



# London Raiders

Volunteer Board of Directors & Role Descriptions



## Available Roles

The following descriptions outline the volunteer roles that support the operation of the **London Raiders**. All positions are volunteer-based and play an essential role in delivering a safe, inclusive, and positive hockey experience for our players and families. This document is intended to support, but not replace, the Club's By-Laws by providing clear descriptions of current roles within the London Raiders organization.

Volunteer roles are grouped into four categories: **Executive Positions**, **Director Positions (Board Members)**, **Organization Members** and **Additional Volunteer Positions**.

The Board of Directors are elected during the Annual General Meeting (AGM) Part II by Organization Members in accordance with the Club's By-Laws. Executive positions are voted on by the Board of Directors after the AGM Part II. This generally takes place April/May.

**Organization Members** are individuals who have paid membership dues. They have voting privileges at the two AGMs and as per the By-Laws. They are eligible to be nominated, or self nominate to run for a position on the board during AGM Part II.

Organization Members do not need to run for the board to support the organization, if they have an interest in supporting a Director Position without the commitment of regular board meetings they are encouraged to communicate their interest to the board.

**Executive Positions** generally have prior service on the Board of Directors for one to two years before assuming one of these roles. This experience allows individuals to become familiar with Club policies, procedures, and practices prior to taking on increased responsibility.

In compliance with the By-Laws, any board member, included newly elected members, are eligible to run for an executive position except for the President position. The elected President must have previous experience as executive member.

**Director Positions** are open to individuals who are elected onto the Board of Directors at the AGM Part II. Their board responsibilities are selected after the AGM Part II.

**Additional Volunteer Positions** are open to any individual who wishes to contribute their time and skills to support the Club's programs and operations and are managed by the volunteer coordinator.

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## Executive Positions

### President

#### **Purpose**

The President provides overall leadership and direction for the Club, ensuring effective governance, operational efficiency, and compliance with bylaws and policies.

#### **Key Responsibilities**

- Oversee the day-to-day operations of the Club
- Chair Board meetings and set meeting agendas
- Ensure compliance with Club bylaws, policies, and governing regulations
- Assign responsibilities to Board members and establish clear timelines
- Support Board members in understanding and fulfilling their roles
- Represent the Club at meetings, events, and with external stakeholders
- Work closely with the Treasurer to ensure financial stability and budget adherence
- Participate in and provide oversight to all committees, as required

### Past President

#### **Purpose**

The Past President provides continuity and guidance to the Board during leadership transition.

#### **Key Responsibilities**

- Serve as an advisor to the Board for a 12-month term
- Provide historical context and governance guidance as needed

### Vice Presidents (1st, 2nd, 3rd)

#### **Purpose**

The Vice Presidents collectively oversee Hockey Operations and support the President in delivering a safe, fair, and well-organized hockey program.

#### **Key Responsibilities**

- Serve on the Hockey Operations Committee
- Act as primary contacts for assigned divisions and convenors
- Support coaches, convenors, and families in resolving hockey-related matters
- Participate in decision-making related to schedules, teams, discipline, and playoffs

#### **Role Assignments**

- The **2nd Vice President** and **3rd Vice President** also generally assume additional director roles to support the board

### Hockey Operations Committee

#### **Committee Composition**

This committee is comprised of the 1st Vice President, 2nd Vice President, and 3rd Vice President.

#### **Purpose**

The Hockey Operations Committee oversees the planning, execution, and evaluation of the house league hockey program.

#### **Pre-Season Responsibilities**

- Determine team numbers based on registration

- Coordinate ice requirements and scheduling
- Organize evaluations, drafts, and team selection
- Appoint convenors and select head coaches
- Ensure all coaches complete required background checks with help from Risk Management
- Host coaches' and convenors' meetings

#### **In-Season Responsibilities**

- Address hockey-related issues and inquiries
- Review game reports and manage suspensions
- Monitor team balance and approve trades if required
- Attend games periodically
- Coordinate championship weekend logistics

#### **Post-Season Responsibilities**

- Confirm playoff rules
- Coordinate league and individual awards
- Conduct season evaluations with coaches and convenors

## Treasurer

#### **Purpose**

The Treasurer is responsible for the financial management, reporting, and fiscal integrity of the Club.

#### **Key Responsibilities**

- Maintain accurate financial records and filing systems
- Deposit all funds and pay approved invoices in a timely manner
- Reconcile all bank accounts monthly
- Provide financial statements at each Board meeting
- Manage sponsor payments and maintain sponsor payment records
- Coordinate referee and timekeeper payments
- Ensure appropriate insurance coverage is in place
- Update bank signing authorities annually

#### **Budget & Year-End**

- Lead the annual budgeting process in collaboration with the Registrar
- Present the proposed budget to the Board for approval
- Provide year-end documentation to the accountant of record
- Ensure CRA filings are completed annually
- Present Board-approved financial statements at the AGM

#### **Mandatory Fundraising**

- Obtain required lottery licenses
- Maintain accurate fundraising financial records
- Pay ice fees directly from fundraising accounts
- Complete all reporting and close-out requirements with the City of London

## Secretary

#### **Purpose**

The Secretary ensures accurate records, effective communication, and compliance with governance documentation requirements.

#### **Key Responsibilities**

- Prepare and maintain the annual minute book

- Coordinate meeting RSVPs and quorum confirmation
- Prepare meeting agendas with the President
- Record and distribute meeting minutes in a timely manner
- Track Board attendance
- Record and manage AGM minutes and required motions
- Liaise with legal counsel regarding Board composition and records
- Support communication across the Board

**Key Responsibilities (Caring Fund)**

- Receive and track notifications from Board members or Convenors regarding players, coaches, or volunteers experiencing injury, illness, or significant personal hardship
  - Coordinate the sending of cards, flowers, gifts, or other appropriate gestures of support on behalf of the Club
  - Communicate relevant information to Board members to enable attendance or representation at significant events (e.g., funeral visitations), where appropriate
  - Maintain discretion and confidentiality when handling sensitive personal matters
  - Provide support to fellow Board members during periods of personal or organizational difficulty, as needed
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## Director Positions

### Registrar

**Purpose**

The Registrar manages all player registrations and acts as the primary point of contact for registration-related inquiries.

**Key Responsibilities**

- Manage registration processes year-round
- Coordinate and attend registration events - Maintain accurate registration data
- Update website content related to registration
- Participate in budget planning with accurate enrollment data
- Liaise with Jumpstart and similar programs
- Respond to registration-related emails and phone inquiries

### Referee-in-Chief

**Purpose**

The Referee-in-Chief oversees the recruitment, training, scheduling, and evaluation of referees.

**Key Responsibilities**

- Recruit and train referees
- Schedule officials for games and tournaments
- Manage referee payments and budget
- Address referee-related concerns
- Maintain referee equipment inventory

### Select / Rep Hockey Director

**Purpose**

The Select / Rep Hockey Director oversees all aspects of the Select (Rep) hockey program, ensuring alignment with Club standards, budgets, and player development objectives.

**Key Responsibilities**

- Oversee planning and execution of the Select hockey program
- Develop and manage the Select program budget
- Coordinate tryouts and player selection processes
- Support coach selection and approval
- Oversee practice schedules and tournament participation
- Act as primary contact for Select-related issues
- Ensure compliance with Club policies and governing bodies

### Purchasing Coordinator

**Purpose**

The Purchasing Coordinator manages the procurement of goods and services required for Club operations, ensuring value, consistency, and budget compliance.

**Key Responsibilities**

- Source and purchase equipment, supplies, and services as approved by the Board
- Coordinate purchases with the Treasurer to ensure budget adherence
- Maintain vendor and pricing records

- Track purchases and maintain inventory documentation, as required
- Support other Board members and coordinators with purchasing needs
- Ensure purchasing activities align with Club policies and timelines

## Risk Management

### **Purpose**

The Risk Management role ensures player safety and compliance with legal and policy requirements.

### **Key Responsibilities**

- Manage Police Vulnerable Sector Checks and affidavits
- Oversee concussion protocols in accordance with Rowan's Law
- Maintain communication with convenors regarding compliance status
- Support Hockey Operations with safety-related matters

## Scheduler Coordinator

### **Purpose**

The Scheduler is responsible for creating and maintaining accurate ice schedules for all teams and events.

### **Key Responsibilities**

- Maintain scheduling software and data
- Schedule games, practices, evaluations, and tournaments
- Manage blackout dates and special events
- Communicate schedule changes promptly
- Verify and publish final schedules

## Ice Convenor

### **Purpose**

The Ice Convenor manages all ice allocations and serves as the primary liaison with the City.

### **Key Responsibilities**

- Secure sufficient ice for league operations
- Book rooms and ice for league functions
- Attend city meetings as required
- Communicate ice-related information to the Board

## Timekeeper Coordinator

### **Purpose**

The Timekeeper role ensures games are staffed with trained timekeepers.

### **Key Responsibilities**

- Recruit and train timekeepers
- Schedule timekeepers for games and tournaments
- Manage payroll and budget
- Maintain accurate scheduling records

## Hockey Development Coordinator

### **Purpose**

The Hockey Development role supports the growth and development of players and coaches through targeted programming.

**Key Responsibilities**

- Manage development programs within the approved budget
- Coordinate third-party instructors and clinics
- Organize goalie and skill development sessions
- Support long-term coach development initiatives
- Provide development-related resources and documentation

## Equipment Coordinator

**Purpose**

The Equipment role manages league equipment inventory and distribution.

**Key Responsibilities**

- Organize equipment fittings and distribution
- Maintain equipment inventory
- Coordinate repairs, exchanges, and returns
- Manage equipment for goalies and rentals

## Jerseys Coordinator

**Purpose**

The Jerseys Coordinator manages the assignment, distribution, care, and collection of team jerseys.

**Key Responsibilities**

- Assign jersey colours to teams by division
- Distribute jerseys to coaches and track accountability
- Communicate jersey care and handling requirements to coaches
- Coordinate end-of-season jersey collection and inventory
- Manage replacement cycles and supplier coordination

## Website Administration

**Purpose**

This role oversees the Club's website and related technology systems.

**Key Responsibilities**

- Maintain and update website content
- Support administrators and volunteers
- Resolve technical issues
- Manage seasonal setup and standings

## Photography Coordinator

**Purpose**

The Photography Coordinator organizes and oversees all league photography activities.

**Key Responsibilities**

- Coordinate photography dates, locations, and schedules
- Liaise with photography vendors and Ice Convenor
- Develop and distribute photography schedules to teams
- Ensure timely payment and delivery of photo packages
- Address photography-related inquiries and concerns

## Sponsor Coordinator

### **Purpose**

The Sponsorship role manages sponsor relationships and ensures sponsor recognition.

### **Key Responsibilities**

- Secure returning and new sponsors
- Maintain sponsor records and payments
- Coordinate sponsor bars and plaques
- Communicate sponsor status to the Board
- Manage end-of-season sponsor recognition

## Fundraising Coordinator

### **Purpose**

The Fundraising Coordinator plans and executes fundraising initiatives to support Club operations and offset player costs.

### **Key Responsibilities**

- Plan and coordinate fundraising events
- Work with the Treasurer to ensure licensing and financial compliance
- Recruit and coordinate volunteer support for events
- Communicate fundraising requirements and timelines to coaches and convenors
- Track fundraising progress and report to the Board

## Advertising / Marketing / Social Media Coordinator

### **Purpose**

The Advertising / Marketing / Social Media Coordinator is responsible for promoting the Club, enhancing community engagement, and supporting recruitment and sponsorship through effective communication and marketing initiatives.

### **Key Responsibilities**

- Develop and execute advertising and marketing initiatives to promote the Club
- Manage and maintain the Club's social media platforms
- Create, schedule, and publish approved content across digital channels
- Coordinate promotional campaigns for registration, events, and key initiatives
- Support sponsor recognition and advertising commitments
- Ensure messaging is consistent with Club values and branding
- Work with the Board and other coordinators to share timely and accurate information

## Volunteer Coordinator

### **Purpose**

The Volunteer Coordinator recruits, organizes, and supports volunteers to ensure the successful operation of Club programs and events.

### **Key Responsibilities**

- Recruit volunteers for Board positions, committees, and events
- Coordinate volunteer assignments and scheduling
- Maintain accurate volunteer contact and participation records
- Communicate expectations, responsibilities, and timelines to volunteers
- Support onboarding and provide guidance to new volunteers

- Promote volunteer recognition and engagement across the Club
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## Additional Volunteer Roles

### Coaches and Assistant Coaches

#### **Purpose**

Coaches and Assistant Coaches play a key role in delivering a positive, safe, and development-focused hockey experience. They support player skill development, teamwork, sportsmanship, and a lifelong enjoyment of the game.

#### **Key Responsibilities**

- Plan and conduct age-appropriate practices focused on skill development and teamwork
- Provide instruction, leadership, and guidance during games
- Foster a positive, respectful, and inclusive environment for players, families, and officials
- Ensure fair ice time and support player development in accordance with Club policies
- Communicate effectively with players, parents, and convenors
- Model good sportsmanship and uphold the values of the Club

#### **Assistant Coach Responsibilities**

- Support the Head Coach in planning and delivering practices
- Assist with drills and provide individual feedback to players
- Help manage the bench during games and practices
- Step in to support the Head Coach as needed

#### **Expectations**

- Comply with all Club policies, Hockey Operations guidelines, and safety requirements
- Complete required certifications and background checks
- Work collaboratively with Hockey Operations, Convenors, and other volunteers

### Convenor

#### **Purpose**

The Convenor is a divisional volunteer responsible for the day-to-day administration, coordination, and oversight of players, teams, and coaches within an assigned division. Working under the direction of Hockey Operations, the Convenor serves as the primary liaison between the Club, coaches, players, parents, and officials to ensure the division operates smoothly, safely, and in accordance with Club policies.

Except for game officiating matters, which fall under the authority of the Referees, the Convenor generally oversees all operational aspects of games within their division.

#### **Key Responsibilities**

- Oversee the assigned division throughout the season
- Act as the primary point of contact between Hockey Operations and the division's coaches, players, and parents
- Field questions and concerns from coaches, players, and parents, escalating issues to Hockey Operations when required
- Communicate important information to coaching staff and distribute league materials (e.g., team photographs)
- Attend all division games or ensure appropriate representation, as approved by Hockey Operations
- Ensure referees and timekeepers are present prior to each game and report no-shows or late arrivals to the Referee-in-Chief or Timekeeper Coordinator
- Confirm electronic Gamesheet is ready and provided to the timekeeper
- Monitor bench operations to ensure fair and equal ice time is being provided

- Assist arena staff and referees in the event of a player injury, including completion of incident reports when required
  - Notify Hockey Operations promptly of serious injuries or incidents, including any ambulance calls
  - Ensure understanding and application of Red Circle Hockey Club rules, bylaws, and policies
  - In consultation with Hockey Operations, ensure player and coach suspensions are reported, served, and accurately recorded on electronic Gamesheets
  - Report serious breaches of rules, regulations, bylaws, or policies to Hockey Operations promptly
  - Provide written incident reports to Hockey Operations when requested
  - Enter game scores when required
  - Coordinate goalie or player call-ups when required, working with Convenors from adjacent divisions
  - Ensure all loaned equipment is returned at the end of the season
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- Bingo (Must be 21 or over)
  - Red Circle Annual Tournament (RCAT) Volunteers
  - Championship Tournament Weekend
  - Merchandise Table
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