

Hanover Minor Ringette Inc.

Constitution

Revised March 31, 2014

ARTICLE 1: NAME

The name of the organization shall be Hanover Minor Ringette Inc., herein referred to as "HMR" or "the association". The association shall function without any personal gains for its members. Any profits or other accretions to the association shall be used in promoting its objectives.

ARTICLE 2: OBJECTIVES

The objectives of HMR are:

- A. To organize, develop and administer ringette competition in the Town of Hanover and the surrounding area;
- B. To provide an opportunity for every eligible player to play the sport of ringette in the Town of Hanover and the surrounding area;
- C. To promote, improve and grow the sport of ringette in the Town of Hanover and the surrounding area; and
- D. To develop and encourage community spirit in the Town of Hanover and the surrounding area.

ARTICLE 3: HMR MEMBERSHIP

The Membership of HMR shall consist of:

- A. Registered Players, Coaches, Managers, Trainers and Officials and elected Executive members for the current season;
- B. Parents/Guardians of current registered Players; and
- C. Members residing within the prescribed boundaries as set by the Ontario Ringette association (ORA) and honouring all releases and transfers, as set by the ORA.

ARTICLE 4: DUTIES OF THE MEMBERSHIP

- A. Members agree to abide by and comply with the Constitution, Bylaws, Code of Conduct and Rules of Play of the association, the Western Region Ringette association (WRRRA), the Western Region Ringette League (WRRL) and the ORA.
- B. Members will act with respect for the association and the community.
- C. Members will act responsibly and with the integrity that sustains HMR and encourages growth of the association.

ARTICLE 5: REGISTRATION

- A. All players must pay an annual registration fee established by the Executive.
- B. Coaches, Trainers, Managers and Officials shall be approved by the Executive.
- C. Registration fees shall not be refunded after November 15 of the current season except for medical reasons if certified in writing by a Doctor or as approved by the Executive.
- D. In addition to the regular registration fee, a post-dated cheque, for an amount to be determined by the Executive, MAY be required as an equipment deposit. If required, this deposit will be forfeited should all HMR-issued equipment not be returned at the end of the season in which the player is registered. This cheque will be returned when that player's equipment is in HMR possession.
- E. In addition to the regular registration fee, a post-dated cheque, for an amount to be determined by the Executive, MAY be required as a fundraising deposit. If required, this deposit will be forfeited should a player family not wish to fulfill its fundraising commitment. This cheque will be returned when all fundraising efforts for the current season are completed.
- F. In addition to the regular registration fee, a post-dated cheque, for an amount to be determined by the executive, MAY be required as a family volunteer deposit. If required, this deposit will be forfeited should a player family not fulfill their family volunteer duties as outlined by the team Manager.

ARTICLE 6: EXECUTIVE MEMBERS

- A. The Executive shall consist of the following members elected at the Annual General Meeting (AGM) of the association and shall hold office for one year:
 - President;
 - Vice-President;
 - Immediate Past-President;
 - Treasurer;
 - Secretary;
 - Registrar;
 - Coach and Player Development Co-ordinator;
 - Referee in Chief;
 - Ice Scheduler;
 - Equipment Manager;
 - Communications and Media Relations Co-ordinator;
 - Fundraising Co-ordinator;
 - Sponsorship & Grant Co-ordinator;
 - Special Events Co-ordinator;
 - Western Region Representative(s); and
 - Director(s) at Large (maximum 3).

- B. Duties of new Executive to be assumed following the AGM meeting. HMR Fiscal year-end is June 30.
- C. Removal – Any member of the Executive may be removed from office for good cause by a two thirds (2/3) vote of the full Executive.

ARTICLE 7: DUTIES OF THE EXECUTIVE

The Executive shall:

- A. Control the affairs of the association and shall have the power to fill any vacancies that may occur in the Executive;
- B. Control the finances and discharge all association business, tabled and accepted, before a quorum of its members. The presence of fifty percent (50%) plus one (1) of the Executive members shall constitute a quorum;
- C. Provide adequate liability insurance for each Player, Coach, Trainer, Manager and Official of the association;
- D. Be responsible for team selection;
- F. Ensure that mandatory equipment, as prescribed by Ringette Canada, be worn by all Players while on the ice;
- G. Ensure that all Coaches and on-ice coaching assistants wear a protective helmet and strongly recommend wearing a face mask/shield while on the ice;
- H. Act with respect for the association and the community; and
- I. Act responsibly and with integrity that sustains HMR and encourages growth of the association.

ARTICLE 8: PRESIDENTIAL DUTIES

The President shall:

- A. Preside over all meetings of the Executive with the usual privileges of office;
- B. In cases where an immediate decision is required, make the decision subject to the approval of the Executive at its next meeting;
- C. Vote only to break a tied, but not make or second a motion;
- E. Be responsible for distribution of all communications from ORA and other associations to the appropriate Executive members; and
- F. Be an honorary member of all committees.

ARTICLE 9: VICE PRESIDENTIAL DUTIES

The Vice-President shall:

- A. Assist the President and, in the absence of the President, shall perform the duties and exercise the powers of the President; and
- B. Perform the duties of the President until the next AGM should the position of President become vacant for any reason.

ARTICLE 10: IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall:

- A. Act in an advisory capacity to the new Executive.

ARTICLE 11: TREASURER

The Treasurer shall:

- A. Be responsible for all association funds;
- B. Pay all association expenses, whenever possible by cheque and co-signed by another authorized signing authority;
- C. Prepare and submit all financial reports and submissions for grants as may be required;
- D. Maintain account(s) at a Bank, Trust Company or other recognized financial institution, ensure that all association funds are deposited to the account(s) and that all association payments are made from the account(s);
- E. Provide an update of the association's financial status at Executive meetings;
- F. Prepare a budget to be approved by the Executive prior to the Executive establishing registration fees for the upcoming season;
- G. Prepare and present an Annual Financial Statement for the AGM; and
- H. Prepare all government remittances and CRA filings.

ARTICLE 12: SECRETARY

The Secretary shall:

- A. Maintain accurate records of all meetings;
- B. Distribute minutes of Executive meetings to all team representatives;
- C. Send the Executive minutes to any other member, upon request;
- D. Notify each member of the Executive of the time and place of each Executive meeting at least 48 hours in advance of each meeting; and
- E. Notify all members of the association, at least one week in advance, of the time, date and place of the association's AGM.

ARTICLE 13: REGISTRAR

The Registrar shall:

- A. Be responsible for the registration of all Players, Coaches, Managers, Trainers and Officials and ensure that the associated ORA fees are forwarded to the Treasurer for payment;
- B. Prepare and submit an accurate summary of all registration certificates as per ORA directives; and
- C. Prepare the Out of Town List and forward fees to be paid to the Town of Hanover to the Treasurer.

ARTICLE 14: COACHING AND PLAYER DEVELOPMENT CO-ORDINATOR

The Coaching and Player Development Co-ordinator shall:

- A. Seek Head Coaches, subject to Executive approval;
- B. Arrange for clinics, meetings, courses and any additional resource materials needed to develop the skills of the coaching staff;
- C. Arrange clinics and sessions (i.e., power skating) to develop player skills;
- D. Arrange for distribution of materials to parents/players through the coaches; and
- E. Along with President, interview all prospective Coaches and inform Executive of potential Coaches and team Bench Staff.

ARTICLE 15: REFEREE IN CHIEF

The Referee In Chief shall:

- A. Be responsible for the scheduling of referees for all games;
- B. Assist in arranging for referees for all association tournaments;
- C. Co-ordinate training and instruction for referees;
- D. Arrange for evaluations of referees, as needed; and
- E. Communicate to Treasurer all referee payments for games as well as all payments for referee training.

ARTICLE 16: ICE SCHEDULER

The Ice Scheduler shall:

- A. Be responsible for allocation of ice time to all teams for practice, games, power skating and tournaments;
- B. Serve as liaison between the Town of Hanover staff and the association;
- C. Provide Town of Hanover with ice and game schedule, including dressing room assignments; and
- D. Be the contact person for all re-scheduling of games and practices.

ARTICLE 17: EQUIPMENT MANAGER

The Equipment Manager shall:

- A. Be responsible for all equipment and ensuring that it is inventoried and distributed prior to the start of the ringette season and returned to storage in good repair at the end of the ringette season;
- B. Be responsible for the purchase of new or replacement equipment within a budget set by the Executive; and
- C. Ensure adequate game sheets are ordered and on hand.

ARTICLE 18: COMMUNICATION AND MEDIA RELATIONS CO-ORDINATOR

The Communications and Media Relations Co-ordinator shall:

- A. Co-ordinate all necessary communications between the Executive and the membership including, but not limited to, newsletters, emails, and the Parent/Player Information Package;
- B. Be responsible for the development and maintenance of the association web site;
- C. Ensure that each team has a delegate to be responsible for providing local newspapers with game and tournament results; and
- D. Be responsible for promotion and media releases for the association.

ARTICLE 19: FUNDRAISING CO-ORDINATOR

The Fundraising Co-ordinator shall:

- A. Co-ordinate the fundraising activities of the association; and
- B. Submit records of fundraising proceeds and expenses to Treasurer.

ARTICLE 20: SPONSORSHIP/GRANT CO-ORDINATOR

The Sponsorship/Grant Co-ordinator shall:

- A. Seek team sponsors and grant opportunities;
- B. Seek corporate sponsorships;
- C. Ensure sponsors receive recognition; and
- D. Bring forth to the Executive new Sponsorship initiatives.

ARTICLE 21: SPECIAL EVENTS CO-ORDINATOR

The Special Events Co-ordinator shall:

- A. Organize special events for the association including, but not limited to, events such as player and team photographs, the "Come Try Ringette" event and clothing orders.

ARTICLE 22: WESTERN REGION REPRESENTATIVE(S)

The WRRRA and WRRL Representative(s) shall:

- A. Represent the association at Western Region Meetings (WRRRA and WRRL) and report back to the Executive; and
- B. Be prepared to assist in finding a member of the association to fill a seat on Western Region Executive if association is elected.

ARTICLE 23: DIRECTOR(S) AT LARGE

The Director(s) at Large shall:

- A. Assist other Executive members when needed and act in an advisory role; and
- B. NOT be a voting member.

ARTICLE 24: EXECUTIVE MEETING

- A. Executive meetings may be held at the request of the President or three or more Executive members.
- B. The Executive may, at any meeting during the current season, pass such By-Laws as they deem necessary for the betterment of the association. The By-Laws shall remain in force only until the next AGM, and then be ratified as amendments or rejected.

ARTICLE 25: ANNUAL GENERAL MEETING (AGM)

- A. The AGM of the association shall be held on or before May 1 each year.
- B. Amendments to the Constitution shall only be made at the AGM.
- C. Notice of proposed amendments must be filed with the Secretary of the association at least two (2) weeks prior to the AGM. Proposed amendments shall be distributed to the membership at least one (1) week prior to the AGM. Proposed amendments shall also be available to the membership at the AGM, prior to the commencement of the meeting.
- D. The Order of Business at the AGM shall be as follows:
 - (1) Reading and adoption of the minutes of previous AGM
 - (2) Treasurer's Financial Report (adopted)
 - (3) The President's Report (adopted)
 - (4) Consideration of amendments and alterations to the Constitution and By-Laws
 - (5) General Business
 - (6) Nominations from the floor
 - (7) General Elections
 - (8) Welcome to new Executive Members
 - (9) Thank You to outgoing Executive Members
 - (10) New Business
 - (11) Adjournment
- E. The out-going President shall conduct the election of incoming Executive members using Roberts' Rules.
- F. Only association members, as per Article 3, in attendance at the AGM and eighteen (18) years of age and over, shall be deemed eligible voting members.

ARTICLE 26: ONTARIO RINGETTE ASSOCIATION AGM

A member of the HMR may attend the ORA's AGM with the Executive's approval to cast a ballot on the HMR's behalf.

ARTICLE 27: BENCH STAFF

- A. Every team is required to have a Bench Staff that shall consist of the following positions:
 - a Head Coach;
 - at least one Assistant Coach;
 - a Manager; and
 - a Trainer.
- B. At least one member of the Bench Staff, preferably a Coach, shall be female. A female Bench Staff member must be on the bench for all games and must be present in the ice area for all practices.
- C. As per Ringette Canada requirements, Coaches must have all current coaching certifications.
- D. At least one Bench Staff member must be certified in First Aid and CPR.
- E. All Bench Staff must read, sign and abide by the ORA's *Code of Conduct and Ethics* and *Discipline and Complaints Policy*. Failure to follow the ORA's *Code of Conduct* and *Policy* may result in disciplinary action and possible removal.
- F. The Bench Staff of each HMR team will determine the need for one or two adult females to be present in the team's change room when minor players are in the change room.

ARTICLE 28: HEAD COACH

The Head Coach assumes the overall responsibility for the team including season planning, practice planning, player development and delegation of duties to relevant Bench Staff. S/he is ultimately responsible for player equipment and the safety and conduct of all Players, Bench Staff and Parents. To become a Head Coach, an interested individual must fill out the Application Form be found on the HMR website, hanoverringette.ca. The Coaching and Player Development Co-ordinator and the President will hold interviews with interested applicants. Chosen applicants are presented to and approved by the Executive. The Head Coach will be responsible for determining his/her Bench Staff and submit these individuals' names to Executive. The Head Coach must follow all ORA *Code of Conduct* and Ringette Canada rules; the Executive may remove a Head Coach from his/her position for violation of the *Code* or rules.

ARTICLE 29: ASSISTANT COACH

The Assistant Coach functions under the direction of the Head Coach to assist with player development. Duties may include the delivery of practice plans, both on and off the ice, and other duties as assigned. May substitute for the Head Coach as necessary.

ARTICLE 30: MANAGER

The Manager is responsible for administration of the team's on- and off-ice logistics, including managing parent volunteers, communications and finances, and other duties as assigned.

ARTICLE 31: TRAINER

The Trainer is responsible for first aid, safety, the team's Emergency Action Plan (EAP), the completion of Risk Management and Safety Incident/Accident Reports (Form M-F-13) when necessary, and other duties as assigned. The Trainer must hold current First Aid and CPR certification.

ARTICLE 32: DISSOLUTION

In the event of dissolution of the association, all of its remaining assets, after payment of liabilities, shall be distributed to the Community Foundation Grey Bruce. Specific instructions to the Community Foundation Grey Bruce will be determined at time of dissolution.