



Approval & Version Control	
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Reviewed By:	Deana Buller - President Steve Bengler - Vice President Laura Bailey - Treasurer Stephanie Bengler - Secretary Justine Wright - Registrar
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ST. THOMAS RINGETTE ASSOCIATION ROLES AND RESPONSIBILITIES

1. DESCRIPTION OF DIRECTORS

b) The President will:

- i. Preside at all meetings of the Executive Committee and at all Annual General and Special General Meetings of the Members.
- ii. Be responsible for preparing an agenda for each Executive, Special and Annual General Meeting and shall present the written report to Members at the Annual General Meeting (AGM).
- iii. Decide on all points of order and will be responsible for the proper conduct of the meeting (Roberts Rules of Order will govern in case of a conflict¹).
- iv. Is an ex-officio member of every sub-committee formed by the Board.
- v. See to the application of the Letters Patent and By-laws and will be responsible for ensuring that the other Directors perform their appointed duties.
- vi. Be responsible for directing the overall activities of the Corporation.
- vii. Not vote except in the event of a tie, when they shall cast the deciding vote.
- viii. Be the official between the Corporation and the Ontario Ringette Association and shall be responsible for ensuring that all Ontario Ringette Association correspondence is brought before the Board.

¹ Robert, Henry (Robert's Rules of Order) Scott, Foresman and Company, 1876



- c) The Vice-President will:
- i. Have all the powers and shall execute all the duties of the President in their absence.
 - ii. Also have the powers and responsibilities which may be assigned by the President or the Executive Committee.
 - iii. Will Co-ordinate and collect all reports for the Annual General Meeting.
 - iv. Shall be responsible for maintenance of by-laws and policies and procedures of the Corporation.
 - v. Will act as Liaison to Team Managers throughout the entire season where matters of policies and procedures to be followed are concerned.
 - vi. Act as liaison between sub-committee chairs and the Executive Committee.
- d) The Past President/Past-Chair will:
- i. Be an advisor to the president and Executive Committee and will assist the President in whatever duties requested by the President.
 - ii. Act as Chairperson of the Nominating Committee for purposes of filling the offices to be elected at the Annual General Meeting. Shall also be Chairperson of the Nominating Committee, if deemed necessary, by the Executive for purposes of nominating members to the Executive to replace members who have resigned or been suspended.
 - iii. Shall be an ex-officio member of the Executive and shall only serve a one-year term of office.
 - iv. The Past President cannot be appointed or elected and when in attendance at an Executive Committee meeting has no vote.
 - v. In the absence of a Vice-President, the Past President may assume the responsibilities of the Vice-President as outlined above.
- e) The Secretary will:
- i. Take minutes of all Director and Member meetings, Special General Meetings of the Corporation and of all Executive Committee meetings. In the absence of the Secretary, the President shall appoint a secretary to keep minutes of any particular meeting.
 - ii. Have the responsibility for keeping all records and correspondence for the Corporation in appropriate order.
 - iii. Provide each member of the Executive Committee with minutes of every meeting, within one week of the meeting date.
 - iv. Responsible for booking monthly meeting room facility in coordination with President.



- v. Retain all Police Screening Checks (PSC) documentation.
- f) The Treasurer will:
- i. Be responsible for preparing payment, after due authorization, all of the invoices payable by the Corporation. These payments shall be made by cheque, signed by any two (2) of the following Members: the President, the Treasurer and the Secretary
 - ii. Keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Corporation and report at each Executive and Annual General Meeting.
 - iii. Be responsible for keeping all the financial records of the Corporation and keep a record of all funds and assets of the Corporation.
 - iv. Be responsible for the opening, maintenance and proper documentation of all bank accounts required by the Corporation and the proper balancing of the records of deposits and disbursements made in those accounts.
 - v. Be responsible for the proper preparation and presentation of financial statements of the Corporation and the proper keeping of records leading to those financial statements.
 - vi. In conjunction with the Registrar, account for all membership fees paid in each year.
 - vii. Be responsible for reporting and presenting at the beginning of each year, an operating budget incorporating all expected revenues and expenses of the Corporation for that particular season. Also responsible for reporting at each Executive meeting the actual financial results of the Corporation compared to the Operating Budget.
- g) The Registrar will:
- i. Be responsible for ensuring that registrations are held each year before the end of August and that all necessary arrangements are made for the smooth and orderly running of the registration process.
 - ii. Ensure all necessary forms are available online.
 - iii. Provide instruction as to the proper way to register (i.e. when, where, forms to fill, registration fee etc.).
 - iv. Keep all waiting lists for each age group, when necessary.
 - v. Keep a register of all players in the Corporation and be responsible for the eligibility of all players.
 - vi. Register all players with the Ontario Ringette Association and Ringette Canada.
 - vii. Be responsible for and provide TRFs, and all other applicable reports/forms to head coaches.



- h) The Officiating Director (Referee in Chief) will:
- i. Select and train referees to officiate all Corporation games.
 - ii. Ensure that referees are present to officiate all Corporation sponsored games.
 - iii. Maintain a high degree of quality in the referees, to encourage all referees to reach higher levels of certification.
 - iv. Ensure that all referees officiate by Ontario Ringette Association rules except in cases where the Corporation's Rules of Operations take precedence.
 - v. Maintain and provide a complete and accurate statement of payments made to Referees to the Treasurer.
- i) The Ice Director will:
- i. Be responsible for obtaining ice required by the Corporation for regular season games, practices and/or tournaments throughout the season.
 - ii. Schedule all games and practices for the Corporation, excluding tournaments, ensure ice is allotted to each team in a fair and conscientious manner.
 - iii. Give copies of the ice schedule to each coach, the Officiating Director, the Publicity Director and the President.
 - iv. Ensure that RAMP is up to date and accurate.
 - v. Authorize ice rental invoices and payment to the Treasurer.
- j) The Fundraising/Events Director:
- i. Develop and co-ordinate all programs to raise funds for the Corporation (e.g. garage sales, tournaments, Carmichael Meats, bottle drives etc.)
 - ii. Ensure that all monies collected in fund-raising materials are presented to the Treasurer for prompt payment/deposit.
 - iii. Provide reports to the Executive Council on revenue and expenses related to each fundraising event.
 - iv. Ensure that all fund-raising activities are undertaken for the benefit of the Corporation as a whole except where a specific need is approved by the Executive council. The Director will oversee and advise as required and report to the Executive Council.



k) The Coaching Conveyor will:

- i. Recommend to the Executive committee the Head Coaches for each team before the beginning of the season.
- ii. Encourage and co-ordinate the certification of all coaches to at least CSI and encourage and promote higher levels of certification as it becomes available.
- iii. Co-ordinate community level and National Coaching Certification Program clinics and encourage attendance of all coaches where possible.
- iv. Counsel coaches where deemed necessary.
- v. Conduct coaches' meetings at the beginning of each year and, additionally as appropriate, to establish procedures for tournament, game scheduling conflicts, procedures for conflict and/or concerns from members etc.
- vi. Obtain and distribute all information regarding tournaments including Ontario Ringette Association play downs, provincials etc. in a timely manner to all coaches. Coaches should be kept up to date on any changes in tournament details when available.
- vii. Co-ordinate volunteer coaches for spring/fall Bring a Friend sessions or Try Ringette sessions in conjunction with the Promotions/Fundraising Director, Sport and Player Development Director, the Website and Communication Director and Registrar.
- viii. Ensure the Team Managers and bench staff have completed appropriate certifications for the season.

l) The Sport and Player Development Director will:

- i. Be responsible for the development, recruitment and retention of ringette players within the Corporation.
- ii. Responsible for developing, implementing and monitoring sport development programs (i.e. nutrition, power skating, dryland training etc.) in accordance with Ringette Ontario guidelines.

m) The Equipment Director will:

- i. Purchase all necessary ringette equipment, including First Aid supplies, in order that it is available for the first regular season game.
- ii. Ensure the goalie equipment is repaired or replaced whenever necessary.
- iii. Responsible for ensuring all team jerseys and equipment is available at the beginning of the season for each team.



- iv. Be responsible for collecting all equipment belonging to the STRA from the coaching staff at the end of the season
 - v. Store all trophies, plaques and tournament-related awards left over at the end of the season.
 - vi. Maintain an up-to-date inventory of all items in Corporation designated equipment room.
- n) The Bingo Director will:
- i. Ensure all applications, licenses are completed in the Fall of every year or as requested by Jackpot Time.
 - ii. Ensure monthly bank reports are completed and filed appropriately to the Treasurer.
 - iii. Ensure all time slots are filled appropriately,
 - iv. Ensure each volunteer at Jackpot Time are equipped with the appropriate Corporation attire.
 - v. Attend the fall and spring General meetings with Jackpot Time.
- o) The Western Region Ringette League (WRRL) Representative will:
- i. Attend Western Region meetings to represent the Corporation.
 - ii. Take any concerns or suggestions from the Corporation to Western Region meetings and vice versa.
 - iii. Report back to the Corporation on the outcomes of Western Region meetings.
- p) The Promotions/Website Administrator will:
- i. Work with the Fundraising and Events Director to publicize all aspects of Ringette in St. Thomas on all Corporation social media pages (not limited to Facebook and Instagram).
 - ii. Develop and maintain the Corporation's website (www.stthomasringette.ca) to ensure it is up-to-date with relevant content throughout the year.
 - iii. Publicize tournaments and special events on the Corporation's website, Facebook and any other platform utilized by St. Thomas Ringette.
 - iv. Ensure all relevant information posted on the Association's website is accurate and current (not limited to policies, executive members, links etc.)
 - v. Develop print-based promotional materials (Posters, pamphlets, etc.) and make them available to the public.
 - vi. In conjunction with the Registrar ensure that full publicity is given to the registration time, dates, places etc.



- vii. In conjunction with the Fundraising Chairperson, ensure all fund raisers are properly promoted (i.e. Flyers, create raffle tickets, posters, etc.)
 - viii. Ensure that sponsors are properly recognized on the website, and through any other means the Executive deems appropriate.
 - ix. Leverage any other appropriate avenues to promote the game of Ringette in St. Thomas and surrounding areas.
- q) The Nevada Representative will:
- i. Ensure all applications, licenses, extensions and monthly reports are completed and filed appropriately and on time.
 - ii. Apply for the necessary license at City Hall. Maintain all records of monthly deposits/debits regarding the Nevada account.