

Central Region Ringette Association

Constitution

- Rules and Regulations -

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1. Central Region Structure

CENTRAL REGION shall adopt the Constitution of the Ontario Ringette Association (ORA), comprising of Letters patent, by-laws and regulations and published as the POLICY MANUAL.

CENTRAL REGION shall also abide by the Procedures as adopted by the Associations' Representatives originally dated January 1983, and those changes made from year to year updating the procedures.

CENTRAL REGION MEMBER ASSOCIATIONS and AFFILIATE MEMBERS must abide by:

- POLICIES of the ORA, and;
- PROCEDURES and POLICIES of CENTRAL REGION, as set out in the following document.

1.0 GOVERNANCE

ARTICLE #1 NAME

The name of the organization shall be the CENTRAL REGION RINGETTE ASSOCIATION, comprising of the Associations within its jurisdiction.

1.1 COMPOSITION OF THE BOARD

1.1.1 Executive Members: The executive shall consist of:

Director

1st Vice Chair,

2nd Vice Chair

Member(s) at Large

Treasurer

Secretary

Immediate Past Director

1.1.2 The Executive Board is comprised of the Executive members and ORA Standing Committee Representatives. The Standing Committee Representatives are:

Adult Development

Athlete Development

Coaching Development

Elite Development

Games and Tournaments

League Coordinator

Player Development

Officiating Development

Membership Services

Sport Development

1.1.3 Regional Committee

The Executive Board shall consist of:

- 1 member per association (within the Region)
- 1 member per league (within Central Region)

1.2 ANNUAL GENERAL MEETING

1.2.1 Nominating Committee

Shall be formed each year, consisting of the Chairperson, Immediate Past Chairperson and two (2) other members of the committee, who will be responsible to submit a slate of nominees to the Annual Central Region Association Annual General Meeting.

1.2.2 Call for Nominations

At least thirty (30) days prior to the Central Region Association Annual General Meeting, the Nominating Committee will issue a "Call for Nominations". The "Call for Nominations" will state the method with the nominations are to be made, and the requirements for the position.

1.2.3. Nominations from the Floor

A qualified individual may be nominated from the floor of the meeting.

1.2.4 Elections to be by simple majority vote of voting delegates present at the Annual General Meeting.

1.2.5 Voting Delegates: Any person deemed to be a member in good standing of from a ringette association within its jurisdiction is eligible to vote at the Annual General Meeting.

1.2.6. Eligibility of Executive Board members: Those seeking election must meet the eligibility requirements under the ORA Constitution, Section 4.2.1. In addition, persons nominated for Director, 1st Vice Chair, 2nd Vice Chair, Member at Large and Treasurer, shall have served on the Central Region Association board for a least one (1) full year.

1.3 TERMS OF OFFICE

1.3.1 The elected committee shall be limited to a maximum of two (2) consecutive terms in any one (1) position.

1.3.2 Odd Year

The following executive positions shall be elected for a two (2) year term at the AGM held in odd numbered years:

Director

2nd Vice Chair

Member(s) at Large

Secretary

Athlete Development

Elite Development

Games and Tournaments

Membership Services

1.3.3 Even Year

The following executive positions shall be elected for a two (2) year team at the AGM held in even numbered years:

1st Vice Chair

Treasurer

Adult Development

Coaching Development

Officiating Development

League Coordinator

Player Development

Sport Development

1.4 MEETINGS

1.4.1 Call of Meeting – A meeting of the board will be held at any time and place as determined by the Director, or by written requisition of at least three (3) members of the board.

1.4.2. Chair – The Director will be the Chair of all board meetings unless designated by the Director. In the absence of the Director, or if the meeting of the board was not called by the Director, the 1st Vice Chair will be the Chair of the meeting.

1.4.3. Notice – Written notice by electronic mail of meetings of the board will be given to all board members at least seven (7) days prior to the scheduled meeting. No notice of a meeting of the board is required if all members waive notice, or if those absent consent to the meeting begin held in their absence.

1.4.4. Number of Meetings – The board will hold at least four (4) meetings per year.

1.4.5. Quorum – At any meeting of the board, quorum will be a majority of board members.

1.4.6. Voting –

Each member of the Executive Board will carry one (1) vote.

Regional coordinators will carry one (1) vote in the decision making process, provided that he/she is not carrying a vote for a member association.

Regional representatives will carry one (1) vote per Member Association.

League representatives do not have a vote in the decision making

1.4.7 No Alternate board members – No person shall act for an absent board member at a meeting of the board.

1.4.8. Written Resolutions – A resolution in writing signed by all of the board members is as valid as if it had been passed at a meeting of the board.

1.4.9. Closed Meetings – Meetings of the board will be closed to Members and the public except by invitation of the board.

1.4.10 Meetings by Telecommunications – A meeting of the board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

1.5 DUTIES OF BOARD MEMBERS

1.5.1 Standard of Care – Every board member will:

- Act honestly and in good faith with a view to the best interests of Central Region Ringette Association; and,
- Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

1.5.2 Duties of the Executive Board & Committee

The Executive, Executive Board and Committee members shall control the affairs of the Region and the affairs of the Committee and shall fill any vacancy which may occur. The appointment shall be from within the Committee if one cannot be found to fill the position.

The Executive shall have the power to suspend or discipline any member missing two (2) consecutive meeting without just cause.

1.5.3 DIRECTOR/Chair

The Director shall preside at all meeting of the Executive, Board and Committee with the usual privileges of the office. He/she shall be responsible to oversee all matters pertaining to the policies and procedures of the ORA and Central Region Ringette Assication.

1.5.4 1ST VICE CHAIR AND 2ND VICE CHAIR

The 1st Vice Chair shall perform the duties of the Director in the event of his/her illness or absence.

The 1st Vice Chair and the 2nd Vice Chair shall be ex-officio members and be responsible for the following coordinators:

1 st Vice Chair	2 nd Vice Chair
Adult Development	Games & Tournaments
Athlete Development	Membership Services
Coaching Development	Officiating Development
Elite Development	Leagues

1.5.5 SECRETARY

Shall be an appointed position by the Executive Board

Shall be responsible for all Executive correspondence, as directed by the board

Shall secure all correspondence from the ORA and member associations

Shall, by the directions of the Executive Committee, handle all correspondence and conduct such business as necessary for the welfare of the Committee

The Secretary shall, in cooperation with the Executive member responsible for the Procedures, make the yearly changes where necessary.

Shall keep a record of all the proceedings of the Executive and Committee meeting minutes. It shall be his/her responsibility to type and distribute the same.

All reports of the Coordinators must be typed and a copy submitted to the Recording Secretary for publication in the minutes.

Shall, by the direction of the Director, duly notify every member association of the time and place of all committee meetings held, included the AGM, as it its time and place.

1.5.6 TREASURER

Shall receive and pay all Regional accounts, by cheque, from the Central Region Ringette Association Treasury

All cheques must be signed by two (2) of the four (4) signing officers.

Shall keep an accurate record of all moneys received and distribute and report all transactions at each regular meeting.

Shall present a Financial statement to the Annual General Meeting of the Central Region Ringette Association.

Shall present an annual budget to the Central Region Ringette Association upon request.

Shall handle all moneys turned over to the Central Region Ringette Association from the Coaching, Officiating, G&T, etc. Coordinator(s) at the year-end, and report these moneys in the annual financial report.

Shall act as auditor for the accounts of the various Coordinator(s) of the Central Region Ringette Association.

The Regional books are to be audited yearly.

1.5.7 POSITIONS OF ALL COORDINATORS

The Coordinators that are O.R.A. Representatives.

All positions are clearly defined in the O.R.A. Operating Manual.

Membership Services shall be responsible for all Player Tryout/Releases to be completed by November 15th of each year. NO EXCEPTIONS. The Chairperson may sign a Player Tryout/Release in the absence of the Membership Services Coordinator.

1.5.8 REGIONAL COMMITTEE

Carry on such business as directed by their Associations, if properly brought before the Committee.

Carry on such business as directed by the Executive.

1.6 FINANCE AND MANAGEMENT

1.6.1 FISCAL YEAR

Unless otherwise determined by the board, the fiscal year of the OCRRL will be June 1st to May 31st.

1.6.2 BANK

The banking business of the Central Region Ringette Association will be conducted at such financial institution as the board may determine.

1.6.3 REMUNERATION

All board members and members of Committees will serve their term of office without remuneration (unless approved at a meeting of Members) except for reimbursement of expenses as approved by the board. This section does not preclude a member from providing goods or services to the Central Region Ringette Association under contract or for purchase. Any member will disclose the conflict/potential conflict in accordance with these by-laws.

1.6.4 CONFLICT OF INTEREST

A director, officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Central Region Ringette Association will disclose fully and promptly the nature and extent of such interest to the board or committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

1.7 COMMITTEES

1.7.1 APPOINTMENT OF COMMITTEES - The board may appoint such committees as it deems necessary for managing the affairs of the Central Region Ringette Association and may prescribe the duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties and functions.

1.7.2 STANDING COMMITTEES – The board will have the following standing committees composed of board members as follows:

1.7.2.1 Executive – Will consist of the Director, 1st Vice Chair, 2nd Vice Chair Immediate Past Director, Members at Large, Treasurer and Regional Recording Secretary who shall be responsible to oversee the day to day operations of the Central Region Ringette Association.

1.7.2.2 Nominations – Will consist of at least the director and two (2) additional board members.

1.7.2.3. Appeals/Complaints – Will consist of at least the director and two (2) additional board members.

1.7.3 TERMS OF REFERENCE – The board may establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties, or functions to any Committee.

1.7.4 VACANCY – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

1.7.5 REMOVAL – The board may remove any member of any Committee.

1.7.6 DEBTS – No Committee will have the authority to incur debts in the name of the Central Region Ringette Association. Association will be held responsible for debts incurred by Representatives of their Associations regarding the Central Region Ringette Association.

1.8 EXPECTATIONS OF ASSOCIATION MEMBERS

1.8.1 ASSOCIATION EXECUTIVE LISTS

Each Association shall send to the Central Region Ringette Association Secretary the contact list of their association executive and coordinators to the September meeting, for distribution to the other Associations at the meeting.

1.8.2 REPRESENTATION

It is the responsibility of each Association to have a representative at each meeting called by the Central Region Ringette Association. If the meetings are missed, it is not the responsibility of the Central Region Ringette Association to make special efforts to forward information, therefore valuable information could be missed.

1.8.3 FINES

After two (2) consecutive absences, a \$25 fine will be registered against an offending Association. Monies will be received by the Treasurer at the following meeting, or the offending Association will be placed in "bad standing" and notification will then be forwarded to the Association's executive.

1.8.4 REPORTS

Each Association must present a written report of their Association activities, tournaments, special events, upcoming events, etc., with electronic copies provided to the Chair and the Secretary. Each Association will be asked to present an oral report at each Central Region Ringette Association meeting.

All business for Central Region Ringette Association MUST come through the Associations representative and be brought to the Central Region Ringette Association meeting for discussion and solving.

1.8.5 ASSOCIATION ANNUAL REGIONAL FEE

Each Association will be assessed an Annual Fee as set down by the Executive Committee at their Budget meeting each year. This fee is due the first meeting in October. If the Association does not comply with this rule, the Association will be considered in bad standing and further sanctions could be applied.

1.9 AMENDMENT OF BY-LAWS

1.9.1 VOTING

These by-laws may only be amended, revised, repealed or added to:

1.9.1.1 Under the jurisdiction of the Ontario Corporations Act, by a two-thirds affirmative vote of the voting Members present at a meeting duly called to amend, revise or repeal these Bylaws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately.

1.9.1.2 Under the jurisdiction of the Ontario Not-for-Profit Corporations Act:

- By Ordinary Resolution of the Board. Any By-law amendment will be submitted to the Members at the next meeting of Members, and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution.
- By a Member entitled to vote who may make a proposal to make, amend, or repeal a By-law in accordance with the Act which requires at last sixty (60) days' notice. Any By-laws amendments will be submitted to the Members at the next meeting of Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution.

1.9.1.3 EFFECTIVE DATE

By-law amendments are effective from the date of the resolution of the directors unless rejected or amended by the voting Members at a meeting of the members.

1.10 INDEMNIFICATION (from ORA Constitution)

ARTICLE 17 A.G.M. DELEGATES

Delegates to the O.R.A. Annual General Meeting shall be appointed yearly, if finances are available. One representative from odd and even year elections should be selected. It is recommended that the representative have served at lease one (1) year on the executive in any capacity.

ARTICLE 18 APPENDAGES

It is the responsibility of the Associations to attach any new Rules & Guidelines to their copies of the Policies & Procedures, such as:

- 1. League Rules*
- 2. G&T Rules and Regulations*
- 3. Regional Team*
- 4. Policies and Procedure Changes*
- 5. Officiating Coordinator 's Responsibilities*
- 6. Coaching Coordinator 's Responsibilities*

1.11 Where not outlined in the Central Region Constitution, ORA policies and procedures will govern.

2. Core Values

Our ability to grow and succeed in our goals lies with attracting and retaining talented volunteers with common core values. To do that we offer volunteers a simple value proposition that we believe: we're volunteer organizations with an **Exciting Future for the Children of Durham Region**, establishing a culture that's **fair for all and transparent in decisions**, offering a strong **Development and Support Environment for Players and Coaches**, and filled with **Great Volunteers** committed to delivering excellent results.

In achieving these Goals, every day, Central Region and our member Associations must conduct their volunteer activities by the following Core Values which drive how we operate, anywhere and at any time:

Keep our Commitments to Each Other, Central Region, the ORA and Our Players/Parents

- Being accountable for what we say we will do is a simple philosophy that creates enormous dividends. By keeping our commitments – to each other and to our stakeholders – we're able to deliver strong results, and enhance our individual and associations reputations.

Mutual Trust

- Trusting those whom we have given responsibility to fulfill the commitment and not circumventing them when challenged or questioned. For example, direct those with inquiries or concerns to the owner of the area of concern and if that fails then work with the owner and executive to help get resolution through actions of the owner and not others.
- Trust that others will do the same.

Respect for People

- Remember, we are all volunteers, there are many sides to a story, people make mistakes, and no one person can do everything.
- Before you act or react, start with the premise that everyone is trying to do the right thing for the Associations, the players and the sport.
- Never under any circumstances in any public forum, openly criticize other volunteers (coaches, bench staff, executive members ...). Never allow a public criticism to go uncorrected because a lack of action is most often perceived as agreement or support. Deal with the volunteer in a respectful way in a private forum or bring it to the executive members for resolution.
- Integrity (In addition to the values above that also contribute to Integrity)

Be truthful

- Declare conflicts of interest up front and engage accordingly
- Work within the rules of the ORA, Central Region and our Associations and be true to the intent of those rules.

We believe that these Core Values give us a tangible advantage for the growth of Ringette as a Sport in our communities and will help us to attract more volunteers who share them.

3. Goals and Objectives

- Administer, Promote and Grow the Sport of Ringette in Central Region
- Promote fair play and sportsmanship with emphasis on the enhancement of good character and citizenship
- Support and develop volunteers and a positive volunteer environment
- Promote all levels of competition from recreational to highly competitive with emphasis on “Ringette for Life” as more than just a motto.
- Support Development and Increase the quality of Coaching at all levels
- Support the development of Ringette skills in Central Region
- Maximize participation of teams and players in all programs
- Maximize direct participation of parents in Fundraising, Tournament activities, and executive or sub-committee activities.
- Generate Revenue to Support programs and/or reduce the cost for players to participate

4. Specific Policies & Procedures

4.1 Games and Tournaments (G&T)

4.1.1 Call Ups for Provincials

Any player registered within Central Region must get Central Region G&T approval to participate in the Provincials with any team other than their home registered team. Approval from the Provincial G&T Standing Committee is NOT sufficient.

Failure to get approval in writing from the Central Region G&T or designate will result in suspension for the player and fines for the home association.

4.1.2 End of Season Regional Tournament

ARTICLE 4.1.2.1

Central Region Ringette will determine a host association for the year end tournament (known as the O.C.R.R.L. Regional Championships). Every effort will be made to ensure that the tournament is able to facilitate all teams and organizations that participate in the O.C.R.R.L. The host association will work in partnership with Central Region, including the following requirements:

- A budget approved by Central Region that accounts for an equal disbursement of revenue generated through registration,
- An approved schedule, vetted through G&T,
- A designated process to assign volunteers,
- Any unique requirements by the host association.

The tournament will follow the policy outlined in ORA Games and Tournaments.

ARTICLE 4.1.2.2 WITHDRAWAL

Will result in no refund of entry fee and additional fines and or sanctions will be assigned.

ARTICLE 4.1.2.3 INSUFFICIENT PLAYERS

Teams attending the Regionals with insufficient players (as directed in the Ringette Canada Rule Book) thus resulting in defaulted game(s) may incur additional fines and or sanctions.

4.2 Conduct of Players (Suspensions)

4.2.1 Standing Default Suspension

The number of games a player or coach is suspended for will be the ORA stipulated suspension (which includes the Ringette Canada stipulated penalties) multiplied by 2. Then the coach or player is offered the opportunity to request a meeting to review the suspension with the G&T Coordinator and at least one Central Region Executive member. The outcome of this review can be to leave the suspension as is or to reduce it to no lower than the ORA stipulated suspension. This puts the onus for requesting and documenting the rationale for a lesser suspension to the person who created the problem rather than on the G&T and Central Region to justify the suspension.

4.2 Coaching

APPENDAGE 6 COACHING COORINDATORS RESPONSIBILITIES

Attend all meetings called by the Provincial committee Chairperson.

Develop a contact with each Association in the Region.

Arrange clinics within the Region.

Attend Central Region Ringette Association meetings and provide a report.

Book and find a host for clinics, including booking instructors, setting and collecting fees, and providing resources.

Provide a written report at both Standing Committee meetings.

Submit a financial statement to the Central Region Ringette Association Treasurer at the end of each season.

4.3 Membership Services

Membership services determine the requirements annually.

4.3.1 Player Release Policy – Defining Other

The ORA manual section 8, sub-section a) i) it states:

“A player may request permission to try out and subsequently be released for the following reasons:

- Level of play not available
- Age group not available
- Other

The Central Region adopts as a Policy the following definition of “Other”:

A player must describe why they cannot play for their Home association and cannot refer to the benefits of playing for a different association as a defence of the release.

The tribunal board shall base their decision on the severity of the complaint by interview process and support documentation if appropriate. Examples reasons for release that cannot be considered acceptable include:

- Poor performance of the Home association team
- Lack of friends on the Home association team
- Lack of travel or opportunity to play inter-province or international tournaments
- Lack of opportunity to showcase skills for possible selection to higher level teams
- Have not played for the Home Association team in past years.
- Do not like the coach.

The intent of this Policy is to treat the needs of all players in an association with a higher level importance than the desires and wishes of a small number of players. The higher level need is to provide players in a community with opportunity to play at higher levels of play, for competitive teams, and within there own community at a sustained level into the future.

Rationale/Background:

The statement “Other” as it relates to releases between associations or regions could mean anything and is open to misinterpretation. This leads to confusion and possible abuse. For example:

In Central Region, reasons that have been deemed acceptable by tribunals that in our opinion are not valid and have resulted in:

Teams not able to obtain players that would have allowed them to field a competitive product on the ice.

Two local associations have been forced to form a combined "A" and "AA" program in an attempt to field competitive teams.

Teams developing an "all star team" with players from other associations and regions.

The following are some examples that players have put forth at tribunals and in some cases they were considered by the tribunals as reasonable grounds for allowing challenged releases.

- Threatening to quit the sport if they are required to play in an association other than the one of their choice.
- Have made friends on the team where they wish to play.
- Have played on the team in the past.
- Was the captain of the team the previous year
- A parent is part of the bench staff
- The team was successful in the past

It is imperative for the survival of all associations and our sport in general that the "other" clause be defined or changed. We cannot continue to allow players, parents and coaches to dictate where players will and will not play as this will eventually lead to the demise of our sport. Every sport has rules, they should be clear, concise and eliminate the possibility of misinterpretation and/or abuse.

4.4 Elite Development

4.5 Adult Development

4.6 Athlete Development

4.7 Officiating

ARTICLE 10 ON ICE RULE INTERPRETATION SESSIONS

For players, coaches and referees and be made available to requesting Associations. The Associations are to absorb the cost.

APPENDAGE 5 OFFICIATING COORDINATOR 'S RESPONSIBILITIES

Attend all meetings called by the provincial Committee Chairperson.

Develop a contact with each Association in the Region, usually the Referee-in-Chief.

Arrange clinics and seminars within the Region; i.e. Referee-in-Chief Seminar, N.O.C.P. clinics or Rules clinics.

Assist the local Associations with their specific programs and provide information on all activities within the program.

Attend and provide a report at all Central Region Ringette Association meetings.

Responsible for booking all clinics within the Region, which includes, finding a host, booking instructors, advertising the dates, setting fees for seminars, collecting the fees, providing literature at these clinics, marking of exams after clinics and sending to O.R.A.

Prepare a quarterly report for the Officiating Development Chairperson.

Provide a written report at both Standing Committees.

Schedule officials for the Prelims and Regionals.

Select an Central Region Ringette Association official of the year and submit the nomination for the Provincial Official of the Year.

Provide input into the selection of the Officials for the Provincial Championships.

Receive and submit all evaluations done on officials in the Region.

Encourage and help officials to move through the system.

Submit a financial report to the Central Region Ringette Association Treasurer at the end of each season.

4.8 Sport Development

APPENDAGE 3 CENTRAL REGION TEAM

Is the responsibility of the Sport Development Coordinator.

The Sport Development and the G&T Coordinator will be Co-chairpersons of the committee appointed by the O.C.R.R.C. to make decisions concerning the selection of coaching staff, notifying and meeting with them.

The appointed bench staff will notify the Central Region Ringette Association and O.R.A. office of the make-up of the Team in regards to players and coaching staff's names and the team activities.

The appointed bench staff shall prepare a Budget at the beginning, middle and end of each season and present it to the Central Region Ringette Association at these intervals.

4.9 League Coordinator and OCCRL

APPENDAGE 6 COACHING COORINDATORS RESPONSIBILITIES

Attend all meetings called by the Provincial committee Chairperson.

Develop a contact with each Association in the Region.

Arrange clinics within the Region.

Attend Central Region Ringette Association meetings and provide a report.

Book and find a host for clinics, including booking instructors, setting and collecting fees, and providing resources.

Provide a written report at both Standing Committee meetings.

Submit a financial statement to the Central Region Ringette Association Treasurer at the end of each season.

APPENDAGE 7 LEAGUE COORDINATOR 'S RESPONSIBILITIES (NEW 1995)

Govern the operation of the Central Region League.

Chair all meetings called by the league and report back to the Central Region Committee.

Important Dates - Timetable

ARTICLE 12 TIMETABLE AND DEADLINES

To come in line with O.R.A. each year:

- *September 1: Executive & Coordinator lists, 30 copies*
- *October 1: Regional and League Fees Due, no exceptions.*
- *November 15: All Associations within Central Region MUST send in a Player list and all Team lists, AAA, AA, A, B, C, CORL, International, Tournament Teams, House Leagues to the O.R.A. office. THIS IS A MUST.*
- *January 8: Player movement on change of information forms must be finalized by January 8 of each year. No transfers will be allowed after this date. Final team registration forms with a deposit of \$50 per team are to be sent to the G&T Coordinator . These team registration forms and deposit must come through the Home Association. TEAMS FOR PRELIMS are to be declared with payment of fees to the G&T Coordinator in full.*
- *February 1: Balance of Regional entry fee is due. There is no extensions. Payment to the GET Coordinator.*
- *February 5: Final date to withdraw. Entry fee will be retained after this date.*

5. Meetings and Administration

ARTICLE 13 AGENDAS & ORDER OF BUSINESS

The order of business at all regular and annual meetings shall be presented by the Chairperson's Agenda. This Agenda shall be approved by the Committee.

ARTICLE 13.1 AGENDA

The order of business at all REGULAR and ANNUAL GENERAL MEETINGS shall be as follows:

APPROVAL OF AGENDA

CHAIRPERSON'S ADDRESS (AGM ONLY)

READING AND CONFIRMING MINUTES

CORRESPONDENCE

COMMITTEE REPORTS

TREASURER'S REPORT AND PASSING ACCOUNTS

GENERAL BUSINESS

CHANGES OR AMENDMENTS TO PROCEDURES (AGM ONLY)

ELECTIONS (AGM ONLY)

ADJOURNMENT

ARTICLE 13.2 PLACING ITEMS ON THE AGENDA

Any Committee member wishing to raise discussion under the heading of General Business must have item placed on the Agenda prior to the meeting. This may be done by contacting the Chairperson. NO EXCEPTIONS.

ARTICLE 13.3 AUTHORITY TO REFUSE

The Chairperson has the authority to refuse discussion on an item not on the Agenda.

6. Procedural Changes

ARTICLE 14 AMENDMENTS OR CHANGES

All procedural changes made by motion at the Regular Committee Meetings shall automatically be placed in the Procedures of Central Region without going through the Annual Meeting.

All other proposed changes or amendments MUST be made to the Secretary by REGISTERED MAIL no later than sixty (60) days in advance of the Annual General Meeting. The Secretary shall in turn notify all members of such proposed changes and amendments.

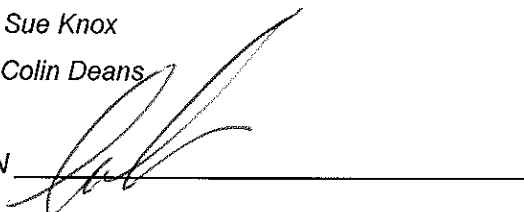
Any amendments properly placed before the Annual General Meeting, provided they do not conflict with ORA policies and regulations, must be voted upon and may not be withdrawn from the Meeting.

7. Printings

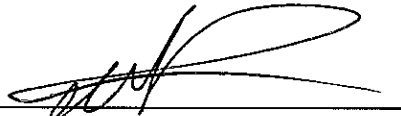
ARTICLE 19 PRINTING OF PROCEDURES

- 1st Mar. 6/83 signed by Denise Marsh & Larry Kendall
- 2nd Jan. 14/84 signed by Denise Marsh & Larry Kendall
- 3rd Mar. 25/84 signed by Denise Marsh & Larry Kendall - corrections
- 4th Apr. 21/85 signed by Alex Bell & Larry Kendall - amended
- 5th Apr. 30/86 signed by Gord Bell & Larry Kendall - amended
- 6th Aug. 8/87 signed by Gord Bell & Larry Kendall
- 7th Apr. 16/88 signed by Gord Bell & Larry Kendall
- 8th Jun. 12/89 signed by Gord Bell & Larry Kendall
- 9th Nov. 5/89 signed by Gord Bell & Larry Kendall
- 10th Aug. 26/90 signed by Gord Bell & Larry Kendall
- 11th Nov. 24/91 signed by Tom Ellis & Larry Kendall
- 12th Sept. 1992 signed by Tom Ellis & Larry Kendall
- 13th Aug. 1/93 signed by Tom Ellis
- 14th Aug. 7/94 signed by Tom Ellis (updated only)
- 15th Jul. 1/95 signed by Bruce Henderson & Harold Priest
- 16th Oct. 1998 signed by Sue Knox & Diane Gailitis - amended
- 17th May 1999 signed by Sue Knox
- 18th July 2017 signed by Colin Deans

SIGNED BY CHAIRPERSON



SIGNED BY EXECUTIVE MEMBER



DATED @

10/Jul/17