

DIRECTORS' DUTIES AND RESPONSIBILITIES

Purpose:

This policy outlines the duties and responsibilities of the elected Directors for the Sunderland Ringette Association for the reference and guidance of the Board in executing the Corporation's day-to-day operations. This policy should be reviewed annually at the first meeting of a newly elected Board of Directors.

Directors are required to review and abide by all of the Association's By-laws and Policies, Ringette Ontario's Director's Code of Conduct as well as complete the Director's declaration by November 1st of each year. Board members will be held to the highest standard of conduct.

All Directors are required to review Ringette Ontario's Conflict of Interest Policy and complete the Conflict-of-Interest Declaration Form by November 1st of each season.

The following is a summary of the expected duties and responsibilities of the Directors, however these may be amended or adjusted from time to time by the Board to ensure the continued operation of the Association and its mandates:

Registrar - 3-year Term:

1. The Registrar shall be responsible for all player, coach, bench-staff, volunteer and official registrations within the Association
2. Shall maintain a register of all members and volunteers and provide update to the Board on registration statuses at regular Board meetings, or as required.
3. Shall review and verify all Ringette Ontario fees are correct and provide a request for payment to the Treasurer
4. Shall set up, manage and maintain RAMP registration website, or similar platform, execute player transfer requests and track and ensure all Respect In Sport certificate numbers are provided by the deadline as required by Ringette Ontario
5. Shall set up, manage and maintain RAMP Teams App, or similar program, for all programs and events organized by the Association

Director of Officials - 3-year Term:

1. The Director of Officials shall be responsible for the scheduling of referees for all home games
2. Shall coordinate the recruitment, training and instruction of local referees and shall arrange for evaluations of referees as required
3. The Director of Officials must hold the minimum certification of Level 1 Referee
4. Shall be responsible for the training of all minor officials, coaches and volunteers on the use of electronic game sheet APP.
5. Shall be responsible for scheduling minor officials including timekeepers and shot-clock operators for each home game
6. Responsible to log and report the hours worked for all officials and submit monthly reconciliation to the Treasurer for payment
7. Responsible for the maintenance and safe keeping of the Association's electronic devices to be used for electronic score-keeping. The Director of Officials shall be responsible to ensure all Home game codes are loaded into the devices and ensure they are in good working order

Director of Scheduling - 2-year Term:

1. The Director of scheduling shall be responsible for the allocation of ice time to all teams for practices, games, development clinics and tournaments. Ensure that extra ice time is allocated equally to teams in accordance with the approved program details and commitments
2. Shall be the liaison between the municipality and the Association in negotiating and confirming the ice rental contract seasonally and bring any changes to the ice rental schedule, agreement or policy to the Board for approval
3. Shall submit ice schedule and collaborate with the various Leagues for game scheduling and be the primary contact for scheduling related issues
4. Shall submit the game schedules to the Registrar who will to upload into RAMP Teams and keep record of all electronic game codes
5. Review monthly invoices to ensure ice rental charges are correct then submit to the Treasurer for payment

Director of Communications & Media - 2-year Term:

1. Shall be the main contact for local newspapers and media and be responsible for creating and promoting any media releases for the Corporation
2. Shall be responsible to coordinate league photos, if applicable
3. Set up and monitor team pages on the Association's website
4. Shall maintain and operate the Corporations social media platforms and website
5. Review and approve logo use requests that fall within the Corporation's Logo Policy; if the request is outside of the policy, the Director of Communications and Media will bring the request to the Board for approval

Director of Equipment & Apparel - 2-year Term:

1. The Director of Equipment shall be responsible to purchase, maintain, store, clean and inventory all of the Association's equipment including but not limited to game jerseys, rings and straps, mini-rings, pylons, cones, pinnies, clip-board, coaching bags, and first aid kits
2. Shall submit a proposed budget at the beginning of the year for approval by the Board
3. Keep an accurate inventory of all equipment and store equipment in a safe and clean environment during the off-season
4. Ensure all required Association sponsorship bars and/or patches are in good repair and sewn onto game jerseys
5. Shall distribute equipment to coaches prior to the start of the season and be responsible to inventory and collect all equipment at the end of the season
6. Shall liaison between the Association and the apparel vendor to be selected annually and approved by the Board. Coordinate off-ice apparel packages and proposed retail pricing for Board approval
7. Be the primary contact for Volunteers and members on matters relating to equipment or apparel
8. Collaborate with the Director of Media on Team requests for other Association branded items (such as water bottles, backpacks etc.) submitted by Coaches and/or Volunteers

Director of Development and Coaching - 2-year Term:

1. The Director of Development and Coaching shall be responsible for all communication to coaches including but not limited to information relating to Association updates, rule changes, tournament lists, development clinics (either within Sunderland Ringette or Central Region), team photo schedule etc.
2. Shall tender and propose Association development clinics (i.e., power-skating, goalie clinics etc.) annually for all teams. Work with the Director of Scheduling to ensure equal allocation of development opportunities are provided to all teams.
3. Shall review and prepare annually a Coach's Handbook
4. Shall communicate information and availability of Coaching clinics as provided by Ringette Ontario

5. Shall refer to Ringette Ontario's Coaching Pathways and ensure that all approved bench staff complete and submit the required certifications by the deadline set out by Ringette Ontario.
6. Shall be the first point of contact for Coaches and or volunteers
7. Shall prepare and submit a budget request annually for approval and provide monthly updates to the Treasurer.
8. Shall ensure that the Long-Term Athlete Development program requirements are met

Vice President - 1-Year Term:

1. The Vice President shall assist the President and in the absence of the President, shall perform the duties and exercise the powers of the President. Should the position of President become vacant for any reason, the Vice President shall perform the duties of the President until such a time that a new President can be elected
2. Shall represent the Corporation at all Great Lakes Ringette League (GLRL) meetings or events and report back to the Board and vote at all meetings on behalf of the Sunderland Ringette Association
3. Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities
4. Shall collaborate and provide support to Directors and volunteers as requested

Director of Fundraising & Sponsorship - 1-year Term

1. The Director of Fundraising and Sponsorship shall seek Association sponsorships annually for each team
2. Shall ensure sponsors receive recognition as per the Sponsorship Agreement including the coordination and purchase of any plaques or sponsorship gifts
3. Provide the game schedule for team sponsors
4. Obtain sponsors high-resolution logo for display on the Association's website, social media platforms and or print media
5. Shall prepare and submit a budget for Sponsorship and Fundraising revenue and expenses annually for Board approval and maintain records of all fundraising proceeds and expenses and submit a monthly update to the Treasurer
6. Shall prepare a list of pre-approved fundraisers and list of Association sponsors for the Director of Development and Coaching to include in the Coaches Handbook
7. Shall manage the application process for various bursaries and grant opportunities
8. Shall be responsible for the distribution, tracking and payment of any Association fundraisers and be the point of contact for teams and volunteers for that fundraiser

Director-At-Large (2 positions) - 1-year Term

1. The Director-At-Large shall be available to perform any duties assigned by the President and may volunteer to take on other duties and responsibilities

End of Document

Date of last Review: June 14, 2023