



Hamilton Ringette Association

Bylaws

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Bylaw 1

Bylaws

1.01 Bylaws

Bylaws shall be established by majority vote of the Board to provide detailed direction on the interpretation and application of the Constitution and to address key issues facing the operation of the Association.

Proposed Bylaws and revisions will be posted in advance of the Board meeting during which they will be discussed and voted upon.

Bylaws are subject to formal ratification at the next Annual General Membership by a majority vote of the membership present.

Bylaws not ratified by the membership at such meeting will be deemed to be invalid.

Bylaw 2

Policies

2.01 Policies

Policies will be created by the Board and ratified by a majority vote of the Board.

Policies will provide guidance on day to day operational matters of the association.

Once ratified by the Board, Policies will be posted in a conspicuous location for all members to access.

Bylaw 3

Board Responsibilities

3.01 Board Responsibilities

The duties of the board will be to administer the business of the HRA.

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3.02 Board Member Responsibilities

(i) President – Core Executive

- The President shall be responsible for the conduct of the League in strict conformity to the Rules and the Local Rules, as agreed to under the conditions of charter issued to the League
- The President shall present a report of the condition of the League at the first board meeting
- The President shall investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board. They shall also enforce and disciplinary actions required
- The President shall be responsible to nominate persons to fill Board vacancies, subject to the approval of the Board, in the case of positions becoming vacated mid season or being left unfilled during the AGM
- The President may appoint special committees, as deemed necessary. These committees are advisory, unless empowered otherwise by the Executive Board (Core Executive)
- The President, or such other officers as is designated in writing, shall have the power to make and execute for and in the name of the League, such contracts and leases as may have received the prior approval of the Board
- The President shall be responsible for conducting the affairs of the League and for executing its policies established by the Board; and
- The President, at the end of their term, shall see that all official documents, property, and such other documents as they deem appropriate, are transferred to the new President, and that all officers do likewise in a timely fashion vi. Be the responsible BOD member to facilitate Opening and Closing day activities.
- Be responsible to work directly with the City of Hamilton Health and Safe Communities Recreation Department in regards to ALL Arena maintenance being used by Hamilton Heat Ringette for games and activities.
- Responsible for maintaining the permit of ice time and communicating schedule with appropriate city staff
- Will create an ice time schedule and relay it to the SRRA and Division Convenors
- Will support all members of the HRA, Board and Core Executive as required
- The president will also be the HRA representative to the Southern Region Ringette Association or may appoint an authorized delegate.
- The president shall vote only in the case of a tie at all meetings over which they preside.

(ii) Vice President – Core Executive

- The Vice President shall assist the President in the execution of their duties.
- The Vice President shall ensure all refereeing requirements are coordinated with the Referee In-Chief or any other necessary individual.
- The Vice President will fulfil the duties of the president if the president is unable to perform the duties of the position
- The Vice President will be responsible for the rostering of all teams with the President and the Director of Player Development and Ringette Operations.
- Will be the one to communicate to the Director of Player Development & Ringette Operations any desire for a player to play out of their correct age division.
- The Vice President will appoint a convenor in any division that does not have a person elected at the AGM

(iii) Director of Player Development & Ringette Operations – Core Executive

- Report to ALL coaches all directives and rules of play, once approved by the Board of Directors
- Will create a close working relationship with the VP on all Ringette operation matters.
- Will work with ALL members of Hamilton Heat Ringette to ensure that the quality of Ringette within the association is the most efficient possible.
- Will determine the Ringette needs of players and coaches and help ensure that they are met. This includes but is not limited to organizing player and coach clinics
- Will have the authoritative voice in determining if a player can play within a division where they DO NOT meet the age requirements in conjunction with the President and VP
- Work directly with the Purchasing Director to procure the appropriate equipment and supplies needed for play from the start of the season
- Will ensure that all coaches and volunteers have obtained the necessary training and safety screening required to take part in HRA activities and functions
- The Director is also responsible for informing prospective coaches of all qualifications required by that position.
- It is the duty of the Director to be instrumental in the selection, performance review, training and record keeping of coaching staff in HRA.

(iv) Director of Sponsorship, Fundraising and Special Events

- Be responsible for obtaining sponsorships for the association and be responsible for the collection of such fees. This responsibility will require visits to the said sponsors store or business to articulate the sponsorship requirements.
- Will be the responsible Board member to facilitate Opening and Closing day activities.
- Work directly with the Registrar to determine how many sponsors will be needed for the upcoming season AND advise the Board of Directors how many sponsors will be needed.
- Work directly with the treasurer to ensure monies pertaining to sponsorship are collected in a timely fashion.

- Be responsible for the annual Skate-a-thon and all duties and schedules associated with it including volunteer assistance and collecting prize donations
 - Be responsible for Scheduling and organizing Picture Day for all teams
 - Be responsible for communicating and booking of all room rentals including but not limited to the venue for the year end AGM
- (v) **Tiger-Cats Fundraising Committee Director**
- Be responsible for the annual Hamilton Tiger Cat Fundraiser and point person for all duties associated with it.
 - Ensure proper tracking of all tickets and funds incoming and outgoing through auditable files
 - Obtain and organize all volunteers required for the sale of the 50/50 tickets
 - Communicate with the board any information pertaining to the fundraiser
 - Communicate with all members of the HRA with respect to ticket availability and sales requirements
 - Communicate with Tiger Cats staff and report any required information to the Board
- (vi) **Treasurer – Core Executive**
- The Treasurer shall receive all monies and securities, and deposit the same in a depository approved by the Board
 - The Treasurer shall keep a detailed record of all income and disbursements of all monies and securities to the League
 - Financial reporting will be the duty of the Treasurer and, if necessary, an approved accountant, for the League, as requested by the President or the Board
 - The Treasurer shall pay all duly authorized expenditures of the League and present a monthly income and expenditure report at the Board meetings submitting a copy to the President and Secretary
 - Be responsible on behalf of the Association that all fees and registration be received by the rightful parties and associations before the imposed deadlines.
 - Books of account shall be made available for any paying member
- (vii) **Registrar – Core Executive**
- Be responsible for registration for ALL levels of players within the Association
 - Be responsible for the registration fees and that they are collected accordingly.
 - Work directly with the Treasurer to ensure that registration fees are deposited accordingly.
 - Work directly with the Media Relations, Social Media & Website Coordinator to ensure that directions and proper communication on the website pertaining to registration is followed though to make the registration process easy for the members.
 - Ensure that all TRF's and required forms are submitted to the ORA and SRRA in a timely fashion. Also ensuring they are updated as required
 - Maintain and Update on the communication drive from the ORA/SRRA
 - The Registrar shall be responsible for verification of player eligibility
 - The Registrar shall will deliver copies of these forms to the proper coaches

- (viii) Secretary – Core Executive**
- Shall record the activities of the League, maintain appropriate files, lists, and necessary forms, such as Bylaws, amendments, Charter, insurance, etc., and perform other such duties as may be assigned by the President or the Board
 - The Secretary shall give notice of all meetings to all Board members at least one week in advance, with the exception of quorum meetings
 - The Secretary shall keep the minutes of membership and Board meetings
 - The Secretary shall be responsible for the distribution of the minutes of the previous meeting within one week of the next scheduled meeting
 - The Secretary shall be responsible to maintain the current Bylaws and Policies and its amendments, and shall advise the Board to review and/or revise the Bylaws and Policies at the first meeting after the annual AGM
 - Upon election to office, it shall be their duty to deliver to each board member a copy of the current constitution, bylaws and policies so that they in turn may know their duties.
- (ix) Purchaser**
- Be responsible for the procurement of quotes, ordering and purchasing of ALL uniforms.
 - Distribution of all uniforms prior to the season to the league convenors or coaches
 - Procure at least three (3) independent quotes from uniform and swag providers in order to maintain impartiality and fairness and to ensure that the best (not necessarily the least expensive) quote for uniforms is obtained.
 - Work directly with the Director of Player Development & Ringette Operations to ensure that the proper equipment and supplies are ordered prior to the start of the playing season and if required make purchases of all executive approved purchases during the playing season.
 - Prepare all financial figures of purchases to present at executive meeting for budgeting approval.
 - Responsible for the logistics of ALL purchases and coordinating with the necessary party of these purchases.
- (x) Media Relations, Social Media & Website Coordinator**
- Be responsible for all press releases and publicity dealing with activities of the Hamilton Ringette Association.
 - Responsible for creating and distributing all literature such as not limited to registration forms and program announcements and advertisements.
 - Be responsible for the daily maintenance of the website AND to ensure the league convenors and coaches are using the website to the fullest ability (ie: team and score updates).
 - Train coaches and convenors on how to properly manage the team portion of the website so members of the Association get the full use of the websites function.

- (xi) **Referee In Chief – Core Executive**
- Organize all referees within the Association
 - Schedule referees for all games once it has been requested from the league
 - Communicate with all referees all job duties, playing rules, training requirements and certification requirements.
 - Coordinate with Treasurer for payment of referee services.
 - Attend all meetings required by the ORA and SRRRA for officials
 - The Referee In Chief (RIC) is responsible for monitoring the performance of all association Referees throughout the season, and shall spearhead the training and upgrading of Referees under their jurisdiction.
 - The RIC shall keep a record of the qualifications of all HRA Referees.
- (xii) **Equipment Manager**
- Responsible for the dispersement and collection of all equipment on loan from the HRA; including but not limited to the LTS equipment lending program
 - Maintain complete records of all equipment being lent out by the HRA, as well as sale of any equipment ie: pants, sticks
 - Responsible to keep the ringette storage room organized throughout the season and to monitor all access to the room
 - Ensure that all equipment is in good working order; will communicate to the purchaser and the board if any equipment needs to be replaced
 - Ensure that there is sufficient supply of rings for all teams, making sure they are in acceptable playing condition
- (xiii) **Convenors**
- One convenor will be elected for each division
 - If no convenor is elected one may be appointed by the Vice President
 - Convenors will be responsible to relay any information from the board and monthly meetings to the membership and coaches of their division
 - Convenors will be responsible for updating all team sites in their division with schedules and other HRA information or mailings
 - Convenors will act as a liaison between the board and the members of their division
 - Convenors will be responsible for ensuring that all swag purchased for their division has been delivered and paid for; will communicate with purchaser on all orders and issues
 - Will be responsible to ensure all applications are correctly submitted for tournaments before the established deadlines.
- (xiv) **Past President**
- Will act as an advisor to the new President
 - Will ensure that all necessary forms and information are relayed to the new President, will also assist in the correct completion and submittal of these forms
 - Will be invited to attend and contribute to all board meetings in a non-voting capacity
 - The immediate Past President will be appointed into the position of Past President provided that this individual is interested in serving in the position

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- The Past President will serve in the position until replaced by a subsequent Past President who is interested in serving in the position

Remuneration of Board Members.

3.03 The Board Members of the HRA shall serve without remuneration and no Board Member shall directly receive any profit from his or her position as such; provided that a Board Member may be paid reasonable expenses incurred by him or her in the performance of the Board Member's duties.

Bylaw 4 *Team Colours*

4.01 Team Colours

Colours of the association will be red, white and royal blue.

Bylaw 5 *Rules of Play*

5.01 Rules of Play

The rules of play of the HRA will conform to the vignette rules set down in the Ringette Canada and Ontario Ringette Rule Book. Certain exemptions may be set for each year where the board sees fit to suit house league play. The exception will be made readily accessible to all parties involved.

5.02 Level of Play

The HRA shall strive to provide opportunities for all players to participate in both regional and provincial levels within the ice allocation provided by the City of Hamilton Health and Safe Communities Recreation Department.

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5.03 Right of Choice

The athlete's 'Right of Choice' will be applied to all players registered in the HRA. All players are encouraged to play at the level of their skill and according to the age group. Exceptions to this rule will be approved by the board on an individual basis per the request to the association by the player, parent or guardian.

No player may be forced to play at a higher classification against her wishes. Any coach or other registered bench staff who persuades, coerces, compels or offers inducements to any player to play for his/her team shall be subject to discipline review by the Discipline Committee and may be subject to suspension for up to one season.

Bylaw 6

Elections

6.01 Holding of Elections

Elections to the Executive Committee and Board of HRA shall take place at the annual general meeting as required.

6.02 Term of Office

No term shall be for more than two (2) years.

Bylaw 7

Conflict of Interest

7.01 Conflict

No member of the association, either at an Annual General Meeting or as a member of a committee of the association, may vote if he/she is involved with the issues at hand. The member must declare a conflict of interest immediately.

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Bylaw 8

Association Spokesperson

8.01 Spokesperson

Only the President, or designate, shall act as the spokesperson for the Association either with the media, or through formal correspondence.

Bylaw 9

Disciplinary Committee

9.01 Composition

The disciplinary chairperson shall select, for appointment by the board, four (4) active or life members of good standing, to serve on the Disciplinary Committee for a two (2) year term.

9.02 Purpose of Committee

The roles of the committee are to uphold the constitution and by-laws of the HRA and shall be responsible for ruling on all matters placed before them by the board committee.

9.03 Rulings/Decisions

Written decisions will be returned to the board within a maximum of fourteen (14) days upon receipt of the board request.

Decisions of the disciplinary committee may be appealed by notification to the board within fourteen (14) days. The board will render a decision at the next meeting.

Bylaw 10

10.01 Signing Authority

Two signing authorities are required on the bank account which will be the President and Treasurer. A third signing officer may also be added (to sign when either the President or Treasurer is unavailable), preferably but not limited to the Vice-President.

10.02 Banking

The Primary bank account is to be titled "Hamilton Ringette Association".

There will be a Secondary bank account for the purpose of OLG licensed fundraising. Each team in the HRA will be supplied with an account from the same institution and the HRA general account by the HRA treasurer.

The HRA President will be added to ALL HRA accounts as a signing authority.

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Bylaw 11 *Dissolution Clauses*

11.01 General Dissolution

In the event of the dissolution of the HRA, the distribution of the organizations assets and property will first revert to the sport's governing body, namely the Southern Region Ringette Association (SRRA). Should the SRRA no longer exist, the assets and property will revert to the Ontario Ringette Association.

11.02 Proceeds of Licensed Lottery Events

In the event of the dissolution of the HRA, the distribution of assets acquired from the proceeds of licensed lottery events must go to charitable organizations that are eligible to receive lottery proceeds in Ontario.

Amended August 2020