

Ringette Association of Burlington

Organizational Structure

and

Role Description

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RAB DIRECTORS AND STAFF CODE OF CONDUCT

I have read and understood the Code of Conduct as outlined below. I will follow them to the best of my ability and be responsible for my actions. Any set forth consequence will be accepted for my actions. I understand I am a representative of the association and will act accordingly.

As a director for the Ringette Association of Burlington, I shall:

- Read and abide by the Ringette Association of Burlington Constitution, specifically:
 - Act honestly and in good faith with a view to the best interests of the Corporation; and
 - Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- Attend at least 65% of the Executive meetings and not miss more than 2 consecutive meetings.
 - Need for attendance may vary based on committee role ie; Blast Tournament Chair.
- Ensure performance of the executive duties outlined in my role description.
- Provide a regular report of progress to the Secretary for the monthly Executive meeting.
- Identify high level goals for the year for my role, as well as provide a summary of accomplishments of my role for the Annual General meeting.
- Protect the Confidential Information that comes into my purview as part of my executive duties.
- Not divulge personal information of RAB members (players, parents, coaches or others) unless authorized by the individual.
- Protect all assets of the association in my possession and return such asset upon termination of my involvement as Director.

I understand that to be a Blast executive, I must comply with this Code of Conduct and that my failure to do so could result in disciplinary action against me including suspension from my team and/or association.

RAB DIRECTORS (VOTING MEMBERS)

PRESIDENT

The President of RAB is responsible for the overall operations and supervision of all activities associated with RAB.. They shall exercise authority through the elected and appointed members of the Board as provided for in the Constitution. The position of President requires one year experience on the Board.

1. Preside as Chair, and coordinate, all Annual, Special Meetings and Board meetings of the RAB in collaboration with the other members of the Board.
2. Oversee all activities of the Board, and ensure adherence with RAB constitution and governing requirements of SRRA (Regional Teams, Southern Region Ringette Association; soon to be amalgamated with Western and Central), GLRL (Great Lakes Ringette League, Provincial Teams), Ringette Ontario and Ringette Canada.
3. Appoint all committees as may be necessary, in collaboration with the Board.
4. Develop and maintain various RAB committee mandates (e.g. Disciplinary Committee, Team Formation Committee, etc...).
5. Sit as an ex-officio member of all RAB committees, except as provided for elsewhere in the Governing documents of the RAB.
6. Attend, or designate someone to attend on their behalf, all SRRA, GLRL and RO. Represent, or designate a RAB executive board member, to attend, as required, all league meetings on behalf of the RAB.
7. Act as the official spokesperson for the RAB.
8. Suspend, in cases demanding immediate action, any Coach, Manager, Player, Trainer, Referee until dealt with by the Disciplinary Committee.
9. Dispense, upon the recommendation of the Discipline and Appeals Committee, discipline in accordance with the RAB and governing bodies' Code of Conduct.
10. Appoint no less than four (4) Board Members, President included, to hold "signing authority" over RAB held bank account(s).
11. Receive from any RAB member any formally submitted recommendations for amendments to the Bylaws.
12. Perform other duties as determined from time to time or as required by the RAB Board.
13. Not vote except in the case of a tie. He/she shall cast the deciding vote.
14. Actively engage with the RAB community (coaches, parents, volunteers) to seek actionable feedback and promote engagement and volunteering.
15. Receive, evaluate and make decisions for out of town players, both incoming and leaving the association.
16. Attend President's only meetings for SRRA, GLRL and RO as required.
17. Work with each of the executives as required. For example: Ice Scheduler and City Ice meetings.
18. Have a working knowledge of the RAB Policies. Engage in reviewing policies with Board members on an on-going basis, in alignment with SRRA, GLRL and RO. Ensure ONCA compliance in collaboration with the Board.
19. Participate and monitor communications from Ringette Ontario and other associations which is currently done via BASECAMP. Share and participate as required.
20. Preparing or update the following documents for the AGM:
 - a. President Summary Report

1st/2nd VICE-PRESIDENT

The first vice-president is the second senior member of the Board. He/She is required to assist the President should they need to substitute for and/or assume the duties and responsibilities of the President in the event of their absence. In addition, the 1st Vice-President holds the following responsibilities:

1. Perform the duties of the President when the President is not available.
2. Represent RAB for all dealings with GLRL (Provincial level league) and SRRRA (Regional level league).
3. Facilitate conversations between teams and parents as necessary.
4. recruit new committee members.

SECRETARY

The Secretary is responsible for the association's proceedings such as executive meetings and Annual General Meeting, as well as all records of proceedings and meetings. This role is responsible for the maintenance and custody of RAB records (with the exception of financials). Specific responsibilities include:

1. Assist the President with Executive Meetings by arranging location, issuing notice and minutes of all executive meetings.
2. Take minutes at all meetings and track timely completion of action items.
3. Maintain accurate records of proceedings and all business transactions of the RAB Executive.
4. Respond, or coordinate response for all RAB correspondence.
5. Work with the Vice-Presidents to update the Executive Procedure Manual and RAB Planning guide every May.
6. Assist the President with the Annual General Meeting:
 - a. Secure venue
 - b. Issue notice, collect and collate the AGM Report
 - c. Manage director nomination and voting process
7. Prepare AGM and update the following documents for the AGM:
 - a. Secretary Summary Report

TREASURER

The Burlington Blast Treasurer is responsible for all financial aspects of the non-profit organization. Specific responsibilities include:

1. Maintain proper accounting records for the association within Quickbooks.
2. Signing Officer and management of existing bank accounts.
3. Manage all deposits in the association's bank account(s).
4. Manage the disbursement of funds of the association.
5. Prepare annual budgets and track spending to plan.
6. Compliance with ONCA.
7. Ad Hoc requests and approvals.
8. Prepare AGM and update the follow documents for the AGM
 - a. Treasurer Summary Report

REGISTRAR

The Registrar is the first point of contact for existing or prospective RAB members regarding registration into RAB. The registrar is responsible for planning and managing all registrations including transfers(player releases) to and from other associations. Maintain player/team lists for executive committee, coaches and FUN group. Specific responsibilities include:

1. Configure RAMP registration system at the beginning of the season to accept registrations (packages and pricing).
2. Work closely with the Treasurer to determine pricing for each division, and refunds throughout the season.
3. Work closely with WebAdmin to organize teams and distribution lists.
4. Manage all incoming registrations.
5. Manage Registrar inbox - related questions.
6. Provide teams with their team registration form (TRF).
7. Answer email communication from new, prospective and existing RAB members in a timely manner, bringing in other executive members or coaches as needed for expertise.
8. Work closely with the FUN Task Force (FTF) to ensure that coaches are made aware of any late registrations.
9. Configure RAMP registration for tryouts in the spring(U14A/AA and higher).
10. Prepare or update the following documents for the AGM:
 - a. Registrar Summary Report

REFEREE IN CHIEF

The Referee in Chief's main responsibilities are scheduling all referee's for home games. Recruiting players or others to become officials. Preparing invoices at the end of the month. Provide feedback to referee's. Specific responsibilities include:

1. Weekly monitoring of the schedule.
2. Primary Contact with coaches and Ice scheduler.
3. Promote young referees and provide training.
4. Create Monthly payment invoices.

DIRECTOR OF COACHING DEVELOPMENT

The Director of Coaching Development is responsible to recruit and evaluate coaches, and execute programs to develop their skills including training, 1 on 1 support, coaching tools and feedback. Specific responsibilities include:

1. Act as the primary point of contact between the executive committee and all team coaches and bench staff.
2. Facilitate the coach selection and assignment process at the start of each season.
3. Coordinate Player evaluation team for AA Tryouts.
4. Provide guidance to new coaches on responsibilities and expectations of the position.
5. Monitor Bench Staff qualifications and requirements.
6. Investigate and adjudicate any concerns raised about bench staff.
7. Promote ongoing training programs for coaches via available Ringette Ontario programs.

DIRECTOR OF PLAYER DEVELOPMENT

The Director of Player Development is essentially responsible for putting together an annual plan about how players within the association can be further developed. This is applicable at all age and skill levels. Typically this has involved organizing such things as Power Skating, Goalie Coaching, Shooting Clinics, 3 on 3 Summer Ringette and working with coaches to help implement ideas they may have specific to their team or the association. Specific responsibilities include:

1. Determine best use of Development Ice and build a schedule for the season.
2. Work with all coaches to facilitate best use of ice for development (Power Skating, Shooting Clinics, Goalie Coaching).
3. Determine viability/use of external coaches for other development (Breakout Goalie Development, Powerplay Hockey Goalie Coaching, Peak Ringette).
4. Manage Player Development budget to pay for all appropriate services.

FUN TASK FORCE CHAIR

The Fun Task Force (FTF) Chair is responsible for leading and organizing a thriving FUN1/FUN2 program. Works collaboratively with the on-ice skate instructors and coaches to group the players in skill based groups and teams. Specific responsibilities include:

1. Works closely with the registrar to maintain an up-to-date list of registrants.
2. Recruit coaches and on-ice instructors.
3. Work closely with the treasurer to maintain the FUN program budget.
4. Weekly communication to FUN parents.
5. Form FUN Task Force (a group of parent volunteers wanting to help with various events during the season) and lead monthly FTF meetings.
6. Attend monthly executive meetings and report any FUN related news.
7. Work with coaches to arrange home/away games and attend tournaments.
8. Work with FTF to organize the following events (Photo Night, FUN Hoodies, Social Events, Burlington Tournament FUN Fest, Year End Party).
9. Work with FTF to arrange year end medals.
10. Prepare player/parents aging up to FUN3 (FU2 to FUN3 document) and parent meeting.
11. Work closely with on-ice skate instructors to complete and send player evaluations using Team Genius.

DIRECTORS AT LARGE

The Board may appoint 2 Directors At Large. Directors at large are members of RAB or the public who contribute to the betterment of RAB, the sport of Ringette or Youth development. Responsibilities of the Director at large include participation in executive meetings, and other duties as assigned (e.g. Blast Tournament).

RAB STAFF VOLUNTEERS (NON-VOTING)

GLRL REPRESENTATIVE

The role of the GLRL (Great Lakes Ringette League) Rep is to be the liaison between the GLRL and RAB. The GLRL represents the provincial level teams from U14-18+ A/AA teams, with its own constitution and by-laws and rules that RAB provincial teams must follow.

The GLRL rep's duties include:

- Attend all GLRL meetings - usually held 3-4 times a season, plus the AGM. Meetings can be held in person or by conference/virtual meetings.
- Find a replacement in the event you can not attend a meeting.
- Follow up on any actions resulting from the meeting (e.g. contacting coaches/teams in regards to cancellations or rescheduling of games, rule changes or any important matters).
- Summarize GLRL meetings and report back to RAB executive within 10 days of the meeting.

SRRA REPRESENTATIVE

The role of the SRRA Rep (Southern Region Ringette Association) Rep is to be the liaison between the SRRA and RAB. SRRA represents the regional teams and has its own constitution and by-laws and rules that the RAB regional team must follow.

The SRRA rep's duties include:

- Attend all SRRA meetings - usually held 3-4 times a season, plus the AGM. Meetings can be held in person or by conference/virtual meetings.
- Find a replacement in the event you can not attend a meeting.
- Follow up on any actions resulting from the meeting (e.g. contacting coaches/teams in regards to cancellations or rescheduling of games, rule changes or any important matters).
- Summarize SRRA meetings and report back to the RAB executive within 10 days of the meeting.

ICE SCHEDULER

The Ice Scheduler is responsible to plan and execute all activities pertaining to scheduling the ice needs of RAB. Specific responsibilities include:

1. Submit applications to the city for special events such as Blast Tournament, PEAK Camp etc.
2. Attended Ice users Meeting with the City.
3. Review League Schedules.
4. Monitor Ice availability.
5. Keep Referee In Chief up to date on any schedule changes.
6. Track contracts with the City.
7. Work with the City for new Ice Contracts.

8. Manage all use of city ice rentals and room rentals for RAB.
9. Create a schedule of ice times for RAB teams which covers practices, games and player development.
10. Act as primary point of contact between RAB and the City of Burlington.
11. Work with RAB teams and the Referee in Chief to schedule and reschedule games when necessary.

MARKETING AND SOCIAL MEDIA

The Marketing and Social Media Coordinator is responsible to assist with and advertise, when needed, all promotional activities of RAB as well as oversee all sponsorship activities. They manage social media accounts and promote the presence of RAB and the sport of Ringette through facebook, instagram and the media (when deemed necessary), posting weekly, connecting with other organizations, online giveaways and online campaigns to grow the sport or gain followers. They manage the online canva account and support other executives with visuals when needed.

Specific responsibilities include:

1. Evaluate new sources of advertising and marketing tactics to boost recruitment.
2. Create and maintain RAB sponsorship guidelines.
3. Support, when needed, Executives to run promotional events for RAB (CTR, festivals).
4. Advertise promotional events.
5. Maintain RAB branding guidelines and logos.
6. Explore potential sponsorship providers for events such as CTR.
7. Prepare or update the following documents for the AGM: marketing and social media.
8. Post RAB-related content submitted by the public via email/social media accounts to social media pages on a regular basis throughout the season.
9. Create informational posts to inform and advertise important events and/or communications regarding activities in the organization.
10. Conduct online giveaway contests (short-term promotional online events) to increase reach and engagement as well as attract new followers to the page.
11. Interact with users and respond to social media messages, inquiries, and comments.
12. Prepare or update the following documents for the AGM:
 - a. Social Media and Marketing Report

BLAST TOURNAMENT CHAIR

You will be responsible for working with a tournament committee (typically other RAB executive committee members) over a 5-6 month period to ensure that the RAB annual tournament is organized, sanctioning requirements are met, and the tournament runs smoothly. Responsibilities include:

1. Apply for tournament sanctioning with Ringette Ontario (be aware of the deadline to have this complete and approved).
2. Schedule and attend regular meetings with the tournament committee. September to January this is typically every 2 weeks until the final month when meetings may become more frequent.
3. Work through a work plan of things that need to be done with the tournament committee.

4. Be present on site for the entirety of the tournament (or to be shared with a tournament co-chair if there is one) to ensure the tournament runs smoothly.

MERCHANDISING

The Merchandising manager is responsible to manage the relationship with RABs official merchandise provider to provide consistent RAB look across all team gears. Specific responsibilities include:

1. Manage and periodically re-evaluate official merchandising supplier contract(s).
2. Maintain a catalog of merchandise offering for all RAB members and ensure it is up to date on the website.
3. Request feedback from members, coaches and RAB executives from time to time to improve satisfaction with merchandise quality, cost and availability.
4. Organize events in September and October to facilitate merchandise sale.
5. Organize events in May/June after the Provincial tryouts to facilitate merchandise sales.

EQUIPMENT MANAGER

The Equipment Rep is responsible for managing the equipment assets of RAB. Specific responsibilities include:

1. Coordinate and track the distribution of RAB jerseys.
2. Coordinate and track the distribution of RAB Goalie Equipment.
3. Purchase new equipment as needed.
4. Coordinate the equipment loan program for the FUN program.
5. Manage the storage locker at Appleby Arena.
6. Prepare or update the following documents for the AGM:
 - a. Equipment Manager Summary Report

WEB ADMINISTRATION

This position is primarily responsible for updates to the website, which also drive content in the team app. There are additional technology responsibilities which can be performed by the webadmin or by another committee member. Specific responsibilities include:

1. Maintain the content on the website. This includes:
 - a. Post news articles relevant to RAB members, visiting teams and the general public.
 - b. Update the home page "tiles" to highlight specific content throughout the season.
 - c. Update website content as needed (i.e. come try ringette, registration information, tournament info, tryouts, policy changes, etc...).
 - d. Create forms to support RAB activities.
 - e. Create and remove teams on the website and team app.
 - f. Maintain the website navigation menu.

- g. Create products in the online store.
2. Maintain RAB email accounts and distribution lists.
3. Troubleshoot email account security and access issues.
4. Provide website form responses to the appropriate committee member upon request.
5. Provide first level technical support for parents with respect to the team app and game sheet app.
6. Create and maintain instructions related to technology tools for parents and committee members.
7. In addition to the Webadmin role, the following tasks relate to technology and can be fulfilled by the webadmin or another team member.
8. Maintain the RAB google drive.
9. Maintain the RAB tablets used for gamesheets.
10. Reconcile payments made via the online store with sign ups (i.e. power skating and shooting clinic).
11. Act as point of contact between RAB and RAMP, escalate technical issues related to the website or apps.
12. Manage 3rd party tools used by RAB such as Rafflebox (online 50/50) and Auctria.com (online silent auction).
13. Provide a technology recap for use in the AGM:
 - a. Identify opportunities to leverage technology in RAB operations (i.e. selection of software to automate tasks)

CONVENER

The conveners are responsible to support the mandate of the Convener committee and assist with team formation and issue resolution at the team level. Specific duties include:

1. lead the RAB Convenors Committee and make recommendations to the Executive on team formation and player assignments.
2. Make recommendations to the Executive on the number of teams in each division, divisional tiering and player assignment.
3. Arrange tryout/evaluation sessions for the appropriate players/divisions as determined by the Conveners Committee.
4. Determine the evaluation system to be used. Coaches are encouraged to participate as on-ice coaches during the player evaluations for their particular division, but will not be permitted to act as evaluators in that division. Coaches can be asked to participate as evaluators in other divisions as long as they have no family conflict.
5. Capture feedback from coaches, evaluators, players/parents and RAB executives on team formation, and neighboring associations with respect to divisional tiering and team formation.
6. Work as Arena Convenor at the Annual Blast Tournament

BOOKKEEPER

The Burlington Blast Bookkeeper is responsible for assisting the Treasurer with the update of the financial system within QuickBooks. Specific responsibilities include:

1. Receive Etransfers and other payments into the RAB bank account.
2. Make vendor and or expense payments when approved by the Treasurer.
3. Respond to email requests from members and committee members.
4. Assist tournament committee.

COMMUNICATIONS

The Communication Executive is responsible to send out any organization wide emails. They work together with other committee members to keep membership informed and up to date about various dates, messages and things to know throughout the season. Specific responsibilities include:

1. Interact with other members of the executive committee and decide what information needs to go out to the RAB membership and when.
2. Formulate these emails and send them out.
3. Emails go out as-needed and are typically 1-2 times per month.