

## **SECTION 1 – ADMINISTRATION**

### **1. OPERATING GUIDELINES**

**1.1 The guidelines for the operation of Ringette Manitoba are divided into four (4) separate areas:**

- a) Constitution**
- b) By-Laws**
- c) Policies**
- d) Procedures**

**1.2 The day-by-day business of Ringette Manitoba is the responsibility of the Board of Directors, to accomplish these affairs, Ringette Manitoba has an office currently located at 145 Pacific Ave.**

### **2. DUTIES OF THE BOARD MEMBERS**

**All Board Members shall be responsible for abiding by the Constitution, By-Laws, Policies and Procedures of Ringette Manitoba.**

- a) Attend the meetings of the Board of Directors and/or Executive Committee.**
- b) Submit to the Executive Director, a written monthly meeting report, 3 business days prior to the meeting. Verbal reports will not be accepted.**
- c) Present recommendations to the Board.**
- d) Promote a positive image of Ringette Manitoba.**
- e) Objectively represent the decisions made by the Board and its Full Members. f) Other duties as outlined in the By-Laws by the Board.**

#### **2.1 Director of Community Development**

**The Director will partner with community stakeholders to develop/redevelop sustainable Ringette programs in all areas of Manitoba. Specific, duties are as follows:**

- a) To support community stakeholders to introduce or revitalize Ringette programs and its accompanying support infrastructure to communities and Associations.**
- b) To work in conjunction with community stakeholders and RMB staff to construct or make available existing programs intended to successfully support and sustain new development or revitalization of Ringette programs in communities/associations.**
- c) To work in conjunction with community stakeholders and the RMB staff to address strategic, organizational and operational needs associated with developing**

**sustainable community and Association programs throughout Manitoba.**

- **d) To liaise with community stakeholders to ensure their challenges and opportunities are represented in discussions and decision making at the RMB board level.**
- **e) Attend all RMB meetings as required.**
- **f) Attend all WRL Council meetings as RMB designate.**
- **g) Actively participate in sub-committees, working groups and other activities to advance the sport of Ringette in a positive manner.**
- **h) Act as a steward of the Ringette Manitoba organization.**

## **2.2 Director of Coaching**

**The Director of Coaching is responsible to work in collaboration with the Program Coordinator for the overall development of Ringette Coaches.**

**a) Chair the Coaching Committee (if applicable)**

**b) Review with the Program Coordinator and advise on:**

- **Coaching changes suggested by Ringette Canada.**
- **Course and seminar materials prior to delivery.**
- **Schedules and content for clinics and seminars.**
- **Any exceptions to coaching requirements.**

**c) Be involved in any disciplinary inquiries/actions involving a coach. d) Attend Provincial Championships as required.**

**e) Assume other duties as deemed necessary by the Board.**

## **2.3 Director of Games and Tournaments**

The Director of Games and Tournaments is responsible for Provincial Championships, tournaments, the Western Canadian Ringette Championships and Manitoba Winter Games. The Director works closely and in collaboration with Ringette Manitoba staff to ensure quality and consistent implementation of the responsibilities within the Games and Tournaments portfolio including:

**a) Provincials**

- **Ensure quality provincial competitions are organized and implemented to profile ringette and align with our competitions pathway model.**
- **In collaboration with the Program Coordinator prepare budgets for Provincial Championships.**
- **Attend Provincials as required.**

b) Tournaments

- Ensure that Manitoba teams complete travel permits prior to competing in out of province tournaments.
- Ensure that ringette tournaments in Manitoba are sanctioned and the condition of the sanction permit are followed.
- Ensure that the High School Ringette tournament is assigned to a local association.
- Support the local association assigned to host the High School Ringette tournament.
- Ensure that clear guidelines are developed to support the hosting of tournaments under the jurisdiction of Ringette Manitoba.

c) Western Canadian Ringette Championships

- Participate as a member on the Westerns Governance Committee.
- Ensure that Manitoba honours the hosting requirements of the WCRC (every four years) by facilitating and supporting the host committee in organizing a quality tournament.
- Attend WCRC as Ringette Manitoba's representative.

d) Manitoba Winter Games

- Liaison with Sport Manitoba for inclusion of ringette in the Manitoba Winter Games.

e) General

- Participate as required in any disciplinary hearings.
- Assume other duties as deemed necessary by the Board.

## 2.4 Director of Officiating

The Director is responsible to work in collaboration with the Program Coordinator for the overall development of Ringette Officials, specifically these duties are as follows:

a) Chair the On-Ice and Minor Officials Sub Committees

b) In collaboration with the Program Coordinator:

- Administer Ringette Canada development and National Officiating Certification Program (NOCP) by coordinating the activities of all persons involved.
- Develop Provincial Instructors clinics.
- Assign Officiating Instructors to clinics. Monitor all officiating clinics.
- Assign Shot Clock Operating instructors to clinics.
- Develop Provincial, Regional, Community level Evaluators and Shot Clock Operator Assessors.
- Establish an effective system for delivery of the Evaluators program.
- Act as a liaison with the Local Association representative and Ringette Canada.
- Ensure instructors and officials receive incentives and recognition awards.
- Appoint an Evaluation Coordinator.

- Assist the Executive Director and Program Coordinator with preparation of an annual budget for programs and recommend fees for the officiating program.

c) Chair the Rules committee.

d) Chair or appoint a designate for the Disciplinary Committee of the AAA (Provincial Team), AA program and Provincials.

e) Assign On-Ice officials and Shot Clock Operators for AA program league games or appoint an assignee.

f) Supply payroll for all games assigned.

g) In collaboration with the Evaluation Coordinator, develop and implement a plan for evaluations of Ringette officials at all level (except Level 5).

h) Assign officials and supervisors for all divisions and levels of Provincials, and responsible for overseeing Provincials or appointing a designate to oversee the Provincials.

i) Attend any National Officials Committee meetings or clinics as required.

j) Prepare an officials newsletter.

k) Attend Provincial Championships as required.

l) Assume other duties necessary by the Board.

m) Approve and develop materials for Minor Officiating clinic, Shot Clock Operator Clinic and continuing education for information for all varieties of officials.

n) Approve travel for upgrading officials, recommend officials for the program.

o) Identify officials who display high potential.

p) Work with the Evaluators to gather recommendations for selection to WCRC, Provincials, MWG etc.

## 2.5 Director of Player Development

The Director is responsible for player development clinics, camps and ongoing development of instructors. The Director works closely and in collaboration with RMB staff to ensure quality and consistent implementation of the responsibilities within the Player Development committee.

a) Chair the Player Development committee.

b) In collaboration with the Program Coordinator, the Director shall:

Organize, develop, implement and promote Provincial player development clinics and camps. Recruit new instructors. Ensure ongoing development of instructors. Prepare an annual budget.

c) Chair the R4U Working Committee.

d) Serve as a member of the disciplinary committee as requested. e) Assume other duties as deemed necessary by the Board.

f) Attend Provincial Championships as requested.

## 2.6 Director of Publicity and Public Relations

The Director is responsible for promoting Ringette in Manitoba. Specifically, these duties are as follows:

a) Electronic newsletter – liaises with Ringette Manitoba staff to write articles relevant

to ringette within our community. Advertisers could be integrated into the e-newsletter.

b) Social media – liaises with Ringette Manitoba staff with regards to relevant social media.

c) Assist Ringette Manitoba staff in promoting and communicating RMB programs and activities.

d) Coordinate other Ringette Manitoba publicity functions as required.

e) Member of Ringette Manitoba's Hall of Fame and Awards Selection Committee.

f) Assume other duties as deemed necessary by the Board.

g) Attend Provincial Championships as required.

## 2.7 Director of High Performance

The Director is responsible for the AA and Canada Winter Games programs. The Director works closely and in collaboration with RMB staff to ensure quality and consistent implementation of the responsibilities within the High-Performance portfolio including:

a) Develop and recommend amendments (as necessary) to AA and CWG (AAA) policies and procedures for approval by the Ringette Manitoba board.

b) Ensure that approved policies/procedures are implemented and adhered to for AA and CWG (AAA) programs.

c) Chair the AA committee and provide oversight to AA committee members ensuring that their responsibilities are carried out in a timely manner.

d) In collaboration with Executive Director provide direction and support to those teams representing Ringette Manitoba at National Championships.

e) Chair the CWG (AAA) Committee.

f) Assume other duties as deemed necessary by the Ringette Manitoba board.

g) Attend Provincial Championships as required.

#### 2.8 Director of League – WRL President or Designate

The Director serves as the primary point of contact between Ringette Manitoba Board of Directors and the Winnipeg Ringette League (WRL). Duties include:

- a) Assists with the amalgamation process between Local Associations when forming teams for competition in the WRL.
- b) Oversees age exemption requests considered by the WRL Council on behalf of RMB and reports all granted age exemptions to RMB via a monthly report to the Board.
- c) Report all significant incidents which occur at or because of WRL games.
- d) Report any significant policy, procedure or constitutional changes proposed or implemented at WRL.
- e) Ensures the WRL administrative Policies and Procedures are open, transparent and have documented Protest or Appeal procedures, where appropriate.
- f) Attend all RMB meetings as required.
- g) Attend Provincial Championships as required.
- h) Assume other duties as deemed necessary by the Board.

### 3. STAFF

**3.1 The Executive Director, Program Coordinator, and Office Manager are the full-time staff of Ringette Manitoba.**

**3.2 Part-time staff shall be hired from time to time as required by Ringette Manitoba. They shall be responsible to the Executive Director and perform such duties as required.**

### 4. INSURANCE

**4.1 The Corporation will, at all times, maintain in force such directors and officer's liability insurance as may be approved by the Board of Directors.**

**4.2 Ringette Manitoba will notify the membership on a yearly basis of insurance coverage available through Sport Manitoba.**

**4.3 Ringette Manitoba provides insurance coverage for Sanctioned player recruitment events.**

**4.4 Sanctioned events being run with unregistered players may be charged \$5.00 per unregistered player for insurance purposes. A list of unregistered players must be provided to Ringette Manitoba to receive a sanction.**