

## **BY-LAW NO. 1**

A bi-law relating generally to the conduct of the affairs of

### **TILLSONBURG RINGETTE ASSOCIATION**

#### **ARTICLE 1**

#### **INTERPRETATION**

In this by-law and all other by-laws of the association, unless context otherwise specifies or requires:

- i. "Board" means the board of directors of the Association, which consists of the Executives of the Association;
- ii. "Regulations" means the rules of O.R.A.;
- iii. "Officers" means the nominated Executives of the Association;
- iv. All terms which are used in this or any other by-law of the Association and which are defined in the Act or the Regulations shall have the meanings given to them in the Act or Regulation;
- v. Words importing the singular number include the plural and vice versa;
- vi. Words importing the masculine gender include the feminine and neutral genders and vice versa; and
- vii. The word "person" includes individuals, bodies corporate, corporations, companies, partnerships, syndicates, trusts, and unincorporated organizations.

#### **ARTICLE 2**

#### **NAME**

This Association shall be known as the Tillsonburg Ringette Association, hereinafter to be referred to as the TRA.

#### **ARTICLE 3**

#### **AIMS AND OBJECTIVES**

1. A. To promote healthy recreation by encouraging all players to participate in Ringette.
- B. To exercise general supervision and direction over the playing interest of its players, coaches, managers, and executives, with emphasis on the enhancement of good character and citizenship.
- C. To promote interest in healthy recreation in the form of Ringette in Tillsonburg and its surrounding boundaries as laid out by the Western Region Ringette Association.

## **ARTICLE 4**

### **NO PERSONAL GAIN**

The TRA shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.

## **ARTICLE 5**

### **MEMBERSHIP**

Membership in the TRA is open to all residents of Tillsonburg and the surrounding area that falls into our boundaries, as decided by Western Region Ringette Association.

## **ARTICLE 6**

### **EXECUTIVE**

#### **POWER OF THE EXECUTIVE**

1. The Executive shall have control of the affairs of the TRA and shall have the power to amend or alter Regulations.
2. The Executive shall appoint both Standing and AD-HOC committees and shall determine their terms of reference providing these shall be within the objectives and aims of and not contrary to the Association.
3. The Executive shall hear and resolve all protests and appeals.
4. The Executive may suspend or expel a team or player for notorious and continued foul play, or unfair, unsportsmanlike conduct, individually or collectively, on the ice or in any rink where Ringette match is being played or at any meeting or gathering in the interests of the game, for negligence to pay assessments or for any persistent infringement of the laws of the game or the rules of the O.R.A.
5. The Executive may suspend or expel any team or member of a team refusing to accept and obey the ruling of the Executive.
6. The Executive may readmit by resolution and a majority vote of the Executive any team or member of a team under suspension.
7. The Executive shall have the power to suspend or discipline any coach, trainer, manager, player, referee or other official connected with any organization or association playing in the TRA.
8. The Executive shall resolve all difficulties arising from emergencies not provided for in the By-laws, or Regulations, or in the rules of competition.

#### **NUMBER**

The Executive of the TRA shall consist of the following officers: President, Vice President, Past President, Secretary, Treasurer, Registrar, Scheduler, Referee In Chief, Webmaster, Director of Coaching and Player Development, Director of Equipment Management, Director of Fundraising, Director of Golf Tournament and Year End Banquet, Director of Public Relations, Director of Risk Management, Director of Sponsorship and a Director of TRA Tournament.

## DUTIES

The duties of the Officers of the Executive shall be as follows (*as Approved March 2014*):

### The President

Attends ORA meetings and reports to executive on outcome

Prepares agendas

Chairs monthly TRA Executive meetings

Is available for any/all TRA related issues (family/player/executive/coach)

Maintains records of any/all player releases

Co-signs TRA cheques

Only votes in case of a tie

shall exercise the power and authority of the TRA Executive in case of emergency, but subject to ratification by the entire Executive at the next Executive meeting.

shall be the official spokesperson for the TRA and shall be charged with general management and supervision of the affairs and operations of the TRA.

shall ensure that all officers and directors perform their duties.

### Past President

Remains on the Executive as an informative of past practice \*\*for one year.

shall carry out any duties assigned by the President.

shall be a full voting member of the Executive.

### Vice President

Arrange TRA photo day

Arrange TRA Team Wear

Arrange contract with supplier

Arrange for samples to be brought in for a "Team Wear Night"

Attend WRRR meetings as scheduled or find designate and report back to TRA executive

Assist President as needed

Communicate with team managers regularly to track family bond hours. Report to registrar after completion of the season which bond cheques are to be cashed. Maintain list for future reference.

Co-signs TRA cheques

Steps in, in absence of the President or at the Presidents request, and shall then have all the powers of the President. When acting as the President he/she shall not vote except when a tie break is needed.

Responsible for ensuring police checks are completed for all coaches, bench staff and Executive members. Retain copies for future reference.

Keeps up to date on insurance related matters i.e. offsite fundraising

Maintains and submits incident reports in case of player injury. Retain copies for future reference.

Attains copies of doctors clearance from players who have suffered a head/body injury. Retain for future reference.

Ensures all coaches are aware of incident reporting procedure.

Maintains a list of all association volunteers i.e. on ice helpers, off ice helpers

Attends WRRR meetings or finds designate and reports to executive on outcome of meetings

Responsible for ensuring police checks are completed for all coaches, bench staff and Executive members. Retain copies for future reference.

Keeps up to date on insurance related matters i.e. offsite fundraising

Maintains and submits incident reports in case of player injury. Retain copies for future reference.

Attains copies of doctors clearance from players who have suffered a head/body injury. Retain for future reference.

Ensures all coaches are aware of incident reporting procedure.

Maintains a list of all association volunteers i.e. on ice helpers, off ice helpers

Attends WRRL meetings or finds designate and reports to executive on outcome of meetings

#### Referee in Chief

Recruit new referees to the program

Ensure quality of referees by promoting higher levels of certification

Schedule qualified referees for all games

Submit payment requests for all referees to Treasurer monthly

Distribute cheques to referees

#### Registrar

Works cooperatively with webmaster to ensure registration process is up to date on the website annually

Complete form M-F-01 and submit to ORA with payment, this requires payment and signatures so you need to have it ready in advance.

Ensure registration \*\*payment dates are available during Spring 3on3

Ensure that registration \*\*process can be made available and/or participate in Come Try Ringette sessions

Maintain a spreadsheet of registrations received to date, to be distributed to various executive and coaches upon request

Enter registrations on ORA eSport Site compiling players and bench staff onto teams

Prepare package to be submitted to ORA by due date package to include:

Team Registration Forms signed by coaches (summary and complete format)

Referee forms

Cheque to ORA for Tillsonburg Ringette fees

Process Income Tax Receipts for all registrants

Return Bond Cheques to Team Managers upon verification that all bond hours have been completed as outlined in TRA Bond Hours requirements

#### Scheduler

Maintains contract with Tillsonburg Community Centre

Books ice for Spring tryouts, 3on3, Come Try Ringette, regular season games and practices, and RA tournament, and other events approved by TRA executive

Sends ice availability to appropriate league contacts before set deadlines

Creates practice schedule

Sends all schedules to coaches and team managers when schedule is complete

Sends all schedules to Webmaster

Sends home game schedule to Referee in Chief

Forwards all game cancellations and changes in schedule to referee in chief

Coordinates TRA tournament schedule

#### Secretary

Maintains and distributes TRA executive meeting minutes

Writes and submits monthly report for the website on TRA Executive news

Co-signs TRA cheques

#### Treasurer

Maintains accurate records of all bank transactions in all accounts

Prepares a monthly report for TRA executive meetings

Pays bills as submitted and approved by TRA executive

Co-signs TRA cheques

#### Webmaster

Maintains TRA website

- Update schedules
- Clinic information
- Registration forms
- Executive News report
- Executive contact information
- Tournament information
- Upcoming events

Sends out mass email communications to TRA members as needed

#### Director of Coaching and Player Development

##### Coaching Development

Chairs Coaching Committee for coach selection process

Accepts all applications for coaching positions

Selects volunteers to sit on committee

Arranges for coach interviews

Approves all coaches and bench staff

Ensures coaches and coaching staff have necessary certifications. Retain information for future use.

Ensure coaches and coaching staff complete ORA Code of Conduct form annually

Ensures Coaches complete skills matrix from ORA and submits prior to deadlines (twice per season)

Reports any coach infractions to the appropriate G&T Coordinator within proper timelines as well as ensures the penalty has been served. Report infractions to the President.

Ensures game sheets are filled out correctly and submitted

First point of contact for any coaching issues, escalation to President as necessary

\*\*may recommend suspending or disciplining any coach, player, or other official connected with a team in TRA

##### Player Development

Arranges player development clinics to enhance the skills of TRA players at all levels (powerskating, goalie development, wrist shot clinics, forward and defence clinics)

#### Director of Equipment Management

Complete Resource Order Form (found on ORA site) and order game sheets (150?)

Assigns teams 2 sets of jerseys, jersey bags, appropriate number of rings and a locker and combination lock in the ringette room at the beginning of the season

Provides coaches with keys to the ringette room at the beginning of the season, collects them at the end of the season

Responsible for maintaining and organizing storage room

Communicates to coaching staff to ensure jerseys are washed regularly and in good repair

Responsible for maintaining First-Aid kits for all teams

#### Director of Fundraising

Organizes and implements the Fall Bottle Drive and Raffle Draw

Attend any necessary municipal meetings related to lottery licencing

Maintain record of any/all Team fundraising initiatives

Research new fundraising initiatives to support TRA, bring ideas forward at executive meetings.

#### Fall Bottle Drive

Ensures bottle drive is on the agenda during the summer TRA executive meeting to approve date selection

Notifies Beer Store in advance of bottle drive of date

Arranges flyer printing for distribution to promote annual bottle drive

Section the town by team – distribute areas to team coach/manager

Distribute flyers to team managers for distribution a week in advance of bottle drive

Provide coaches/managers with instruction as to flyer distribution and bottle collection

Collect money from each team immediately following the event

Prepare bank deposit and forward funds to treasurer

Report outcome to Executive

#### Raffle Draw

Arrange Lottery Licence for Raffle Ticket Draw

Get tickets printed

Record numbers assigned to each player for auditing purposes

Collect tickets and arrange for draw at TRA tournament at specified time on lottery licence

Ensure cheques are paid to the raffle winners

Report winners to the Webmaster to be announced on website

#### Director of Golf Tournament and Year End Banquet

##### Golf Tournament

Chairs Golf Tournament committee (if necessary)

Books golf course and arranges meal

Coordinates with Director of Sponsorship to arrange hole and prize sponsors

Coordinates with Director of Public Relations to promote tournament

Collects entry fees

Submits all bills, receipts, funds to Treasurer

Prepares financial record and report for TRA executive

##### Banquet

Reserves room for event

Communicates to coaches/managers to provide photos for slide show

Communicates with team managers to collect funds from families for banquet

Prepares slide show

Communicates with coaches to prepare speeches on their season

Orders pizza, cupcakes and drinks

Arranges for someone to MC the banquet

Submit bills and receipts to Treasurer

### Director of Public Relations

Chairs "Come Try Ringette" Committee

Ensures flyers are distributed to promote event (schools, year end soccer tournament and posted in local businesses)

Utilizes the Come Try Ringette package available from the Ontario Ringette Association

Coordinates ice time with Scheduler

Arranges for on ice helpers

Arranges prizes for attendees

Snacks and drinks to be provided by TRA at event

Submits any bills/receipts to the Treasurer

Sits on Tournament Committee

ensures a thank you letter is posted in newspaper and /or thank you letters are sent to tournament sponsors

Responsible for Newspaper contact to inform of upcoming events

**Maintains TRA Facebook page with upcoming events**

Ensures Ringette is in the TCC brochure

Continually looks for ways to promote TRA in our community and surrounding areas i.e. Santa Claus Parade, TurtleFest, new registration rebates

Works with Webmaster to keep current association events posted

Arranges hosting of NRL games or other Elite level events or practices to promote sport

Arranges signage to post within community to promote Ringette

Maintains Ringette showcases and bulletin board

### Director of Sponsorship

Sits on Tournament and Golf Tournament committees to assist with all sponsorship of both events

Arranges Team Sponsors

Distributes team photos to sponsors

Maintains an up to date listing of sponsors and associated value of same

In the event of new team sponsorship ensures sponsor bars are made and distributed to team managers

Prepares and submits financial report to TRA Executive on monies collected from sponsors

### Director of TRA Tournament OR Major Events

Chairs the Tournament Committee which is responsible for marketing the tournament, recruiting teams and volunteers

Members who sit on the committee are:

Director of Sponsorship

Director of Public Relations

Representative from each TRA team

Other volunteers as determined necessary by Tournament Chair

Liases with Western Regions G&T to approve schedule

Send out letters of acceptance to each team participating in tournament

Submits TRF's to G&T

Submits updates to G&T as needed

Collects entry fees from all participating teams

Arranges vendors

Prepares facility audit for Tillsonburg Community Centre (Director of Risk Management could assist)

Arranges team welcome packages

Orders medals

Ensures Penny and Raffle Tables are being coordinated (with Director of Sponsorship)

Coordinates with Webmaster for volunteer signup online. Ensures volunteers are arranged for time clock, score sheet, shot clock, Fling-a-ring, penny draw and raffle tables, registration table.

Posts ORA Code of Conduct and Fair Play rules within facility

Communicates with Referee in Chief

Arranges Tournament program pamphlet

Coordinates with Scheduler to arrange tournament game schedule

Coordinates with Referee in Chief to ensure referees are scheduled for the tournament

Coordinates with Webmaster to ensure schedule and standings are posted on the TRA website

Ensures volunteer training is made available (time clock, shot clock, time sheet)

Coordinates with Treasurer to ensure payment is available for Referees

Coordinates with Treasurer to ensure raffle table, penny draw table floats are available for the tournament

Prepares and submits financial report to TRA Executive at the first meeting following the tournament

Co-ordinates major events ( NRL Game) for TRA

#### Learn to Skate Convenor

With Director of Coaching and Player Development selects instructor(s) for the Learn to Skate program

If the instructors are minors ensures adult supervision

Acts as manager for the Learn to Skate participants

#### Adult Convenor

Organizes Adult house league - recreational

Acts as manager for the league

Works with Ice scheduler to secure ice times

Works with Referee in chief if officiating is needed

Works with Director of Coaching and Player Development to develop the adult house league program.

#### **AREAS**

For the purpose of determining areas for the appointment and election of the officers of the Executive, the following areas shall be recognized and their physical boundaries being those which are laid down by the TRA and the boundaries as decided by the WRRRA.

#### **QUORUM**

The presence of one-half of the voting members of the Executive plus one, shall constitute a quorum for the meeting of the Executive and shall include two of the following: President, Vice President, Secretary, and Treasurer.

#### **ELECTION OF OFFICERS OF THE EXECUTIVE**

A member of the TRA may hold more than one office within the TRA at the same time but shall have only one vote. The officers shall be elected bi-annually, on alternating years at the Annual General Meeting.

Year A will hold elections for the following positions: President, Secretary, Registrar, Referee In Chief, Director of Coaching and Player Development, Director of Fundraising, Director of Public Relations, Director of Sponsorship.



Year B will hold elections for the following positions: Vice President, Treasurer, Scheduler, Webmaster, Director of Equipment Management, Director of Golf Tournament and Year End Banquet, Director of TRA Tournament.

No Proxy vote shall be recognized. Only persons residing in the Areas governed by TRA who are at least **sixteen** years of age as of January 1<sup>st</sup> of the current year are entitled to vote and may have the privilege of nominating other persons for Officer positions on the TRA Executive.

Should an Officers position become vacant, the Executive shall attempt to fill the vacancy as soon as possible, with an election if required.

#### **REMOVAL OF OFFICERS OF THE EXECUTIVE**

If an Officer of the TRA absents herself from two consecutive Executive meetings due to an illegitimate excuse, then the Executive may declare her office vacant. If an Officer of the TRA Executive participates in activities with interests conflicting with those of the TRA, her office may be declared vacant by a two-thirds majority vote of all officers of the TRA Executive.

#### **MEETINGS**

The Executive shall hold monthly meetings, and such additional meetings, as they deem necessary. All Executive meetings should be at the call of the President. The Annual General Meeting (AGM) shall be held at such place, on such date, and at such time as the Executive shall determine each year, before April 1<sup>st</sup>. At least thirty days notice of the AGM shall be given to all parents of registered TRA players, all officials, and coaches, and all TRA Executive in good standing. The New Executive to take office April 1<sup>st</sup>.

**FEES** The Executive may fix annual registration fees for each player to be registered with TRA

### **ARTICLE 7**

#### **COMMITTEES**

The Executive shall allow Officers to form AD-HOC committees to help with Golf Tournament, TRA tournament, Special Events and Promotions. Other AD-HOC committees can be formed to meet the needs of TRA, after being discussed at an Executive meeting.

All committee meetings are at the call of the Chairman of that committee. If a Chairman of a committee is not present at a committee meeting, the members present shall elect a chairman for that meeting. A committee may meet and adjourn as it thinks it is proper. The majority of votes of the members present shall determine questions arising at any meeting, and in the case of an equality of votes, the Chairman shall cast the deciding vote, but otherwise the Chairman shall not vote. Minutes of proceedings, which record decisions of committees exercising powers delegated by the Executive, shall be tabled at the next regular meeting of the TRA Executive.

### **ARTICLE 8**

#### **AMENDMENTS TO THE TRA CONSTITUTION, BY-LAWS AND REGULATIONS**

1. The Constitution and By-laws of the TRA shall not be amended except at an Annual General Meeting by a vote of two-thirds of the members present. Notice of proposed amendments shall be given to the Secretary in writing at least twenty-one days prior to such meeting, and the Secretary shall notify all Executive members of the proposed changes or additions to the Constitution within ten days of receiving proposed amendments.
2. The Executive may, by a two-thirds vote, adopt, amend, revise or repeal the protests and appeals section of the Regulations provided notice of the motion had been made at the previous meeting.
3. The Executive may, by a two-thirds vote of the members present adopt, amend, revise or repeal any Regulations.
4. The Secretary shall within one month after the Annual General Meeting distribute to each Executive member a list of Constitution and By-Law changes that were passed at such meeting.

## **ARTICLE 9**

### **CONFLICT OF INTEREST**

1. Every officer who is in any way directly interested in any matter in which the TRA is concerned shall declare hi/her interest and the nature and extent of such interest, prior to any consideration thereof at a meeting of the Board and od the Board Committees and shallnot take part in any deliberations concerning such matter, shall refrain from voting or be counted in the quorum in respect of the vote of any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
2. Where the interest of an Officer has not been declared as required by subsection (1) by reason of his/her absence from the meeting referred to therein that Officer shall declare his/her interest and otherwise comply with subsection (1). If the matter is one that would be considered in the ordinary course of business without the Board approval, disclosure shall be made at the first meeting held after the Officer becomes aware of his/her interest.
3. Every declaration of interest and the nature and the extent of such interest made pursuant to the provisions od subsection (1) and (2) hereof, shall be read to the meeting and shall be recorded in the minutes of the meeting at which the secretary of the meeting makes such declaration.
4. Ideally, no referee should officiate in any game where immediate family is either a player or coach.

## **ARTICLE 10**

### **GENERAL**

1. Any fines levied on TRA by WRRL, WRRR, WORL, SWIRL or the ORA as a result of the actions or omissions of a team shall be paid for by the team that caused the fine.
2. Every player registered shall be placed on a team, accept in the instance of subsection (4) . Where there is a large number of players in an age group the Executive shall review the possibility of player(s) being placed in a higher or lower age group. Where there is not enough

players the Executive shall review the possibility of those player(s) being placed in a higher or lower age group.

3. TRA Executive shall always ice Regional teams as the top priority in U12 and U14 age groups.
4. In the event in the U16 and/or U19 age group there is only enough registered players to ice one team, the Executive shall review player intents and may ice only a U16 A/AA and/or U19 A/AA team(s) based on the intent and skill level of the majority of players. TRA will declare "Intent to Host" and provide all registered players the opportunity to try out for the intended A/AA team(s). If there is enough players registered for a regional and a provincial team the Executive shall provide the opportunity for all players to play.
5. TRA Executive shall form a contract with a team wear supplier, all players, parents, coaches, and officers must purchase their team wear from the chosen supplier. Deviating from this will result in discipline and/or a fine to the player, parent, coach, and/or officer.
6. TRA Executive shall select the design, colour, and style of all team wear for TRA. Deviating from this will result in discipline and/or a fine to the player, parent, coach, and/or officer.
7. TRA Executive shall review requests from coaches and/or managers of team(s), seeking permission to alter the team wear as mentioned in subsections (5) and (6). Executive will review requests at Executive meetings where the coach and/or manager has first submitted a request at least seven days prior to the Executive meeting. The request shall be submitted to the President and added to the agenda of the Executive meeting. The coach and/or manager must attend the Executive meeting as scheduled to provide the Executive with any/all information needed to make an educated decision. The team wear may be altered with a majority approval from the Executive. The team wear may be ordered from an alternate supplier with a majority approval from the Executive.

**IN EFFECT** the 10<sup>th</sup> day of June, 2014 once approved by the Executive

President \_\_\_\_\_

Date \_\_\_\_\_

## **BY-LAW NO. 2**

A by-law relating generally to the financial year, banking and borrowing of money of

### **TILLSONBURG RINGETTE ASSOCIATION**

#### **ARTICLE 1**

#### **FINANCIAL YEAR**

The financial year of the TRA shall terminate on the March 31 in each year.

## **ARTICLE 2**

### **BANKING**

The banking business of the TRA shall be transacted with such banks, trust companies and other bodies corporate organizations as may from time to time be designated by or under the authority of the Board. Such banking or any part thereof shall be transacted under such agreements, and instructions the Board may from time to time prescribe or authorize.

## **ARTICLE 3**

### **CHEQUES**

The Board shall by Resolution from time to time designate signing officers of the TRA and they are hereby authorized for and in the name of the TRA to:

- a. Draft, accept, sign and make all or any bills or exchange, promissory notes, cheques and orders for the payment of money;
- b. Receive all monies and give receipts for the same;
- c. Sign contracts and other legal documents in the name of and on behalf of the TRA as directed by the Board;
- d. Negotiate with, deposit with, and also transfer to, the banks or financial institutions for the credit of the TRA only all or any bills of exchange, promissory notes, cheques or orders of payment of money and other negotiable papers;
- e. Arrange to settle, balance and certify all books of accounts between the TRA and the bank as directed by the Board.
- f. Receive all paid cheques and vouchers; and
- g. Sign the banks forms of settlement and releases or verification slips.

## **ARTICLE 4**

### **DEPOSIT OF SECURITIES FOR SAFEKEEPING**

The securities of the TRA shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the TRA signed by such officer or officers, agent or agents of the TRA and in such manner as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from the deposit or the proceeds thereof.

## **ARTICLE 5**

### **BORROWING**

The Board may not:

- a. Borrow money on the credit of the TRA, or
- b. Issue, sell or pledge Securities of the TRA, or
- c. Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the TRA including book debts, rights, powers, franchises and undertakings, to secure any securities or other debt, or any other obligation or liability of the TRA.

**PASSED** March 2014