



RINGETTE ONTARIO
TEAM FORMATION OVERSIGHT OPERATIONAL COMMITTEE
TERMS OF REFERENCE (DRAFT)

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| NAME & TYPE | Team Formation Oversight Operational Committee |
| STAFF RESPONSIBLE | Operations Director appointed under the authority of the Executive Director. |
| PURPOSE | The Team Formation Oversight Committee is an operational committee of the Organization and will support the Ringette Ontario Operations Director with implementation of team formation changes, provide resources, and ensure policy alignment across Ontario. |
| COMPOSITION | <p>The Committee will be comprised of the following:</p> <ul style="list-style-type: none"> • RO (Ringette Ontario) Operations Director • Appointed Chair • Up to 5 additional members who are active members of Ringette Ontario |
| GUIDING PRINCIPLES | <p>The Committee's operation, discussions and recommendations will reflect Ringette Ontario's values:</p> <ul style="list-style-type: none"> • Dedication: We share a collective commitment and passion for the game. • Respect: We recognize everyone's contribution to our community. • Teamwork: We achieve our goals together. • Inclusion: We welcome all who want to join our safe sports community. • Integrity: We govern our sport with transparency and fairness. <p>Working in a manner consistent with Ringette Canada's "I CARE" values:</p> <ul style="list-style-type: none"> • Innovation – We try new things and take new approaches to achieve our goals while managing risks. • Community – We welcome diverse perspectives to enrich our experience. We consider the greater good. • Accountability – We manage and lead with integrity. We take responsibility for our actions and learn from our mistakes. • Respect – For the game. For the rules. For our heritage. For each other. • Excellence – We demand quality. We bring our best to each situation. We strive for continuous improvement. <p>Always maintain the image of Ringette Ontario.</p> |

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| CHAIR | <p>The Chair shall be appointed for a two (2) year term by the Operations Director.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Work with the RO Operations Director, prepare an agenda for their committee meetings. • Follow the order of the agenda to cover each item during the meeting. • Recognize each member who wishes to speak on an item. • Bring members' concerns to the RO Office through recommendations. • Liaise with the RO office on a regular basis through the Operations Director. • Accept decisions made by the Operations Director and/or Executive Director. • Communicate RO Office decisions to committee members. • Assist the RO Office in creating communication tools. • Communicate the decisions or recommendations of the Committee, regardless of opinion. • Appoint an acting Chair should the Chair need to be absent from a meeting. • The Chair of the Committee votes only in the case of a tie. |
| ADDITIONAL MEMBERS | <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To attend all committee meetings prepared to address agenda items, applying RO's By-Laws, Constitution and Policies where required. • To accept decisions made by the RO Office. • To ensure the impartiality of the Committee. • To include your Chair when communicating with the RO Office. |
| KEY DUTIES | <p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Work with the RO staff to develop an implementation plan for team formation beyond the 2025-26 season. • Work with the RO Executive Director and the RO Operations Director on creating new policies and procedures around team formation that can be used by all Clubs in Ontario. • Champion the development of resources for Clubs to assist with team formation. • Communicate effectively with the RO Staff and Clubs. • Maintain the integrity of Ringette Ontario. |
| AUTHORITY DELEGATED | <p>Under the direction of the RO Operations Director, the Committee serves in an advisory capacity in forming teams under Ringette Ontario.</p> |
| MEETINGS | <p>The Operations Director and Chair Committee will propose a schedule for the committee to meet on a regular basis. Meetings are structured and timed to facilitate planning in alignment with RO strategic objectives and operational plans.</p> <p>All communication will be done via email as the preferred mode of communication.</p> |
| RESOURCES | <p>The Committee will receive the necessary resources from Ringette Ontario to fulfill its mandate. The Committee will also receive administrative support from the Ringette Ontario via the Operations Director and/or the Membership Services Coordinator.</p> |

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| REPORTING | The Committee will report and post all documentation in a Ringette Ontario SharePoint folder including meeting minutes, recommendations, resource drafts, and any other relevant materials. |
| APPROVAL AND REVIEW | The RO Operations Director will review these Terms of Reference on an annual basis, with input from the Committee as required. |
| TERM Of APPOINTMENT | Committee members are appointed for a 2-year term for a maximum of 2 terms (4 years). |