on loan from the HRA; including but not limited to the LTS equipment lending program
- Maintain complete records of all equipment being lent out by the HRA, as well as sale of any equipment ie: pants, sticks
- Responsible to keep the ringette storage room organized throughout the season
- Ensure that all equipment is in good working order; will communicate to the purchaser and the board if any equipment needs to be replaced
- Ensure that there is sufficient supply of rings for all teams, making sure they are in acceptable playing condition

## 13. Convenors

- One convenor will be elected for each division
- If no convenor is elected one may be appointed by the President
- Convenors will be responsible to relay any information from the board and monthly meetings to the membership and coaches of their division
- Convenors will be responsible for updating all team sites in their division with schedules and other HRA information or mailings
- Convenors will act as a liaison between the board and the members of their division
- Convenors will be responsible for ensuring that all swag purchased for their division has been delivered and paid for; will communicate with purchaser on all orders and issues