



Duties of Directors

President

The President shall be the chief executive officer of the Association and as such shall:

- be the official spokesperson for the Association
- preside at all meetings of the Board of Directors and members
- be an ex-officio member of all standing and ad hoc committees of the Association
- represent the Association as the voting delegate at all Ringette Ontario (RO), Eastern Region Ringette Association (ERRA) and National Capital Region Ringette League (NCRRL) meetings, or designate a responsible representative to do so to ensure that the interests of the Association are represented
- enforce the by-laws
- ensure that the tasks assigned to the Executive members, co-ordinators and committee persons are completed to the satisfaction of the Executive
- bring all requests for player releases that do not fall under the normal policy and procedures to the Board of Directors for approval
- chair a meeting of team managers and coaches at the start of the year to communicate all relevant association and league policies and procedures
- appoint a Referee in Chief as required
- have served as a member of the Board of Directors for at least one year prior to assuming the position of President

Vice President

The Vice President shall:

- assume all of the duties and responsibilities of the President in the absence of the President, or where the President is unable to act due to illness or other cause or where the President so designates the Vice President
- be responsible for tracking injuries and return to play documentation
- work with Director of Competitive and Regional Programs and Director of Administration to ensure coordinators are tracking volunteer screening and safety of all members, including but not limited to, ensuring that police records checks are up to date for all bench staff and executive members and ensure all Trainers are properly trained by January 8th of each year

- oversee disciplinary matters and work with coaching coordinators on team behavioural issues including both on and off ice incidents
- together with the Tournament Coordinator, ensure that the Association's tournament application Form G&T F-01) is filed on time with the ORA (currently June 30th)
- oversee the activities of the tournament committee
- perform other duties as may be assigned

Secretary

The Secretary shall:

- give or cause to be given notices for all meetings of the Board of Directors and members
- prepare an agenda for all meetings of the Board of Directors and members
- record the minutes of all meetings and distribute accordingly
- secure appropriate facilities for meetings of the Board of Directors, members and committees
- have custody of the minute books of the Association and of the documents and registers required by the Act
- oversee the maintenance and retention of required documentation
- ensure the Association is properly registered with the ORA by June 1st of each year – ORA Form M-F-01
- prepare executive contact sheet and information for use by the Board of Directors and others and update as necessary to the website
- maintain and post up-to-date information for association to the website, including tryouts/sort outs and other important information
- oversee the coordination of "Come Try Ringette" sessions
- co-ordinate activities for team photographs

Treasurer

The Treasurer would ideally hold an accounting designation and shall:

- keep or cause to be kept an accurate account of all receipts and disbursements of the Association in proper books of account
- deposit or cause to be deposited all monies in the name and to the credit of the Association in such bank or banks as may be designated from time to time by the Board of Directors
- disburse or cause to be disbursed the funds of the Association under the direction of the Board of Directors, receiving proper vouchers thereof
- present to the Board of Directors at its regular meetings or whenever required an account of all his transactions as Treasurer and of the financial position of the Association
- be responsible for preparing a draft annual budget for the Association for approval by the Board of Directors
- immediately advise the Board of Directors of any financial discrepancies

- arrange for the external accountants to prepare a Notice to Reader for the annual financial statements
- present appropriate financial information to the members at each annual general meeting
- file Form 3 – Annual Summary - with Industry Canada by June 1st of each year
- works with Registrar during registration process
- Work with the Registrar to oversee the financial aspects of Grocery Card Program
- work with Registrar to ensure all grocery card authorization forms are received and provide team lists to the treasurer of all grocery card participants
- Oversee the Grocery Card Coordinator

Registrar

The Registrar shall:

- be responsible for co-ordinating the registration process for all returning and new players
- maintain accurate registration information and work closely with the Treasurer to ensure all registration monies are received
- ensure that all Association players, teams, bench staff, referees, Board of Directors and volunteers are properly registered with the ORA
- perform annual facilities audits as required by the ORA
- work with Director – Regional and Competitive Programs and Novice Coordinator to complete and submit Team Grids
- ensure all required documentation is filed with the Eastern Region and ORA by November 15th of each year
- provide each team with a copy of their Team Registration Form (TRF) and process any necessary changes to the TRF's before January 8th of the playing year
- receive 'contact-us' e-mails via the Association's website and respond or forward accordingly
- work with Treasurer to ensure all grocery card authorization forms are received; provide team lists for the grocery card co-ordinator monthly distribution to the Treasurer
- track and manage Bunny Equipment loan requests including co-ordination with the Equipment Manager

Director of Logistics

The Director of Logistics shall:

- secure appropriate ice time from the City of Ottawa or private parties for the operation of the Association within the parameters of the annual budget, including but not limited to pre-season ice, tryout ice, regular season ice and tournament ice
- schedule or cause to be scheduled practice times for all teams in accordance with ice allocation policies as approved by the Board of Directors

- liaise with the NCRRL and LERQ to provide the required ice for league games and playoffs and ensure the leagues are notified of the tournament commitments of the Association's teams
- distribute game and practice schedules to teams
- maintain Shared Drive and related accesses
- liaise with the Referee in Chief on referee requirements for WORA
- oversee the activities of the Statistician, Equipment Manager, Ice Scheduler and Webmaster

Director – Competitive Programs

The Director - Competitive Programs shall:

- be responsible for all aspects of the operations of the competitive teams including the coach selection process and the player selection process in accordance with Board approved policies and procedures, working together with the Director – Regional Programs and Coaching Coordinator as necessary
- act as a liaison between the competitive teams and league, regional and provincial representatives as necessary
- ensure that the competitive coaches obtain the necessary courses and certifications
- coordinate the coach evaluation process for the competitive coaches and ensure issues identified are appropriately addressed
- ensure coaches complete annual player assessment forms for each player
- work with the Coaching Coordinator on training initiatives for competitive coaches
- liaise with Referee in Chief
- have coaching experience at the competitive level

Director – Regional Programs

The Director – Regional Programs shall:

- be responsible for all aspects of the operations of the regional teams including the coach selection process and the player selection process in accordance with Board approved policies and procedures, working together with the Director - Competitive Programs, Novice Coordinator and the Coaching Coordinator as necessary
- act as a liaison between the regional teams and the league and ensure all teams are seeded appropriately for league play
- ensure that the regional coaches obtain the necessary courses and certifications
- coordinate the coach evaluation process for the regional coaches and ensure issues identified are appropriately addressed
- ensure coaches complete annual player assessment forms for each player
- work with the Coaching Coordinator on training initiatives for regional coaches
- oversee activities of the Novice Convenor
- liaise with Referee in Chief

- have coaching experience

Director of Administration

The Director of Administration is the primary person responsible for coordinating the administrative aspects of the teams' operations and disseminating administrative information from the Board of Directors to the team managers.

The Director of Administration shall:

- organize and chair a meeting of team managers at the start of the year to communicate all relevant association and league policies and procedures (team sponsors, dressing room policy, game score reporting, etc.)
- distribute game sheets to teams
- ensure all team managers are certified by Ringette Canada and assist new managers with the process of obtaining their certification
- disseminate information on an ongoing basis by way of e-mails to team managers and posting to the website
- prepare bench staff contact information for use by the Board of Directors and others and post as necessary to the website
- oversee Qualifications Tracking coordinator to ensure tracking of volunteer screening and safety of all members, including but not limited to, ensuring that bench staff meet all safety and certification requirements by January 8th of each year
- co-ordinate the Association's special recognition awards
- keep the trophy case at the Richmond arena up to date; and bulletin boards at GRC, Richmond and Stittsville arenas up-to-date
- oversee the activities of the banquet committee
- manage the Association's social media activity

Director of Player Development

The Director of Player Development shall:

- oversee and coordinate player development programs (e.g. power skating, skills development, treadmill, etc.) for provincial and regional players and liaise with Powerskating Coordinator
- oversee the goalie development program and liaise with Goalie Coordinator
- co-ordinate special projects, such as fundraising initiatives and corporate sponsorship opportunities
- oversee the Bunnies program and manage relationship with GSC

Past President

The immediate Past President, if not re-elected as a member of the Board of Directors, may be invited to be present as a non-voting member attendee at meetings of the Board of Directors for a period not to exceed one year and may act in an advisory capacity and carry out duties as designated by the Board of directors.

Signing of Contracts

The Board of Directors may occasionally identify specific Executive members who may sign contractual agreements.

The chart below indicates the most frequent documents/contracts that are signed during the course of a season, and the member of the Board of Directors that will normally serve as the signatory.

Document/Contract	Signatory
Ice Contracts	Director of Logistics
Power Skating Agreement (Goulbourn Skating Club)	Director of Player Development
Facilities for year-end banquets	Director of Administration
Meeting room rentals	Secretary
Banking and other contracts	Treasurer & President (or Vice President)

Coordinator Roles / Reporting Structure

President

- WORA Referee in Chief

Vice President

- Tournament Coordinator

Director of Logistics

- Equipment Manager
- Ice Scheduler
- Referee in Chief
- Web Master

Director – Competitive Programs and Director – Regional Programs

- Coaching Coordinator and Qualifications Tracking
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Secretary

- Photographer

Treasurer

- Grocery Card Coordinator

Director – Regional Programs

- Novice Coordinator

Director of Administration

- Banquet Committees

Director of Player Development

- Goalie Coordinator
- Power Skating Coordinator
- Dryland Coordinator
- Bunnies Coordinator

Executive

- Player Advocate Role

Approval

This was approved by the West Ottawa Ringette Executive on July 9, 2019.