

CONSTITUTION OF THE AJAX RINGETTE ASSOCIATION

1. NAME

This organization shall be known as the Town of Ajax Ringette Association.

2. AIMS

To provide the opportunity in the Town of Ajax to participate in the game of Ringette as a recreational activity and in a more highly competitive program if appropriate.

3. PURPOSE

- 3.1. To formulate and administer policies beneficial to the development of the game of Ringette in Ajax.
- 3.2. To foster the highest standards of sportsmanship and friendliness for participants, officials and spectators.
- 3.3. To increase participation.
- 3.4. To serve as an arm of the Town of Ajax Recreation Department to provide additional recreational activities in the Town of Ajax.
- 3.5. To recruit and develop a capable, competent team of officials, coaches, managers and other leaders as required.

4. MEMBERSHIP

Membership shall be available to parents of players, team officials (three per team), elected officers, the Recreation Department (one delegate) and other officials appointed by the elected Association officers who are in good standing with the Association. Those with Memberships will have voting rights at Association meetings. Associate memberships shall be available to all players. Associate Memberships do not have voting rights within the Association. Membership is also available to players over 18 years of age.

Membership in good standing shall be defined as those members who are not currently suspended and whose registration and any other monies owed are not in arrears.

5. OFFICERS

- 5.1. Officers shall be elected annually at the end of the playing season, at the Annual General Meeting by the Membership. The positions that become vacant during the season may be filled by the officers on an interim basis.
- 5.2. All Ajax Ringette Association Executive positions are to be a two year term with a maximum of two consecutive terms, in that position.
- 5.3. The officers shall consist of a President, Past President, Vice-President, Treasurer, Secretary, Bingo Director, Registrar, Coaching Coordinator, Publicity Director, CORL Convenor, League Representative, Fund Raising Director, Referee-in-Chief, Ice Scheduler, Equipment Manager, Bunny Co-ordinator and Players Representative.
- 5.4. The Director of the Town of Ajax Recreation Department, or his appointed delegate, shall be an ex-official with the power to veto any proposal of the officers he deems detrimental

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to the Town of Ajax Recreation Department. Any veto exercised is subject to review by the officers of the Association and the elected council of the Town of Ajax.

6. MEETINGS

- 6.1. Officers shall meet monthly, or as required, to conduct the business of the Association, and 51% of voting officers shall form a quorum. Officers, who fail to attend three (3) consecutive meetings without a valid reason, shall no longer be deemed officers, and their positions shall be filled by appointment by the officers.
- 6.2. At least one meeting, open to the membership, will be convened annually at the end of the playing season. Notice of such meeting shall be made fourteen (14) days prior to any Annual or General Membership Meeting.
- 6.3. That the Ajax Ringette Association hold a semi-annual meeting to voice concerns and/or comments.
- 6.4. Officers shall refrain from voting on any matters involving a conflict of interest.

7. CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by a 2/3 majority of the members at a General meeting or as called by the membership after the Annual General Meeting.

8. BY-LAWS

The By-Laws shall be appended to and shall form part of this Constitution.

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BY-LAWS

1. RESPONSIBILITY OF OFFICERS

1.1. The officers shall assume full responsibility for the operation of the Association.

1.2. The officers shall enforce adherence to the rules and regulations of the association.

1.3. PRESIDENT

The President shall be the Chief Executive Officer and shall preside at all officers or general meetings. He/she shall ensure that the organization is functioning effectively and that the officers are fulfilling their responsibilities.

1.4. PAST-PRESIDENT

The Past-President shall act in an advisory capacity to the President and other officers of the association.

1.5. VICE-PRESIDENT

The Vice-President shall assist the President and fulfil the duties of the President in his/her absence. He/she shall also liaison between the Ajax Ringette Association and the Ontario Ringette Association.

1.6. SECRETARY

The Secretary shall record the minutes of all Association meetings and receive all mail, literature, parcels, etc. on behalf of the association. He/she shall keep the President informed promptly of any matter requiring immediate attention.

1.7. TREASURER

The Treasurer shall keep complete and accurate records of all receipts and disbursements, and report on the financial situation of the Association at officers meetings.

1.8. REGISTRAR

The Registrar will be responsible for complete and accurate records of all registration of participants, in cooperation with the Town of Ajax Recreation Department.

1.9. CORL (Central Ontario Ringette League) CONVENOR

The CORL Convenor shall have full responsibility for all operations of the CORL teams.

1.10. CENTRAL REGION LEAGUE CONVENOR

The Central Region League Convenor shall have full responsibility for all operations of the Central Region teams.

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1.11. PUBLICITY DIRECTOR

The Publicity Director shall be responsible for all advertising and promoting of Ringette.

1.12. FUND RAISING DIRECTOR

The Fund Raising Director shall be responsible for coordinating fund raising programs to meet the financial obligations and requirements of the Association.

1.13. BINGO DIRECTOR

The Bingo Director shall coordinate volunteers for Bingo times, and attend to financial dealings with the Association and the Treasurer.

1.14. REFEREE IN CHIEF

The Referee in Chief shall be responsible for the recruitment, training, and development of a team of referees capable of providing quality officiating at each age level.

1.15. ICE SCHEDULER

The Ice Scheduler shall be responsible for acquiring, allocating, and control **of the** ice for all games, practices, playoff schedules, etc.

1.16. EQUIPMENT MANAGER

The Equipment Manager shall be responsible for all equipment and uniforms of the Association.

1.17. COACHING COORDINATOR

The Coaching Coordinator shall organize teams and coaching staffs, set up the team selection committee, and keep the coaches informed of all league events.

1.18. BUNNY COORDINATOR

The Bunny Coordinator shall be the liaison between bunny parents and Executive and work with the Registrar, Coaching Coordinator and League Rep to determine amount of teams at the Bunny level.

1.19. PLAYERS REPRESENTATIVE

One player shall be elected to represent all divisions and attend executive meetings. This person shall act as a liaison between the executive and players.

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2. REGISTRATION FEES

- 2.1 Registration fees for each playing season will be established by the executive.
- 2.2 An additional fee may be assessed to cover the registration fee of players in the Ontario Ringette Association, equipment, or other financial requirements.
- 2.3 CORL players may be assessed additional fees when required.

3. VOTING

- 3.1 Members in good standing shall be entitled to a vote at the Annual General Meeting or any other meeting convened where the general membership has been invited.
- 3.2 The Chairperson for the meetings shall vote only in the event of a tie.

4. RULES AND POLICIES

- 4.1. Each team shall have a female adult (16 years or older, that is not a player on the team), as part of the team's staff. Ringette Canada rules shall apply.
- 4.2. In House league, players shall receive equal ice time. In CORL play, coaches shall use players as fairly and equally as possible, except in Tournaments and Championship competition.
- 4.3. All people involved in the games shall strive to educate participants and their fans of the Association's philosophy towards good sportsmanship. The objective is to have model spectators and players representing our Association.
- 4.4. Any person involved in the sport may be expelled at the discretion of the officers, for conduct detrimental to the sport.
- 4.5. Length of periods may be established to make the most efficient use of ice time.
- 4.6. Central Region league age groups may be rearranged to provide balanced leagues where necessary.
- 4.7. Central Region league teams will be outfitted in similar type uniforms.
- 4.8. Belle CORL uniforms #4 has been retired permanently, in memory of Susan Dittman.

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PRESIDENT

The President shall be the Chief Executive Officer of the Association and shall preside at all General, Annual and Executive meetings if present. He/she shall be an ex-officio member of all committees. He/she shall ensure that all directives and resolutions resulting from official meetings are carried into effect.

1. Liaison between Recreation Department, Town Council and Executive.
2. Make sure every Executive member is doing their job, and keeping up to dead-lines. Give assistance and guidance where necessary.
3. If Executive member is failing to attend meetings, or not carry out Executive directives, look into reasons. Perhaps they don't know how to go about it, or they need help, or just don't have time to accomplish their tasks.
4. Prior to Executive meeting, ask Executive members for specific items they wish to have included on the agenda. Give agenda to Secretary to be prepared, 10 days before meeting.
5. When chairing meeting, make sure motions are made, recording name of person making the motion, and name of person seconding motion, and vote is recorded. President cannot make a motion, and can only vote in the case of a tie.
6. Organize procedures for election of Player Representative.
7. Organize procedures for electing the winner of the Susan Dittman award (trophy).
8. President has the right to make a decision without Executive approval, but must account for this decision at the next Executive meeting. One will only do this in case of emergency and in the best interests of the Association. If possible, at least get your officer's opinion.
9. Most importantly, develop good public relations with parents, children and volunteers.
10. Appoint person from Executive to attend Advisory Council Meetings or if not you, suggest Vice-President or Past-President.

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PAST PRESIDENT

1. He/she shall act as advisor to other Executive members.
2. He/she shall assist the President and Vice-President in their duties.
3. He/she shall perform other duties as may be assigned from time to time by the Executive.
4. He/she shall in the absence of the President and the Vice-President, perform the duties of the President.
5. He/she shall form a nominating committee for elections at the AGM.
6. He/she shall arrange procedures for membership to amend the constitution at the AGM.
7. He/she shall serve as Advisory Council representative.
8. He/she shall prepare a report for the AGM.

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VICE-PRESIDENT

1. He/she shall assist President and in absence of President shall perform the duties and exercise the powers of the President.
2. He/she shall be liaison between the ORA and the local Association.
3. He/she shall set up a committee to coordinate the Annual Players' Banquet.
4. He/she shall assist all other members of the Executive with their programs, and have complete knowledge of how their programs are run, with a view of becoming President in the future.
5. Prepare a report for the AGM.

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SECRETARY

1. Attend meetings and record minutes. Make sure you have recorded motions and voting on all issues.
Minutes should be distributed to executive within 10 days of previous meeting.
2. Obtain Agenda from President 10 days prior to next meeting and distribute to executive seven days prior to meeting.
3. Other secretarial duties to be carried out at the request of the Executive.
4. Keep President informed of all incoming mail and distribute mail to the Chairperson concerned immediately, or ask them to collect it from you.
5. Record minutes at the AGM and forward copies to the New Executive Members as well as retiring Executive Members.
6. Prepare report for AGM.

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TREASURER

1. The Treasurer shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Association.
2. Shall report at all Executive meetings his/her transactions as Treasurer from the date of the previous meeting, and shall report the current financial position of the Association.
3. Advise Executive if funds are available or not, for requested expenditures.
4. Prepare a budget for the season, and update as necessary.
5. Apply for Grants on behalf of the Association, if applicable.
6. Assist team managers in applying for Grants on behalf of their teams, if applicable.
7. Prepare a complete financial statement to be presented at the AGM.
8. Arrange to have books audited at the end of the season.
9. Coordinate disbursement of team funds for tournament fees, and team Bingo funds.
10. Prepare a report for the AGM.

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REGISTRAR

1. Coordinate with Publicity Director and organize registration drive. Coordinate registration dates, time and place.
2. Fill in correct registration forms; obtain copies of birth certificates for new players. Baptismal certificates and Drivers licence are acceptable. If none of the above are available, have parents go to a Justice of the Peace and swear their daughter's name and age, and he/she will issue a note.
3. Register all players with the ORA.
4. Prepare report for the AGM.

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CORL CONVENOR

(Central Ontario Ringette League)

1. Consult with Ice Scheduler for CORL ice time for games. Schedule games and provide copy to Ice Scheduler, Referee-in-Chief and coaches.
2. Consult with Referee-in-Chief to obtain list of referee names and carded level to be sent to CORL.
3. Attend monthly CORL meetings and inform ARA Executive and/or coaches of any rule changes, etc.
4. Make sure all team officials to be involved in CORL League Games, Provincial Prelims, and Provincial Championships attend necessary clinics. Basic coaches clinic is required and must have been taken by January 8th. No one will be allowed behind the bench without it, or team will be disqualified.
5. Set deadline date for completion of try-outs for CORL teams. Ensure that all girls are registered.
6. Prepare report for AGM.

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CENTRAL REGION LEAGUE CONVENOR

(Central Region League)

1. Attend monthly Executive meetings.
2. Attend monthly Central Region League meetings.
3. Beginning of season, liaise with Coaching Coordinator to determine the amount of teams and at what level of play.
4. Assist Coaching Coordinator, if needed, to determine level of play if there is a discrepancy.
5. Provide the Central Region game Scheduler with hours of ice required for home games and practices.
6. Provide copies of League game schedule to all coaches and Executive. It is most important that the Ice Scheduler and the Referee-In-Chief get a copy asap.
7. Attend Coaches meetings. At these meeting ensure that Coaches are given a copy of the league rules and a copy of the Constitution. Encourage questions.
8. Ensure that teams are seeded properly before Christmas break (start of play downs).
9. Collect game sheets. Keep a correct set of statistics or appoint statistician and make sure they receive game sheets.
10. Prepare report for AGM.

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PUBLICITY DIRECTOR

1. Coordinate with Registrar registration drive, re: dates, times and place.
2. Ask newspaper to report on Social functions, meetings, and fund raising projects. Ask for a big write-up for Ringette Week, stating what your Association plans to do for Ringette Week.
3. Have a profile published on a volunteer from Ajax who has contributed to many areas of the sport.
4. Ask the newspaper out to a Petite (or Bunny) House League game with photographs and write-up.
5. Ask Mayor to declare in Council an official Ringette Week.
6. Send out letter to membership twice in the season, giving general information, names, addresses, and phone numbers of the Executive. Plans for the season, arranges for volunteers still required, and who to contact, fund raising, etc.
7. Coordinate or appoint a person to keep trophies on display, clean, and in good order.

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FUND RAISING CHAIRPERSON

1. Obtain sponsors for all Teams.
2. Consult with Treasurer on budget and what fund raising projects are necessary for the season. Update throughout the year.
3. Coordinate all fund raising projects, which must be approved by the Executive.
4. Ensure that all sponsors receive team photographs at the end of the season.
5. Arrange for team photographs to be taken.
6. Prepare report for the AGM.
7. Plan dance.

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BINGO DIRECTOR

1. Renew Bingo license twice a year with the Town of Ajax.
2. Recruit seven volunteers for two bi-weekly Bingos.
3. Instruct volunteers as to their duties.
4. Keep complete financial records per week and give a copy to the Town of Ajax (within ten days of the Bingo). These records to be available to appropriate parties as required.
5. Keep a record of individual Bingo credits, for the purpose of honorariums for volunteers.
6. Write cheques for expenditures of the ARA, i.e. ice time costs, referee fees, equipment, etc.
7. Select a sub-committee of three people to act as signing officers and to take charge when Director is absent.
8. Prepare a report for the AGM.

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REFEREE-IN-CHIEF

1. He/she shall recruit and teach officials.
2. He/she shall obtain all team schedules, and draw up a schedule of officials for every game.
3. He/she shall supply each official with a schedule of their games, place, date, time, etc.
4. He/she shall evaluate the officials at community level.
5. He/she shall be responsible for paying the officials an amount per game, determined by the executive.
6. He/she shall be responsible for registering the officials with the ORA.
7. In consultation with the CORL Convenor and the Games and Tournament Chairperson, he/she will appoint officials to attend tournaments.
8. He/she shall assist officials to be up-graded beyond community level, and inform them of Referee clinics to attend.
9. He/she shall prepare a report for the AGM.

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ICE SCHEDULER

1. Shall acquire, allocate and control ice for all games, practices.
2. Obtain schedules for all games and play-off schedules, with specific rules where applicable.
3. Make sure requests for Ice Time are into the Recreation Department in writing long before the Ice Allocating Meeting.
4. Attend Ice Allocation Meeting with Town of Ajax Recreation Department and President.
5. Prepare report for the AGM

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EQUIPMENT MANAGER

1. He/she shall be responsible for all team equipment and uniforms of the Association.
2. Records should be kept stating locations, quantities, and condition of equipment and uniforms.
3. Consult with Treasurer and Fund Raising to ensure needs can be met, and find out if any grants are available.
4. Consult with Fund Raising re sponsors and uniforms.
5. Purchase all equipment and uniforms as required.
6. Make sure you know where equipment is at all times.
7. Prepare report for AGM.

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COACHING COORDINATOR

1. Determine number of teams.
2. Assist in determining the calibre of the teams and players.
3. Recruit coaches for each team in the Association.
4. Source clinics (Technical) within Region and ORA.
5. Source other courses pertinent to upgrading coaches/managers at Community Colleges, Parks and Recreation etc.
6. Coordinate Association requirements and pertinent information to coaches.
7. Organize meetings with coaches as required.
8. Participate on Committees as required.
9. Attend association meeting on a monthly basis.
10. Assist coaches when applicable.
11. Prepare report for AGM.

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BUNNY COORDINATOR

1. Attend monthly Executive meetings.
2. Attend Central Region League meeting with league rep.
3. At the beginning of the season be liaison with Registrar, Coaching Coordinator, League Rep, to determine amount of teams at the Bunny level.
4. Be the communicator for the Bunny parents, i.e. concerns, problems that can be brought forward and discussed with the Ajax Executives.
5. Prepare report for the AGM.

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PLAYER'S REPRESENTATIVE

There should be a CORL Representative and Central Region League Players Representative.

1. Liaison with Team Reps and Executive committee re players ideas, concerns, and genuine complaints. Have list of Team Reps.
2. Generally assist all Executive by promoting their programs through the Team Reps. Make sure each team has a Team Rep.
3. Assist President with Player involvement for Ringette Week activities.
4. Encourage all players to participate in Fund Raising projects.
5. Obtain ideas from players regarding fund raising, (exactly what type of fund raising they would like to become involved in).
6. Prepare report for AGM.

Procedure for electing Player's Rep

- a) Coaches of Belles are to ask their team for players wishing to stand for the position of Player's Rep to serve on the Executive, and submit names to the President.
- b) Post names in arenas on bulletin board two weeks prior to election.
- c) Election night have papers with names of players running for position, with check box at side of each name. Every player to tick one name of their choice and deposit in closed ballot box.
- d) Election committee comprising of President, Vice-President, and Convenors, count votes.
- e) Post name of player elected in arenas the following week.
- f) Ask coaches to inform teams who their Player's Rep is and make sure the Team Rep know who she is.