

Kitchener Ringette Association Events Coordinator

Overview:

The Events Coordinator will lead in the planning, promotion, recruitment of volunteers and delivery of all special events for the Kitchener Ringette Association.

There are 4 primary events associated with this role:

1. Come Try Ringette (September)
2. Team Photos (October / November)
3. Santa Claus Parade (November)
4. Player Appreciation (April)

Role and Responsibilities:

Come Try Ringette:

- Register Come Try Ringette with Ringette Ontario, and in conjunction with the Advertising Director advertise the Come Try Ringette event.
- Ensure enough equipment (eg. sticks and helmets) are available for kids to borrow during the event.
- Recruit and support volunteers to run the event on and off the ice
- Provide information for prospective families and opportunities for new players to sign-up for the season, including information sheets and board member(s) to speak to potential parents interested in the sport.

Team Photos

- Select a photographer, and coordinate scheduling for players and bench staff to get their pictures taken
- Coordinate with team managers to distribute photos to their teams
- Add each team picture to the Kitchener Ringette Association display board at Lions Arena

Santa Claus Parade

- Register for the Santa Claus parade through the Lions Club
- Organize banners, trucks / floats and any decorations
- Recruit and coordinate players / families to attend

Player Appreciation Event

- Plan the event, book venue, and obtain any necessary permits, including fundraiser permits
- Recruit and support volunteers to run the event successfully
- Coordinate pins recognizing players who have reached 5 and 10 years playing ringette
- Invite players and families

General

- Attend all KRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.