



CONSTITUTION AND BY-LAWS OF THE GODERICH RINGETTE ASSOCIATION



April 2016

The Constitution and By-Laws of the Goderich Ringette Association as ratified by the members of the Association at the Annual General Meeting held April 16, 2009 and amended April 19, 2016.

DRAFT#3 February 18, 2016



-- CONSTITUTION --

1. NAME AND AFFILIATIONS

- 1.1 This organization will be known as the Goderich Ringette Association (hereinafter "GRA").
- 1.2 This organization will be a member in good standing with the Western Region Ringette League (WRRL), the Western Region Ringette Association (WRRRA) and the Ontario Ringette Association (ORA).
- 1.3 The organization team name will be known as the Goderich Ringette Ice Crushers.



2. OBJECTIVES

- 2.1 To promote the opportunity for all interested youth in the Town of Goderich and surrounding area to participate in the sport of Ringette as a recreational activity.
- 2.2 To formulate and administer policies beneficial to the development and pursuit of the game of Ringette in Goderich and surrounding area.
- 2.3 To encourage fun, sportsmanship, team play and a healthy competition in games.
- 2.4 To establish the highest standards of sportsmanship and friendliness for participants, officials, spectators and visitors.
- 2.5 To encourage participation for the benefit of all.
- 2.6 To recruit and develop a capable, competent team of officials, coaches, managers and other leaders as required.
- 2.7 To ensure a safe and positive environment within GRA business, programs, activities and/or events by making all individuals aware that there is an expectation of appropriate behaviour at all times. Any inappropriate conduct arising within the GRA business, programs, activities and/or events will be dealt with using the policies and procedures of the GRA, the WRRL, the WRRRA and the ORA.

3. BY-LAWS

- 3.1 The By-Laws of the Organization are appended to and form part of this Constitution.

4. CODE OF CONDUCT

- 4.1 The WRRRA Code of Conduct for parents, players and coaches shall be distributed and posted on the GRA website.



-- BY-LAWS--

1. MEMBERSHIP OF THE ASSOCIATION

- 1.1 Membership shall be available to parents or legal guardians of players, players over the age of 18, team officials, elected officers and other officials appointed by the elected Directors of the GRA who are members in good standing.
- 1.2 Membership in good standing is defined as any member who is not currently suspended and whose registration and any other monies owed are not in arrears.

2. DIRECTORS

- 2.1 The Board of Directors shall consist of fifteen (15) volunteer Directors:
President Vice President
Treasurer Registrar
Secretary Past President
Statistician Ice Schedule Coordinator
Fundraising Coordinator Referee Coordinator
Communications Manager Equipment Manager
Player Development Manager Tournament Chair
Association Liaison (Western Region Representative)
- 2.2 Quorum at Board meetings shall be eight (8) Directors
- 2.3 The Executive of the Board shall consist of the four Directors who are the designated signing officers of the organization; they are empowered to act on behalf of the entire Board where time does not permit a Board meeting to be scheduled, and in other exceptional circumstances:
President
Vice President
Treasurer
Secretary
- 2.4 Any two (2) Executive signatures are required to issue any cheque written on the GRA account.

3. CONSTITUTION AND BY-LAW AMENDMENTS

- 3.1 The Constitution and By-Laws may be amended by a 2/3 majority of members present at an Annual General Meeting or a General Meeting called by a simple majority of the membership.

4. GENERAL MEETINGS

- 4.1 At least one General Meeting, open to the entire membership, shall be convened annually at the end of the playing season. Notice of such meeting to all members shall be made fourteen (14) days prior to any Annual General Meeting.
- 4.2 All Members in good standing (as defined in Article 1 of the By-Laws) shall be



entitled to a vote at the Annual General Meeting or any other meeting convened where the general membership has been invited.

4.3 The number of eligible votes carried by a parent or legal guardian shall be determined by the number of players they have registered in the Association.

4.4 The Board Chair for any General Meeting shall vote only in the event of a tie.

5. ELECTION OF DIRECTORS

5.1 All Directors shall be elected annually by the Membership at the end of the playing season at the Annual General Meeting.

5.2 The length of term for Directors shall be determined by the interval between Annual General Meetings or approximately one fiscal year for the organization.

5.3 Any position that becomes vacant during the year may be filled by the Directors on an interim basis, for the balance of the year.

6. RESPONSIBILITY OF DIRECTORS

6.1 The Directors shall assume full responsibility for the operation of the GRA.

6.2 The Directors shall enforce adherence to the GRA Constitution, By-Laws and regulations.

6.3 The Directors are responsible for developing good public relations with parents, children, volunteers, the media, and the general population, thereby promoting the sport of Ringette as a positive and healthy activity.

7. LIMITED LIABILITY OF DIRECTORS

7.1 Every Director of the GRA or other person who has undertaken or is about to undertake any liability on behalf of the Association, and their heirs, executors, administrators and estates and effects respectively from time to time shall at all times be indemnified and save harmless, out of funds of the GRA from and against:

a) all cost, charges, and expenses whatsoever which such Director or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect or any act or deed, matter or thing whatsoever made, done or permitted by him in or about the execution of his duties or in respect of such liabilities.

b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own willful neglect or default.

7.2 No Director of the GRA shall be liable for the acts, receipts, neglects or defaults of any other Director or employee or for joining in any receipt or act for conformity or for the loss, damage or expense happening to the GRA, or loss or damages arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, damage, or misfortune whatever which may happen in respective office or trust or in relation thereto unless the same shall happen by or through his own willful act or his own willful default.



8. BOARD MEETINGS

- 8.1 The Board shall meet monthly during the regular Ringette season or as scheduled by the President or Secretary to conduct business of the GRA.
- 8.2 Any Director who fails to attend three (3) consecutive meetings without a valid reason shall be deemed to have vacated their position and that position shall be filled for the remainder of the year by appointment by the remaining Directors from the membership.
- 8.3 All Directors shall declare any conflict of interest, fiduciary or otherwise, at the beginning of any meeting and shall absent themselves from discussion and voting on any matters surrounding such conflict of interest.
- 8.4 Each Director carries one vote at Board meetings, except the President, who shall vote solely to break a tie.

9. DUTIES OF DIRECTORS

- 9.1 **The President** is the Chief Executive Officer, presiding at all Board, Executive, Annual and General Meetings and ensuring that the organization is functioning effectively and that the Directors are fulfilling their responsibilities. The President is an ex-officio member of any committees that may be formed in the GRA, represents or designates representation by the GRA at meetings of the WRRL and WRA and shall ensure that all directives and resolutions from official meetings are carried into effect. The President may act independently where time does not permit Board or Executive approval, but must be prepared to account for any decisions at the next Board Meeting.
- 9.2 **The Vice President** assists the President and fulfills the duties of the President in his/her absence. The Vice President shall be aware of the duties of all other members of the Executive and assist where requested.
- 9.3 **The Treasurer** keeps complete and accurate records of all receipts and disbursements, makes regular reports on the financial situation of the GRA and reports at all Board meetings all transactions made from the date of the previous meeting and shall report the current financial position of the GRA. The Treasurer prepares a budget for the season, updating it as necessary and prepares a complete financial statement to be presented at the Annual General Meeting. The Treasurer receives all mail, literature, parcels, etc. on behalf of the GRA and ensures the President is informed promptly of any matter requiring immediate attention.
- 9.4 **The Registrar** is responsible for complete and accurate records of all registration of participants, including verifying birth dates for new players and completing and submitting Team Registration Forms (TRFs) to the ORA.
- 9.5 **The Secretary** records the minutes of all GRA meetings, including motions and voting on all issues. Minutes of Executive Meetings shall be distributed to the Directors within 14 days.
- 9.6 **The Past President** acts in an advisory capacity to the President and other Directors of the GRA. The Past President shall assist the President and Vice



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- President in their duties and other tasks as may be assigned from time to time by the Board.
- 9.7 **The Statistician** retrieves GRA score data for all regular, post-season and tournament games and reports to the WRRRA website, according to requirements. The Statistician emails the President of the GRA and the Games and Tournament Chair of the ORA any game sheet recording a forfeit.
- 9.8 **The Ice Schedule Coordinator** is responsible for acquiring, allocating and controlling GRA ice usage for all games, practices, playoff schedules and the GRA fall tournament. The Coordinator ensures the GRA request for ice time is submitted well in advance to the Town of Goderich and attends the Ice Allocation Meeting at the Town's Recreation Department. The Coordinator attends all district/regional scheduling meetings to facilitate and organize inter-Association play. In the event of a game or practice cancellation, the Ice Schedule Coordinator shall find use for the ice time.
- 9.9 **The Fundraising Coordinator** is responsible for managing fundraising programs and activities to meet the financial obligations and requirements of the GRA, in consultation with the Treasurer. Working with the Board and Team Representatives, the Coordinator sets fundraising goals and plans and recruits volunteers to ensure all necessary work is achieved.
- 9.10 **The Referee Coordinator** is responsible for scheduling referees capable of providing quality officiating at each age level for all local games and recruitment of new local referees from the local Association area. The Coordinator shall obtain all team schedules, draw up a schedule of officials for every game and supply each official with a schedule of their games including place, date and time. He/she shall be responsible for paying the officials an amount per game determined by the Board. He/she shall assist local officials with upgrading opportunities and inform them of Referee clinics to attend.
- 9.11 **The Communications Manager** is responsible for all advertising and promotion of Ringette in the community, including registration opportunities, and ensures regular GRA team submissions appear in the local media and that the GRA website contains current information.
- 9.12 **The Equipment Manager** is responsible for ensuring all teams are supplied and maintained with home and away jerseys and goal-keeper equipment, for informing the Board when purchases need to be made, and for ensuring that the property of the GRA is appropriately stored during the off-season.
- 9.13 **The Player Development Manager** coordinates a variety of enhancement activities for all participants with the aim of improving the skills and play level across the GRA, for example, PowerSkating classes, goal-keeper schools and player conditioning training. Implements and supervises the Skill Matrix.
- 9.14 **The Tournament Chair** coordinates the annual Goderich Ringette Tournament, usually held at the end of October each year. A partial list of these activities includes: ensuring sufficient ice time is reserved for the event, recruiting volunteer leaders for areas of responsibility, such as registration, fundraising and local business participants, promoting the tournament through the ORA and soliciting team entries.



9.15 **The Association Liaison (Western Region Representative)** coordinates messages to all Team Representatives to ensure that the GRA's objectives and deadlines are clearly understood. The Liaison is responsible for coach's clinics, and to be a liaison between coaches, parents, Team and Parent Representatives and the Board. The Liaison assists in the acquisition of coaching and first aid certificates at all levels of the GRA and is be aware of expiry dates for coaches. The Liaison tracks coach's numbers and information, assists in recruiting candidates for coaching positions, makes arrangements to provide the necessary training clinics for coaches and trainers and coordinates delivery of those programs. The Liaison will attend at least one home game per division each season for observation and to touch base with coaches. The Liaison will initiate and collate police checks for staff on bench, and make sure coaches fill out and hand in activity logs to be submitted at the end of each season.

10. REGISTRATION FEES

- 10.1 Registration fees for each playing season will be established by the Executive. Payment arrangements are available on an as needed basis.
- 10.2 An additional fee may be assessed to cover the registration fee of players in the ORA, equipment, fundraising or other financial requirements.
- 10.3 Fundraising fees will be announced at the time of registration

11. GENERAL REGULATIONS

- 11.1 At all times on the ice, players and coaches must wear appropriate protective equipment in a good state of repair.
- 11.2 Non-registered players are not permitted on the ice during GRA scheduled times.
- 11.3 Each team shall have a carded female adult (18 years or older and not a player on the team) as part of the team's staff.
- 11.4 Length of periods and ice schedules may be established to make the best use of ice time.
- 11.5 Reservation of additional ice time outside the normal GRA time blocks is the sole responsibility of the Ice Schedule Coordinator.
- 11.6 Age groups may be rearranged to provide balanced teams where necessary.
- 11.7 GRA players will be outfitted in similar type uniforms.
- 11.8 All people involved in the games will strive to educate participants and fans of the GRA's philosophy towards good sportsmanship, with the goal of having model spectators and players representing the GRA. Conduct detrimental to the sport shall result in sanctions against any person involved in such behaviour, including suspension or expulsion, at the discretion of the Executive.