

**Gloucester and Area Adult Ringette League (GAARA)**  
**OPERATIONAL PROCEDURES**  
**Administration**

**Contents**

ADMINISTRATION .....	2
<b>1.0 BOUNDARIES .....</b>	<b>2</b>
<b>2.0 GOVERNANCE .....</b>	<b>2</b>
<b>3.0 LEAGUE OPERATION .....</b>	<b>2</b>
<b>4.0 SKILL DIVISIONS .....</b>	<b>3</b>
<b>5.0 DUTIES OF THE BOARD .....</b>	<b>3</b>
Directors .....	3
Board Observers .....	5
<b>6.0 STANDING COMMITTEES .....</b>	<b>6</b>
<b>7.0 TEAM REPS .....</b>	<b>8</b>
<b>8.0 PROTESTS AND GRIEVANCES .....</b>	<b>9</b>
<b>9.0 APPEALS .....</b>	<b>9</b>

# ADMINISTRATION

## 1.0 BOUNDARIES

- 1.1 GAARA is situated within the Eastern Region of Ringette Ontario and includes the geographical area known as the National Capital Region (NCR) (as defined by the National Capital Act (R.S.C., 1985, c. N-4).
- 1.2 Eastern Region includes communities within the boundaries of the City of Ottawa; Counties of Hastings, Lennox and Addington, Frontenac, Leeds, Grenville, Stormont, Dundas, Glengarry, Prescott, Russell, Lanark, and Renfrew.

## 2.0 GOVERNANCE

- 2.1 The governing rules of GAARA shall be the Gloucester and Area Adult Ringette Association Bylaws and Operational Procedures.
- 2.2 The Operational Procedures shall consist of the following documents:
  - a) Administration
  - b) Team Eligibility & Registrants Policy
  - c) Financial Policy
  - d) Team Contract
  - e) Appeals Policy
  - f) Confidentiality Policy
  - g) Respect for On-Ice Officials Policy
  - h) League Rules and Regulations
  - i) Board Conflict of Interest Policy
- 2.3 GAARA shall also follow the [Ringette Ontario Policies and Codes of Conduct](#), as they apply to adult ringette.

## 3.0 LEAGUE OPERATION

- 3.1 GAARA league is open to 18+ teams registered with Ringette Ontario (RO) either through GAARA or other Ringette Associations located within Eastern Region.
- 3.2 GAARA may accept teams registered with Ringette Quebec through local ringette associations in Western Quebec.
- 3.3 All teams in the GAARA league shall play under the rules and regulations set down by Ringette Canada (RC), RO [Ringette Quebec (RQ) for teams registered in the province of Quebec], and GAARA as specified here under.

## 4.0 SKILL DIVISIONS

- 4.1 GAARA offers a female-only league partitioned into five skill divisions as follows:
- 4.1.1 A: High-performance level of play which aligns with the minor A/AA divisions.
  - 4.1.2 BB: Regional level of play that was created to provided a place for A level players who no longer desire to play competitively as well as for stronger B level players
  - 4.1.3 B: Regional level of play which aligns with the minor B division.
  - 4.1.4 C: Regional level of play which aligns with the minor C division.
  - 4.1.5 Development (D or Dev): Enjoyed by adult players new to the sport or those who may have started skating and playing as an adult.
- 4.2 Consideration will be given to establishing a co-ed division (at any skill level) if there is a minimum of 4 teams registering to play co-ed and does not impact the viability of any female-only division of the same skill level.
- 4.3 Consideration will be given to establishing male-only divisions (at any skill level) if there is a minimum of 4 teams seeking to register at the same skill level.
- 4.4 If there are insufficient number of teams registered at a given skill level, the Board reserves the right to not host that division for the playing season.
- 4.3 Where enough teams have registered, the Board may establish upper and lower caliber sub-divisions within a skill division or across 2 skill divisions.
- 4.4 Consideration will be given to establishing a 35+ (Masters) division (at any skill level) if enough teams have registered at the same skill and age level.

## 5.0 DUTIES OF THE BOARD

The Board has assigned the following specific duties to the Directors and Board Observers:

### Directors

Directors are required to be in attendance at GAARA Board Meetings, Annual General Meeting, and the all Members meetings.

- 5.1 President:
- a) exercises the power and authority of the Board in the case of an emergency; all such decisions shall be reviewed at the next Board meeting;
  - b) appoints committees/ad hoc committee members, on behalf of the Board, as required, and oversees the operations of said committees;
  - c) chairs, or appoint the chair, of all committees/ad hoc committees;
  - d) is a signing officer of the association;
  - e) approves the draft minutes and the agenda prior to distribution to the Board;
  - f) attends, or appoints a designate, the meetings of the Eastern Region Ringette Association (ERRA) and/or Ringette Ontario (RO). Relay any pertinent information from these meetings to the Board and general membership; and
  - g) prepares and submits a year-end report to GAARA and ERRA.

- 5.2 Vice-President - **Administration:**
- a) under the direction of the President, oversees the functioning of such committees as the President may designate;
  - b) is the listed point of contact on the GAARA website and forwards all queries to the appropriate Board member;
  - c) assumes the duties of the President in their absence,
  - d) is a signing officer of the association.
- 5.3 Vice-President – **Operations:**
- a) oversees the operations of the league which includes:
    - i. chair the League Operations Sub-committee
    - ii. recruit the League Operations sub-committee members
  - b) serves as the liason between the League Operations sub-committee and the Board and report on any issues, concerns, and comments that have arisen within the league that have been reported to any member of the league sub-committee
- 5.4 Secretary:
- a) books facilities for all GAARA meetings
  - b) takes and prepares the minutes for all GAARA meetings
  - c) prepares, in consultation with the President, and distributes the agenda for all meetings (Board and Members)
  - d) issues the approved draft minutes to the Board, 10 days prior to each BOD meeting
  - e) maintains the official records of GAARA
- 5.5 Treasurer:
- a) pays all approved expenses/invoices, as authorized by the Board  
The following do not require Board approval for payment:
    - Ice contracts
    - Eastern Region Ringette Referees (ERRR) payments
    - RO Membership fee
    - Scheduler's honorarium
    - Expenses/invoices under \$100
  - b) is a signing authority for the association;
  - c) assist the Tournament Chair with the preparation of the annual Silverspoon tournament budget; and
  - d) ensures all players registering as affiliates have remitted their GAARA fees before they register in RAMP;
  - e) provides information to, and assists, the auditors, if appointed.
- 5.6 **Membership Services:**
- a) provides instruction to the general membership with respect to the registration process, including deadlines for players, teams, and bench staff;
  - b) ensures that all teams, players, bench staff members, Board members, and other volunteers, registering through GAARA, are registered in the RAMP registration system by the published deadlines;
  - c) ensures all players registering as affiliates have completed their registration in RAMP before they are listed on the GAARA website;

- d) in conjunction with the Treasurer, ensures the appropriate payment is remitted to RO and/or ERRA for player, bench staff and Board membership dues and insurance, when applicable; and
- e) in collaboration with the League Scheduler, ensures that risk management and safety audit forms are submitted to ERRA for all rinks utilized by GAARA which are not utilized by ERRA minor teams.

## Board Observers

### 5.8 Chief Statistician:

- a) recruits, oversees, and chairs the Stats sub-committee;
- b) maintains current league statistics and team standings at each level of play, in the RAMP system;
- c) provides updates for inclusion in the minutes for all Board meetings;
- d) at the start of each playing season, provides all team reps with their team web admin login credentials and RAMP TEAM codes; and
- e) provides a “fine” report to the Treasurer, by team, on December 15, March 1 and within 1 week following the completion of the playoffs.

### 5.9 League Scheduler shall:

- a) reports to the President of GAARA;
- b) completes and submit the City of Ottawa Ice application to obtain ice contracts for the upcoming playing season for teams using GAARA ice, Silverspoon Tournament and for Championship Finals, in accordance with the deadlines imposed by the City;
- c) establishes the due date for ice times from teams providing their own ice
- d) ensures receipt of the preliminary list of ice times/location from the teams providing their own ice by the published deadline;
- e) reviews all available ice and determine what will not be required, return to the city and/or the individual teams all ice that will not be required by the Return date deadline;
- f) obtains a copy of the final ice contracts from all teams providing their own ice;
- g) prepare fall schedule for review by August 15th and winter schedule for review by September 30<sup>th</sup>;
- h) prepares playoff schedule, for any division with playoffs, for review by January 15<sup>th</sup>;
- i) prepares and upload the league and playoff schedules in RAMP using the RAMP import file;
- j) provides the ERRA ref assignors the league and playoff schedule using the Arbitor upload file;
- k) provides to the Treasurer the list of teams using GAARA ice, by July 15;
- l) in conjunction with the Chief Statistician, maintains the list of game cancellations, and defaults.
- m) reschedules games, when eligible, in a timely fashion; and
- n) in collaboration with the Registrar, ensures that risk management and safety audit forms are submitted to ERRA for all rinks utilized by GAARA which are not utilized by ERRA minor teams.

5.9.1 if necessitated by the workload, the Board may recommend that more than one League Scheduler be appointed and that the responsibilities be divided accordingly.

5.9.2 the League Scheduler qualifies for an honorarium. The amount will be set annually by the GAARA Board.

5.10 Referee-in-Chief:

- a) liaise with Ringette Canada, RO and ERRA (Eastern Region) counterparts on matters related to officiating;
- b) provide advice to GAARA on current RO rules and regulations and their interpretation;
- c) coordinate rules clinics upon request of the GAARA Board with ERRA;
- d) in collaboration with other members of the GAARA Board, address issues that arise between officials, players, and team staff; and
- e) receive notice of game cancellations, from the team reps, and advise the ERRA assignors so that the on-ice officials assigned to the game can be notified;
- f) **schedule referees for the Annual Silverspoon Tournament.**

5.11 Tournament Chair:

- a) recruits, oversees, and Chair the Tournament Committee;
- b) provides tournament dates and ice requirements to the League Scheduler prior to the City's deadline for ice allocation submissions;
- c) prepares and submits the RO Sanctioned Event Application form;
- d) attends the ERRA Tournament Host meeting;
- e) prepares the tournament budget, **in conjunction with the Tournament Committee and Treasurer**, and submits to the Board for approval;
- g) in conjunction with the Tournament Committee, organizes all aspects of the Silverspoon tournament;
- h) provides monthly updates at GAARA Board meetings; and
- i) provides the Treasurer with all invoices for payment.

5.12 Web Administrator:

- a) maintains the website (RAMP) and ensures the content is current. This includes (but is not limited to):
  - providing access to Board members who are responsible for their own content update
  - creating and posting news articles
  - maintaining Board Contact list
  - maintaining Team, Minor Officials and Spares Contact lists
- b) maintains the GoDaddy account to ensure that the GAARA domain name does not expire; and
- c) maintains **and assigns the league email** addresses associated with the Team Contacts and the Board members

## 6.0 STANDING COMMITTEES

6.1 **League Operations Sub Committee**

- a) shall be chaired by the Vice-President – Operations
- b) members of the League Operations Sub-Committee shall be selected by the Vice-President – Operations and shall consist of a representative for each division ;
- c) committee members are the liaison between the players/teams and the GAARA Board and provide guidance with regards to the league rules and regulations (or direct to the appropriate Board member).
- d) report back to the Board on any issues, concerns, and comments that have arisen;

- e) monitors one (1) game for each team during the season and submit to the Board, prior to the AGM, and recommended skill level/division changes;
- f) encourages all players from their division to attend GAARA meetings and to participate in the running of GAARA; and
- g) reviews divisional schedules prior to release (fall, winter, and when applicable, playoff schedules).

## 6.2 Tournament Committee

- a) Shall be chaired by the Tournament Chair
- b) consists of the Tournament Chair and such other members of GAARA and its teams as is deemed necessary
- c) the Tournament Chair will recruit the Tournament Committee members
- d) the Tournament Committee shall be responsible for organizing and running the annual Silverspoon Tournament; and
- e) prepares the budget, in conjunction with the Treasurer, in order to determine the recommended registration fees.

## 6.3 Grievance/Disciplinary Committee:

- a) The chair shall be appointed by the President by the August BOD meeting;
- b) shall consist of a panel of three (3) persons: the Chair, Referee and Chief and one (1) other person, to be selected from a pre-established list (the list to be prepared by the Board and may include any member of GAARA) by the Chair of the Committee.; and
- c) shall be responsible for decisions regarding game protests, grievances, and disciplinary actions.

## 6.4 Appeals Committee

- a) Shall be chaired by the President. If a conflict of interest occurs it shall be chaired by the Vice President - Administration;
- b) the Chair shall assemble a committee of 3 or 5 members from the Board or GAARA membership;
- c) the Chair shall establish the date, time, and location of the Appeals Committee meeting. The meeting may be held in-person or through teleconference; and
- d) the Chair shall document the decision of the Committee and provide the Appellant with a written Appeal Decision letter within 72 hours of the Committee's decision. The notification shall be done via email to the email address provided by the appellant.

## 6.5 Stats Sub Committee

- a) Members of the Stats Sub Committee shall be selected by the Chief Statistician
- b) the recommended make-up of the committee is one statistician per division, the Chief Statistician has the discretion to propose a different configuration
- c) responsibilities of each member shall include:
  - tracking misconduct, match, major and unsportsmanlike penalties;
  - monitoring games for defaults;
  - monitoring the online gamesheet for player eligibility;
  - tracking the use of spares, their eligibility and marking of in the gamesheet APP
  - verifying, in RAMP, the game report within 72 hours of the completion of the game

- advising the Disciplinary Committee chair when suspensions are in order; and
- maintaining a record of team infractions that result in fines as specified in the GAARA Operational Procedures.

#### 6.5 Player Evaluation Committee (PEC)

- The President shall serve as the Oversight Chair and will only be involved in a player evaluation decision when there is a conflict of interest;
- the Administrative Chair of the PEC shall be appointed by the President at the June BOD meeting;
- shall consist of a panel of three (3) or five (5) persons: the Administrative Chair, and two or four other persons, who will be selected at the June Board meeting.
- shall evaluate the players in accordance with the Team Eligibility & Registrants Policy and Section 2 of the Operational Procedures – League Rules and Regulations,
- if additional information is required from a player, the Administrative Chair of PEC will be responsible for reaching out to the player in question
- the Committee must have 2/3 majority agreement as to the skill level of the player
- conditional acceptance shall only be granted on the rare occasion. When such acceptance is provided, the subsequent re-evaluation shall be based on an in-person/on-ice evaluation during a game(s). The re-evaluation is not required to be conducted by a member of PEC. The President, as Oversight Chair, shall select the re-evaluation team.
- the Administrative Chair shall advise the player and team of the decision of the Committee

### 7.0 TEAM REPS

7.1 Each team playing in GAARA shall select two (2) team reps.

7.2 The team reps shall:

- serve as the point of contact for their team;
- ensure that their team is represented at all GAARA General Meetings;
- review the GAARA Bylaws and Operational Procedures with all members of their team before the first league game;
- notify all members of their team as to the date and location of all General Meetings and encourage them to attend;
- ensure team, players and bench staff are registered in accordance with the registration process (including pre-registration) and deadlines;
- ensure all team fees, bonds and any other monies owed are remitted to the Treasurer in accordance with posted deadlines;
- raise any concerns with their Division rep;
- keep team informed of any decisions made by the Board that impacts the playing season;
- for teams providing their own ice, ensure the ice time schedule (and copy of final ice contract) has been provided to the Scheduler by the set deadlines; and
- sign the team contract at the start of each year, agreeing to the conditions of the contract.



## **8.0 PROTESTS AND GRIEVANCES**

- 8.1 On-Ice Officials (referee) decisions cannot be protested.
- 8.2 Game protests or grievances must be made verbally to the President, Vice President, or Secretary no later than 24 hours after the occurrence of the protested or grieved issue.
- 8.3 A written report substantiating the protest or grievance must be filed with the Grievance/Disciplinary Committee Chair no later than 48 hours after the verbal notification.
- 8.4 All protests and grievances shall be considered by the Grievance/Disciplinary Committee within seven (7) days of receipt of the written notification.

## **9.0 APPEALS**

- 9.1 Only decisions of the Board related to the following are eligible to be appealed unless noted otherwise:
  - a) Conflict of Interest
  - b) Discipline & Complaints
  - c) Application of League Rules & Regulations
- 9.2 Decisions related to the following cannot be appealed:
  - a) The Rules of Ringette
  - b) League Fees
  - c) On-ice Officials (referee) decisions
  - d) League Tie-Breaking decisions
  - e) Disciplinary decisions as noted in Section 13 of the League Rules & Regulations. Any appeal of a decision by the Grievance/Disciplinary Committee shall be processed as per Section 13.7 of the League Rules & Regulations (except rules of Ringette)
- 9.3 In all cases of suspension, the suspension shall remain in effect until the appeal is decided upon by the Appeals Committee.
- 9.4 The right to appeal the decision of the Appeal Committee to the Eastern Region Ringette Association (ERRA), Ringette Ontario (RO) and Ringette Canada remains as always.
- 9.5 Appeal Process: The Appeal Process shall be in accordance with the GAARA Appeal Policy.