



HRA Volunteer Roles & Responsibilities (High level)

	Role	Requirements	Time Per Week (estimated)
Coach	<ul style="list-style-type: none"> Administer HRA programming to athletes Run/manage all team on and off-ice events associated with the HRA 	<ul style="list-style-type: none"> Vulnerable Sector Check Coaching certification based on level <ul style="list-style-type: none"> Coaching Clinics Coaching Pathways 	<ul style="list-style-type: none"> On average – 2-3 hours per week and may include: <ul style="list-style-type: none"> Practice planning 1 practice 1 home or away game Potential tournaments
Bench Staff	<ul style="list-style-type: none"> Support coaching staff in the administration of HRA programming Assist with running/managing all team on and off-ice event associated with the HRA 	<ul style="list-style-type: none"> Vulnerable Sector Check Coaching certification based on level <ul style="list-style-type: none"> Coaching Clinics Coaching Pathways 	<ul style="list-style-type: none"> On average – 2 hours per week and may include: <ul style="list-style-type: none"> Practice planning support 1 practice 1 home or away game Potential tournaments
Trainer	<ul style="list-style-type: none"> Responsible for supporting the mental and physical health of athletes Responsible for advising athletes and guardians of return to play protocols and reporting any injuries to Ringette Ontario Must be in attendance to all HRA associated team events on, or off-ice 	<ul style="list-style-type: none"> Vulnerable Sector Check 	<ul style="list-style-type: none"> On average – 2 hours per week and may include: <ul style="list-style-type: none"> 1 practice 1 home or away game Potential tournaments
Manager	<ul style="list-style-type: none"> Responsible, either personally or through delegation, for all off-ice tasks Administration of the team and works cooperatively with the coach, convenor, and the league representatives Ensure timekeepers are trained and selected for each home game Coordinates the meeting at the beginning/end of the season to keep parents informed while encouraging input and participation Coordinates, with parent representatives, any team fundraising initiatives Is responsible for opening and managing team financial accounts Should be in attendance to all HRA associated team events on, or off-ice 	<ul style="list-style-type: none"> Vulnerable Sector Check 	<ul style="list-style-type: none"> On average – 1 – 2 hours per week and may include: <ul style="list-style-type: none"> On or off-ice activities Special events



Convenor	<ul style="list-style-type: none"> • Convenors are assigned to oversee each division. Any matters that require a review by the HRA Executive Board or Ringette Ontario, must be first presented through the divisional convenor • This representative will attend the monthly HRA Board Meetings • Convenor is also responsible to work with team Managers to communicate HRA directives/special events/other messaging as per received from Board Meetings 	<ul style="list-style-type: none"> • Vulnerable Sector Check preferred 	<ul style="list-style-type: none"> • On average – 1 – 2 hours per week and may include: <ul style="list-style-type: none"> ○ Attendance to divisional home games/practices where applicable ○ Attendance to monthly board meetings ○ Potential meetings with athletes and HRA Board members
Executive Board Positions	<ul style="list-style-type: none"> • Roles included: President, Vice-President, Treasurer, Registrar, Secretary, Referee-in-Chief, Coaching Coordinator 	<ul style="list-style-type: none"> • Vulnerable Sector Check preferred 	<ul style="list-style-type: none"> • These positions vary in time requirements based on year, but should allow for 10-15 hours per month • Attendance to monthly board meetings • Attendance to all HRA special events • Some roles attend monthly Southern Region and Ringette Ontario meetings
Board Positions	<ul style="list-style-type: none"> • Roles include: Purchaser, Sponsorship/Fundraising and Special Events Coordinator, Ti-Cats Fundraising Coordinator, Equipment Manager, Media/Social Media/Website Manager 	<ul style="list-style-type: none"> • Vulnerable Sector Check preferred 	<ul style="list-style-type: none"> • These positions vary in time requirements based on year, but should allow for 5-10 hours per month • Attendance to monthly board meetings • Attendance to all HRA special events
Ad Hoc Positions	<ul style="list-style-type: none"> • Roles include (but not limited to): special events volunteers, timekeepers, opening/closing day volunteers, regional committees, etc. 	<ul style="list-style-type: none"> • Vulnerable Sector Check preferred 	<ul style="list-style-type: none"> •