

MEMBERSHIP SERVICES TABLE OF CONTENTS

MEMBERSHIP	1
ANNUAL GENERAL MEETING	1
MEMBER VOTING RIGHTS	1
CHARTER MEMBER JURISDICTIONS	2
MEMBERSHIP REGISTRATION	4
MEMBERSHIP APPLICATION	6
MEMBERSHIP DUES AND FEES	7
MEMBERSHIP DUES AND FEES SCHEDULE	8
REGISTRATION	10
AGE DIVISIONS	10
PLAYER RELOCATION	13
PLAYER TRYOUT/RELEASE	14
APPLICATION	14
RECRUITMENT OF PLAYERS GUIDELINES	16
CONTESTED APPLICATION FOR PLAYER RELEASE	18
TWO TEAM PLAYER PROCEDURES	19
GLOSSARY OF TERMS	20
RISK MANAGEMENT	22
RISK ASSESSMENT GUIDE	22
INCIDENT REPORTING RELATIONSHIPS	23
IMPLEMENTATION	23
COMMUNICATIONS	23
RISK MANAGEMENT AND SAFETY AUDIT	24

VOLUNTEER RECOGNITION PROGRAM 25

ABOUT THE PROGRAM 25

VOLUNTEER RECOGNITION PROGRAM NOMINATION PROCEDURES 25

PROVINCIAL BUILDER 27

COMMUNITY BUILDER 28

COACH OF THE YEAR 28

OFFICIAL OF THE YEAR 29

PLAYER RECOGNITION AWARD 30

OFFENSIVE PLAYERS OF THE YEAR 30

DEFENSIVE PLAYERS OF THE YEAR 30

GOALTENDERS OF THE YEAR 30

ASSOCIATION OF THE YEAR 31

ADULT PROGRAM DEVELOPMENT 32

PROVINCIAL VOLUNTEER 32

REGIONAL VOLUNTEER 32

CORPORATE SPONSOR OF THE YEAR 33

SERVICE AWARDS 33

APPRECIATION AWARDS 33

INDIVIDUAL AWARDS 34

1. MEMBERSHIP

a. Annual General Meeting

- i. Reference should be made to notice, nominations, amendments, and rule development regulations to ascertain specific procedures required if a member wishes to exercise certain rights.
- ii. Reference should be made to voting, delegates, Board of Directors, and the same topics as applicable to Regions or Charter Members, for information in relation thereto.
- iii. The agenda for the Annual General Meeting shall be set by the Board of Directors in each year, but shall generally follow the form set out herein to meet not only the requirements of the Act, but those of the By-Laws of the Corporation:
 - Formal Opening (including checking of quorum)
 - President's Report (includes all other reports)
 - Constitutional Matters (amendments, etc.)
 - Financial Statements (ratification, accountants)
 - Ratification of Director's actions
 - Elections
 - Director's Caucus
 - Presentation of Board/Officers
 - New Business (from members)
 - Adjournment

b. Member Voting Rights

- i. No Registered or Associate Registered Member Delegate shall be entitled to vote at any meeting of the Corporation unless all dues and fees payable by said member are paid and the member is in good standing.
- ii. Any member of the Corporation may attend a member's meeting, be it annual, general or special, but only Registered or Associate Registered Members shall have the right, by delegate, to vote.
- iii. Each Registered or Associate Registered Member shall have one vote on each question arising at any annual general or special meeting of members.
- iv. A Registered or Associate Registered Member shall designate their delegate for all matters in the manner indicated by the Board of Directors on the membership application form.

- v. Any delegate of a Registered or Associate Registered Member shall be a Registered Affiliate or Associate Registered Affiliate Member of said Registered or Associate Registered Member.
- vi. A Registered or Associate Registered Member may appoint a delegate other than that originally designated by informing the Board of Directors of same in writing and verified by any two officers of the Registered or Associate Registered Member. There is and shall be no proxy or proxies within the Corporation at any time, unless amendment to By-Laws allows same.
- vii. The Board of Directors shall cause to be published in each year and with the application for registration form, those privileges reserved to the member of the Corporation as they exist from time to time.
- viii. Each Registered or Associate Registered Member and Registered Affiliate or Associate Registered Affiliate Member shall be entitled to notice of meetings through the Registered or Associate Registered Member and/or delegate thereof.

c. Charter Member Jurisdictions

i. Central Region

The Regional Municipality of Durham; Counties Northumberland, Peterborough, Victoria, Prince Edward; District Municipalities of Haliburton, Muskoka.

ii. Eastern Region

The Regional Municipality of Ottawa-Carleton; Counties of Hastings, Lennox and Addington, Frontenac, Leeds, Grenville, Stormont, Dundas, Glengarry, Prescott, Russell, Lanark, Renfrew.

iii. North Eastern Region

The Regional Municipality of Sudbury; the Districts of Parry Sound, Manitoulin, Temiskaming, Nipissing, Sudbury, Algoma, Cochrane, and that part of the District of Kenora lying east of a line continuing north from the northeast point of the District of Cochrane to latitude 53 ½ degrees and thence northwest at a 45-degree angle to the western border of Ontario.

iv. North Western Region

The Districts of Thunder Bay, Rainy River, and that part of the District of Kenora west of that included in the Northeastern Region set out in (3), supra.

v. **Southern Region**

The Metropolitan Municipality of Toronto; the Regional Municipalities of York, Haldiman-Norfolk, Halton, Hamilton-Wentworth, Niagara, Peel, and that part of the Regional Municipality of Waterloo being the City of Cambridge; the Counties of Brant, Oxford, and Simcoe.

vi. **Western Region**

The Regional Municipality of Waterloo, save and except the City of Cambridge; the Counties of Bruce, Dufferin, Elgin, Essex, Grey, Huron, Kent, Lambton, Middlesex, Perth, and Wellington.

2. MEMBERSHIP REGISTRATION

Application for membership, and acceptance thereof by the Board of Directors for the Corporation completes and constitutes an agreement or enforceable contract whereby the applicant/member agrees to follow the By-Laws and Regulations of the Corporation; the Corporation agrees to follow its own By-Laws and Regulations.

- a. Charter Members or Regions are agents of the Corporation and as such do not have any right to resign, and cannot resign.
- b. Charter Members, or Regions, shall register all members within their jurisdiction; all members including classes of members, bodies, entities, or individuals whose principal residence or usual domicile is situated within the Region.
- c. Registered or Associate Registered Members upon application, shall set out a specific geographic area on the application, in which jurisdiction the Registered or Associate Registered Member will be given specific rights by the Charter Member and Corporation. Registered or Associate Registered Member Boundaries shall be that City, Town or Village(s) Municipal Boundary as defined by the Province of Ontario and be obtained and submitted by the Registered or Associate Registered Member.
 - i. Boundary disputes between Registered or Associate Registered Members resulting from municipal By-Law/Regulation amendments shall be dealt with by the Charter Member, unless otherwise requested by the Charter Member, to be addressed at a Provincial Board of Directors Meeting.
- d. Registered or Associate Registered Members shall register every bonafide member of itself with the Corporation.
- e. Registered Affiliate or Associate Registered Affiliate Members may register or be registered in sub-classes of such class of member, being Administrator, Coach, Manager, Minor Official (Timekeepers, Scorekeepers), Referee, Trainer, or such other sub-classes as set by the Board of Directors.
- f. A Registered Affiliate or Associate Registered Affiliate Member may be registered in one or more sub-classes of membership.

- g. Parents or guardians, of any Registered Affiliate or Associate Registered Affiliate Member, by signing and giving consent to the application of the Registered Affiliate or Associate Registered Affiliate Member, become, upon acceptance of the Registered Affiliate or Associate Registered Affiliate Member, an Affiliate Member of the Corporation, such that they have standing within the Corporation, and acquire the rights and responsibilities of membership.
- h. On acceptance of any applicant for membership, the time of such acceptance is deemed to be 12:01 a.m. of the date of registration; on any date set as a registration deadline, the time of such deadline is deemed to be 11:59 p.m. of such date.
- i. Every member is responsible for being cognizant of the By-Laws and Regulations of the Corporation as they may exist from time to time.

3. MEMBERSHIP APPLICATION

- a. All applications for membership shall be completed on the appropriate forms as provided by the Corporation and must be fully completed. All appropriate dues and/or fees will be levied in accordance to applications received by the corporation, and must be remitted in accordance to the registration schedule prescribed herein to be accepted by the Board of Directors.
- b. In each year the Board of Directors shall approve the application forms for various categories of membership and shall make such forms available to applicants in a timely manner.
- c. The following dates and terms apply to various classes of membership:
 - i. Registered Members and Associate Registered Members

Membership commences **JUNE 1st** and terminates on **MAY 31st.**
 - ii. Registered Affiliate Members and Associate Registered Affiliate Members

Membership for Referees, Provincial AA and A level teams to include Bench Staff, commences on **SEPTEMBER 15th** and terminates on **SEPTEMBER 14th.** Membership for U7/U9, Executive/Board Members and Regional B, C and non-sanction teams, commences on **SEPTEMBER 15th** and terminates on **SEPTEMBER 14th** with the final deadline for Registered Affiliate and Associate Registered Affiliate Membership Applications without penalty being **JANUARY 8th.**
- d. For any category of membership the Board of Directors may cause to be established a final date for registration for the current year of operation.
- e. Membership renewal forms may be varied from initial application forms for membership and may be simplified or not require all documents usually necessary, provided the member was registered in the immediate preceding year.
- f. Additional classification for registered Affiliate and Associate Registered Affiliate Members may be made by the Board of Directors and registered at any time during the currency of the membership term of a Registered Affiliate or Associate Registered Affiliate Member.

4. MEMBERSHIP DUES AND FEES

- a. Membership dues are those which shall be paid by a Registered or Associate Registered Member or Registered Affiliate or Associate Registered Affiliate Member or any other class of member receiving a voting right within the Corporation. Dues may be amended only by the Board of Directors, and approval of the members at an Annual Meeting or meeting called for that specific purpose.
- b. Annual dues for Registered or Associate Registered Members, or Registered Affiliate or Associate Registered Affiliate Membership shall be recommended by the Board of Directors and approved by the Membership at an Annual Meeting.
- c. The Board of Directors may and shall set deadlines for registration and submission of dues in each year.
- d. Fees are those costs and responsibilities of the members to the Corporation in addition to any dues.
- e. Fees are the equivalent of an assessment or levy and must have the approval of the Board of Directors to be amended.
- f. The Board of Directors may assess fees from time to time. Such fees may include such matters as league registration, fines, penalties, appeals, insurance or any other such matters and the Board of Directors shall set the fees as required. Such fees may also be levied on a non-voting class of member, such as Associate Members at \$25.00 per year.
- g. The Board of Directors in the initial year of application of any class of member may waive or vary the dues and/or fees payable by said member. (i.e. Associate Registered Member \$75.00 fee waived, Associate Registered Affiliate Member Program Fee waived (players, bench staff, official's, etc.).
- h. A member to be in good standing must have all dues and fees paid, within thirty (30) days of invoice, or any rights the member may have acquired will cease until such time as dues and fees are paid.
- i. Any registration dues and/or fees submitted to the Ontario Ringette Association are non-refundable.

5. MEMBERSHIP DUES AND FEES SCHEDULE

- a. Charter Member Nil
- b. Registered Member \$75.00 **DUE JUNE 1st**
- i. Associate Registered Member Nil (Two-year term only)
- c. Associate Member \$25.00
- d. Registered Affiliate and Associate Registered Affiliate Member(s)
- i. Indemnification Due: \$ 3.00
(levied to all Registered Affiliate and Associate Registered Affiliate sub-classes).
- ii. Insurance Coverage: \$ 2.00
(levied to All Registered Affiliate and Associate Registered Affiliate sub-classes of Registered Members).
- iii. Program Affiliation Fees:
(Associate Registered Affiliate Members Exempt for a two-year term only).
- Players (includes \$14.00 Ringette Canada Fee)

U7/U9	\$14.50
(Learn To Skate/Bunnies and Bunny/Novice)	
U10 (Novice) - 30+ (Masters)	\$28.00
 - Volunteers (includes \$4.00 bench staff, \$11.00 referee Ringette Canada Fee)

Head Coach	\$14.50
Assistant Coach	\$14.50
Manager	\$14.50
Trainer	\$14.50
Referees	\$23.00
Administrators*	NIL

Note: *Includes Executive/Board members and various other administrative volunteer positions activated at the Local, Regional and/or Provincial Levels.

iv. Team Fees

- Provincial A Level Teams U12 (Petite) through 18+ (Open)
National Surcharge \$ 25.00
Team Administration \$ 80.00
- Provincial AA Level Teams U12 (Petite) and U14 (Tween) Divisions
National Surcharge \$ 25.00
Team Administration \$ 80.00
- Provincial AA Level Teams U16 (Junior) and U19 (Belle) Divisions
National Surcharge \$160.00
Team Administration \$ 80.00
- Provincial AA Level Teams 18+ (Open) Division
National Surcharge \$ 25.00
Team Administration \$ 80.00

Registration payment received more than 15 days after their due date shall be levied a 10% late fee.

e. Shoulder Pads

It is mandatory for all players in the following age divisions to wear shoulder pads:

- U16 (Junior)
- U14 (Tween)
- U12 (Petite)
- U10 (Novice)
- U9 (Bunny/Novice)
- U7 (Bunny)

6. REGISTRATION

a. The following are the deadlines in which registration documents are due at the O.R.A. office:

- | | |
|--|--|
| i. Regional All-star Teams | <u>OCTOBER 31st</u> |
| ii. Officials | <u>NOVEMBER 15th</u> |
| iii. Provincial AA and A Teams | <u>NOVEMBER 15th</u> |
| iv. Regional B, C, and 30+ (Masters) Teams | <u>NOVEMBER 15th</u> |
| v. Volunteers | <u>NOVEMBER 15th</u> |
| vi. Non-Sanctioned Teams | <u>NOVEMBER 15th</u> |
| vii. Information Change Form (Appendix M-F-10). Changes to sanctioned team forms are not allowed after | <u>JANUARY 8th</u>
<u>JANUARY 8th</u> |

Teams must be registered with the O.R.A. office before participating in any Sanctioned Event.

- b. All players (all age divisions) and Bench Staff (Head Coach, Assistant Coach, Trainer, Manager) shall register on a Team Registration Form (T.R.F.) Appendix M-F-06.
- c. All players (all age divisions) and bench staff (Head Coach, Assistant Coach, Trainer, Manager) registering after **NOVEMBER 15th** must register immediately through their Association Registrar.
- d. Any player registering with an association after **JANUARY 8th** is limited to participation in non-sanctioned events.

Note: That if an association makes an inadvertent error on their TRF (this is not to be corrected until after **JANUARY 8th**) which results in a provincial level player(s) being omitted, that a fine of \$250.00 be assessed.

AGE DIVISIONS:

Note: Age divisions are those age divisions stipulated in the current Ringette Canada Policy Manual, unless otherwise approved by the Ontario Ringette Board of Directors for internal provincial play only.

<u>Division Code</u>	<u>Age</u>
U7 (Bunny)	6 and under
U9 (Bunny/ Novice)	8 and under
U10 (Novice)	9 and under
U12 (Petite)	11 and under
U14 (Tween)	13 and under
U16 (Junior)	15 and under

U19 (Belle)	18 and under
18+ (Open)	18 and over
30+ (Masters)	30 and over

Note: The player's age is determined by **DECEMBER 31st** of the current playing season.

All requests for players, to participate or register in an age category that is not specified for their age, must be in the form of a written request, sent to the Charter Member. (The Charter Member must forward a copy of the approval of the request to the O.R.A. head office for the participant's file to be changed).

Players who are 18 by December 31st of the playing year have the option to play on a U19 team or an 18+ team. The player must declare their choice upon registration on a TRF and may not change divisions once registered on that TRF after November 15th of that playing year without proper authorization.

e. No player may be registered to play on more than one team, except those qualifying under the provisions of the Playing Agreement (M-S-F-02) or Affiliate Player (ADP-F-03).

f. All Team Registration Forms shall be assigned a Team Registration Number. The Association Registrar shall determine the characters of the team number in the following manner:

1st 3 characters	=	Association Number (eg. 713 Kitchener)
4th character and up	=	sequentially, 01 through total number of teams registered within the Association.

g. All officials shall register on an On-Ice Officials Registration Form (O.R.F.), (Appendix O-F-05).

h. All voting members of each Association Executive, as well as any other pertinent member shall register.

Note: For insurance purposes, each association must prepare and maintain a list of all other volunteers who will periodically assist the association at Sanctioned Events, Functions, etc.

i. All Registered Affiliate and Associate Registered Affiliate Members must complete an Membership Registration Form (Appendix M-F-15) or home association equivalent, in the following situations:

- i. re-registering on an annual basis
- ii. first time registrant
- iii. affiliate members registering after **NOVEMBER 15th**

MEMBERSHIP SERVICES 12
REVISED MAY 3, 2009

- j. All individual Affiliate Membership Registration Forms must be retained by the home associations for three (3) years.
- k. All Registered Affiliate Member and Associate Registered Affiliate Member dues and fees and team fees (See Membership Services – Membership Dues and Fees Schedule Section 5) are payable at the time of Registration. (See Membership Services – Registration Section Six).
- l. Charter Member (Region) authorized changes to Team level of play (advances or retreats) shall be submitted by the Region to the O.R.A. office on or before **JANUARY 8th**. The O.R.A. office will then issue an adjusting credit or debit to the Team Fees initially submitted by the local association.

eg. Tonawow Ringette registered two (2) Regional B U14 (Tween) teams and 1 Provincial A U19 (Belle) team. Two of their teams advanced December 10th with Regional authorization.

2 Reg. B teams @ \$ 00.00 - 1 advance to Prov. A	\$100.00
1 Prov. A team @ \$100.00 - Advance to Prov. AA adding	\$130.00
Adjusting Debit	\$230.00

- m. Ontario Ringette has prepared a Registration Supplement to the section to assist the local Registrar with completing their registration. The supplement provides detailed instructions on how to fill out the forms and provides examples and helpful hints for a smooth registration process.

7. PLAYER RELOCATION

- a. Player relocation occurs when there is a change of player's boundaries due to:
- i. Education Relocation. Proof of Fulltime Registration is required with a letter from the institution indicating current residential address.
 - ii. Permanent Primary Residence Relocation: Proof of permanent residence change must be provided to the satisfaction of the Membership Services Co-ordinator.

Any two (2) of the following are required identification:

- Permanent Drivers Licence
- Utility bill with residential address (Rental properties not applicable)
- School Registration with residential address

- b. A player has the following options:
- i. The player can continue to be the property of the association to which they currently belong, and continue to play there.
 - ii. The player can submit a "Player Relocation Form" (Appendix M-F-18) with the association in the community which they now reside. This will result in the player becoming the property of the new association.
 - iii. If the new resident community does not have an association, or offer the age or level of play, the player may choose to continue to be the property of the association to which they currently belong or is required to follow the normal release process.

Note: All registration deadlines and information change deadlines are still applicable.

8. PLAYER TRYOUT/RELEASE

Note: An Association has the right to defer the signing of a release until **SEPTEMBER 15th** of each year to assist in the formation of teams. All releases must be signed and provided to the receiving region by **NOVEMBER 15th** of each year, unless the Region establishes an earlier date.

a. **Application**

A Player Tryout/Release Form (Appendix M-F-07) is required when a player, U19 (Belle) age or under, requests permission to try out for a Registered member (Local Association) other than the Registered Member with whom they are presently registered. The Player Tryout/Release Form must be submitted to the Releasing Charter Member (Region) on or before the deadline of any given season.

- i. A player may request permission to try out and subsequently be released for the following reasons:
 - Level of play not available
 - Age group not available
 - Other
- ii. The Player Tryout/Release Form (Appendix M-F-07) is to be signed in the following order of priority:
 - Parent/Player
 - Releasing Association
 - Releasing Region (if different than Receiving Region)
 - Receiving Region
- iii. Process the Player Tryout/Release Form (Appendix M-F-07) as follows:
 - The player must initially be a registered player and complete Part 1 of the Player Tryout/Release Form.

- The player must obtain the signature of the President of the Home Association on the Player Tryout/Release Form before being allowed to participate in another association's tryouts. The Home Association may not deny any request for tryout, however, signing the tryout portion (Part I) of the Form does not mandate the Home Association to sign the release portion (Part III) of the Form. Faxed copies of signatures are acceptable.

No players may be allowed to tryout ice of an association other than their local association without submitting a "Tryout/Release Form". Consequences for violation of this rule may include any or all of the following penalties:

- release ultimately not granted
- monetary fine up to \$1,000.00

The Region will determine the penalties appropriate for the circumstances.

- Each Association President must supply the Regional Membership Services Co-ordinator with a Summary of all players who have attended a tryout held by the association and a list of all players for whom the association has authorized by way of Tryout Release Form M-F-07 to participate in a tryout with another association.

The timeline for providing these lists will be determined by the Regional Membership Services Co-ordinator.

- The Receiving Association will complete Part II of the Player Tryout/Release Form only after the player has been selected for one of its teams. (If the player is not selected, no further action will be taken and the form may be retained on file by the Receiving Association). O.R.A. Registration Fees must be submitted by the Receiving Association to the O.R.A. within the deadline.
- The Receiving Association will present the Player Tryout/Release Form for the necessary signatures on Part III:

i.e.: Home Association
Receiving Association
Charter Member (Region)

- The Charter Member shall list all completed and approved Player Tryout/Release Forms on a Player Tryout/Release Form Summary and submit it to the O.R.A. office by **DECEMBER 1st** of each playing season.

- iv. An Application for Player Release Form that is signed approved by the Home Association, Receiving Association and Charter Member shall deem that applicant as released, effective for one season. All appropriate O.R.A. fees and dues for that applicant will be recorded with the Receiving Association.
- v. An Application for Player Release approved for the same individual from the same Releasing Association to the same Receiving Association for three (3) consecutive seasons shall constitute a permanent Registered Member change for that individual. All records held with the Corporation shall so change on the Registration expiry date of the third consecutive year.
- vi. The approved release shall expire at the completion of the player's current playing season.
- vii. If a player has been released to an A or AA team, for reason "Level of Play", that team will be committed to remain at the A or AA level for the remainder of the season and the team cannot retreat to any lower level of play.
- viii. A Player Release granted on "Level of Play" will only be released to the closest association offering that level of play. Closest association shall be governed by the player's Home Region Policy.
- ix. For purposes of determining the closest association, the associations within the player's home Region will have priority over associations in another Region regardless of proximity. The Executive of player's home Region will resolve any disputed situations.
- x. Where a release is approved by the player's Home Region for release to another Region, determination of closest association shall be governed by the Receiving Region's policy.
- xi. A Provincial U12 (Petite) player cannot be released for level of play.
- xii. Where level of play is offered, a player must attend Provincial tryouts in their association. If the level of play is not offered in their home association, the player must attend Provincial tryouts at the next closest association. Any player not meeting this standard will not be allowed to play at the Provincial level for the current season.

b. Recruitment of Players Guidelines

These guidelines have been developed for associations when forming teams at the beginning of each season. The intent is to allow associations to form teams at the levels they wish without concern for interference, intentional or otherwise, from any other associations. Recruitment of players, which is defined as direct contact of players without their association's knowledge and approval, will not be tolerated.

- i. Contact must always be at the level of Association President to Association President to determine if specific players may be available to another association.
- ii. No member of any association intending to develop a team at a specific age level may directly contact players and/or members from another association. Deadlines and methods of communication of team levels to be established on a Regional basis.
- iii. No players may be allowed on tryout ice of an association other than their local association without submitting a “Tryout/Release Form” (as outlined in the Application for Player/Release Procedures, Section 1 above).
- iv. That player eligibility be defined by residency only for all AAA teams. Players living in another Province, playing in Ontario, are not eligible for Team Ontario. A player who resides in a Region where there is no Regional All-Star team has the right to tryout and play for the closest Regional All-Star team with Board approval.

If a member wishes to pursue a complaint against another member for violations of “recruitment of player guidelines” they must submit their complaint in writing to the Regional Director for their action.

Consequences for player recruitment may include any or all of the following penalties:

- Release not granted
- Bench Staff suspension
- Monetary fine up to \$1,000.00
- Team disqualified from Provincial Championship play

The Region will determine the penalties appropriate for the circumstances.

9. CONTESTED APPLICATION FOR PLAYER RELEASE

- a. The player **must not** appear on the ice for any Local Association who is involved in the contested Application for Player Release until the Charter Member (Region) Release Tribunal has rendered a decision.
- b. Any player contesting an application for player release must be a registered member of their home association and provide proof thereof for the season in which the release is being requested.
- c. The Charter Member (Region) shall convene a Player Release Tribunal Hearing within seven (7) days of receipt of the Contested Application for Player Release Form from the Receiving Association.
- d. The Charter Member Release Tribunal shall be chaired by the Regional Director or Designate and consist of three (3) persons as appointed by the Regional Director and the Membership Services Co-ordinator of the Charter Member (Region).

The Regional Director attends the Tribunal to ensure the procedures are followed and to Chair the meeting, not to influence the tribunal. The Regional Director does not participate in the discussion or vote on the decision.

The Membership Services Co-ordinator must be present as a resource person and does not vote on the decision, but may answer questions.

- e. The Tribunal shall ensure that the O.R.A. office, Releasing Association, Receiving Association and the Applicant are notified at least three (3) days in advance of the time and place of the Release Tribunal Hearing.
- f. When all speakers have been heard and all questions have been answered, the Tribunal Panel retires to discuss and render their decision. The Tribunal shall render a decision with rationale based on the evidence provided at the Release Tribunal Hearing regardless of whether any of the Releasing Association, Receiving Association or Applicant is not in attendance.
- g. Copies of the tribunal minutes and any submitted statements to be forwarded to the O.R.A. office in a timely manner.
- h. Any appeal of this Player Release Tribunal Hearing's decision will follow the O.R.A. Appeals Policy.

10. “TWO TEAM PLAYER” PROCEDURES

The intent of the Two-Team Player Agreement is to maintain the viability of smaller associations while allowing players to experience Provincial level play. It is not designed to allow all Provincial level players to participate at the Regional level as well. Regions must set their own policies regarding the number of two-team players on any given TRF in order to achieve the intent of the agreement.

- a. Any B or C player may play on a Provincial team and register on both T.R.F.'s. A player may only leave her home association if that level of play is not offered or player does not make the Provincial team. (Must attend tryouts).
- b. A Two-Team Player Agreement may be entered into when a player has been released to a Provincial level team back onto a Regional level team. The agreement must be reviewed and approved by both the Regional G&T and Membership Services Co-ordinators.
- c. The option for priority between the two teams is defined on the Two Team Playing Agreement Form. The general hierarchy is Championships before Tournaments; Tournaments before Games; Games before Practices; Practices before Meetings; Meetings before Social Activities. If there are points that cannot be agreed upon, the Regional G&T and Membership Services Co-ordinators will finalize any conflicts using these guidelines and with consideration of the importance of these events. If all concerned agree when the hierarchy is different in a given situation, the agreed to solution can be approved. Players having to cross regional boundaries must deal with both Co-ordinators. If there is a problem the G&T and Membership Services Chairs will make the final decision.
- d. Players who have been denied a release may not enter into a Two-Team Player Agreement with the team to which they were denied the release.
- e. Two team agreements must parallel the framework used for releases within a given Region.
- f. Player must register with their B or C team and play with them all year, including Regional Championships and Sanctioned Events. If their calibre of play raises this team to a Provincial level, the player may play only for the Priority Team as noted on the Agreement.
- g. The Playing Agreement Form (Appendix M-F-02) must be signed by the player/parent/guardian, applicable coaches and Association Presidents/Designates and G&T Co-ordinator and Membership Services Co-ordinator.
- h. A player cannot play in more than one (1) sanctioned event on more than one (1) team or in the same sanctioned event on the same weekend.

NOTE: Does not apply to A.D.P. Players.

11. GLOSSARY OF TERMS

“Local Association”: Known as Registered Member or Associate Registered Member. [See Constitution, By-Law #1 Article 17 Item b) v)].

“Registrant”: Any individual or group entity (Registered Affiliate or culmination of; Team) who is a member(s) of a Local Association and have registered on the prescribed registration forms and remitted all prescribed dues and fees.

“Association Number”: The 3-digit number assigned by the Provincial Corporation to the Local Association.

“New Registrant”: Any class member who was not registered in the immediate preceding season.

“Region”: Known as Charter Member [See subsection By-Laws Item 2. a)] six in total (Central, Eastern, Northeast, Northwest, Southern, and Western).

“Executive Committee”: The elected officers of the Local, Regional or Provincial Board known as President, Vice-President(s), Vice-President Finance, Vice-President Communications.

“Receiving Association”: The Local Association to whom a player wishes to be released.

“U7/U9”: These players are not considered “players” providing they do not play in any sanctioned events.

“Verification of Proof of Age”: All players with the exception of 18+ (Open) age Divisions. (Note: 18+ (Open) teams participating in Provincial Championships may be required to provide proof of age) when registering for the first time, must provide proof of age. Failure to do so results in a Not Verified (incomplete) registration status.

“Release”: When a player wishes to play for a Local Association, other than the Local Association in whose Boundaries the players resides, or the Local Association to whom the player has been released for three consecutive seasons as per Article 10.11, the player must apply for a release.

“Releasing Association”: The Local Association in whose Boundaries the player resides, or the Local Association to whom the player has been released for three consecutive seasons as per Article 8.6. In either case, this is the Local Association from whom the player wishes to be released.

“Two Team Player”: A Regional B or C level player that plays on a local association team, and also plays on a Provincial A or AA team through terms agreed upon in a written “Playing Agreement”. No Release is required.

12. RISK MANAGEMENT

It is the policy of the Ontario Ringette Association to develop, implement and monitor an effective Risk Management Program designed to foster the spirit of competitiveness in the safest possible environment. The Risk Management Program includes the identification, assessment and efficient, effective control of risk. It is the duty and responsibility of every member, coach, official, volunteer, staff and director to practice Risk Management on a continuous basis.

The practice of Risk Management is considered by the Ontario Ringette Association to be as critical as physical conditioning, sport instruction, marketing and advertising initiatives. Total commitment to the philosophy of Risk Management is critical to the avoidance and reduction of risks.

a. **Risk Assessment Guide**

Almost every situation has a certain degree of risk potential. As a safety conscious organization it is imperative that we recognize these potential risks and act accordingly to reduce or eliminate any possibility for injury. More frequent incidents that can result in serious injury should be rectified immediately with firm action and education, whereas fewer frequent situations that pose no major threat of injury can be dealt with in a less formal fashion. To assess a situation you should ask "How frequent does this occur?" and "How severe might an injury be?" The Risk Assessment Guide will assist you in dealing with potential risks.

Risk Potential	Severity	Frequency	Implementation of Risk Control Technique
Few incidents/minor consequences	Low	Low	Minimum time and effort spent on Risk Control
Many incidents/minor consequences	Low	High	18 - 24 months to rectify
Few incidents/major consequences	High	Low	6 - 24 months to rectify
Many incidents/major consequences	High	High	Rectify immediately

b. Incident Reporting Relationships

All potential and actual injuries resulting from participation in Ringette must be reported immediately (within two (2) business days) to the O.R.A. office using the Risk Management and Safety Incident Form (M-F-13). From these reports the Provincial Membership Services Committee can compile data to more effectively monitor and control risks within our sport.

c. Implementation

It is the responsibility of the Membership Services Committee to act on the gathered information collected by the Regional Co-ordinators. The Membership Services Committee will take action in the following manner:

- Step 1 - Study the gathered data and assess the frequency and severity of the incidents
- Step 2 - Do appropriate research in order to develop an action plan
- Step 3 - Make necessary recommendations to the Board of Directors
- Step 4 - Monitor the action taken to rectify the identified risks

eg. Data collected in the 1993-94 season indicated the majority of reported injuries were to the shoulder and collarbone areas. The Committee felt that the use of shoulder pads may reduce the frequency of these injuries, and has recommended that their use be promoted.

d. Communications

To fulfil our goals, the Membership Services Committee will use the following to ensure a continued focus on this program:

- Newsletter Articles - twice annually - or as produced
- REF-O-GRAM Articles - twice annually - or as produced
- Coaches mailings - twice annually - or as produced
- Surveys to all Members, Coaches and Referees
- Hints and Tips Sheets to all Members, Coaches and Referees
- Letters of Update to all Members, Coaches and Referees

- Presentations at Standing Committee Meetings
- Presentations at Regional Meetings
- Regular status updates to Executive and Board of Directors
- Public Awareness posters aimed at all participants

e. **Risk Management and Safety Audit**

All arenas used for Ringette Activities must have a Risk Management and Safety Audit Form (Appendix M-F-17) completed on an annual basis.

Risk Management and Safety Audit Forms, with appropriate instructions for completion, will be sent to each association at the beginning of each season.

Associations will be fined \$50.00 per facility for failure to submit the Risk Management and Safety Audit Form by the deadline.

Please complete and forward to the Regional Membership Co-ordinator by **NOVEMBER 15th**.

Please complete and forward to the Regional G&T Co-ordinator as part of the Pre-Tournament Requirements.

13. **RECOGNITION PROGRAM**

a. **About the Program**

The Recognition Program is designed to recognize outstanding performance and contribution by both volunteers and players in various disciplines within Ringette™. The process of this program will be administered by the Membership Services Committee. The Membership Services Representative may solicit recommendations for changes from members of the Regional Executive at any time.

The program is divided into several categories each having a particular impact on the specific area of interest.

All categories with the exception of Service and Appreciation Awards are inducted into the Ontario Ringette Association 'Ringette Hall of Fame'. A "Hall of Fame" is considered a concept/resource or place in which inductee's names are kept on record permanently (Life Members) with the organization, (presently housed at the Sport Alliance of Ontario, Business Office). It is the intent of this program to encourage both the Regional and Community levels to initiate reciprocal recognition Awards.

A thank you goes a very long way, and will assist each association in the recruiting and retaining valued volunteers.

b. **Recognition Program Nomination Procedures**

- i. The following Committees and Members are eligible to nominate potential nominees for Recognition Awards described in Membership Services – Provincial Builder Section 12.3 through Appreciation Awards 12.14 as stated below:
 - Ontario Ringette Board of Directors
 - all award categories
 - Charter Member (Regional Committee)
 - all award categories
 - Registered Member (Local Association)
 - all award categories
 - Provincial Coaching Committee
 - Provincial Coach of the Year Award
 - Regional Coach of the Year Award
 - Provincial Officiating Committee
 - Provincial Official of the Year Award
 - Regional Official of the Year Award
 - Provincial Athlete Development and Adult Development Committees
 - Provincial Player Recognition Award
 - Regional Player Recognition Award

- Provincial Adult Program Development Award
 - Regional Adult Program Development Award
 - Provincial Corporate Sponsor of the Year Award
 - Regional Corporate Sponsor of the Year Award
 - Membership Services and Games and Tournaments Committees
 - Provincial Association of the Year Award
 - Regional Association of the Year Award
- ii. All Recognition Program Award Nomination Forms are to be submitted to the appropriate Provincial or Regional Recognition Award Selection Committee on or before **APRIL 1st** of each year. It is the Regional Recognition Award Selection Committee's responsibility to provide Regional Selections to the O.R.A. office four (4) weeks prior to each Region's A.G.M.
- All Provincial winners will be invited as guests to the O.R.A. Annual General Meeting to receive their awards.
- iii. Due to the nature of the award categories, it shall be the responsibility of the Provincial and Regional Award Selection Committee to ensure that sufficient information is obtained and/or researched in order to give each application due consideration. You may liaise with the Provincial Program Chair, O.R.A. office or the Local Association in which the nominee belongs to or formerly belonged to.
- iv. The Recognition Award Selection Committee Chair is appointed at the first Board of Directors meeting following the Annual General Meeting. The Provincial Recognition Award Selection Committee (minimum of 3 members) shall be appointed by the Chair and ratified by the President.
- v. The Regional Recognition Award Selection Committee shall be appointed at the discretion of the Regional Charter Member.
- vi. The following Provincial Awards are to be submitted in writing, accompanied by a detailed resume, to the Provincial Recognition Award Selection Committee via the O.R.A. business office:
- Provincial Builder
 - Community Builder
 - Provincial Coach of the Year
 - Provincial Official of the Year
 - Provincial Player Recognition Award
 - *Provincial Offensive Player Award
 - *Provincial Defensive Player Award
 - *Provincial Goaltender Award
 - Provincial Adult Program Development Award
 - Provincial Association of the Year
 - Provincial Corporate Sponsor of the Year

*To be submitted to the Regional Selection Committee

- vii. The following Regional Awards are to be submitted in writing, accompanied by a detailed resume, to the Regional Recognition Award Selection Committee:
- Regional Coach of the Year
 - Regional Official of the Year
 - Regional Player Recognition Award
 - Regional Adult Program Development Award
 - Regional Association of the Year
 - Regional Volunteer
 - Regional Corporate Sponsor of the Year
- viii. Provincial Awards are to be presented at the O.R.A. A.G.M. and the Regional Recognition Awards are to be presented at each Region's A.G.M. The Regional Recognition Awards winners will be announced at the O.R.A. A.G.M.
- ix. Recognition Program Nomination Forms are provided for your convenience, a copy of which can be found in the Appendices Section of the Operating Manual. (Appendix M-F-16). However, should one not be available, please ensure that all required information is contained in your nomination submission.
- x. All Recognition Program Nominations will be retained for consideration for three (3) years, with the exception of Provincial Player; Regional Offensive, Defensive and Goaltender of the Year Awards which will be valid only for the year of the nomination.

Award	Provincial Criteria	Regional Criteria
c. Provincial Builder	<p>There shall be no more than two (2) Provincial Builders elected annually.</p> <p>i. Nominees shall have been involved at the Provincial Level for at least five (5) years. An exception may be granted by virtue of a Nominee's extraordinary and outstanding contribution. The Ontario Ringette Association Board of Directors may reduce the length of service required. This includes involvement on the O.R.A. Board of Directors, Provincial Ad-Hoc Committees and Provincial Standing Committees.</p>	Not applicable - Provincial award only

Award	Provincial Criteria	Regional Criteria
Provincial Builder Cont'd....	ii. Nominees shall have made an outstanding contribution to the Ontario Ringette Association in one or more of the following: Growth and Development, Publicity, Administration, Technical Programs. iii. Nominees shall also have made a significant contribution to Ringette™ at the Community level. iv. The Board of Directors has a specific mandate to identify potential Nominees to the Hall of Fame Committee. According to Hall of Fame guidelines the Nominee's Region must also support the Nomination. v. No nominations may be submitted for individuals actively serving on the Ontario Ringette Association's Board of Directors or Selection Committee. AWARD: Provincial Individual Award	
d. Community Builder	There shall be no more than ten (10) Community Builders elected annually. i. Nominees shall have been involved in a Community Program for at least five (5) years. ii. The Nominee shall have contributed to the development and/or expansion of Ringette within the Community, and fulfilled a key leadership role. Example to include, but not limited to, the following: <ul style="list-style-type: none"> • substantial increase in player registration • initiation of a new program or development of existing programs within the organization • assisted other organizations in starting a Ringette™ program • involvement with hosting Ringette™ events 	

Award	Provincial Criteria	Regional Criteria
Community Builder Cont'd...	<ul style="list-style-type: none"> • active in coaching, refereeing, fundraising and/or sponsorship <p>iii. Nominees may or may not be actively involved at the time of nomination.</p> <p>iv. No nominations may be submitted for individuals actively serving on the Ontario Ringette Association Board of Directors or Selection Committee.</p> <p>AWARD: Community Builders Plaque</p>	
e. Coach of the Year	<p>There shall be no more than one (1) Provincial Coach of the Year elected annually.</p> <p>i. Nominees shall have been involved with a Provincial level team for a minimum of five (5) years in any “Bench Staff” capacity.</p> <p>ii. Nominees must display a excellent rapport with players, parents and referees, and embody Ringette’s™ philosophy of teamwork, fair play and sportsmanship.</p> <p>iii. Nominees shall be a current member of a registered Provincial level team and have the minimum certification requirements for their bench position.</p> <p>iv. Nominees must not have won the Provincial Coach of the Year Award in the past three (3) years.</p> <p>AWARD: Provincial Individual Award</p>	<p>There shall be no more than one (1) Regional Coach of the Year elected annually per region.</p> <p>i. Nominees shall be determined based on the Provincial Criteria, yet with a specific focus on Regional and/or Community efforts.</p> <p>ii. Nominees must not have won this award in the past three (3) years.</p> <p>AWARD: Plaque</p>
f. Official of the Year	<p>There shall be no more than one (1) Provincial Official of the Year elected annually.</p> <p>i. Nominees must have been involved in officiating for a minimum of five (5) years.</p> <p>ii. Nominees must be registered members in good standing with the Officiating</p>	<p>There shall be no more than one (1) Regional Referee Recognition Award recipient elected annually per region.</p>

Award	Provincial Criteria	Regional Criteria
Official of the Year Cont'd...	<p>Development Program, having taken all required clinics and being ranked at a minimum 3B level.</p> <p>iii. Nominees must be actively involved in officiating at the Community, Regional and Provincial levels and must possess an excellent rapport with players, coaches and fellow officials.</p> <p>iv. Nominees must not have won this award in the past five (5) years.</p> <p>AWARD: Provincial Individual Award</p>	<p>1. Nominees shall be determined based on the Provincial Criteria, yet with a specific focus on Regional and/or Community efforts.</p> <p>ii. Nominees must have a minimum rank of 2C and officiate in the Regional Championship.</p> <p>iii. Nominees shall not have won this award in the past three (3) years.</p> <p>AWARD: Plaque</p>
<p>g. Player Recognition Award</p>	<p>There shall be no more than one (1) Provincial Player Recognition Award Recipient elected annually.</p> <p>i. Nominees shall have been involved as a player for a minimum of five (5) years.</p> <p>ii. Nominees shall have exhibited high standards of sportsmanship, striven for personal excellence, contributed to teamwork and team spirit.</p> <p>iii. Nominees shall have made an overall contribution to the sport of Ringette™ in Ontario (i.e: Coaching, Officiating, Player Development or Administration.)</p> <p>iv. Nominees shall be a player of U16(Junior) age or higher, yet they may or may not still be active.</p> <p>v. Nominees must not have won this award in the past five (5) years.</p>	<p>There shall be no more than one (1) Regional Player Recognition Award Recipient elected annually per region.</p> <p>i. Nominees shall be determined based on the Provincial Criteria, yet with a specific focus on Regional and/or Community efforts.</p> <p>ii. Nominees must not have won this award in the past three (3) years.</p> <p>AWARD: Plaque</p>

Award	Provincial Criteria	Regional Criteria
Player Recognition Award Cont'd...	AWARD: Provincial Individual Award	
<p>h. Offensive Player of the Year Award</p> <p>Defensive Player of the Year Award</p> <p>Goaltender of the Year Award</p>	<p>One (1) award in each category will be given to Provincial level athletes (A, AA, AAA) and one (1) award in each category will be given to Recreational/Community level athletes (B, C, House).</p> <p>There shall be no more than one (1) Provincial (A, AA, AAA) player of the year in each category and one (1) Recreational/Community (B, C, House) player of the year in each category elected annually.</p> <p>i. Nominees shall have been involved as a player for a minimum of three (3) years.</p> <p>ii. Nominees shall have demonstrated exceptional abilities at an individual and team level.</p> <p>iii. Nominees shall exhibit high standards of performance and sportsmanship.</p> <p>iv. Nominees must not have won this award in the past five (5) years.</p> <p>AWARD: Plaques</p> <p>(Also Athlete Development - Athlete Awards - Section 4 e).</p>	Each region is to submit one nominee for each category to the O.R.A. office.
i. Association of the Year	<p>There shall be no more than one (1) Provincial Association of the Year elected annually.</p> <p>i. Nominees shall be Members in Good Standing with O.R.A. and their Regional Committee.</p> <p>ii. Nominees will have displayed above average performance in areas including, but not limited to: Publicity and Promotions, Volunteer/Participant recruitment and development, Outreach assistance, Player Development opportunities, competitions for varied levels of play and generally offering a well-rounded program for their membership.</p>	<p>There shall be no more than one (1) Regional Association of the Year recipient elected annually per region.</p> <p>i. Nominees shall be determined based on Provincial Criteria yet with a special focus on Regional and/or Community efforts.</p>

Award	Provincial Criteria	Regional Criteria
Association of the Year Cont'd...	iii. Nominations may be put forth by another member association or a member of the Regional Committee. iv. The Region and Ontario Ringette must support any nomination based on a Nominee's adherence to the fees, deadlines, rules and regulation of the corporation. AWARD: Plaque	AWARD: Plaque
j. Adult Program Development	There shall be no more than one (1) Provincial Adult Program Development recipient elected annually. i. Nominees shall have been involved in the Adult Program for a minimum of five (5) years. ii. Nominees shall have displayed above average performance at the Adult level in areas including but not limited to: <ul style="list-style-type: none"> • Active in coaching, officiating, fundraising and/or sponsorship • Involvement with hosting Adult Ringette events • Publicity and promotion of the Adult Program • Volunteer/participant recruitment and development • Player Development opportunities • Initiation of a new program or development of existing programs iii. Nominees may or may not be actively involved at the time of nomination. iv. No nominations may be submitted for individuals actively serving on the Ontario Ringette Association Board of Directors or Selection Committee.	There shall be no more than one (1) Regional Adult Program Development recipient elected annually per Region. <ul style="list-style-type: none"> • Nominees shall be determined based on the Provincial Criteria, yet with a specific focus on Regional and/or Community efforts. • Nominees must not have won this award in the past three (3) years. AWARD: Plaque

Award	Provincial Criteria	Regional Criteria
Adult Program Development Cont'd...	<p>v. Nominees must not have won this award in the past five (5) years.</p> <p>AWARD: Provincial Individual Award</p>	
k. Regional Volunteer		<p>There shall be no more than one (1) Regional Volunteer elected annually per Region.</p> <p>People who give of their free time to Ringette™ for at least five (5) years, on a general basis, and not in any official capacity.</p> <p>AWARD: Plaque</p>
l. Corporate Sponsor of the Year	<p>There shall be no more than one (1) Provincial Corporate Sponsor of the Year elected annually.</p> <p>i. Nominees must have made significant contributions in finances, goods and/or services to the sport of Ringette™ on a Provincial Level.</p> <p>ii. Nominees must have been involved for a period of not less than five (5) years.</p> <p>iii. Nominees may be nominated by a Regional Committee or the Ontario Ringette Association.</p> <p>AWARD: Plaque</p>	<p>There shall be no more than one (1) Regional Corporate Sponsor of the Year Recipient elected annually per region.</p> <ul style="list-style-type: none"> • Nominees shall be determined based on the Provincial Criteria, yet with a specific focus on Regional and/or Community efforts. <p>AWARD: Plaque</p>

m. Service Awards

- i. Retiring Provincial Board of Directors
- ii. Retiring Provincial Program Chair
- iii. Association 5, 10, 15, 20 and 25 years service

NOTE: A retiring member shall receive a plaque or certificate at the completion of their first term. For any additional terms served on the same Committee, a year sticker to be attached to the plaque or certificate shall be issued.

n. **Appreciation Awards**

- i. Member Association Hosting National Championships
 - ii. Provincial AA Championship Host Association
 - iii. Provincial A Championship Host Association
 - iv. Officials selected to officiate Provincial Championships, National Championships, Ontario Winter Games and Canada Winter Games
 - vi. Association Presidents

o. **Individual Awards**

All Provincial Individual Award Winners will receive the same award, as approved by the Provincial Recognition Award Selection Committee.