



DELTA RINGETTE ASSOCIATION

POLICY MANUAL

2021 UPDATE



DELTA RINGETTE ASSOCIATION – POLICY MANUAL

1. REGISTRATION

Player divisions are established by Ringette BC. Currently divisions are as follows:

Children's Ringette

FUNDamentals 8 years and under

U10 9 years and under

Community Stream

U12 11 years and under

U14 13 years and under

U16 15 years and under

U19 18 years and under

Competitive Stream

U14 Zone 13 years and under

U16 Zone 15 years and under

U19 Zone 18 years and under

Adult Ringette

18+ (Open) 18 years and over

Masters 30 years and over

All ringette Players are assigned to a division based on their age as of December 31st of the year in which the new season begins.

For information about each division, refer to Ringette BC's Division Guidelines: <https://www.ringettebc.ca/the-office/supplemental-guidelines/>

DRA follows the Player and Team Registration Policy as set by Ringette BC: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.3-Player-and-Team-Registration-Policy-2.pdf>

Before a player or volunteer steps out on the ice, the Registrar will ensure that the following documents have been received:

- Player Registration form (may be done online). Volunteers must be registered with the Registrar as a volunteer.
- Payment in full (unless a payment plan has been arranged)
- Proof of residency (current driver's license, utility bill or property tax)
- Participant Agreement
- Waivers
- Volunteer Deposit (post-dated cheque for \$100 dated April 1 of the following year)
- 1st time players must also submit the Ringette BC Registration Form.

A Medical Form must be completed and submitted to the Coach or Team Manager at the beginning of each season.



1.a) REGISTRATION FEES & DISCOUNTS

Each year the Board of Directors will set the registration fees and available discounts. Some discounts may include, but are not limited to:

- Early Bird Discount
- Sibling Discount
- Annual General Meeting Attendance Discount

Goalie Rate: Full-time goalies in U14 and above, who provide their own equipment, are eligible for the Goalie rate.

1. b) REFUNDS

In order to be eligible for a refund the individual must notify the Registrar in writing. Notification must be in the form of an email or letter from the individual withdrawing or the individual's parents. Once a player has withdrawn they will not be permitted on the ice.

Types of refunds are:

- Full Refund - If withdrawing up to and including September 15th of the current playing season.
- 50% Refund - If withdrawing between September 16th and October 31st of the current playing season.
- No Refund - If withdrawing on or after November 1st of the current playing season.
- Injured player refund requests will be evaluated and determined by the Board of Directors on a case by case basis.

All refunds will be subject to a \$25 administrative fee.

1.c) FINANCIAL HARDSHIP

In the case of financial hardship there are programs such as Jumpstart and Kidsport available. These programs require applications well in advance of the season so please get in contact with those organizations as soon as possible if subsidy is needed. The insurance fee portion of the registration fee must be paid prior to players being allowed on the ice, as well as any registration fee amount that is above what is to be covered by their grant. If this balance is paid by the Early Bird deadline, this discount will still apply.

1.d) LATE REGISTRATION

The Association will try to accommodate all new registrations up to the roster deadlines set by Ringette BC for the season. All cases of late registration fees will be reviewed and voted on by the Board of Directors; each case will be based on its own merits.

2. TEAM FORMATION & EVALUATIONS

Delta Ringette follows the Team Formation Policy as set by Ringette BC: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.4-Team-Formation-Policy-1.pdf>

The Director of Coaching, is responsible for organizing player evaluations and player drafts (if needed). Coach selection will take place each year through an application process. The Director of Coaching will submit coach selection recommendations to the Board of Directors for approval.

2.a) PLAYER MOVEMENT

Delta Ringette believes players should play with their peer group in their normal Divisions (based on age) and Player Movement should only happen in exceptional circumstances.



DRA follows the Player Movement Policy as set by Ringette BC: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.5-Player-Movement-Policy.pdf>

Athletes must register for their proper age division (not the age division they are requesting to move to) and letters requesting movement must be submitted to the Board prior to the start of the season. This process must be followed by all players requesting movement, regardless of whether they have aged up or aged down in prior years.

DRA's Player Movement Committee will be selected by the Board of Directors prior to the start of each season. Once player movement has been reviewed by the Delta's Board of Directors and Ringette BC, the Director of Coaching will contact the parents and head coaches of affected teams within 48 hours of a decision being received.

2.b) PLAYER RELEASE

DRA follows the Player Release Policy as set by Ringette BC: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.9-Player-Releases.pdf>

3. EQUIPMENT AND SAFETY GUIDELINES

3.a) EQUIPMENT

Players must adhere to equipment regulations as outlined in the Ringette Canada Rule book and Ringette BC's Safety & Equipment Policy: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.11-Safety-and-Equipment-Policy.pdf>

- DRA strongly recommends the use of mouth guards.
- If required, goalie equipment may be supplied by DRA (subject to availability).
- DRA requires a deposit (equal to replacement cost, as decided by the Board of Directors) from all players who are loaned equipment.

3.b) JERSEYS

Players in FUNdamentals and U10 will receive a Timbits jersey each season. Timbits jerseys may be used for practices & games and may be kept by the players at the end of the season.

Players in U12-U19 Community Stream and the Open team will be play games in official Delta Ringette jerseys:

- Jersey Deposit: Prior to the start of games, DRA will collect a jersey deposit of \$150 per athlete (post-dated cheque to April 1 of the following year). At season end if a jersey is not returned by an athlete or is returned damaged, DRA will cash the jersey deposit cheque.
- DRA jerseys are to be used for games only. Athletes must supply their own practice jerseys for all other on-ice activities.
- Jerseys should be regularly washed in cold water (or on a gentle cycle) and hung to dry. It is recommended that players keep their jerseys hung and in a garment bag, rather than in their equipment bag.

3.c) SAFETY

In order to keep Delta Ringette players safe, DRA follows the Risk Management & Safety Policy as set by Ringette BC: <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.14-Risk-Management-and-Safety-Policy.pdf>



In addition:

- First aid kits will be supplied to all teams by DRA.
- Players must submit a medical form to the Team Manager.
- DRA adheres strictly to Ringette BC's Concussion Intervention Policy <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.12-Concussion-Intervention-Policy.pdf>
- Players are required to provide a permission letter from a physician before returning from an injury or a concussion.
- DRA will adhere to the Anti-Doping Policy set by Ringette BC <https://www.ringettebc.ca/wp-content/uploads/2019/08/1.16-Anti-Doping-Policy.pdf>
- Reporting Incidents: All injuries must be reported by the team coaching staff to DRA executive. If deemed necessary, DRA will initiate an investigation by filling out a RBC Accident & Safety form.
- DRA will not tolerate any bullying or unsafe intentional play. As per Ringette BC policy: <https://www.ringettebc.ca/wp-content/uploads/2019/08/3.14-Harassment-Policy-1.pdf> there are guidelines that DRA will adhere to with regard to these issues.

3.d) DRESSING ROOMS

Players need to build camaraderie and the dressing room is a great place to do so but measures need to be in place to ensure players are being respectful of their teammates, parents, opposing players and themselves.

Dressing rooms is a restricted area for the exclusive use of players to change into their equipment and uniforms, share the team experience, and expect privacy. In general, access to team dressing rooms is limited to designated team officials, players, coaches, managers, trainers or designated female parents. Without exception, at least one member of the team staff present in the dressing room must be an adult female.

Parents, siblings, friends and other persons will not infringe upon the dressing privacy of the players as they dress and prepare for a game/practice or after a game/practice.

- No male coaches or parent is permitted in the dressing room while the players are getting dressed (U12 and above).
- There should be a least two approved adult females in the dressing room at all times.
- Parents are permitted to be in dressing rooms in the FUNdamentals and U10 divisions, providing two approved adult females are present.
- Players must be fully dressed at least 10 minutes before their scheduled game time so that coaches can enter and discuss the game with the players.
- NO cameras/video or cell phones may be used in the changing rooms at ANY time. Players must leave these at home or hand them to the Team Manager BEFORE they enter the dressing room.
- Coach/Manager/Designated Adult must keep their cell phones in their pocket/purse while in the dressing room and leave the room if they need to answer a call.
- Voices will be kept to a reasonable level. No screaming or yelling.
- No graffiti or vandalism of any sort to walls, benches, bathrooms or showers.
- No swearing or rude language of any kind.
- Fighting, badmouthing and general abuse of fellow players will not be tolerated.
- No alcohol, tobacco or cannabis.
- Garbage must be cleaned up before you leave the change room. No tape left stuck to anything. Leave the dressing room the same way you would expect it to be when you arrive – clean.



4. TEAM MANAGEMENT

4.a) TEAM STAFF DUTIES

A maximum of five (5) team staff can be registered with a team and be permitted to be on the bench during games. Team staff positions are:

- **Head Coach** - Ultimate responsibility for players and staff.
- **Assistant Coach** - Teacher of skills, directing a given responsibility as delegated by the head coach. (May have two Assistant Coaches).
- **Manager** - Administration, manager of human and other resources, transportation, communications and finances.
- **Trainer** - First aid, prevention of injury, medical resources, physical conditioning and equipment

Each team (all divisions) must have a “Head Coach”. Coaches must be 18 years of age or older. One of the Coaching Positions must be held by a Female certified Coach over the age of 18 (18+ division excluded). Other positions are optional but strongly recommended for the efficient operation and organization of a team. All team staff must be registered by DRA’s Registrar in Karelo before participating in any activities with the team.

Criminal Record checks must be completed by all team staff by October 15th of the current playing season. They are valid of a period of five years. The Director of Coaching will let team staff who need to complete their Criminal Record checks.

Criminal Record check are completed online: <https://justice.gov.bc.ca/eCRC/home.htm>. DRA’s access code is: 55SF8BDF4U.

4.b) TEAM STAFF QUALIFICATIONS & REQUIREMENTS

All Team Staff must be certified based on RBC and LMRL Coaching qualification policy.

<https://www.ringettebc.ca/wp-content/uploads/2019/08/2.1-Coaching-Development-last-update-2018.pdf>

4.c) DISPUTE RESOLUTION GUIDELINES

When coaching a team, from FUNDamentals to Open, there is always the possibility of conflict arising between the team staff and parents. Conflicts can arrange from disputes over ice time, practice planning or simply be a matter of clashing personalities. While each coach will handle these situations in their own way, the following are some common guidelines for resolving disputes:

- No matter how the team staff intends to handle disputes, it is strongly suggested that a parents’ meeting be held at the beginning of the season. At this time, team jobs can be delegated and expectations can be outlined for both parents and players.
- Disputes will take many different forms during the season. Minor issues can usually be resolved quickly through clear communication with parents. Being approachable on minor issues will probably help prevent them from escalating into larger conflicts.
- Establish a “cool down” period with parents. It is recommended that team staff and parents wait for 24 hours before approaching one another regarding a dispute rather than discussing it while one or both parties are likely to be too emotional. The cool down period allows both parties to be more rational when discussing the conflict and it is often enough time to diffuse a hostile situation. It is quite likely that a situation requiring this may never arise, but if it is discussed at the beginning of the season, all parties will be prepared to wait.



- If there is a conflict that continues without hope of being resolved or has escalated into an uncomfortable situation, the issue should be referred to the Board of Directors. The parent(s) or team staff should contact the Director of Coaching or President and the matter will then be dealt with at that level.

5. VOLUNTEER REQUIREMENT

Delta Ringette is a not for profit organization and is staffed entirely by volunteers. To offer our program we need parent volunteers to take on the various roles: Board of Directors, Team Staff, Tournament Committee, Promotion, etc.

As communicated on the Registration Form, during the year each player (or parent) is required to provide a minimum of 5 hours of volunteer time (maximum 10 hours per family) to support the Association. These volunteer duties are *in addition* to regular team tasks (outlined below).

Duties that count towards each player's volunteer requirement include:

- Taking a position on the DRA Board of Directors
- Assisting with a promotional event (Come Try Ringette, Gym Ringette, Parades, Event Booths)
- Member of the official Team Staff; Head Coach, up to two Assistant Coaches, Manager and Trainer
- Other events and opportunities may count towards Volunteer hours, as decided by the Board each season.

Players must be 12 years old or older in order to help at events without Parent support and qualify for their Association Volunteer Requirement.

Volunteer Deposit: each athlete must provide a volunteer deposit of \$100 when they register (maximum \$200.00/family) to be post-dated to April 1 of the following year.

5.a) TEAM TASKS

In *addition* to the volunteer requirements listed above, by registering for ringette, it is understood by parents that they will need to volunteer throughout the season for a variety of team tasks. These tasks may be assigned by the Team Manager or Head Coach.

Team tasks may include (but are not limited to):

- Minor officials for games (scorekeeping, timekeeping, shot clock)
- Team event planning (year-end wrap up parties, seasonal parties...)
- Participating in fundraising activities

Your willing participation helps to make the season a successful and fun one for all our athletes.

6. CONDUCT OF MEMBERS

Delta Ringette follows the Ringette BC's policies regarding the conduct of members:

<https://www.ringettebc.ca/wp-content/uploads/2019/08/1.15-Conduct-of-Members.pdf>

Everyone is required to uphold certain standards and behaviours whether they are a player, parent, coach, official, Board Member, spectator or volunteer of any kind.



Each season Head Coaches and Team Managers will ask players and parents to complete the appropriate Code of Conduct: <https://www.ringettebc.ca/the-office/codes-of-conduct/> These Codes of Conduct will be collected and stored by the Registrar.

7. INCLUSION

Delta Ringette believes that all individuals deserve to participate in a respectful, safe and inclusive environment that will value, respect and support the individual's gender identity and gender expression, and that all participants have access to programming and facilities in which they feel comfortable and safe.

Delta Ringette follows Ringette BC's Inclusion Policy: <https://www.ringettebc.ca/wp-content/uploads/2019/12/3.16-Inclusion-Policy.pdf>

8. RISK MANAGEMENT

8. a) DEFINITIONS

Personal harassment is any improper behavior directed at another person and that the other person finds offensive. It is also behavior that the person knew or ought reasonably to have known would be unwelcome. Harassment can be a remark or a gesture – made once or many times - that demeans, belittles, causes personal humiliation, or embarrassment. It can come from a teammate, a coach, a parent or a referee. It is a disruptive element that can undermine the wellbeing or the performance of any member of the organization.

Sexual harassment is unwanted and sometimes repeated advances usually by a person who has power or authority over another. The harassment can take many forms – from touching, fondling and lewd comments, to coercive sexual intercourse. What is common in every case is fear that confrontation or denial of the request can mean loss of employment, less playing time or poor work performance. Because victims of sexual harassment often feel that they precipitated the advances, confrontation is difficult.

8.b) POLICY

Delta Ringette Association will not tolerate any forms of harassment for the protection and safety of all its members. Strict protocol and procedures shall be enforced. A Team Risk Manager will be identified for all teams within two weeks of the initial team meeting or before October 15th of each year. It will be the responsibility of the Head Coach and the team's parents to identify this individual.

Formal Complaint Mechanism Procedure:

- Before proceeding to the formal complaint mechanism, a member who believes she/he has a complaint of harassment or discrimination may approach the appointed Team Risk Manager or an Executive Member to discuss potential means of resolving a complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction the matter is deemed resolved.
- A member (complainant) who wishes to pursue a concern arising from an alleged harassment may submit a complaint in writing to the President of the Board within six (6) months of latest alleged occurrence. Complaints of this nature shall be treated in strict confidence.
- An alleged harasser (respondent) shall be given notice of the substance of such a complaint and shall be entitled to attend, participate in and be represented at any hearing pursuant to (8) below.
- The President's designate shall investigate the complaint and shall submit her/his report to the President within fifteen days of receipt of the complaint. The President shall within ten days of receipt of the reports give such orders as may be necessary to resolve the issue. The complainant and the respondent shall be apprised of the President's resolution.



- If the complainant is a minor child and the respondent is an adult, caution will be aired on the side of the minor child for their safety and pending determination of the complaint the President may take interim measures to relieve and or restrict the adult (respondent) from his/her duties to protect the minor child.
- In the case of alleged harassment by a member from another association, the member claiming to be harassed has the right to discontinue contact with the alleged offender without incurring any penalty, pending determination of the facts of the case.
- It is recommended that our President speak on behalf of the complainant to any other organization or association and present Delta Ringette Association's policy and procedure on harassment and make the recommendation that the organization or association adhere to our policy for the protection and safety of the Complainant.
- Where the complainant is determined to be of a frivolous, vindictive or vexatious nature, the President will take appropriate action, which may include discipline.
- This Article does not preclude a member from filing a complaint under Section 13 of the BC Human Rights Code.
- All Parties involved shall treat complaints under this Article in strict confidence.
- Where the alleged harasser is the President, the complaint shall be filed in writing within six months of the latest alleged occurrence to the Vice-President who will conduct an investigation and submit a report on the facts to the Parties within twenty days of being notified.



9. BOARD OF DIRECTORS JOB DESCRIPTIONS

PRESIDENT

The President of the Delta Ringette Association (DRA) is responsible for the overall direction and supervision of all activities associated with the association and shall exercise authority through the Board of Directors as provided in the DRA Constitution and Bylaws. This position is a 2 yr. term elected in years evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the President shall:

- Chair all Board of Directors and General Meetings with the exception of the AGM elections. At this time a person will be selected by the directors to chair the elections.
- Sit as an ex-officio member of all committees.
- Attend, or designate someone to attend, all meetings held within the Lower Mainland Ringette League (LMRL) and relay to the Board of Directors the proceedings of such meetings.
- Act as the official spokesperson for the DRA.
- Liaison between DRA, LMRL and Ringette BC (RBC).
- Ensure that all DRA, LMRL and RBC Constitution and Bylaws, Policies, Rules and Regulations, or any other decision of the Board of Directors is being followed by its members. If not, the President will take immediate steps to inform the Board of Directors, and follow through with any recommendations from the Board.
- Keep the Board of Directors up-to-date with any correspondence received.
- Work closely with the Treasurer and will have signing authority.
- Work closely with the Vice President, keeping the VP informed in case the President should be absent for any reason.
- Communicate with parents and players in a public relations role; be available to answer questions from members of the Association.
- In the absence of the President the Vice President will substitute and assume the duty of the President.

VICE PRESIDENT

The Vice President is the second member of the Board of Directors and is required to assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. This position is a 2 yr. term elected in years not evenly divisible by two. As per the Bylaws, this is an officer position. Without limiting the generality of the foregoing, the Vice President shall:

- Attend all Board of Director meetings and any other meeting as directed by the President.
- In the absence of the President, Chair Board of Directors meetings.
- Perform such other duties as the President may direct.
- Assist other Board of Director's with duties assigned from time-to-time.
- Monitor all functions and activities of the DRA.
- Oversee evaluation and team placement process.
- Manage all aspects of Team Photos and ensure information is communicated.
- Ensure changes to RBC and LMRL policy that supersede DRA policy are reflected in DRA policy by suggesting changes to the DRA policy manual.

TREASURER

This position is a 2 year term elected in years evenly divisible by two. As per the Bylaws, this is an officer



position. Without limiting the generality of the duties outlined in the Bylaws, the Treasurer shall:

- Accurate Accounting Records
 - Keep the financial records necessary, including books of accounts in the Association's approved accounting software, in compliance with the Societies Act.
 - Expected to be at each meeting of the Board of Directors; if unable to attend, to arrange for updated financials to be presented (current Statement of Financial Position, Statement of Operations and Bank Reconciliations).
- Present annual comparative Financial Statements and the Board approved budget at the Annual General Meeting.
- Grant Applications and Gaming Licenses
 - Prior to the May 31st cutoff, prepare the Community Gaming Grant application and required supporting material, reviewed and co-signed by the President.
 - File annual GASR (Gaming Account Summary Report) and GERR's (Gaming Event Revenue Reports) to the appropriate authorities.
- Payments/Deposits
 - To ensure proper segregation of duties, the Treasurer should not sign or make deposits other than in unusual circumstances. Directors should not pay suppliers directly.
 - Ensure separate bank accounts are maintained for general and gaming funds.
 - Arrange for changes in signing authority at bank after each election to ensure the four officers of the DRA have cheque-signing/online payment approval authority.
 - Ensure all payments of expenditures have appropriate backup prior to payment.
 - Each month, with Ice Scheduler, confirm accuracy of ice contract and arrange payment.
 - Each month after receiving details from Director of Officials and arrange payment.
 - After receiving details from Registrar, balance to registration listing and arrange payment of RBC fee invoices and per payment schedule set by RBC.
 - Make all other payments required for advertising, supplies, dues, etc.
 - Verify that all deposits are made into the accounts of the Association.
 - Coordinate with Registrar for timely deposit of registration payments/installments.
- Fundraising & Tournament Committees
 - Provide support for fundraising and tournament committees.
 - Provide cash floats for required events.
 - Arrange to pay all expenses incurred as a result of events.
 - Coordinate for receipt of all deposits and ensure appropriate cash controls are in place.
- Records Management/History - Keep all DRA records according to the Retention of Records Guidelines.

SECRETARY

This position is a 2 year term elected in years not evenly divisible by two. As per the Bylaws, this is an officer position. Without limiting the generality of the duties outlined in the Bylaws, the Secretary shall:

- Record and Maintain Meeting Minutes & Agendas
 - Creates and distributes agenda for each monthly meeting.
 - Expected to be at each meeting of the Board of Directors. If not able to attend a meeting, must prearrange with another board member, who will be in attendance, to take the minutes.
 - Record minutes, as per Roberts Rules of Order, and send to the Board of Directors within two weeks of a meeting. If someone else is taking the minutes, it is still the responsibility of the Secretary to make sure these minutes are circulated in a timely manner.
 - Have a copy of the previous meetings minutes on hand at each meeting for approval by the



- Board. No unapproved minutes will be made public or posted on the website.
- Enter into the minutes any motions that may have been made via email.
- The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.
- Record and Post Draft AGM minutes to website for membership viewing after each AGM.
- Update Policies and Procedures Manual
 - Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is the Secretary's responsibility to add the new or amended Policy to the Policy and Procedures Manual and send a PDF digital copy to be posted on the website.
 - The Policy and Procedures Manual should be present at all meetings for reference.
- Work closely with President/Vice President - Maintain a close working relationship with Executive; in their absence the Executive may ask the Secretary to chair a meeting.
- Signing Authority - In the absence of the Treasurer or the President, will have signing authority.
- Update Forms and other Information
 - Maintain an up-to-date list of Board of Directors with contact information; update and circulate to the incoming Board of Directors after the Annual General Meeting.
 - Work closely with the Board to keep forms and information up-to-date, such as registration forms and website information.
 - Confirm volunteer hours with Registrar and Promotions Manager and provide letters if requested.
- Annual General Meeting (AGM) - See "Preparing for the AGM" for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.
- Meeting Location – The secretary shall arrange for meeting room space.
- Society Act - File "Annual Report" (with payment) after AGM listing directors and AGM date.

REGISTRAR

This position is a 2 year term elected in years evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the Registrar shall:

- Coordinate player registration.
- Ensure all registration information is accurate and complete.
- Update Registration Form and all information on website after AGM.
- Collect all registration fees and coordinate deposits with Treasurer.
- Monitor any unpaid registrations.
- Administer Refund Policy.
- Provide information for team formation - Provide team lists to the Director of Coaching for proper team placement.
- Distribution of team information to Coaches and Managers - Email final team roster from Karelo to each team coach and manager at season start.
- Register all players, bench staff, referees, and volunteers with RBC – This includes Inputting required information into RBC database "Karelo".
- Coordinate fees payable to RBC and LMRL - in conjunction with the Treasurer, make sure all fees are paid in a timely manner to RBC and LMRL.
- Maintain all confidential athlete and volunteer information.
- Collect and file in a secure location all documentation to including:
 - registration forms



- codes of conduct
- jersey deposits
- fundraising deposits
- Attend all Board of Directors meetings.

DIRECTOR OF ICE SCHEDULING

This position is a 2 year term elected in years not evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the Director of Ice Scheduling shall:

- Ensure that all DRA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.
- Coordinate with the arenas to purchase DRA ice for the season.
- Act as liaison between DRA and the arenas.
- Sell any ice not required by DRA.
- Work closely with the Treasurer regarding billings for ice. This includes giving the treasurer the ice contract numbers and the amount owed on each contract for each month of the season, so DRA can pay for ice time.
- Make up a schedule of practice times for teams at least once a month. This practice schedule shall take into account, season start, fall and winter Games as managed by the LMRL Ice Scheduler.
- Communicate with Team Managers regarding:
 - Practice times and any cancellation or rescheduling of ice.
 - Extra ice if available.
- Monitor LMRL and DRA website schedules for accuracy and report any errors.
- Attend all Board of Directors meetings.
- Work closely with the Director of Officials to ensure changes in game locations and times are passed onto referees.

DIRECTOR OF COACHING

This position is a 2 year term elected in years evenly divisible by two. The Director of Coaching is an important role within the DRA, ensuring that knowledgeable certified coaches coach each team. The role requires significant time during the last few weeks of August through the entire month of September.

Without limiting the generality of the duties outlined in the Bylaws, the Director of Coaching shall:

- Oversee Coaching/Bench Staff recruitment and selection in according with DRA policies.
- Ensure all Bench Staff have required credentials according to the latest RBC policies including completed Criminal Record Checks.
- Arrange required training/certification needed for any new Bench Staff.
- Meet with Coaches before the start of each season, and throughout the season as required, to advise on rules, regulations and policies of DRA, LMRL and BCRA.
- Working closely with the Registrar, maintain contact information and records of each teams Bench Staff.
- Shall represent Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Board of Directors.
- Organize and oversee player evaluations.
- Work with Registrar to make team formation recommendations to the Board of Directors.
- Be available for new coaches to assist in skills development.
- Make sure each Coach is well informed of the RBC Tiering process.
- Evaluate Coaches to establish the need for additional training.
- Communicate with Bench Staff any information required to attend provincial tournaments.



- Assist with other committees when required.
- Attend all Board of Directors meetings.

DIRECTOR OF OFFICIALS

This position is a 2 year term elected in years not evenly divisible by two. The primary role the Director of Officials is to arrange for adequately qualified referees to officiate at all home games in which a DRA team is participating. Other responsibilities include the following:

- Schedules/Cancel qualified Referees for all LMRL games scheduled on DRA ice.
- Recruits new referees to become certified so that we continue to build our own base of Referees.
- Ensure current referees attend Refresher Clinics as sanctioned by RBC.
- Encourage existing referees to continue to upgrade their level of certification.
- Provides Treasurer with detailed billing information for home ice costs and referee payments.
- Responsible to arrange for continued referee development upon completion of official Referee Clinic.
- Arranges for referee evaluations and feedback.
- Work with RBC to offer Referee Clinics in DRA which would be open to all of LMRL.
- Represent the Association in dealing with other Ringette Associations regarding Officiating issues, specifically where there has been a complaint registered against a player, bench staff or parent from DRA, and bring such a complaint to the attention of the DRA immediately.
- Work closely with Director of Ice Scheduling to ensure all DRA games have qualified referees.
- Attend all Board of Directors meetings.

DIRECTOR OF PROMOTIONS

This position is a 2 year term elected in years evenly divisible by two.

- General promotional duties
 - Expected to be at the regular Board of Director meetings and when required have prepared info on any of the below duties that might require discussion.
 - Work closely with registrar to track volunteer hours.
- Media Relations:
 - Coordinate advertising. For example Delta Leisure Guide, local paper - event flyers - radio - community news etc.
 - Find as many outlets as possible to promote Ringette.
 - Update Social media sites ie. Facebook Twitter and Instagram.
- Update Public Ringette Areas:
 - Work with the Webmaster to ensure all info is current and updated for events.
 - Ensure all signs at rinks and in the community promoting Ringette are accurate.
 - Update the Trophy Cases in Ladner Leisure Centre and Sungod Recreation Centre.
- Come Try Ringette:
 - Ensure that Come Try Ringette gets as much exposure as possible - signage in the rinks a few times a year when they do the community event days.
 - Look after the Come Try Ringette Signage.
 - Coordinate the Come Try Ringette Days.
- Public Event Participation: Organize Delta Ringette's participation in community events that our association may benefit from. Once identified it becomes your responsibility to coordinate how it happens. Some examples might include: Parades, May Days, SunFest etc.
- Sub-Committees as they pertain to Direction of Promotions: Acquire Parent Volunteers early in the season to assist with Sub-Committees and Promotions ie. Come Try Ringette.



DIRECTOR OF FUNDRAISING

This director position is a 2 year term elected in years not evenly divisible by two.

- Coordinate fundraising events and give information to members.
- Coordinate sponsorship program.
- Attend all Board of Directors meetings.

EQUIPMENT MANAGER

This director position is a 2 year term elected in years evenly divisible by two. The position of Equipment Manager is the general supervision of the equipment assets of the Association.

- Maintain a complete and accurate accounting of all equipment.
- Perform an inventory of all equipment in September and again in April.
- Keep DRA Ringette Equipment Rooms stocked and organized.
- Make recommendations to the Board for any equipment purchases, including jerseys, goalie equipment, rings, first aid kits, cones, game sheets etc.
- Obtain input regarding equipment needs from Director of Coaching.
- Ensure all team kits are ready for distribution to teams by first week of September:
 - Team equipment kit: white jerseys and dark jerseys, rings (1.5 per player and 6 for goalie), goalie equipment, first aid kits and game sheets.
- Assign goalie equipment, as required, to each team: stick, goalie pads, chest protector, blocker, free hand glove.
- Record in detail what has been given to each team.
- Ensure all equipment is in acceptable condition throughout the year.
- During the season maintain the equipment room in an organized state.
- At season end collect all team kits loaned out at season start.
- Returned equipment should be clean and in repaired state; jerseys should have name bars removed.
- Place in Sungod lock-up and hang up jerseys and take goalie equipment out of bags for the summer.
- Attend all Board of Directors meetings.

DIRECTOR OF ATHLETE DEVELOPMENT

This position is a 2 year term elected in years not evenly divisible by two.

- Coordinate and manage player development events (such as power skating, goalie clinics, conditioning camps etc.) for DRA members.
- Promote the events and ensure all members of DRA are notified and given information on the events.
- Monitor the events and ensure that the members of the association are getting the needs of our players met and that the instruction is suitable to the player's age, skating level and skill level.
- Report back to the Board of Directors on the progress and outcome of these events.
- Attend all Board of Directors meetings.

DIRECTOR OF TOURNAMENTS

This position is a 2 yr. term elected in years evenly divisible by two.

- Responsible for the successful organization and management of all DRA Tournaments.
- Recruit and appoint volunteers to fill all Tournament roles.
- Schedule and chair tournament meetings.
- Support volunteers to ensure all roles are being performed well and within budget.
- Attend all Board of Directors meetings.



WEBMASTER

This director position is a 2 yr. term elected in years not evenly divisible by two.

- Responsible for all aspects of the DRA Website.
- This shall include recommending and implementing changes to the website from time to time as directed by the board.
- Shall work closely with other members of the board to ensure the membership is kept informed in a timely manner.
- Attend all Board of director meetings.

PAST PRESIDENT

The Past President gains his/her position by succession and they shall hold their position for one year immediately following the election or appointment of a new President. The Past President is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the DRA. They shall:

- Provide advice to the President and the Board of Directors, taking care not to interfere with the incumbent's responsibilities to direct the operation of the Association.
- May perform other duties on the Board of Directors, including accepting appointment to a vacant executive position, as required.
- Performs such other duties as the President may request.
- Attend all Board of Director meetings.

