

# CITY OF OTTAWA RINGETTE ASSOCIATION

## CONSTITUTION

Revised - May 2008

### CONSTITUTION INDEX

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## **ARTICLE 1 - NAME**

The Organization shall be known as the City of Ottawa Ringette Association, hereafter to be referred to as CORA.

## **ARTICLE 2 - AIMS AND OBJECTIVES**

The aims and objectives of CORA are to:

- a. Organize, support, conduct and promote a ringette program within the boundaries of CORA. (See Bylaw 1)
- b. Exercise supervision of direction over the participation in ringette of players, coaches, managers and executive with emphasis on increasing interest in the game and on the enhancement of good character and citizenship.
- c. Provide competition for all who desire to participate in the game of ringette within the boundaries of CORA, giving consideration to their individual capabilities.
- d. Assist any area outside the boundaries of CORA in the development of the sport of ringette.

## **ARTICLE 3 - BOUNDARIES**

Boundaries are as stipulated in Bylaw 1.

## **ARTICLE 4 - MEMBERSHIP**

- a. Membership in CORA is open to all who reside within the boundary of CORA.
- b. All members of CORA shall be registered with the Ontario Ringette Association annually and shall abide by ORA policies.
- c. The Executive may designate other persons who reside outside the boundaries of CORA to be eligible for membership, but residents within CORA boundaries shall be given first priority. (Article 10)
- d. Only members who are 18 years of age or over are eligible to vote or to be a member of the CORA Executive.

## **ARTICLE 5 - EXECUTIVE**

- a. The Executive of CORA shall consist of twenty-eight (28) officers. The officers shall be President, Past President, Vice President, Vice-President Competitive, Vice-President

Recreational, Secretary, Treasurer, Registrar, Ice Scheduler, Coaching Director, Player Director, Referee in Chief, Tournament Director, Equipment Manager, Web Master, Publicity Director, Bunny Convenor, Novice Convenor Competitive, Novice Convenor Recreational, Petite Convenor Competitive, Petite Convenor Recreational, Tween Convenor Competitive, Tween Convenor Recreational, Junior Convenor Competitive, Junior/Belle Convenor Recreational, Belle Convenor Competitive, Adult Convenor & Risk and Safety Director.

- b. A member of the Executive may hold multiple positions on the Executive but may exercise only one vote on any issue.

### **ARTICLE 6 - EXECUTIVE, ITS POWER AND DUTIES**

- a. Each Executive member shall have one vote - the President only in case of a tie.
- b. The Executive of CORA shall control the affairs of CORA and shall have the power to amend the bylaws and operating guidelines, subject to approval by membership.
- c. The Executive shall hold regular monthly meetings between September and April and additional meetings as deemed necessary.
- d. Except where provided otherwise in the constitution or bylaws, a quorum is deemed to have been met for any meeting of the association if persons entitled to cast at least [30] percent of the votes which may be cast are present in person or by proxy at the beginning of the meeting.
- e. The Vice President of CORA shall attend all league and Eastern Region meetings.
- f. The Executive shall appoint a person to fill any office becoming vacant on the Executive as soon as possible after that office has become vacant, including any office that has not been filled at the Annual General Meeting, except the office of the Past President.
- g. If a majority of Executive members feel any member is not willing or able to carry out his duties, they may declare that office vacant.
- h. The Executive shall be responsible for setting the operating guidelines for competition and play within such levels of play as it shall establish.
- i. The Executive shall approve the appointment of coaches, referees and other officials as are required to ensure proper conduct of ringette.
- j. The Executive shall set a fixed annual registration fee for players, as well as additional levies on players and teams as deemed necessary.

- k. The Executive shall appoint such standing and ad hoc committees as deemed necessary for the operation of CORA, which shall be responsible and subject to the direction of the Executive.
- l. The Executive shall hear and resolve all protests and appeals of any nature.
- m. The Executive may suspend for such a time as it deems necessary, expel or discipline a team or any member thereof:
  - i) for notorious or continued foul play, unsportsmanlike conduct or conduct unbecoming a person or team representing CORA;
  - ii) or for refusing to accept or obey a ruling of the Executive;
 and may reinstate any team or member thereof which is under suspension on conditions which it may determine.
- n. The Executive shall resolve other problems as may arise in a manner which is considered to be in the best interest of CORA and its members.

#### **ARTICLE 7 - ELECTION OF OFFICERS**

- a. The Executive shall be as stated in Article 5 a.
- b. Six weeks prior to the Annual General Meeting, the Executive shall appoint from amongst its members, a Nominating Committee who will be responsible for putting forth a slate of names of people interested in running for Executive positions. These names shall be presented for election at the Annual General Meeting. Nominations shall be accepted from the floor at the AGM.
- c. The Executive shall then be elected by secret ballot or by a show of hands for a term of at least one year. Each nominee must be in good standing with CORA.
- d. Each of the following people have one vote:
  - i) all members of each coaching staff of every team at each level
  - ii) each Executive member
  - iii) any player 18 years old or over
  - iv) one vote per family of players under 18 years old
  - v) no proxy votes will be allowed.

#### **ARTICLE 8 - DIVISION CONVENORS**

- a. Each age division will have two individuals who are Recreational and Competitive Division Convenors, and such individuals will represent that age division at all executive meetings. .
- b. The duties of these members will be found under operating guideline No. 2.

#### **ARTICLE 9 - AMENDMENTS TO CORA BYLAWS AND CONSTITUTION**

- a. The Constitution of CORA shall not be amended except at an Annual or General Meeting by a 2/3 vote of the members present. Notice of the proposed amendment shall be given to the Secretary in writing at least 14 days prior to such meeting and he/she shall provide revisions to all those entitled to vote at such a meeting.
- b. The CORA Executive may by a 2/3 majority vote, adopt, amend, revise or appeal any CORA bylaw provided notice of the change has been circulated to members at least one week prior to such a vote.
- c. Any change in CORA bylaws by the CORA Executive shall be subject to approval at the next Annual General Meeting or General Meeting. Should the amendment not be approved at such a meeting, this shall not invalidate any action taken by the Executive under the interim amendment, but the amendment shall be null and void after such a meeting date.

#### **ARTICLE 10 - RESIDENCE RULES**

- a. New players who reside outside CORA boundaries will only be accommodated if sufficient ice is available and there is room on a team for this player. Provincial, Regional and League rules must be followed as well as Bylaw 5.

Registration priority is as follows:

- i) Old players within boundaries
  - ii) New players within boundaries
  - iii) Old players outside boundaries
  - iv) New players outside boundaries
- b. All players must be in good standing with CORA.

#### **ARTICLE 11- ASSOCIATION YEAR**

- a. The year shall begin on May 01 and end on April 30 of the following calendar year.
- b. All Executive members shall serve in office from the date of election each year for a period of at least one year.

THIS CONSTITUTION WHICH INCLUDES BYLAWS AND OPERATING GUIDELINES WAS AMMENDED AT A GENERAL MEETING OF THE OTTAWA RINGETTE ASSOCIATION ON THE 6TH DAY OF MAY, 2008

**CITY OF OTTAWA RINGETTE ASSOCIATION  
BYLAWS**

Revised 2008

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**CITY OF OTTAWA RINGETTE ASSOCIATION**  
**BYLAWS**

**BYLAW 1-BOUNDARY**

The boundaries of CORA are defined by the pre-amalgamation, old city of Ottawa boundaries, and shall include:

- i) The City of Ottawa less Carson Grove
- ii) Uplands Air Force Base
- iii) The area south of Hunt Club Road known as Windsor Park.
- iv) The former Village of Rockcliffe
- v) The former City of Vanier

**BYLAW 2 - EXECUTIVE DUTIES**

**A. OFFICERS**

**PRESIDENT**

- a. Shall preside over all Executive meetings and be official spokesperson for CORA
- b. Shall prepare an agenda for each Executive meeting
- c. Shall exercise the power and authority of the Executive, provided all officers are informed prior to any major action taken. This action will be reviewed at the next meeting of-the Executive.
- d. Shall enforce the Constitution and Bylaws.
- e. Shall be ex-officio member of all standing committees.
- f. Shall ensure that all Executive members perform their duties.
- g. Shall vote only in the case of a tie.

**PAST PRESIDENT**

- a. Shall be required to attend Executive meetings in the first term in office ... in subsequent years, by invitation of an Executive member.
- b. Shall be advisory person to the Executive.
- c. Shall have a vote for his first term in office only.
- d. Shall perform other duties as assigned.

**VICE PRESIDENT**

- a. Shall perform the duties of President in the latter's absence at her/his request, and shall then have all rights and powers of the President.

- b. Shall perform other duties as may be assigned.
- c. Shall be CORA representative at NCCRL and Eastern Region Ringette Association meetings.

#### VICE PRESIDENT COMPETITIVE / RECREATIONAL

- a. Oversees and is responsible for tryouts to ensure they follow Association guidelines and procedures.
- b. Acts as mediator in disputes relating to tryouts and player selection.
- c. Participates in all processes, committees, etc., which pertain to development of tryout procedures, evaluations and guidelines.
- d. Assists in the placement of players in outside Associations where levels are not available in CORA.

#### SECRETARY

- a. Shall ensure notice of all meetings to Executive and appointed members.
- b. Shall maintain records of meetings, proceedings and correspondence.
- c. Shall have custody of all documents and records pertaining to CORA.

#### TREASURER

- a. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of CORA, and report the same to each executive and annual meeting.
- b. Shall pay all accounts by cheque signed by him/her and other signing officers.
- c. Prepares an annual budget for approval by the executive.

#### COACHING DIRECTOR

- a. Shall be responsible for the guidance and direction of all CORA coaching staff Head Coach, Ass't Coach, Manager and Trainer.
- b. Shall work closely with ERRA coaching development people regarding updates, clinics, etc.
- c. Shall be responsible for coaching certification of CORA coaches and bench staff.
- d. Shall chair at least one coaching meeting annually.
- e. Shall chair the Coaching Selection Meeting made up of Coaching Director and two other Executives.
- f. Shall liaise with coaches and CORA Executive.
- g. Shall represent any coach at a Discipline meeting.

### PLAYER DIRECTOR

- a. Shall be responsible for the direction and guidance of all CORA players.
- b. Shall be responsible for all schools, camps, clinics, skill award testing, etc. hosted by CORA.
- c. Shall liaise with players and CORA Executive.
- d. Shall represent any player at a Discipline meeting.

### REFEREE IN CHIEF

- a. Shall be responsible for the direction and guidance of all CORA referees.
- b. Shall be responsible for keeping accurate records of payment to referees.
- c. Shall be responsible for the scheduling, upgrading and assessing of referees.
- d. Shall represent any referee at a discipline meeting.
- e. Shall ensure to the best of his/her ability that no referee assigned to a game in which an immediate family member is participating.
- f. Shall chair at least one referee meeting annually.
- g. Is responsible for ensuring statistics are reported to the NCCRL statistician.
- h. Shall be responsible for the registration of returning CORA referees with the Region and Province on an annual basis.

### TOURNAMENT DIRECTOR

- a. Shall be responsible for gathering all information on outside tournaments, and distributing same to coaches.
- b. Shall chair the committee to run any tournament hosted by CORA.

### PUBLICITY DIRECTOR

- a. Shall co-ordinate all public relations
- b. Shall edit periodic newsletters and distribute same
- c. Shall be responsible for publicity of special events before, during and after the event
- d. Shall endeavour to provide the media with at least one important event per month.
- e. Shall be responsible for the promotion of ringette within the boundary of CORA

### ICE SCHEDULER

- a. Shall be responsible for securing ice time from the City of Ottawa parks and Recreation Department.
- b. Shall be responsible for scheduling practice ice fairly to all CORA teams and working with other league ice schedulers to designate game hours for league play.
- c. Shall work to ensure that practices and league games do not interfere with tournaments that CORA teams are involved in.
- d. Shall inform league convenors of tournaments that CORA teams are involved in.
- e. Shall be responsible for the distribution of pre-season practice and league schedules of all teams to all coaches and executive members.

REGISTRAR

- a. Shall be responsible for the organization of all CORA registrations and shall instruct each person participating in the registration program on the appropriate procedure to follow.
- b. Shall work closely with the treasurer to ensure accurate records are maintained and supporting documents are received by the treasurer.
- c. Shall be responsible to see that all participants, including players, coaches, bench staff and other volunteers are registered with the Ontario Ringette Association.

EQUIPMENT MANAGER

- a. Shall be responsible for the purchase of new equipment for CORA with the approval of the Executive.
- b. Shall be responsible for maintaining of equipment to standards set by CORA and Ringette Canada.
- c. Shall keep records of all equipment for storage, for distribution to teams and for collection from teams at the end of the season.

CONVENOR

- a. Acts as an emissary for the team in any meetings with the association, regarding players, staff or parents of the team.
- b. Acts a mediator for any parents of the team that may have a concern regarding the head coach, manager or any other member of the team staff, where there exists or there is perceived to be a conflict of interest situation.
- c. Organizes and implements or oversees all aspects of the assessment sessions.
- d. In conjunction with the coaching director, identifies potential coaches, managers and other bench staff, and assists with the placement of them on appropriate teams.
- e. Ensures team lists, TRFs and all other necessary documents are completed and submitted to the association registrar or other designated person by the prescribed dates.
- f. Assists teams as needed, supplying information, answering general questions and giving advice regarding team procedures and operations.
- g. Maintains regular contact with team coaches and managers throughout the season to ensure smooth operation of the team and to head off potential conflicts or problems.

RISK AND SAFETY DIRECTOR

- a. Monitor overall safety of CORA ringette
- b. Coordinate the Police Record Checks of CORA bench staff volunteers
- c. Monitor and report to CORA executive for any CORA game incidents that may result in suspensions
- d. Arrange CORA disciplinary and Code of Conduct infraction proceedings
- e. Ensure that CORA Risk Management and Safety Audit Forms are submitted to ERRA
- f. Promote safety education within CORA for ringette

### **BYLAW 3 - MEETINGS**

#### **A. CORA MEETINGS**

- (a) All Executive meetings shall be called by the President. If, for any reason, a meeting has not been called by the President within two weeks of being requested by any 5 members of the Executive, a meeting may be called under the chairmanship of the Vice President, or any other designated person on the Executive, which shall be legal and constitutional.
- (b) If in the opinion of the President, an issue to be determined by the Executive can be dealt with, without the necessity of a formal meeting, the President may provide written notice of the issue to be determined to the members of the Executive. Such notice shall call upon the members to vote on the issue by delivering their vote to the President by telephone, facsimile transmission or electronic mail. At all times the President shall ensure that the quorum requirements of the constitution are met based on the votes received. Any business conducted or decisions rendered outside of formal meetings shall be read into the minutes of the next scheduled monthly meeting.

#### **B. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held at such a time and at such a place as the CORA Executive shall determine each year and shall occur not later than May 01. At least a 7 day notice shall be given to all members of CORA in good standing.

The order of business at the Annual General Meeting shall be as follows:

- Call to order
- Adoption of the minutes from previous AGM
- Business arising from the minutes
- Treasurer's Report
- Registrar's Report
- President's Report
- Constitution and Bylaw amendments
- Election of new officers
- New business
- Adjournment

#### **C. GENERAL MEETING**

A General Meeting may be called by the Executive or by a request of at least 25 people who are eligible to vote at an annual meeting. Such a request shall be in the hands of the President at least fifteen (15) days prior to the proposed meeting date.

## **BYLAW 4 - COMMITTEES**

The Executive may form committees when deemed necessary.

### **AD HOC OR STANDING COMMITTEES**

- i) If a chairman of a committee is not present at a committee meeting, the members present shall elect a chairman for the meeting
- ii) A committee may meet and adjourn as required and questions arising at any meeting shall be determined by a majority of votes of the members present. In the case of a tie the chairman shall cast the deciding vote
- iii) Any decisions or recommendations made by these committees shall be in writing to the President and shall be subject to approval by the Executive

### **DISCIPLINE COMMITTEE**

A Discipline Committee will be called when deemed necessary as a first level of review of discipline.

- i) It shall be chaired by one officer and served by at least 2 more Executives not involved in the case in question and appointed by the President.
- ii) It shall meet within 4 days of notification.
- iii) Its decision shall be final and shall be submitted to the President in writing for the records.
- iv) Appeals may be made to the Executive of CORA.

## **BYLAW 5 - OUT OF ASSOCIATION PLAYERS**

The City of Ottawa Ringette Association recognizes its responsibility to players residing in the City of Ottawa as being paramount. It also recognizes its responsibility to ensure all players, whether from home or outside Associations, can play at their skill level.

### **(A) Number of OOA Players (Tween-Belle)**

- Any given CORA team at the levels of Tween and above will have no fewer than ten (10) CORA skaters, where registration numbers support it. In addition, a maximum of two (2) OOA skaters, and a maximum of one (1) OOA goalie may be considered for these teams.
- The OOA players must be considered to be among the top half of the final roster as listed on the TRF (not merely in the top of half of players trying out).
- An OOA goalie can be considered only where two goalies are being chosen, one of whom must be a CORA goalie. The OOA goalie must be demonstrably better than a CORA goalie who will not make the team as a result of their selection.

- All of the foregoing is subject to case-by-case exceptions and joint-teams where considered appropriate by the Executive.

### **(B) Returning OOA Players**

After 3 consecutive years of play with CORA an OOA player will be treated as a CORA player and will not be required to be in the top half of the team for selection purposes.

### **(C) Case by Case Exceptions/Joint-Teams**

If a deviation from the policy should be considered on a given team for players or goalies, a motion can be made for consideration on a case by case basis, with strong consideration being given to carrying a larger roster to ensure that CORA players are not being excluded inappropriately.

The following factors should be considered on such a motion:

- The number and skill level of CORA players trying out for that team
- The number of players in that division
- The impact on the CORA team
- The impact on the CORA player who would otherwise have been on that team
- The impact on CORA generally
- The potential for future realignment for the CORA team
- The reversibility of the decision
- Whether the OOA player can play at the same level in their home Association
- Level of play available in other associations for the OOA player

### **(D)All Other Levels (Bunny-Petite)**

The number of OOA players to be allowed on teams at all other levels will be decided by the Executive on a case by case basis.

## **BYLAW 6 - EXCEPTIONS TO CORA CONSTITUTIONS**

CORA Constitution, Guidelines and policies are set in the best interests of CORA participants and should be adhered to. CORA does recognize that in certain situations and circumstances, such procedures may not be in the best interests of CORA participants. When these situations occur the CORA Executive will formally meet to determine if an exception to stated procedures is warranted.

Exceptions will be accepted by majority vote by CORA Executive given that 51% (rounding up to the closest number) of Executive Members are present to vote on exceptions and provided notice of the proposed exception has been circulated to members at least one week prior to such a vote.

### **BYLAW 7 - UNDERAGE PLAYERS**

The City of Ottawa Ringette Association fully endorses players participating in their proper age groups. In exceptional circumstances movement will be considered on a case by case basis.

Any player wishing to play above their age group must formally request permission from the Association. All requests will be reviewed by the Association on an individual basis. Players who request permission to play in a higher age group must be evaluated by association representatives as being of exceptional playing ability.

Other criteria that must be considered are:

- The number of players of similar skill level in the higher age group
- The impact on the higher age group team
- The impact on the same age group team
- Level of play available in outside Associations for both age groups
- Maturity of the underage player
- Timing of the move to a higher age group team
- Potential for future realignment for both age group teams
- Impact on the city of Ottawa Ringette Association
- Reversibility of the decision
- Any other factors relevant to the particular situation

The decision to move or not move an underage player to a higher age group team must involve all parties (parents, Association Executive and coaches).

### **BYLAW 8 - PLAYER RELEASES**

CORA recognizes that occasionally players living within the CORA boundaries may wish to play with other regional associations. CORA is obligated to issue Try-out releases to any CORA player requesting them. However, the guidelines to be followed pertaining to full player releases is as follows:

The President may at his/her discretion sign off on a full release for level of play, ie: CORA does not offer the level of play, or a player did not make that specific CORA team, but they did make a team of the same skill level with another association.

For releases requested for any reason other than level of play, the Executive must approve by simple majority vote. The President may call a meeting specifically for this purpose or may

solicit a vote of the Executive in any approved manner as outlined in BYLAW 3A pertaining to Executive votes.

The following factors should be considered on such a motion:

- The likelihood of the player returning to CORA in future years.
- The best interests of the player and her family.
- The impact on players in a similar situation
- The reason for the request and the likelihood of it reoccurring.
- The impact on CORA teams at the age level in question.

### **BYLAW 9 – FORMATION AND SEEDING OF TEAMS**

The number of CORA teams formed at any given age level will be determined largely, but not exclusively, by registration numbers. Prior to and throughout registration, the association registrar will provide projections to the executive which will give indications as to the expected number of teams at every age level. While skill levels may be attached to assessment sessions for logistical purposes, the association reserves the right to change or modify the number of teams or their designated skill level as it deems best for the overall good of the association. Additionally skill level designations may be adjusted for seeding purposes in league, regional or provincial play.

Any decisions regarding the number of teams formed at each age group and their designated skill levels will be determined by the association executive. Some of the determining factors to be considered are as follows:

- The number of registrations at a particular level.
- The number of known or expected OOA players trying out for CORA teams at that level
- The financial state of the association
- The input of the level Convenor,
- The input of the Director of Player Development
- The input of the registrar.
- The input of the level coaches if they have been selected.
- The depth of skill at the age group.
- The age and maturity of the players registered at the age group.
- Relative competition, if known, regionally and/or provincially
- Development of the players at the age level.