

Kitchener Ringette Association Events Coordinator

Overview:

The events coordinator will provide the leadership in planning and coordinating of all special events for the Kitchener Ringette Association.

Role and Responsibilities:

- Find dates and times that work with the photographer and the the hall for the players to get their pictures taken
- Develop each team picture and place in the Kitchener Ringette Association display board at Lions Arena
- Hand out pictures to the team managers for distributing to their teams
- Register for the Santa Claus parade through the Lions Club, arrange for truck flat, and decorations for the float
- Book hall, and obtain any necessary permits for Player appreciation and any other fundraiser events
- Arrange for volunteers for player appreciation, float decorating, and for any other function that requires assistance to ensure all events run successfully
- Chair for the Golden Ring Tournament and will oversee all coordination of events and all sub committees that will handle the registration, scheduling, medals, silent auction, referee in chief, minor officials, Hotels, shot clock needs
- Contact for G & T for the golden ring tournament. Responsible to ensure all necessary information is provided to G & T on time
- Register and advertise the come try ringette event for the organization, ensure enough sticks are available for kids to borrow during the event
- Ensure a parent information sheet is available to parents at come try ringette and that there is board representation to speak to the potential parents interested in the sport
- Set up volunteers to run the event on and off the ice
- Suggest and over see any new or different evens that the board may approve

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.