



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 (RIC), as required, and liaise with RIC on behalf of Association
- Work alongside the Covid Safety Leader (CSL)
- 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 the deadline of each year

- oversee disciplinary matters and work with coaching coordinators on team behavioral issues, including both on and off ice incidents
- together with the Tournament Coordinator, ensure that the Association's tournament application form is filed on time with RO (currently June 30th)
- responsible for Association surveys including creation, distribution, results analysis, and presentation
- oversee the activities of the Tournament Coordinator
- oversee the activities of the Trainer Coordinator
- oversee the activities of the Player Advocate
- perform annual facilities audits as required by RO (duty of Trainer Coordinator)
- ensure WORA is represented at annual Remembrance Day ceremony in Stittsville to lay a wreath

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
- distribute and record all action items, as well as follow up
- maintain and follow up on BOD tracker
- secure appropriate facilities for meetings of the Board of Directors, members, and committees
- have custody of the minute books of the Association, documents, agendas, and registers required in WORA Drop Box
- ensure the Association is properly registered with RO by September 1st of each year (Form M-F-01)
- prepare executive contact sheet (Google doc) and other information for use by the Board of Directors and others and update as necessary to the website
- maintain Shared Drive and related accesses
- oversee the administration portion of the coordination of "Come Try Ringette" sessions
- coordinate activities for team photographs
- coordinate special projects, such as fundraising initiatives and corporate sponsorship opportunities
- track and manage volunteers, including qualifications/screening
- oversee Volunteer Coordinator
- oversee Fundraising Coordinator

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 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 Innovation, Science, and Economic Development by June 1st of each year
- works with Registrar during registration process
- liaise with Adult Ringette 18+ (GAARA) Coordinator, as needed

Registrar

The Registrar shall:

- be responsible for coordinating 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 RO in RAMP
- work with President, Regional and Competitive Directors to complete and submit Team Grids
- ensure all required documentation is filed with the Eastern Region and RO 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 TRFs before the designated deadline of the playing year
- track and manage FUN1 equipment loan requests, including coordination with the Equipment Coordinator; liaise with Director of Logistics as needed
- send all required communication via RAMP as and when required
- prepare bench staff contact information for use by the Board of Directors and others and post as necessary to the website

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 and perform monthly reviews of team ice allocations
- liaise with the NCRRL and Ligue Élite de Ringuette du Québec (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 or cause to be distributed, game and practice schedules to teams

- liaise with the RIC on referee requirements for WORA
- Establish and maintain a contract that provides WORA branded teamwear and novelties and maintain related business relationships.
- manage Association's Dropbox archives
- oversee the following Coordinator roles and the activities associated with them:
 - Equipment Coordinator
 - Ice Scheduler
 - RIC Coordinator

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 player selection process in accordance with Board approved policies and procedures, working together with the Regional Director and Coaching Coordinator, as necessary
- act as a liaison between the competitive teams and league, regional and provincial representatives as necessary
- work with the Coaching Coordinator to 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 RIC
- 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 player selection process in accordance with Board approved policies and procedures, working together with the Competitive Director, FUNdamentals 2-3 Coordinator, Intermediate 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
- work with the Coaching Coordinator to 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 Intermediate Coordinator
- liaise with RIC
- coaching experience is a definite asset

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.)
- work with Vice President to review and update policies, procedures, and supporting documents each year to ensure accuracy and update with Board as needed
- distribute game sheets to teams
- ensure all team managers are certified by Ringette Canada (RC) and assist new managers with the process of obtaining their certification
- disseminate information on an ongoing basis by way of emails to team managers and postings to the website
- work with Social Media Coordinator to maintain and post up-to-date information for Association to the website regarding marketing, promotion, sponsorship, or special events
- maintain and post up-to-date information for Association to the website, including registration, tryouts/sortouts, and other important information
- oversee the activities of the Webmaster
- oversee Manager Coordinator to ensure tracking of volunteer safety requirements
- oversee Manager Coordinator ensuring that managers meet certification requirements by the deadline 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 CardelRec Recreation Complex (CRC), Richmond, and Stittsville arenas up-to-date
- oversee the activities of the banquet committee
- manage the Association's social media activity, including Social Media Coordinator

Director of Player Development

The Director of Player Development shall:

- oversee and coordinate player development programs (e.g., power skating, skills development, dryland, etc.) for provincial and regional players and liaise with respective Coordinator
- oversee the goalie development program and liaise with Goalie Coordinator
- oversee the FUN1 program and liaise with FUN1 Coordinator; manage relationship with Goulbourn Skating Club (GSC)
- oversee the on-ice portion of the coordination of "Come Try Ringette" sessions

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 (GSC)	Director of Player Development
Facilities for year-end banquets	Director of Administration
Meeting room rentals	Secretary
Banking and other contracts	Treasurer, President, and Vice President

Coordinator Roles / Reporting Structure

Reporting Executive	Position
President	Safety Officer
President	Referee-in-Chief
Vice President	Player Advocate
Vice President	Tournament Coordinator
Vice President	Trainer Coordinator
Registrar	Adult Ringette 18+ (GAARA)
Secretary	Fundraising Coordinator
Secretary	Volunteer Coordinator

Director of Logistics	Equipment Coordinator
Director of Logistics	Ice Scheduler
Director of Logistics	Referee-in-Chief
Competitive Director	Coaching Coordinator
Regional Director	Coaching Coordinator
Regional Director	FUNdamentals 2-3 Coordinator
Regional Director	Intermediate Coordinator
Director of Administration	Banquet Coordinator - Junior
Director of Administration	Banquet Coordinator - Senior
Director of Administration	Managers Coordinator
Director of Administration	Social Media Coordinator
Director of Administration	Webmaster
Director of Player Development	Dryland Coordinator
Director of Player Development	FUNdamentals 1 Coordinator
Director of Player Development	Goalie Development
Director of Player Development	Power Skating Coordinator

Approval

This was approved by the West Ottawa Ringette Executive on Oct 18 2022.