



DORCHESTER RINGETTE ASSOCIATION

Executive Roles and Responsibilities Policy

Purpose

1. The purpose of this Policy is to provide direction on the actions of the Dorchester Ringette Association Executive so as to ensure compliance with the Dorchester Ringette Association Constitution and By Law Policy, so that the Executive may conduct the operations of the association effectively and efficiently.

Application of this Policy

2. This Policy applies to the Executive of the Dorchester Ringette Association (D.R.A) and indirectly, the committees and volunteers that report to the Executive.

Association Executive

3. The DRA will be governed by an Executive Committee consisting of the following Positions/Titles;

- President
- Vice-President
- Secretary
- Treasurer
- Referee in Chief
- Registrar
- Fund Raising/Events Chairperson
- Sponsorship Chairperson
- Promotions Chairperson
- Ice Coordinator
- Coaching Director
- Western Region Representative (WRR/WORL/WRRL/DDAA)
- Equipment Manager
- Tournament/Regionals Chair (necessity determined from season to season)

4. These persons will attend the Executive meetings and present reports as requested by the President or the Executive Chairperson in charge of any sub-committee. Reports at these meetings should be submitted in writing wherever possible.

5. In the event the Executive decides a new office is required during the year, it may create, by a majority vote and fill that position. This must be ratified at the next Annual General Meeting.

- a) Executive members retiring from office will be considered as holding office until the conclusion of meeting at which they retire.
- b) The Executive Committee has the authority to replace a member who is continually absent, unable to act or if there are other extenuating circumstances.
- c) The Executive Committee has complete power to deal with any matter concerning the operation of the DRA.
- d) The Executive Committee will select head coaches for all teams at the beginning of each season in collaboration with the Coaching Director.



DORCHESTER RINGETTE ASSOCIATION

Election of the Association Executive

6. a) The Executive will be elected annually at the Annual General Meeting.
- b) The term of office will be one year, or until the next annual meeting. No one person shall hold the office for more than 2 (two) consecutive terms unless the office is open, and may continue to hold the same office if re-elected by the membership.
- c) The election of each executive member will be by a simple majority vote.
- d) If a vacancy should arise in the Executive before the next Annual General Meeting the Executive will have the authority to fill this vacancy.

Association Meetings

7. a) An Annual General Meeting must be held before the end of May each year. The Executive will determine the date, time and place. Notice of this meeting must be given to all members in good standing.
- b) All meetings other than special committee meetings will be at the call of the president. Notice of Executive meetings must be given to the executive at least one (1) week before the meeting. However the executive may agree to meet on regular dates without this prior notice.
- c) Emergency meetings can be called by a member of the executive at any time with the approval of the President. A quorum must be present to enact any motion that may be presented. No advance notice needs to be given.

Order of Business at the Annual General Meeting

8. The order of business at the Annual General Meeting will be as follows:
 - a) Call to order (by President who will act as chairman)
 - b) Adoption of minutes of previous Annual General Meeting and general meeting held since the previous annual meeting.
 - c) Business arising out of the minutes
 - d) The President/Vice-President's Report
 - e) The Treasurer's Report
 - f) The Registrar's report
 - g) Constitution and Bylaws Amendments
 - h) Election of next year's executive
 - i) New Business
 - j) Adjournment

Voting

9. a) Executive Members over the age of 18 will be permitted one (1) vote each.
- b) No proxy vote will be permitted at any meeting.
- c) Every proposal at any members' meeting will be decided by a majority of votes. Amendments to the Constitution and Bylaws, however, shall require two-thirds (2/3) of the votes. In the case of a tie, and only then, shall the Vice President vote.



DORCHESTER RINGETTE ASSOCIATION

Quorum

10. a) The presence of ten (10) members shall be necessary to constitute a quorum at any General meeting of the members.
- b) The presence of at least one-half (1/2) of the Executive will constitute a quorum of executive meetings and must include the President or Vice-President.

Amendments to the DRA Constitution and Bylaw

11. An amendment to this constitution may be effected at any Annual General Meeting or Special general Meeting of the DRA in which a quorum is present subject to the following:
 - a) Amendments will require a majority vote of two-thirds (2/3) of the voting members present.
 - b) Details of any proposed amendment to the Constitution of the D.R.A must be submitted to the membership at large along with a notice calling the meeting.
 - c) Proposed amendments to the constitution may be submitted to the membership at large by a) the Executive Committee or b) by the membership at large, provided that at least (10) members sign the request and submit it in writing to the Executive Committee at least twenty-eight (28) days prior to the meeting.
12. Amendments to the Bylaws may be effected by the executive during the year subject to ratification at the Annual General meeting by a two thirds (2/3) majority vote of the members present.

Duties

Committees

13. a) Committees shall include those designated under 6(a) of the constitution plus any adhoc committees which may be formed by the Executive for specific purposes from time to time.
- b) All meetings are at the call of the chairperson of the committee.
- c) If a chairperson of a committee is not present at a meeting, the members present shall elect, a chairperson for that meeting.
- d) The committee shall designate a secretary to record the minutes of that meeting each time they meet.
- e) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by the majority of the members present including the chairperson.
- f) Minutes of the Committee meeting, which record decisions of committees who are exercising powers delegated by the Executive must be presented at the next Executive meeting.



DORCHESTER RINGETTE ASSOCIATION

Duties of the Executive

A. The President will:

- a) Preside at all meetings of the Executive Committee and at all Annual General and special General Meetings of the DRA.
- b) 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.
- c) 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 conflict.
- d) Is an ex-officio member of every sub-committee formed by the D.R.A.
- e) See to the application of the Constitution and Bylaws and will be responsible for ensuring that the other directors perform their appointed duties.
- f) Be responsible for directing the overall activities of the D.R.A.
- g) Not vote except in the event of a tie, when he/she shall cast the deciding vote.
- h) Be the official between the D.R.A. and the Ontario Ringette Association and shall be responsible for ensuring that all O.R.A correspondence is brought before the D.R.A.

B. The Vice-President will:

- a) Have all the powers and shall execute all the duties of the President in his/her absence.
- b) Also have the powers and responsibilities which may be assigned by the President or the Executive Committee.
- c) Will co-ordinate and collect all reports for the Annual General Meeting.
- d) Shall be responsible for maintenance of by-laws and policies and procedures of the Association.

C. The Past President will

- a) Be an advisor to the President and the Executive Committee and will assist the President in whatever duties requested by the President.
- b) 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.
- c) Shall be an ex-officio member of the Executive and shall only serve a one year term of office. The Past President cannot be appointed or elected and when in attendance at an Executive Committee meeting has no vote.



DORCHESTER RINGETTE ASSOCIATION

D. The Secretary will:

- a) Take minutes of all DRA meetings and Special General Meetings of the D.R.A. 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.
- b) Have the responsibility for keeping all the records and correspondence for the D.R.A. in appropriate order.
- c) Provide each member of the Executive Committee with minutes of every meeting, within one week of meeting date.

E. The Treasurer will:

- a) Be responsible for preparing for payment, after due authorization, all of the invoices properly the responsibility of the D.R.A. These payments shall be made by cheque, signed by two (2) of the President and Treasurer.
- b) Keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the D.R.A. and report at each Executive and Annual General meetings
- c) Be responsible for keeping all the financial records of the D.R.A. and keep a record of all funds and assets of the D.R.A.
- d) Be responsible for the opening, maintenance and proper documentation of all bank accounts required by the D.R.A. and the proper balancing of the records of deposits and disbursements made in those accounts.
- e) Be responsible for the proper preparation and presentation of financial statements of the D.R.A. and the proper keeping of records leading to those financial statements.
- f) In conjunction with the Registrar account for all membership fees paid in each year.
- g) Be responsible for preparing and presenting at the beginning of each year, an operating budget incorporating all expected revenues and expenses of the D.R.A. for that particular season. Also responsible for reporting at each Executive meeting the actual financial results of the D.R.A. compared to the Operating Budget.
- h) Present and oversee the budgets of any DRA provincial teams.

F. Fund Raising/Events Chairperson will:

- a) Develop and co-ordinate all programs to raise funds for the D.R.A. (e.g. garage sales, skate-a-thons, tournaments, Elmira chicken, bottle drives etc.)
- b) Ensure that all monies collected in fund-raising materials are presented to the Treasurer for prompt payment/deposit.
- c) Ensure that all fund-raising activities are undertaken for the benefit of the association as a whole except where a specific need is approved by the Executive Council. The Chairperson will oversee and advise as required and report to the Executive Council.



DORCHESTER RINGETTE ASSOCIATION

G. The Sponsorship Chairperson will:

- a) Contact local businesses, including those from previous seasons, before the start of each ringette season for the purpose of seeking sponsors for all regional teams, as needed.
- b) Update the executive and treasurer immediately as sponsors are acquired.
- c) Track and follow up with payments from sponsors and send thank you's as necessary.
- d) Contact the Equipment Manager and coordinate the allocation of name bars to teams as needed.
- e) Arrange for team photos to be sent to sponsors as necessary.
- f) Contact local businesses for donations for the silent auction table at the annual year end banquet.

H. The Promotions Chairperson will:

- a) Publicize all aspects of Ringette in Dorchester.
- b) Develop and maintain the D.R.A. website (www.dorchesterringette.ca) to ensure it is up-to-date with relevant content throughout the year.
- c) Publicize upcoming D.R.A. events and events that may be of interest from other organizations.
- d) Develop print-based promotional materials (posters, pamphlets, etc.) and make them available to the public.
- e) Publicize tournaments and special events on the D.R.A. website, in the Signpost and on the Community Centre's roadside digital display.
- f) In conjunction with the Registrar, ensure that full publicity is given to the registration times, dates, places etc.
- g) In conjunction with the Ice Coordinator, ensure the full schedule for the league is available as a digital calendar feed. Make corrections and updates to the schedule on an as-needed basis.
- h) In conjunction with the Fund Raising Chairperson, ensure all fund raisers are properly promoted (ie. Flyers, create raffle tickets, posters, etc.)
- i) In conjunction with the Sponsorship Chairperson, ensure that sponsors are properly recognized on the website, and through any other means the Executive deems appropriate (ie. Dressing room door magnets).
- j) Place advertisements in the Dorchester Signpost and other local and area newspapers.
- k) Collect any trophies and memorabilia won by D.R.A. teams. Ensure that these are prominently displayed in the D.R.A. display case when available.
- l) Leverage any other appropriate avenues to promote the game of ringette in Dorchester and surrounding areas.

I. The Referee In Chief will:

- a) Select and train referees to officiate all D.R.A. games.
- b) Ensure that referees are present to officiate all D.R.A. sponsored games.
- c) Maintain a high degree of quality in the referees, to encourage all referees to reach higher levels of certification.
- d) Ensure that all referees officiate by O.R.A. rules except in cases where D.R.A. Rules of Operations take precedence.



DORCHESTER RINGETTE ASSOCIATION

J. The Coaching Director will:

- a) Recommend to the Executive committee the Head Coaches for each team before the beginning of the season.
- b) Encourage and co-ordinate the certification of all coaches to at least Level 1 and encourages and promotes higher level certification as it becomes available.
- c) Co-ordinate community level and N.C.C.P. clinics and encourage attendance of all coaches where possible.
- d) Counsel coaches where deemed necessary.
- e) Conduct coaches meetings at the beginning of each year and, additionally as appropriate, to establish procedures for tournament, game scheduling conflicts, etc.
- f) Obtain and distribute all information regarding tournaments including O.R.A. 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.
- g) Co-ordinate volunteer coaches for spring/fall Bring a Friend sessions in conjunction with Ice Coordinator, Promotions Chairperson and Registrar.
- h) Co-ordinate volunteer Evaluators for Provincial level tryouts in conjunction with Provincial Coaches.
- i) Ensure Coaches (U8 to U12 including Provincial Level) have completed and submitted Skills Matrix information to the Coaching Director. Skills Matrix is to be completed twice throughout the season, according to ORA/WRRRA deadlines set each season.
- j) Ensure Team Managers have completed appropriate certifications for the season.

K. The Registrar will:

- a) Be responsible for ensuring that registrations are held each year before the end of July and that all necessary arrangements are made for the smooth and orderly running of the registration process.
- b) Ensure all necessary forms are available online.
- c) Instruct everyone involved in the proper way to register. (i.e. when, where, forms to fill, registration fee etc.)
- d) Keep all waiting lists for each age group, when necessary.
- e) Keep a register of all players in the D.R.A. and be responsible for the eligibility of all players. Register all players with the O.R.A. and Ringette Canada.

L. The Ice Coordinator will:

- a) Be responsible for obtaining ice required by the D.R.A. for regular season games, practices and provincial team tryouts throughout the season.
- b) Schedule all games and practices for the D.R.A. excluding tournaments, ensuring ice is allotted to each team in a fair and conscientious manner.
- c) Give copies of the ice schedule to each coach, Referee in Chief, the Promotions and the President.
- d) Help the Tournament Chairperson obtain sufficient ice time for all tournaments whenever possible.



DORCHESTER RINGETTE ASSOCIATION

M. The Equipment Chairperson will:

- a) Purchase all necessary ringette equipment, including first aid supplies, in order that it is available for the first regular season game.
- b) Ensure the goalie equipment is repaired or replaced whenever necessary
- c) Be responsible for collecting all referee equipment belonging to the D.R.A. from the Referee in Chief at the end of the season.
- d) Be responsible for contacting Association's team wear provider and coordinate date and time for ordering to correspond with team photo night.
- e) Store all trophies, plaques and tournament-related awards left over at the end of the season.
- f) Maintain an up to date inventory of all items in DRA designated equipment room.
- g) Order sponsor name bars and distribute to team managers as needed based (in conjunction with Sponsorship Chairperson).

N. Western Region Representative (WRRR/WORL/WRRL/DDAA)

- a) Attend Western Region meeting to represent DRA (WRRR/WRRL/WORL)
- b) Take any concerns or suggestions from DRA to Western Region meetings.
- c) Report back to DRA on outcome of Western Region meetings.
- d) Attend any Dorchester District Athletic Association meetings (DDAA).
- e) Take any concerns or suggestions from DRA to DDAA meetings.
- f) Report back to DRA on outcome of DDAA meetings.

O. Tournament/Regional Chair will:

- a) Manage the annual DRA portion of the London Ringette Association (LRA) tournament.
- b) Work with Ice Coordinator to ensure tournament has sufficient ice available
- c) Work with LRA Tournament Chair and DRA Fundraising Chairperson to ensure all volunteer positions have been filled.
- d) Supervise volunteer operations throughout the LRA Tournament.
- e) Manage the DRA portion of the annual Regional Tournament when hosted by London Ringette Association (LRA).
- f) Work with Ice Scheduler to ensure tournament has sufficient ice available.
- g) Work with LRA Regional Tournament Chair and Western Region to ensure all volunteer positions have been filled.
- h) Supervise volunteer operations throughout the Regional Tournament.

This Policy is subject to review at least once every three years

Date of last review: May 2016