

## **Kitchener Ringette Association Regional Convenor**

### **Overview:**

The Regional Convenor is primarily responsible for, and not limited to, planning start up weekend, assisting in coaching selections, ensuring houseleague teams are created equal (to the best of his/her ability). The Regional Convenor is the advocate for regional program growth development and ensures the of houseleague program run smoothly throughout the season.

### **Role and Responsibilities:**

- Provides assessors, coaches to run drills and assessment plans for startup weekend
- With the help of the assessors, assess players to create even teams at the start of the season
- Send completed teams to Ice Scheduler and Communication Director
- Attend Coach/manager meeting in September and provide forms needed for coaches and managers
- Be available, if necessary, to help the Coaching Director with interviews
- Meet with all coaches and parents at the start of the season to establish contact, review code of conduct with parents and collect code of conduct forms from team managers
- Throughout the season monitor mailbox and collect game sheets from coaches at the end of every month. Then will copy the date from game sheets into a spreadsheet and send spreadsheet to Referee in Chief to confirm the referee and time-keeper payments for the month with treasurer. Payments are distributed every two months
- Attend the WRRRL meetings every two months in Stratford and report issues at KRA to the League and communicated decisions made at the league level back to KRA
- Ensure all regions coaches fill out their skill matrix forms and submit them in October and February to the league
- Communicate with other regional convenors to ensure that divisions are fair and that good sportsmanship is maintained
- Assess safety and emergency protocol at rinks and practice facilities
- May work with the board on various initiatives, where required
- Provide mediation when teams, coaches and/or parents come into conflict
- Assists with Ringette development and community outreach (hinny, tournament organization, parade and other KRA events)
- Be familiar with Rules and Regulations
- Attend Board Meetings and AGM

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.