

CONSTITUTION

OF THE

UPPER OTTAWA VALLEY RINGETTE

ASSOCIATION (U.O.V.R.A.)

ARTICLE NO. 1 – NAME

1. This organization shall be called the Upper Ottawa Valley Ringette Association (U.O.V.R.A.), herein referred to as the Association. This Association may also be referred to as U.O.V. in all printed materials.

ARTICLE NO. 2 – AFFILIATION

1. The Association is affiliated with the Ontario Ringette Association (O.R.A.) and is subject to the rules of the same.

ARTICLE NO. 3 – AIMS and OBJECTIVES

1. To promote, administer and develop the sport of Ringette within our boundaries.
2. To maintain and increase interest in the game of Ringette.

3. To ensure the bench staff, volunteers and Executives exercise general supervision and direction over the playing interests of players with emphasis on the enhancement of good character and citizenship.
4. To ensure all players, coaches, officials and administrators have the opportunity to improve their skills.

ARTICLE NO. 4 – ASSOCIATION

1. There shall be one (1) Association (U.O.V.R.A.) only to have control over all teams under its jurisdiction.
2. In order to be eligible to register and play for UOV, a player's family residence or principal residence must be located within the following geographical boundaries of the following Municipalities. Township of Admaston/Bromley, Township of Bonnechere Valley, Township of Killaloe, Hagarty & Richards, Township of Horton, Township of Greater Madawaska (West of Rd. 508), Township of Whitewater Region, Township of Laurentian Valley, City of Pembroke, Town of Renfrew, and the Town of Petawawa. Players living outside these boundaries are obligated to register for their local association. Players living outside the UOV geographical region who wish to play for a UOV team, must obtain permission from their home association.”

ARTICLE NO. 5 – GOVERNORSHIP

1. The Association shall be governed by an eleven (11) member Executive consisting of a Referee in Chief, Registrar, Treasurer/Secretary, President, Vice-President, Junior Convenor (U7 to U10) , Senior Convenor (U12 and above), Ice Scheduler, Coaching Coordinator, Equipment Manager and Fundraising coordinator.
2. This Executive shall have control over the affairs of the whole Association and shall deal with any matter pertaining to the good and welfare of the Association and define its rules.

3. The Executive may appoint, each year, such individuals, as it deems necessary to conduct a full program of Ringette for the current season.
4. Any member of the Executive may hold a position with any Association team. In the event of a dispute involving the team of which he/she is connected, their position shall be represented by the Discipline Committee.

ARTICLE NO. 6 – DEFINITIONS and POSITION RESPONSIBILITIES

1. President:

- a. The President shall be selected by election at the Annual General Meeting (AGM) and shall preside at all Executive and General Meetings and can sit (chair) any committee(s) if need be.
- b. The President shall ensure all Executive members are responsible for their offices and carry out their duties in a conscientious manner.
- c. The President shall ensure that a Treasurer's Report is given regularly, preferably at every meeting.
- d. The President will be responsible for the calling or cancelling of any meeting.
- e. The President sets the agenda.
- f. The President shall only vote to break a tie.
- g. As Chief Executive Officer (CEO), the President shall supervise and coordinate all activities of U.O.V. and be its chief representative to third parties (N.C.R.R.L., E.R.R.A., O.R.A., etc.).
- h. The President may exercise alone all powers of the Executive in cases of emergency or evident necessity, with such action to be ratified at the next meeting of the Executive.
- i. The President must make every attempt to contact the current Board Members, before making any decisions. The meeting to ratify any or all of the decisions must occur within a reasonable time of the decision.
- j. Shall assign duties as required to other board members, due to absences or where otherwise deemed necessary for continuity and the proper functioning of the board and the association.

2. Vice-President:

- a. To carry out all duties of the President, should he/she not be available to attend a meeting or function on behalf of the Association.
- b. When filling the position of President, shall only vote to break a tie.
- c. The Vice-President shall automatically be appointed President should the latter resign from or be removed from the position for cause or in any other way cease to qualify for the position. Be responsible for the Discipline Committee. Perform other duties as assigned by the President.

3. Treasurer/Secretary:

- a. Shall present Financial Statements to the Executive regularly, preferably at every meeting.
- b. Shall see that all pertinent information, correspondence, Minutes, etc., relating to financial matters are kept on file.
- c. Shall keep records of receipts and see that expenditures are supported by Minutes authorizing the action.
- d. The Financial Statements presented as the Treasurer's Report should include a reconciled Bank Statement, current Income and Expense Statement and a current Balance Sheet.
- e. When a Treasurer retires or resigns, all records and information of any nature will be placed in the custody of the President until a successor is elected or appointed.
- f. Shall prepare a year-end Financial Statement for review annually by the Executive and to present the report at the Annual General Meeting.
- g. Present all invoices for payment approval by the Executive at the regular meetings.
- h. Shall take accurate Minutes of all meetings relating to the Association.
- i. Shall ensure that the Minutes of each meeting be mailed or delivered to members of the Executive by the next Executive meeting.
- j. Shall notify the President of any mailings received pertaining to the Association.
- k. Shall ensure that Minutes of each meeting are recorded and past Minutes from other Executive meetings be brought to all regular meetings for reference.
- l. Ensure that all Executive Member contact information is kept current.
- m. Distribute copies of the current U.O.V.R.A. Constitution to all Executive and Bench Staff. Make available to all members upon request.

4. **Referee-in-Chief:**

- a. Is responsible for the conduct of all referees.
- b. Is responsible for the definitions and clarity of the playing rules and penalties in the game of Ringette.
- c. Is responsible to recruit potential referees and ensure they receive adequate training.
- d. Shall maintain an updated list of all available and qualified referees and training programs.
- e. Shall maintain a Referee Schedule.
- f. Shall ensure that all Association referees are evaluated at least twice in the Ringette year, as per the O.R.A. Manual, to ensure the quality of our officials remains at an acceptable level.
- g. Shall ensure all referees and at least one representative from each U.O.V.R.A. Bench Staff attend the bi-annual O.R.A. "Rule Change Clinic".

5. **Registrar:**

- a. Shall be responsible for ensuring all players, bench staff, referees and volunteers under the jurisdiction of the Association, are registered with O.R.A. prior to the deadline as set by the O.R.A. and all Team Registration Form (TRF) adjustments are remitted prior to the mid-season deadline set by O.R.A.
- b. Shall collect proof of qualification for all bench staff and player residence and birthdates.
- c. Shall prepare Team Lists (TRF) as approved by the Executive and for signature by each Head Coach.
- d. Shall provide copies of qualifications and Team Registration Forms to Managers.
- e. Birthdates and addresses are to be protected as confidential information and not for distribution unless duly authorized by the individual. This information is collected solely for registration with O.R.A. and for team selection by the U.O.V.R.A. Executive.
- f. Must remit copies of new bench staff qualifications, list of U.O.V.R.A. Executive members, list of volunteers and the U.O.V.R.A. Constitution to the O.R.A.

6. **Convenors:**

- a. Shall be responsible for advising bench staff, parents and volunteers in their division of any changes made or pertinent information from the Executive.
- b. Shall also report to the Executive of any divisional concerns.
- c. Shall attend all meetings called by the President and if unable to attend, notify the President of a designate who will attend and vote on their behalf.
- d. Ensure Game Sheets and Referees Payables are submitted by all Managers as determined by the National Capital Region Ringette League (N.C.R.R.L.).
- e. Each Convenor will organize local registrations in a manner to ensure all members are registered no later than September 30 and that all TRF adjustments are approved by the Executive no later than December 28.
- f. All Convenors are to provide all initial registrations and proof of Bench qualifications to the U.O.V.R.A. Registrar no later than September 30 and all adjustments no later than December 30.
- g. Shall ensure Managers are submitting Game Sheets to the National Capital Region Ringette League (N.C.R.R.L.) and to the U.O.V.R.A. members who are distributing team results on behalf of U.O.V.R.A.

7. **Coaching Coordinator**

The Coaching Coordinator shall be responsible for:

- Coordinating the coaching interviews and making recommendations to the Executive for
- recruitment, development, and training of all coaches, including verification that necessary courses and certifications are completed
- provide advice and assistance to coaches during the season
- provide assessment of coaches for the following season
- provide and organize coaches for all association matrix evaluations
- Provide and organize coaches for all association tryouts

8. **Equipment Manager**

The Equipment Manager will be responsible for:

- maintaining an up to date inventory list of all U.O.V.R.A. equipment, including a list of equipment supplied to each team for the season;

- be responsible for repair, purchase, distribution and collection at the end of the season of all U.O.V.R.A. equipment;
- be responsible for storage of all U.O.V.R.A. equipment, trophies, banners; and
- be responsible for notifying the Executive of the need and cost of equipment required throughout the year.

9. Fundraising Coordinator

The Fundraising Coordinator shall:

- be responsible for administering/coordinating/approving fund raising activities by teams
- be responsible for recommending Association fundraising activities to the Executive, and planning and implementing executive approved activities
- be responsible for obtaining/aiding in obtaining sponsors for U.O.V.R.A. teams
- be responsible for investigating, and with executive approval, applying for grants.

10. Discipline Committee:

- a. The Discipline committee U.O.V.R.A.e shall hear matters of discipline that are determined by the jurisdiction of the U.O.V., and to recommend possible disciplinary action. This committee shall have three (3) members that would include the Convener of the Division that is involved, and another impartial member of the Board that is in good standing order, with no conflict of interest. The Vice-President will be “Chair” of this Committee and convene the meeting(s) within ten (10) days of the reported incident. This Committee shall have the right to call any member of U.O.V.R.A. to appear before this Committee to give evidence.

11. Conflict of Interest:

- a. UOV will fall under Ringette Canada’s Conflict of Interest Policy
 1. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations

of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

2. U.O.V.R.A. strives to reduce and eliminate nearly all instances of conflict of interest – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
3. This Policy applies to all Representatives of U.O.V.R.A.
4. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of U.O.V.R.A., shall always be resolved in favour of U.O.V.R.A.

ARTICLE NO. 7 – ELECTION OF EXECUTIVE

1. The President, Vice-President, Referee-in-Chief, Treasurer/Secretary and Registrar will be elected by majority vote at the Annual General Meeting (AGM).
2. All Vacant positions will be filled (by election or appointment at the AGM to held at the end of each season
Term of office will be a period of 2 years, elected on *odd* years for the following positions: President, Registrar, Treasurer/Secretary, Ice Scheduler, and Junior Convenor, Coaching Coordinator.
Terms of office will be a period of 2 years, elected on *even* years for the following positions: VP, Ref in Chief, Senior Convenor, Equipment Manager and Fundraising Coordinator.
3. An Association member for purposes of position nomination and voting at the Annual General Meeting (AGM) is a person age eighteen (18) and in good standing with the Association. The current or outgoing President shall conduct elections.
4. Voting will be by secret ballots of eligible persons only at the Annual General Meeting (AGM). An eligible Association member for purposes of position nomination and voting at the Annual General Meeting (AGM) is a person eighteen (18) years of age and in good standing with the Association.

5. Executive members are also eligible to nominate and vote.
6. No proxy shall be recognized.
7. Any vacancy that occurs shall be filled as soon as possible, preferably within thirty (30) days. The Executive shall advise the members of the Association vacancy. Any person or persons willing to hold the vacant office shall advise any member of the Executive. If more than one (1) name is submitted, the Executive shall vote on the names submitted. If no names are submitted then the Executive may appoint someone.

ARTICLE NO. 8 – MEETINGS

1. The Annual General Meeting (AGM) shall be held no later than the month of May.
2. The Association meetings will be held regularly as the call of the President, preferably monthly during the playing season.
3. When the President calls a meeting, the President shall inform the Executive.
4. There must be a Quorum to conduct a meeting. A simple majority of Executives present will be considered a Quorum. A simple majority consists of three-quarters (3/4) of the voting members.
5. All motions made in writing and passed at any Association meetings shall govern the affairs of the Association and shall remain in effect until rescinded provided they are not in defiance of any section of this Constitution.
6. All Executive positions have an equally weighted voting right.
7. Only in event of a tie does the President cast a vote. In the absence of the President, the Vice-President will only vote in the event of a tie.

ARTICLE NO. 9 – REGISTRATION and MEMBERSHIP

1. Membership in this Association shall imply the acceptance of rules and regulations of the U.O.V.R.A.
2. Registration dates and registration fees shall be decided and set by U.O.V.R.A. and O.R.A. fees.

3. As per O.R.A. rules, a player is eligible to participate in any other organized Ringette league only after a "Two Team Player" Form has been signed by both Coaches and is sanctioned by the Executive.
4. Each Convener will provide a list of registered players and bench staff application to the Executive prior to September 30 including alternate bench staff. No team will be allowed to compete until the Executive has finalized the team selection.
5. The Executive must approve any player wishing to play for a different age Division. The player must receive approval on a yearly basis.

ARTICLE NO. 10 – TEAMS, COACHES, TEAM OFFICIALS and PLAYERS

General:

1. All Players, Coaches and Team Officials shall wear the required equipment while on the ice.
2. Each team shall have a female bench member, eighteen (18) years of age or older.
3. No player or bench staff is allowed to write on the Game Sheet to lodge a protest.
4. Bench Staff – Applies to all persons involved in the management of a team and includes any Coach, Manager and Trainer.
5. All bench staff must conduct themselves properly to prevent disrespect to the Association.
- 6.

Head Coach:

1. All Head Coaches must be eighteen (18) years of age or older and complete the qualifications as determined by the O.R.A. each year. They must provide a copy of their certification to the Registrar.

2. Each team must have a Head Coach in charge of it at all times, which includes both off and on the ice.
3. The Head Coach is a person primarily responsible for directing and guiding the actions and efforts of his/her team and bench staff.
4. The Head Coach is responsible for teaching skating, ring handling and shooting techniques to improve each girl's level of knowledge of the sport of Ringette.
5. The Head Coach is responsible to teach good sportsmanship to each player and bench member while the team is both on and off the ice.
6. Coaches shall conduct themselves in a professional manner towards the on-ice officials i.e. referees.

Players:

1. Players are members of a team physically participating in a game of Ringette in accordance with the rules.
2. Any player(s) found drinking or under the influence of alcohol or drugs before, during or after a game will be immediately suspended from the team and/or by the league for the remainder of the Ringette season. The case would then be reviewed for the following year.
3. Any player having excessive penalties will be reviewed by the Executive.

ARTICLE 11 – GENERAL RULES

1. The Association will follow all rules adopted by U.O.V.R.A., O.R.A. and Ringette Canada unless O.R.A. tries experimental rules, which do not have the sanction of Ringette Canada.
2. All registered members have the right to submit a written complaint to the Executive if they feel they are being mistreated.
3. The Executive, with the Coach's recommendation and in consideration of all other applicable N.C.R.R.L. and E.R.R.A./O.R.A. rules, may request permission from the N.C.R.R.L. and E.R.R.A./O.R.A. to place a player in a category as

higher or lower, if the player's ability shows that this would be in the best interest of the player and the division.

4. Players will not be permitted to play on a team unless their registration fees have been paid to U.O.V. The Executive can decide to remove a player from the TRF if their fees are NOT fully paid by December 28.

ARTICLE NO. 13 – COMPETITIVE TEAMS and PLAYERS

Release of Players:

1. All releases from out of the Association must come to the Association President for approval.
2. A player will receive a release, when the Executive deems it is in the best interest of the player and the Association.

Team Colours:

1. The official colours of U.O.V.R.A. will be pink, white and black

Tournament Competitions:

1. All teams are responsible for raising funds to cover all tournament expenses.
2. Entry fees into the U.O.V.R.A. Tournament (if any) will be covered by U.O.V.R.A. at the discretion of the Executive and as funds permit.

THIS CONSTITUTION SHALL BE REVIEWED at the Annual General Meeting EVERY YEAR!

This forms the UPPER OTTAWA VALLEY RINGETTE ASSOCIATION Constitution.

Updated, approved and signed this day of June 28, 2020

Name of President: David Fortin

Signature of President: Verbal approval

Name of Vice-President: Stacey Paquette
Approval

Signature of Vice-President: Verbal

Name of Registrar: Kim Macloed

Signature of Registrar: Verbal Approval

Name of Treasurer/Secretary: Marci Joyce
Verbal Approval

Signature of Treasurer/Secretary:

Name of Referee-in-Chief: Vacant
Verbal Approval

Signature of Referee-in-Chief:

Name of Ice Scheduler: Anna Romanov
Approval

Signature of Ice Scheduler: Verbal

Name of Junior Convenor: Marsha Coulas
Approval

Signature of Junior Convenor: Verbal

Name of Senior Convenor: Shelly LaForge
Approval

Signature of Senior Convenor: Verbal

Name of Coaching Coordinator: Chad Miller
Approval

Signature Coaching Coordinator: Verbal

Name of Equipment Manager: Kelly Armstrong Signature of Equipment Manager:
Verbal Approval

Name of Fundraising Coordinator: Annette Miller
Coordinator: Verbal Approval

Signature of Fundraising