



**Board of Directors Meeting D3-12
November 23-24 2012
Westin Bristol Place, Toronto, ON**



Board Of Directors:

Present:
Keith Kaiser- President
Jo-Ann Wilson- VP Administration
Janet Logan- VP Communication
Kathy Noxon- Eastern Director
Susan Weiskopf- Northeast Director
Peter Westelaken- Western Director
Robert Crandall- Southern Director
Kim Noxon- Athlete Representative
Mike Chaudet- VP Technical
Jamie Showers- Central Director
Nick Sirenko- VP Finance

Absent:
VACANT – Northwest Director

**Committee Chairs Or
Representatives:**

Karen Meek – Officiating Development
Rob Evans – Rules Development
Kathy McCaw – Coaching Development
Cathy Nie – Membership Services
Lori Pasanen – Adult Development
Yvan Belanger – G&T Agenda Items
Mary Kaiser – Elite Development
Kevin Hanlon – Sport development
Stephanie Corrado–Admin Coordinator

Professional Staff:

Mike Beaton- Executive Director

Agenda Items	Discussion	Action
1. Roll Call	9:17a.m.	
2. Adoption of Agenda	MOTION#: Carried D3-12-01 To adopt the agenda as amended Moved by: VP Tech 2 nd by: Western 2.5 discussion of minute taking- inclusion of some discussion within the minutes needs to take place to make clear what changes and process went into the decision making behind motions. Pros and Cons. If there is a missed meeting then there can be some rationale seen as to why a decision is made	
3. Adoption of the Minutes of September 8-9, 2012	MOTION#: Carried D3-12-02 to Accept the Minutes of September 8-9, 2012 Meeting of the ORA Board of Directors. Moved by: Western 2 nd by: Northeast Motion 2 of Adult was tabled to November meeting and will be dealt with in the Adult section of the meeting	
4. Correspondence		
5. In Camera Session Break 10:00 a.m. – 10:15a.m.	MOTION#: Carried D3-12-03: To go in camera. Moved by: VP Administration 2 nd by: Eastern Report to committee of the whole – various discipline hearings were discussed MOTION#: Carried D3-12-04: To go out of Committee of the Whole in Camera. Moved by: Western 2 nd by: Northeast	
6. Regional Directors Reports	MOTION#: Carried D3-12- 05: To Accept the Regional Director reports as received. Moved by: Athlete Representative 2 nd by: Northeast	To Do List: Creation of a checklist that can be used by Associations as a screening process for volunteers



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		<p>hyper-link of coaching success documents under sport development as some are struggling to find them under coaching.</p> <p>- Southern included Volunteer Canada resource documents and the potential for creating help for our associations on volunteer selection and screening.</p>
<p>VP Finance</p>	<p>-breakdown distributed as of October 31, 2012 of budget and actual; did receive the \$13,000 in funding from government as hoped. Requests for funds exceeds this amount by about \$3,000. In a position to meet all requests in one form or another. Can establish new reserve funds such as "training and resource reserve fund" to allow for future projects such as videos and training materials.</p>	<p>Need some additional detail from some committees on their requests for approval of their requests</p>
<p>7. VP Administration Officiating Membership Rules</p>	<p><u>OFFICIATING DEVELOPMENT:</u> MOTION #1: Carried D3-12-06: THAT: NOCP Carding Structure, 1.4.2 C U12 (Petite) and younger age groups at that level of play be changed to U14 (Tween) and younger age groups at that level of play. Moved by: VP Administration 2nd by: Western</p> <p>MOTION #2: Carried D3-12-07: THAT: 3.2.4 adding a new sub-section to Maintenance of Evaluators: All evaluators are required to submit a minimum of three (3) evaluations per season in order to maintain their status. Those who do not meet this requirement may be downgraded or removed as an evaluator at the discretion of the Officiating Development Committee. Moved by: VP Admin 2nd by: Eastern</p> <p>MOTION #3: Carried D3-12-08: THAT: 3.9 Payment Fee for Evaluators - If an evaluator also officiates at the tournament they are at, he/she will be ineligible for mileage reimbursement, except in emergency circumstances. Change wording to "except in extenuating circumstances". Moved by: VP Administration 2nd by: Southern</p> <p><u>MEMBERSHIP SERVICES:</u> - no business</p> <p><u>RULES DEVELOPMENT:</u></p> <p>MOTION #1: Carried D3-12-09: THAT: To accept the changes to the members of the Rules Development Committee Moved by: VP Administration 2nd by: Northeast</p> <p>MOTION #2: Carried D3-12-10: THAT: To accept the changes to the Rules Development section of the ORA Operating Manual as attached. Moved by: VP Administration 2nd by: Athlete Representative</p>	<p>There is a responsibility for coaches to ensure that mandatory shoulder pads are worn. Officiating can ask if players have them on but will not touch the players. Ex director will investigate how far we can go to check. Coaching and Officiating to meet in April to discuss a mutually agreeable solution to the situation. One suggestion to have player be the one that "knocks" on padding.</p>
<p>7. VP Technical Adult</p>	<p><u>ADULT DEV:</u> MOTION #01: Carried D3-12- 11 THAT: Kingston Ringette Association is awarded the OAIC for</p>	



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<p>Elite G&T</p>	<p>April 5-7 2013. Moved By: VP Technical 2nd by: Northeast</p> <p>MOTION #01: Carried D3-12- 12 THAT: An amendment to our previous motion on Composite teams for Recreational teams in Masters and Open reads: After November 15th a REC Composite team (OPEN or MASTERS) can be created (upon approval by ADP) to participate in an ALL ADULT ONLY tournament no less than one (1) month prior to such event. Moved By: VP Technical 2nd by: Central</p> <p>MOTION #02: Carried D3-12- 13 THAT: That all 18+ OPEN and 30+ MASTER teams regardless of their level be exempt from having a non-playing qualified person on the bench during league games or practices unless specifically required to do so by either the Association or League that the team or teams belong to or play in. In addition to the Association and League, the ADP reserves the right to require any team or teams to have a qualified bench staff during any or all games and practices if they feel warranted. The ADP could impose such rules/guidelines only if written complaint(s) about the conduct of any team are submitted to the ORA and after the ADP investigate the matter is warranted. Moved By: VP Technical 2nd by: Central</p> <p><u>G&T DEVELOPMENT:</u></p> <p>MOTION #01: Carried D3-12-14 THAT: The dates for the 2014 Provincial Events be set as: AA March 6 – 9 A March 13 – 16 U12 April 3-6 Moved by: VP Technical 2nd by: VP Communications</p> <p>MOTION #02: Carried D3-12-15 THAT: 5.5.6 be removed from the G&T Section of the Operating Manual. Moved by: VP Technical 2nd by: Central</p> <p><u>ELITE DEV:</u></p> <p>MOTION #01: Carried D3-12-16 THAT: That the Elite Handbook be approved as submitted. Moved by: VP Technical 2nd by: VP Administration</p> <p>-VP Administration asked that the minutes show how happy she is that this handbook has been done and was a long time coming. There are still additions that can be made but it is a great start.</p> <p>-Challenge Cup dates? Eastern has put in for Thanksgiving Weekend and St Mary’s will put in for one and Southern is looking at hosting as is Ajax.</p>	<p align="center">G&T to hold conference call to approve GCRA once dates have been confirmed as acceptable</p>
<p>8. VP Communications Coaching Sport Development</p>	<p><u>COACHING DEVELOPMENT:</u></p> <p>MOTION #01: Carried D3-12-17 THAT: the Introduction to Section 3.0 of the Coaching Development Manual be revised such that "Unless otherwise stated, the following requirements apply to all games played by an ORA Registered team, including tournament, league and exhibition games. Sections 3.5 and 3.9 apply only to sanctioned play. For a definition of ORA sanctioned events see Games & Tournaments 3.2.3." Moved by: VP Communications 2nd by: Southern</p>	



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	<p><u>SPORT DEVELOPMENT:</u> -No business.</p>	<p>Ask for a note to be added to the ORA website that the videos are available on YouTube.</p>
<p>Break For Lunch 12 :00p.m. – 1 :35p.m</p> <p>9. Athlete Rep Report</p>	<p><u>50th ANNIVERSARY COMMITTEE:</u></p> <p>MOTION #01: Carried D3-12-18 THAT: That all profits realized from the sale of the 50th anniversary pins and badges be put towards financing 50th anniversary projects. Moved by: VP Communications 2nd by: Central</p> <p>MOTION #02: Carried D3-12-19 THAT: The ORA sponsor the U19 Worlds for \$5000 and included for the sponsorship would be as outlined the beginning of the 50th anniversary. Moved by: VP Communications 2nd by: VP Administration</p> <p>Tabled by Northeastern to later in meeting to establish further information from the London Host Committee as to their expectations. Motion to bring back in front of board by VP Tech</p> <p>MOTION #03: Carried D3-12-20 THAT: Three banners promoting the 50th Anniversary be purchased for a cost not to exceed \$750. The banners will measure 3’ x 10’ with ropes top and bottom. There will be an Ontario Ringette logo at one end and a 50th Anniversary logo at the other with the words Celebrate Ringette in the middle. Moved by: VP Communications 2nd by: Eastern</p> <p>MOTION #04: Carried D3-12-21 THAT: A maximum of \$1,300 from the 50th anniversary budget under the advertising and promotion category be used to purchase sundry supplies required to attractively display the memorabilia that has been collected and for the rental of a vehicle to transport the display to the U19 Worlds. Moved by: VP Communications 2nd by: VP Technical</p> <p><u>ATHLETE REP:</u></p> <p>MOTION: Carried D3-12-22 THAT: The ORA Board accept the proposal for the 2013 Leadership Camp. Moved by: VP Administration 2nd by: Western</p> <p>MOTION: Carried D3-12-23 THAT: The 2013 Leadership Camp be subsidized at \$45.00 per player up to a maximum of \$2,000 and the registration fee be set at \$125 per player. Moved by: Athlete Representative 2nd by: Central</p>	<p>Projects would need to be approved by the Board</p> <p>Would want to see that all promised sponsorship items would be in place by mid-December</p> <p>Athlete rep to send deposit and pay out of pocket and send receipts to ORA office for reimbursement</p>
<p>10.</p>	<p>MOTION: Carried D3-12-24 THAT: To accept the reports of the VP Administration, VP Technical, VP Communication and the Athlete Representative Moved By: VP Finance 2nd By: Western</p>	
<p>11. VP Finance</p>	<p>MOTION: Carried D3-12-25 THAT: Motion to accept the report of VP Finance Moved by: Northeast 2nd by: VP Administration</p> <p>-Should be enough for 3 to travel and possibly more eastern attendees to CS4L- \$1,500 for coaching and \$1500 for sport development ...local people attending will keep costs lower for attendance. No harm in asking if a freebie can go as they allow for national sport groups -Officiating increases manageable outreach \$2,200, evaluations and Easterns, national scouting</p>	<p>Timing costs and plan for the process of creating more videos.</p>



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	<p>program increased -\$5500 to move into reserve fund for training and resources -Leaves \$6000 for other</p>	
12. President's Report	<p>MOTION: Carried D3-12-26 THAT: To accept the Presidents report Moved by: Northeast Director 2nd by: VP Administration</p>	
13. Executive Director's Report	<p>MOTION: Carried D3-12-27 THAT: To accept the Executive Directors report. Moved by: Eastern 2nd by: VP Finance</p> <p>MOTION: Carried D3-12-28 THAT: to accept ESM as the provider of Provincial Merchandise and Off -Ice Uniforms for the National and Eastern Ringette Championships Moved by: VP Finance; 2nd by: VP Technical</p> <p>MOTION: Defeated D3-12-29 THAT: to accept Engraving Store as the medal supplier for the provincials Moved by: VP Finance 2nd by: Western</p> <p>MOTION: Carried D3-12-30 THAT: to accept JD Sportsline be accepted as the medal supplier for the provincials. Moved by: Eastern 2nd by: Central</p> <p>-Suggestion that for future, each group scoring should put forth a recommendation. -Not everybody saw the samples – Having one to use at the Standing Committee Meetings would be beneficial.</p>	<p>To Do List: -Ask for the shot clocks that are in the Northwest and unused to be returned to the ORA office for use in other regions</p>
14. To Do List	<p>Update on review of the Discipline and Complaints Policies</p> <p>AGM: - Topics for seminar and open forum-U12 implementation; sport promotion and expansion; Bill 65 - Volunteer Recognition Chair update- brainstormed names that quickly came to mind when given a list of associations. -AGM report from VP Administration and VP Technical - Prizes for the dinner draw - Cambridge has put in to host</p>	
15. New Business	<p>MOTION 01: Carried D3-12-31 THAT: That the G&T Committee be granted permission to accept the AA host for the 2014 Provincial Events during their December Conference Call without having to wait for Board Approval until the February Board meeting. Moved by: VP Technical 2nd by: Central</p> <p>MOTION: Carried D3-12-32 THAT: The `Trent Ringette Association` be welcomed as a new Association in the ORA. Moved by: Central 2nd by: Athlete Representative</p> <p>Process for posting items on the website –ask that the membership notices are re-submitted to the committees to review that the grammar and spelling are correct. Response in 5 days</p>	



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	<p>Process for how to proceed when proper channels aren't working- when family and work interfere with Ringette is there a crisis process Response in 5 days should then be brought to the person at the next level up whether that is the VP or President</p> <p>Process for selection of committee chairs- could there be something in place for January/February meeting.</p> <p>-The Executive Committee has a to do item for a full interview of the Committee processes and selection of Chairs will be part of this review – VP Administration will be lead on this project.</p> <p>-Discussion on notification to Board Meetings that Committee Chairs need to check with their VP's to see if they are to attend.</p> <p>Ringette Canada and the CRCs-If our Provincial Champion is not one of the teams selected by RC Ontario can send them to the CRCs. Send a letter to RC voicing our disapproval for the process; should maintain the National Championship atmosphere and have Provincial Champions vying for the title. U16 and U19 are competitive teams and having this as a developmental tournament takes away from that.</p>	<p>To Do: Executive Committee has a to do item for a full interview of the Committee processes and selection of Chairs will be part of this review – VP Administration will be lead on this project.</p>
<p>16. Old Business</p>	<p><u>Appeals/ Complaints Committee:</u></p> <p>ORA Complaints and Appeals Policies 2.0-Rob Crandall has created a new draft of the document which will make the process quicker and easier to make decisions on the appeals or complaints. Transferrable to the regions so that they to can streamline their appeals and complaints policy. Not a lot of difference just clarifies the processes that are already in place. User friendly document. Will allow for an expedited process as requested by G&T. Motion to accept this Policy MOTION: Carried D3-12-33 THAT: Moved by: Southern 2nd by: VP Finance</p> <p>Fast Track Process for appeals- see above discussion MOTION: Carried D3-12-34 THAT: the general Conflict of Interest Guidelines, as attached, be accepted. Moved by: Southern 2nd by: Central</p> <p>MOTION: Carried D3-12-35 THAT: "That a special ad-hoc committee be set up to evaluate the future direction of Ringette in Ontario as it relates to the integration of co-ed into every level of the sport, including regional, provincial and potentially national play, using our current sport development age levels. The role of the committee would be to return an action plan to the board that outlines the feasibility, time frame, process and potential for growth of the sport through co-ed integration." Moved by: Northeast 2nd by: Western</p> <p>Northeastern Director Susan Weiskopf has agreed to be lead on this Ad Hoc Committee.</p> <p>MOTION: Carried D3-12-36 THAT: ratification of the email votes to welcome the Hagersville Ringette Association and the Northumberland Ringette Association as new Associations in the ORA. Moved by: Athlete Representative 2nd by: Eastern</p> <p>An email vote was held after the meeting to pass the following Quest for Gold criteria. MOTION: Carried D3-12-37 THAT: the Quest for Gold – Athlete Selection Criteria for 2012-2013 be</p>	



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	accepted . Moved by: Western 2nd by: VP Finance	
17. Next Meeting	Toronto, ON. Friday, Saturday & Sunday February 9-10, 2013 President to Chair	
18. Adjournment	Adjourned at 5:30 Carried Moved by: Northeast Director	



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Attachments:

Conflict of Interest Guidelines:

Conflict of interest may be defined as a situation in which the decision makers have an actual or potential interest that may influence or appear to influence the conduct of their duties. Even when this conflict is not illegal, it may create doubts or suspicions concerning the integrity or fairness of decisions made by such persons.

ORA standards require that those involved in making decisions consider all relationships involving themselves that may reasonably be thought to bear on their independence .

In determining, in which relationships to declare a Conflict of Interest , consider such matters as:

- Holding a financial interest , either directly or indirectly with those involved
- Holding a position, either directly or indirectly , that gives the right or responsibility to exert significant influence over those involved
- Business relationship of yourself, immediate family, close relatives or staff , either directly or indirectly with those involved
- Personal relationship of yourself, immediate family, close relatives or associates, either directly or indirectly. with those involved.

The best course of action when facing a conflict of interest is to be truthful to everyone involved and, if possible, excuse yourself from the situation. You have a duty to disclose a conflict of interest and not vote.

There may also be situations where an individual is unwilling to disclose the details giving rise to the conflict of interest. In such cases it is sufficient to disclose the fact of the conflict as long as they withdraw from the situation concerned.

It is clearly improper for the person concerned to use their situation/position to have any influence upon that decision, save for the general responsibilities which a committee member may have. It is reasonable for the person concerned to document their concern, but they should remove themselves personally from any further decision making or attempt to utilize internal structure/ procedures.

Shared responsibility

In rare circumstances it may be that someone forgets or omits to declare a conflict or potential conflict of interest. In this case it is important to remember the mutual responsibility which all members of a committee have. This responsibility or duty can be seen to extend not just towards the individual but in an ethical sense to all involved.

In such circumstances it would be reasonable to raise your concerns prior to, or during, the meeting in a sensitive way so as to allow the person concerned to reflect and decide whether they wish to declare a potential conflict based upon such a perception. If he/she does not wish to name such conflict and another person in the committee has a markedly different perception, it would be reasonable to declare the matter to the Chair who should deal with it as a procedural matter similar to a "point of order". Inability to resolve the matter should be referred to the President/Regional Director/Program VP, who shall rule on the matter.