

# ***MEMBERSHIP SERVICES TABLE OF CONTENTS***

<b>1.0 MEMBERSHIP</b> .....	<b>1</b>
1.1 ANNUAL GENERAL MEETING .....	1
1.2 MEMBER VOTING RIGHTS .....	1
1.3 REGION JURISDICTIONS .....	2
<b>2.0 ENROLLMENT REGISTRATION</b> .....	<b>3</b>
<b>3.0 DEFINITION OF IN GOOD STANDING</b> .....	<b>4</b>
<b>4.0 ENROLLMENT APPLICATION</b> .....	<b>5</b>
<b>5.0 REGISTRATION DUES AND FEES</b> .....	<b>6</b>
<b>6.0 REGISTRATION DUES AND FEES SCHEDULE</b> .....	<b>8</b>
<b>7.0 REGISTRATION</b> .....	<b>10</b>
7.6 AGE DIVISIONS.....	10
<b>8.0 PLAYER RELOCATION</b> .....	<b>13</b>
<b>9.0 PLAYER TRYOUT/RELEASE</b> .....	<b>16</b>
9.1 APPLICATION.....	16
9.2 RECRUITMENT OF PLAYERS GUIDELINES .....	19
<b>10.0 CONTESTED APPLICATION FOR PLAYER RELEASE</b> .....	<b>20</b>
<b>11.0 TWO TEAM PLAYER PROCEDURES</b> .....	<b>21</b>
<b>12.0 RISK MANAGEMENT</b> .....	<b>23</b>
12.1 RISK ASSESSMENT GUIDE.....	23
12.2 INCIDENT REPORTING RELATIONSHIPS.....	23
12.3 IMPLEMENTATION .....	24
12.4 COMMUNICATIONS.....	24
12.5 RISK MANAGEMENT AND SAFETY AUDIT.....	25
<b>13.0 GLOSSARY OF TERMS</b> .....	<b>26</b>

## 1.0 MEMBERSHIP

- 1.1 Annual General Meeting**
- 1.1.1 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.
- 1.1.2 Reference should be made to voting, delegates, Board of Directors, and the same topics as applicable to Regions, for information in relation thereto.
- 1.1.3 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 establishment of quorum)
  - Presentation and approval of reports
  - Financial Statements (ratification, accountants)
  - Budget Presentations
  - Business as specified in meeting notice
  - Elections
  - Director's Caucus
  - Presentation of Board/Officers
  - Adjournment
- 1.1.4 Election of Regional Directors must be reported to the ORA office within ten (10) days of the regional AGM or before the ORA AGM, whichever occurs first, using form Certification of Regional Officers A-F-01.
- 1.2 Member Voting Rights**
- 1.2.1 No 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.
- 1.2.2 Any member of the Corporation may attend a member's meeting, be it annual, general or special, shall have the right, by delegate, to vote as outlined in the bylaws.
- 1.2.3 A Registered Member shall designate their delegate for all matters in the manner indicated by the Board of Directors.
- 1.2.4 A 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 Member.
- 1.2.5 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/participant of the Corporation as they exist from time to time.

**1.3 Region  
Jurisdictions**

**1.3.1 Central Region**

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

**1.3.2 Eastern Region**

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

**1.3.3 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.

**1.3.4 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.

**1.3.5 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.

**1.3.6 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.

---

## **2.0 ENROLLMENT REGISTRATION**

- Description**
- 2.1** Application for enrollment 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.
- 2.2** Regions are agents of the Corporation and as such do not have any right to resign, and cannot resign.
- 2.3** Regions, shall register all members within their jurisdiction; all participants including sub-classes of players, bench staff, officials, volunteers, bodies, entities, or individuals whose principal residence or usual domicile is situated within the Region.
- 2.4** Registered Members upon application shall set out a specific geographic area on the application, in which jurisdiction the Registered Member will be given specific rights by the Region and Corporation. 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 Member.
- 2.4.1 Boundary disputes between Registered Members resulting from municipal By-Law/Regulation amendments shall be dealt with by the Region, unless otherwise requested by the Region, to be addressed at a Provincial Board of Directors Meeting.
- 2.5** Registered Members shall register every bonafide participant of itself with the Corporation.
- 2.6** Each Registered Participant shall upon application to the Registered member sign on such application a participant agreement as set out in Registration form M-F-15 or equivalent.
- 2.7** Each Registered Participant, if not the age of majority in Ontario shall in addition to the applicant's signature obtain the consent of, or release form, the parent or guardian of the said applicant and such parent or guardian shall signify by their signature on the applicant's application such consent, participant agreement as per Registration Form M-F-15 or equivalent and that all other necessary procedures and policies will be adhered to by the said applicant.
- 2.8** Parents or guardians, of any participant, by signing and giving consent to the application of the participant, become, upon acceptance of the Registered Member, a participant of the Corporation, such that they have standing within the Corporation, and acquire the rights and responsibilities that come with enrollment.

- 2.9** On acceptance of any applicant for enrollment, 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.
- 2.10** Every participant is responsible for being cognizant of the By-Laws and Regulations of the Corporation as they may exist from time to time.

### **3.0 MEMBER/PARTICIPANT IN GOOD STANDING**

**3.1** Can be found in the Constitution Article II- Membership, subsection 2.5

**Definition** Good Standing

3.1.1 To be registered members/participants must have paid their annual membership fee and submitted the appropriate application form (M-F-01 or M-F-15)

3.1.2 A member to be in good standing must have all dues and fees paid, within thirty (30) days of invoice being issued or rights the member may have acquired will cease until such time as dues and fees are paid.

3.1.3 For the purpose of voting at the Annual General Meeting, all outstanding amounts owing to the O.R.A. in excess of \$5.00 must be paid no later than registration at the Annual General Meeting.

An outstanding accounts receivable of less than \$5.00 shall be deemed to be paid in full for voting purposes only at the O.R.A. General Meeting.

3.1.4 Not paid within forty five (45) days of invoice  
- Teams cannot participate in sanctioned events

3.1.5 Not paid within sixty (60) days of invoice  
-Loss of line of credit with provincial office in regards to resources/services

3.1.6 Not paid within ninety (90) days of invoice  
- Loss of insurance coverage  
-Given notice to pay outstanding dues/fees within thirty (30) days or the Board of Directors will be able to terminate membership.

---

## **4.0 ENROLLMENT APPLICATION**

**4.1** All applications for enrollment 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.

**Description**

**4.2** The following dates and terms apply to various classes of enrollment:

4.2.1 Registered Members (Associations/Clubs)

Membership commences **JUNE 15th** and terminates on **JUNE 14<sup>th</sup>**.

4.2.2 Participants

Enrollment for Referees, Provincial AA and A level teams to include Bench Staff, U6/U7/U8, Executive/Board Members and Regional B, C and non-sanction teams to include Bench Staff, commences on **SEPTEMBER 15th** and terminates on **SEPTEMBER 14th** with the final deadline for participants without penalty being **JANUARY 8th**.

**4.3** For any category of enrollment, the Board of Directors may cause to be established a final date for registration for the current year of operation.

**4.4** Enrollment renewal forms may be varied from initial application forms for enrollment and may be simplified provided each participant signs annually.

**4.5** Additional classification for registered participants may be made by the Board of Directors and registered at any time during the currency of the enrollment term of a Registered Participant.

---

## **5.0 REGISTRATION DUES AND FEES**

- Description**
- 5.1** Registration dues are those which shall be paid by a Registered Member or Registered Participant. Dues may be amended only by the Board of Directors.
- 5.2** The Board of Directors may and shall set deadlines for registration and submission of dues in each year.
- 5.3** Fees are those costs and responsibilities of the members/participants to the Corporation in addition to any dues.
- 5.4** Fees are the equivalent of an assessment or levy and must have the approval of the Board of Directors to be amended.
- 5.5** 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.
- 5.6** The Board of Directors in the initial year of application may waive or vary the dues and/or fees payable by said member.
- 5.7** Any registration dues and/ or fees submitted to the Ontario Ringette Association are non-refundable.
-



## **6.0 REGISTRATION DUES AND FEES SCHEDULE**

<b>6.1</b>	Region	Nil																	
<b>Description</b>																			
<b>6.2</b>	Registered Member	\$75.00	<b><u>DUE JUNE 15<sup>th</sup>.</u></b>																
<b>6.3</b>	Participants																		
6.3.1	Indemnification Due: (Levied to all sub-classes).	\$ 3.00																	
6.3.2	Insurance Coverage: (Levied to all sub-classes).	\$ 2.00																	
6.3.3	Program Affiliation Fees:																		
	<ul style="list-style-type: none"> <li>• Players (includes \$16.00 Ringette Canada Fee) <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-left: 20px;">U6/U7/U8</td> <td style="text-align: right;">\$21.50</td> </tr> <tr> <td style="padding-left: 20px;">U9 through 35+</td> <td style="text-align: right;">\$35.00</td> </tr> </table> </li> <li>• Volunteers (includes \$5.00 bench staff, \$12.00 referee Ringette Canada Fee) <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-left: 20px;">Head Coach</td> <td style="text-align: right;">\$20.50</td> </tr> <tr> <td style="padding-left: 20px;">Assistant Coach</td> <td style="text-align: right;">\$20.50</td> </tr> <tr> <td style="padding-left: 20px;">Manager</td> <td style="text-align: right;">\$20.50</td> </tr> <tr> <td style="padding-left: 20px;">Trainer</td> <td style="text-align: right;">\$20.50</td> </tr> <tr> <td style="padding-left: 20px;">Referees</td> <td style="text-align: right;">\$29.00</td> </tr> <tr> <td style="padding-left: 20px;">Administrators*</td> <td style="text-align: right;">NIL (dues &amp; insurance only)</td> </tr> </table> </li> </ul>			U6/U7/U8	\$21.50	U9 through 35+	\$35.00	Head Coach	\$20.50	Assistant Coach	\$20.50	Manager	\$20.50	Trainer	\$20.50	Referees	\$29.00	Administrators*	NIL (dues & insurance only)
U6/U7/U8	\$21.50																		
U9 through 35+	\$35.00																		
Head Coach	\$20.50																		
Assistant Coach	\$20.50																		
Manager	\$20.50																		
Trainer	\$20.50																		
Referees	\$29.00																		
Administrators*	NIL (dues & insurance only)																		
<b>Note:</b>	*Includes Executive/Board members and various other administrative volunteer positions activated at the Local, Regional and/or Provincial Levels.																		
6.3.4	Team Fees																		
	<ul style="list-style-type: none"> <li>• Provincial A Level Teams U12 through 18+ <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-left: 20px;">National Surcharge</td> <td style="text-align: right;">\$ 25.00</td> </tr> <tr> <td style="padding-left: 20px;">Team Administration</td> <td style="text-align: right;">\$ 80.00</td> </tr> </table> </li> <li>• Provincial AA Level Teams U14 <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-left: 20px;">National Surcharge</td> <td style="text-align: right;">\$ 25.00</td> </tr> <tr> <td style="padding-left: 20px;">Team Administration</td> <td style="text-align: right;">\$ 80.00</td> </tr> </table> </li> <li>• Provincial AA Level Teams U16 and U19 Divisions</li> </ul>			National Surcharge	\$ 25.00	Team Administration	\$ 80.00	National Surcharge	\$ 25.00	Team Administration	\$ 80.00								
National Surcharge	\$ 25.00																		
Team Administration	\$ 80.00																		
National Surcharge	\$ 25.00																		
Team Administration	\$ 80.00																		

National Surcharge	\$160.00
Team Administration	\$ 80.00

- Provincial AA Level Teams 18+ 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.**

---

## **7.0 REGISTRATION**

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

7.1.1	Regional All-star Teams	<b><u>OCTOBER 31st</u></b>
7.1.2	Officials	<b><u>NOVEMBER 15<sup>th</sup></u></b>
7.1.3	Provincial AA and A Teams	<b><u>NOVEMBER 15<sup>th</sup></u></b>
7.1.4	Regional B, C, and 35+ Teams	<b><u>NOVEMBER 15<sup>th</sup></u></b>
7.1.5	Volunteers	<b><u>NOVEMBER 15<sup>th</sup></u></b>
7.1.6	Two Team Playing Agreements	<b><u>NOVEMBER 15<sup>th</sup></u></b>
7.1.7	Player Release Forms	<b><u>NOVEMBER 15<sup>TH</sup></u></b>
7.1.8	Information Change Form (Appendix M-F-10). Changes to team forms are not allowed after	<b><u>JANUARY 8th</u></b>

**New or returning players on Regional teams may register at any time.**

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

**7.2** 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.

**7.3** The Registrar of each association must submit a copy of the teams TRF to the appropriate head coach of each registered team. The head coach of each registered team is responsible for the accuracy of the information on the TRF. The head coach must sign the TRF, ensuring its accuracy.

**7.4** **7.4.1** All players (all age divisions) and all bench staff regardless of team level (Head Coach, Assistant Coach, Trainer, Manager) registering after November 15<sup>th</sup> must register immediately through their Association Registrar who will complete and submit an Information Change Form (ICF).

**7.5** Any player changes to a team after the November 15<sup>th</sup> deadline need to be approved by the regional MS Coordinator. For Provincial teams, any such changes must also be approved by the G&T Committee. Requests for exceptions must be sent to your Regional MS Coordinator who will forward it as needed. Approval must be received before the requested player can play with the team.

### **7.6 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>
U6	5 and under
U7	6 and under
U8	7 and under
U9	8 and under
U10	9 and under
U12	11 and under
U14	13 and under
U16	15 and under
U19	18 and under
18+	18 and over
35+	35 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 Region. (The Region 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.
- Such players are specifically permitted to enter into a Two Team Agreement (ADP-F-02) with an 18+ team while registered on a U19 subject to applicable Adult Development and G&T rules.

**7.7** 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).

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:

**7.8** 1st 3 characters = Association Number (e.g. 713 Kitchener)  
 4th character and up = sequentially, 01 through total number of teams registered within the Association.

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

**7.10** All voting participants of each Association Executive, as well as any other pertinent participant 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.

**7.11** All Participants must complete a Registration Form (Appendix M-F-15) or home association equivalent, in the following situations:

- re-registering on an annual basis
- first time registrant

**7.12** Players in the U6 to U19 age groups must register through an Association.

**7.13** All individual Registration Forms must be retained by the home associations for three (3) years.

**7.14** All dues and fees and team fees are payable at the time of Registration. (See Membership Services – Registration Section 6).

**7.15** 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.

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

2 Reg. B teams @ \$ 00.00 - 1 advance to Prov. A	\$105.00
1 Prov. A team @ \$105.00 - Advance to Prov. AA adding	\$135.00
Adjusting Debit	\$240.00

**7.16** 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.

**7.17** When an association folds, the closest association will become the home association of the remaining players.

## **8.0 PLAYER RELOCATION**

### **8.1 Education Relocation** Player relocation occurs when there is a change of player's boundaries due to:

Valid upon acceptance of the supporting documentation by the receiving the membership services coordinator.

Valid only for post secondary school relocations. Valid secondary and primary school relocations will fall under Permanent Primary Residence Relocation.

Valid only while school enrollment is continuing or for the current Ringette season. Educational relocations must be reapplied for each Ringette season and are exempt from the three year and current association rules. If the player at any time drops out of the school program or ceases to be enrolled for whatever reason prior to October 31<sup>st</sup> of the current playing season, the education relocation is terminated immediately.

A player who is playing on an Education Relocation must continue to play for that team for the entire season as of October 31<sup>st</sup> of the current playing season.

Required supporting documents for education relocation include;

8.1.1 Official confirmation of school enrollment

8.1.2 Copy of letter to school authorizing Ringette to check on and confirm school enrollment during the year.

8.1.3 Proof of residential address for the school year, which can include official communications from the school showing the new address, utility bill and/ or permanent driver's license showing new address.

### **8.2 Permanent Primary Residence Relocation:** Valid upon acceptance of the supporting documentation by the receiving membership services coordinator. If the players home residence reverts to the previous address at anytime during the first three (3) Ringette seasons the relocation is revoked and the player must revert back to their previous home association. Required supporting documents for permanent primary residence relocation include;

8.2.1 A copy of a fully executed rental agreement or registered transfer of the ownership. If the purchase has yet to close a fully executed agreement to purchase and sale will be accepted, provided that a registered transfer of ownership is submitted once completed.

8.2.2 Executed copy of any relevant separation agreement, custody orders or divorce degree.

In the event a parent is moving from the former habitual residence and there is no divorce or separation agreement, the player's habitual residence will be considered the original place of residence prior to the parents move.

**8.3 Options** Upon approval of either an Education Relocation or a Permanent Primary Residence Relocation a player has the following options:

8.3.1 The player can continue to be the property of the association to which they currently belong to abide by the rules of their home region.

8.3.2 The player can become a participant of the association representing the community in which they now reside. If the case where there is no geographic association with jurisdiction or in cases where the association with jurisdiction does not provide the level of play desired the region's closest association policies will govern the association to whom the player will be assigned.

8.3.3 If the relocation is accepted and approved, the player, parents and association are required to report promptly to the Region any material change in any fact or document submitted as part of the relocation request.

**8.4 Relocation Decision Appeal** Relocation requests that are denied may be appealed to the tribunal process of the receiving region within seven (7) days of the decision. Should the receiving region not receive a tribunal request within seven (7) days, the player's residence will be deemed as the former address. Associations who feel that an approved relocation has impact upon their association and feels the relocation should have been denied may, following the Regional Tribunal Process, request a tribunal hearing on the approved relocation. An association request for tribunal hearing on an approved relocation application must be formally initiated through the regional tribunal process within seven (7) days of the decision. Should the tribunal request be accepted by the region the player's residence will be deemed as the former address until the tribunal has been completed and the matter has been resolved.

The Regional Tribunal process will follow the rules established for Contested Application for Player Release.

**8.5 Responsibilities and Penalties** Every association shall be responsible for the eligibility of all the players that are registered with their association or participating within their association. Any player, who is a registered participant of the ORA and who has been proven by their Region or ORA to have falsified any document, forged any documents, played under an assumed name or under other

than their own birth certificate may be suspended from participating in Ringette for up three (3) years.

Any Team Official or Executive of an association who is found to have been party to, or having any knowledge of any wrong doings in any relocation application, shall be automatically suspended for a period of not less than one (1) year and not more than three (3) years from playing or holding office with any team or association affiliated with Ontario Ringette.

**NOTE:** For tracking purposes, the completed form must be submitted to Membership Services Coordinator accepting region and previous region for signature prior to submitting it to the association.

---



## **9.0 PLAYER TRYOUT/RELEASE**

### **Note:**

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

### **9.1 Application**

A Player Tryout/Release Form (Appendix M-F-07) is required when a player, U19 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 (Region) on or before the deadline of any given season.

9.1.1 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

9.1.2 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

9.1.3. 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 1) 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 Coordinator 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 Coordinator.
  - 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
    - Region
  - The Region 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 1<sup>st</sup>** of each playing season.
- 9.1.4 An Application for Player Release Form that is signed approved by the Home Association, Receiving Association and Region 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.
- 9.1.5 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 Participant change for that individual. All records held with the Corporation shall so change on the Registration expiry date of the third consecutive year.
- 9.1.6 The approved release shall expire at the completion of the player's current playing season.

- 9.1.7 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.
- 9.1.8 A Player Release granted on “Level of Play” will only be released to the closest association offering that level of play. This association is considered the player’s “Current Association” and has first right to receive the players if released by the player’s “Home Association” Closest association shall be governed by the player’s Home Region Policy.
- 9.1.9 Each year a player’s first loyalty must be to their home association. If the home association hosts tryouts for their level of play they must attend and if selected must remain with their home association. If released on level of play from their home association and their “Current Association” hosts tryouts for their level of play they must attend and if selected must remain with their “Current Association”. If their “Current Association” does not offer or does not accept the player then the “Current Association” relationship is terminated and they must follow their regions closest association policies based upon their home association.
- 9.1.10 In all cases any interruption of the “Current Association” relationship terminates the relationship of the player to the association and they return to the home association relationship. If they are released to a new association this then becomes their “Current Association”.
- 9.1.11 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.
- 9.1.12 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.
- 9.1.13 If a player plays Out of Region on a release, then in the subsequent year, they must restart the release process within their region before they return to their Out of Region Current Association.
- 9.1.14 A Provincial U12 player may be released for level of play if not offered a position on a provincial team in their own association.
- 9.1.15 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.

**9.2  
 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.

- 9.2.1 Contact must always be at the level of Association President to Association President to determine if specific players may be available to another association.
- 9.2.2 No participant of any association intending to develop a team at a specific age level may directly contact players and/or participant from another association. Deadlines and methods of communication of team levels to be established on a Regional basis.
- 9.2.3 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 9.1 above).
- 9.2.4 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.
- 9.2.5 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.

## **10.0 CONTESTED APPLICATION FOR PLAYER RELEASE**

- 10.1** The player **must not** appear on the ice for any Local Association who is involved in the contested Application for Player Release until the Region Release Tribunal has rendered a decision.
- 10.2** Any player contesting an application for player release must be a registered participant of their home association and provide proof thereof for the season in which the release is being requested. A formal written request for a release tribunal must be submitted to the Region within seven (7) days after the player has received written confirmation that the 'application for player release' is denied. The request for tribunal must follow regional policy.
- 10.3** The 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.
- 10.4** The Region 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 Coordinator of the Region.
- 10.4.1 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.
- 10.4.2 The Membership Services Coordinator must be present as a resource person and does not vote on the decision, but may answer questions.
- 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.
- 10.5**
- 10.6** 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.
- 10.7** Copies of the tribunal minutes and any submitted statements to be forwarded to the O.R.A. office in a timely manner.
- 10.8** Any appeal of this Player Release Tribunal Hearing's decision will follow the O.R.A. Appeals Policy.
-

## **11.0 “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.

All information for two team player agreements must be to Games and Tournaments and Membership Services by **NOVEMBER 15<sup>th</sup>** and must include completed priority listing for tournaments and applicable signatures.

- 11.1** 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).
- 11.2** 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 Coordinators.
- 11.3** 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 Coordinators 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 Coordinators.  
  
If there is a problem the G&T and Membership Services Chairs will make the final decision.
- 11.4** A two team player on TRF is to be treated the same as any other player on that team, invited to all games and events subject to the details on the agreement and any applicable event limit rules from Sport Development and subject to the Fair Play policy.
- 11.5** 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.
- 11.6** Two team agreements must parallel the framework used for releases within a given Region.
- 11.7** Player must register with their B or C team and play with them all year, including Regional Championships and Sanctioned Events. If their caliber of play raises this team to a Provincial level, the player may play only for the Priority Team as noted on the Agreement.

- 11.8** 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 Coordinator and Membership Services Coordinator.
- 11.9** 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.

---

## **12.0 RISK MANAGEMENT**

**Introduction** 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.

**12.1 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

**12.2 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.



**12.3  
Implementation**

It is the responsibility of the Membership Services Committee to act on the gathered information collected by the Regional Coordinators. 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

e.g. 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.

**12.4  
Communications**

12.4.1 To fulfill 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

**12.5  
Arena and Facility  
Audit**

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

Arena and Facility 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 Arena and Facility Audit Form by the deadline.

Please complete and forward to the Regional Membership Coordinator by **NOVEMBER 15th**.

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

**12.6**

**Shoulder Pads**

It is mandatory for all players in the following age divisions to wear shoulder pads that were manufactured specifically for the sport of ice hockey and/or Ringette without any alterations:

U19  
U16  
U14  
U12  
U10  
U9  
U8  
U7  
U6

And is strongly recommended for those in the 18+ age division.

---

## **13.0 GLOSSARY OF TERMS**

**Local Association** Known as Registered Member. [See Constitution, Article II Membership Section 2.1.1].

---

**Registrant** Any individual or group entity who is a participant 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 of participant who was not registered in the immediate preceding season.

---

**Region** 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, Vice-President Technical, Vice-President Administration.

---

**Receiving Association** The Local Association to whom a player wishes to be released.

---

**U6/U7/U8** 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+ age Divisions. (Note: 18+ 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** The Local Association in whose Boundaries the player resides, or the Local Association

<b>Association</b>	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.
<b>Two Team Player</b>	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.
<b>Home Region</b>	The region which your home association resides.
<b>Home Association</b>	The local association to which the player is eligible to play by residency.
<b>Closest Association</b>	Governed by the player's Home Region Policy.
<b>Current Association</b>	The association to which a player has been released for level of play will then be considered the player's "Current Association".
<b>Residency</b>	Refers to where the player habitually resides. The residence shall be the defined as the structure in which the player is a permanent resident. Any determination of the address of the structure shall always be from the main entrance of such residence.
<b>Days</b>	Irrespective of weekends and holidays.
<b>ADP</b>	Adult Development Program