

# NEWMARKET RINGETTE ASSOCIATION

## *CONSTITUTION & BYLAWS*

### **ARTICLE 1**

#### *NAME:*

1. The association shall be known as the Newmarket Ringette Association and hereinafter may be referred to as the N.R.A.

### **ARTICLE 2**

#### *AIMS AND OBJECTIVES:*

1. To promote, administer and develop the recreational sport of Ringette.
2. To teach fair play and sportsmanship with emphasis on enhancement of good character and citizenship.
3. To provide entertainment and fun for the participants.
4. To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests.
5. To exercise supervision and direction over its members, including the players, bench staff, officials, parents and spectators.
6. To ensure that all members have the opportunity of presenting and having their views heard.
7. To provide support and opportunity to players, bench staff, officials and administrators to improve their skills.
8. To actively promote, adhere to, and support the objectives and policies of the Provincial and National Associations for Ringette.

### **ARTICLE 3**

#### *MEMBERSHIP.-*

1. Membership in the Newmarket Ringette Association shall be open to all residents who reside within the geographical boundaries of the Town of Newmarket. If a Ringette Association does not exist in an area where prospective members are located, such people may join this association,

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### **ARTICLE 4**

#### **EXECUTIVE:**

1. The Executive of the Newmarket Ringette Association shall consist of the following full voting officers, which represent the "Core" Executive members; President, Vice President(s), Secretary, Treasurer, Registrar, Referee-In-Chief, Past President.
2. Where possible, the Newmarket Ringette Association should also consist of the following non-voting Executive members; Coaching Co-Coordinator, Player Development Co-Coordinator, Games & Tournaments Chairperson, Fundraising Chairperson, Publicity Chairperson, League Scheduler Chairperson, Equipment Manager, Divisional Convenors.
3. Officers must be eighteen (18) or more years of age and shall be a member in good standing of the Association. Any member of the Executive who also holds a bench staff position (Head Coach, Assistant Coach, Trainer or Manager) must withdraw from voting on any and all issues pertaining directly to the team for which he/she is a member of the bench staff.
4. No Conveyor may have any relative on the coaching staff in the Division that he/she is convening unless approved by the Executive.

### **ARTICLE 5**

#### **EXECUTIVE MEMBERS - POWERS & DUTIES:**

1. The Executive, shall have control of the affairs of the Newmarket Ringette Association and shall have the power to amend or alter the regulations of the Newmarket Ringette Association.
2. The Executive shall appoint both Standing and Adhoc Committees (when deemed necessary) and shall determine their terms of reference providing these shall be within the aims and objectives of the Constitution and not contrary to the Constitution,
3. The Newmarket Ringette Association Executive shall hold regular monthly meetings between September and March (inclusive) of each season of play, and may schedule additional meetings, as they may deem necessary.

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4. The presence of more than fifty percent of the Newmarket Ringette Association's "Core" Executive members shall constitute a quorum for meetings of the Executive.
5. Vacancies on the Executive, however caused, may remain vacant so long as a quorum remains, and may be filled by the Executive from among the qualified members of the Newmarket Ringette Association if they shall see fit to do so. Otherwise such vacancy shall be filled at the next Annual General meeting of the membership. If there is not a quorum, the remaining executive may call a meeting of the general membership to fill the vacancy.

## ARTICLE 6

### OFFICERS & THEIR DUTIES:

1. The Officers of the Newmarket Ringette Association shall be the President, Vice-President(s), Secretary & Treasurer.
2. (a) President:
  1. Shall call and preside at all Executive meetings.
  2. Shall prepare an agenda for each Executive meeting.
  3. Shall exercise the power and authority of the Newmarket Ringette Association Executive in case of emergency but subject to ratification by the next executive meeting.
  4. Shall be official spokesperson for the Newmarket Ringette Association.
  5. Shall be charged with general management and supervision of the affairs and operations of the Newmarket Ringette Association.
  6. Shall be an ex-officio member of all Standing and Ad hoc Committees.
  7. Shall co-sign all cheques for payments, as required by the treasurer.
  8. Shall not vote except in the case of a tie when he/she shall cast the deciding vote.
  9. Shall ensure that all officers and directors perform their duties.
- (b) Vice-President:
  1. Shall perform the duties of the President in the latter<sup>1</sup>'s absence or at his request and shall then have all the rights and powers of the President.
  2. When acting as President, shall not vote except when such vote is needed to break a tie.
  3. Shall assist the President in performing his duties and may hold the position of the Chairperson of any Adhoc or Standing Committees.

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4. Shall have signing authority on the Newmarket Ringette Association bank account, to be utilized when the President is not available.
5. Shall be a full voting member of the Executive.
6. Shall perform other duties as assigned.

### (c) Secretary:

1. Shall issue notices of all meetings to all members of the Executive.
2. Shall maintain records of all proceedings and all meetings of the Executive.
3. Shall ensure that all correspondence is attended to and keep an accurate record of all the business transactions of the officers and executives.
4. Shall have custody of all documents and records pertaining to the affairs of the Newmarket Ringette Association.
5. Shall be the official liaison between the Newmarket Ringette Association and the Ontario Ringette Association, and shall be responsible to ensure that all O.R.A. correspondence is brought before the Newmarket Ringette Association Executive in a timely manner.
6. Shall be a full voting member of the Executive.
7. Shall perform other duties as may be assigned.

### (d) Treasurer:

1. Shall pay all accounts by cheque, signed by both the Treasurer and the President (or First Vice President in his/her absence).
2. Shall keep complete and accurate records of financial transactions and ensure that all receipts and disbursements of the Newmarket Ringette Association are recorded and presented at each regular Executive meeting and each Annual General Meeting.
3. Shall attend all scheduled Executive meetings and present an up-to-date financial statement to the Executive.
4. Shall be a full voting member of the Executive.
- 5., Shall perform other duties as may be assigned.

## 3. Directors and Their Duties:

### (a) Registrar:

1. Ringette registrations will be held each year at a date established by the Executive and the Registrar shall be responsible for making all necessary arrangements to accommodate this.
2. Shall instruct each person participating in the registration programme on the appropriate procedures to be followed.
3. Shall ensure all required forms are available for registration, both at the beginning of the season, and throughout the season as required.

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4. Shall be the sole keeper of waiting lists for each age group and is the one person authorized to place a player on this list, for consideration into the House League.
  5. Shall keep a register of all members in the Newmarket Ringette Association and shall register all players, coaches, assistant coaches, managers, trainers, officials and Executive members with Ontario Ringette Association and Ringette Canada.
  6. Shall be a full voting member of the Executive.
  7. Shall perform other duties as may be assigned.
- (b) Referee-in-Chief:
1. Shall attend all Executive meetings.
  2. Shall be in charge of procuring referees of appropriate qualifications, and the scheduling of such referees to ensure that each game has the correct level of officiating.
  3. Shall be responsible for all referees in Newmarket Ringette Association including the advancement of their skill levels.
  4. Shall be responsible for scheduling of referees required for the Associations annual tournament (when requested).
  5. Shall be responsible to present the Treasurer an itemized breakdown of all monies to be paid to referees, in a timely manner. The Referee-In-Chief will then be responsible for the distribution of such payments to the referees.
  6. Shall be a full voting member of the Executive.
  7. Shall perform other duties as may be assigned.
- (c) Past President:
1. Shall carry out any duties assigned by the President of Newmarket Ringette Association or it's Executive, and act as an advisor to the Executive.
  2. Shall be a full voting member of the Executive.
- (d) Coaching Development Co-Coordinator:
1. Shall act on behalf of Executive regarding complaints and/or protests, and report the appropriate information to the Executive.
  2. Shall represent all Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Executive.
  3. Shall be responsible to co-ordinate the coaching clinics and other coaching development programs available to Newmarket Ringette Association from the Ontario Ringette Association.
  4. Shall perform other duties as may be assigned.

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(e) Player Development Co-Coordinator:

1. Shall act on behalf of Executive regarding complaints or protests in all age divisions, and report the appropriate information to the Executive.
2. Shall represent every player in all matters pertaining to suspensions or expulsions, and report accordingly to the Executive.
3. Shall be responsible to co-ordinate the player clinics and other player development programs available to Newmarket Ringette Association from the Ontario Ringette Association.
4. Shall perform other duties as may be assigned.

(f) Publicity Chairperson:

1. Shall be responsible to establish contact with the local area newspapers for such purposes as; (a) reporting weekly game results and statistics, (b) reporting of special functions such as Registration, Dances, etc., (c) general publicity for the advancement of Ringette within the boundaries of the Association.
2. Shall co-ordinate a "Ringette Week" campaign in conjunction with the Ontario Ringette Association's annual promotion.
3. Shall perform other duties as assigned.

(g) Fundraising Chairperson:

1. Shall be responsible to investigate the variety of Fundraising options available to the Association, and present these options to the Executive, with his/her recommendations as the most feasible/profitable.
2. Shall accept the Executives decision as to the Fundraising option they wish to pursue, and present this to the membership at large.
3. Shall be responsible to the Treasurer for the collection of all funds generated through all fundraising ventures undertaken, and provide to the Treasurer, a detailed breakdown of the funds generated, and disbursements required.
4. Shall perform other duties as assigned.

(h) Equipment Manager:

1. Shall be responsible for all equipment of Newmarket Ringette Association.
2. Shall be responsible for equipment education of bench staff, officials, players and parents, to ensure safety and accident prevention procedures are adhered to where possible.
3. Shall maintain an accurate and up-to-date inventory of all equipment owned by the Association, and report to the Executive of any equipment which fails to meet the appropriate safety standards, as provided by the Ontario Ringette Association.
4. Shall perform other duties as assigned.

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(i) Games & Tournaments Chairperson:

1. Shall be responsible for the co-coordinating, promotion, and scheduling of the Newmarket Ringette Association's annual tournament, when such a tournament has been approved by the Executive.
2. Shall be responsible for obtaining approval from Ontario Ringette Association to offer a "sanctioned" tournament to the membership, including other Associations to whom an invitation to attend, will be provided.
3. Shall be responsible for obtaining appropriate sponsorship from local area businesses, and reporting such revenue to the Treasurer.
4. Shall be responsible for the collection of all "Entry Fees" from all teams attending the Tournament, and reporting such revenue to the Treasurer.
5. Shall be responsible for the procurement of the required Ice time, needed to stage such a Tournament.
6. Shall perform other duties as may be assigned.

(j) League Scheduler Chairperson:

1. Shall be responsible for all negotiations with whatever sources, for available ice time.
2. Shall present to the Executive, the scheduled ice time and all costs pertaining to this ice time.
3. Shall be responsible to attend meetings with other Associations where the house league play must extend outside of the territorial boundaries of the Newmarket Ringette Association.
4. Shall be responsible to present to Executive, Bench Staff and Players, the completed season schedule, in a timely manner.
5. Shall perform other duties as may be assigned.

(k) Director-At-Large:

The Executive may appoint a maximum of two (2) Directors-at-large as they deem necessary.

## ARTICLE 7

### ELECTIONS OF OFFICERS AND DIRECTORS.-

1. The Officers and Directors of the Newmarket Ringette Association shall be President, Vice-president, Secretary, Treasurer, Registrar, Referee-in-Chief, Past President, Convenors (in all divisions), Player Development Coordinator, Coaching Development Co-coordinator, Publicity Chairperson, and Fundraising Chairperson, Equipment Manager, and League Scheduler Chairperson.

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2. A minimum of six weeks prior to the Newmarket Ringette Association Annual General Meeting, the Executive shall appoint from among the members a nominating committee of three persons who will be responsible for putting forth a slate of names interested in running for each of the Officers and Directors positions. The nomination committee will present the list of names for approval at the Annual Meeting of the Newmarket Ringette Association.
3. The Officers and Directors shall then be elected by secret ballot for a term of one (1) year at the Newmarket Ringette Association Annual Meeting.
4. No proxy vote shall be recognized.
5. The position of President is to be filled by someone who has a minimum of one (1) year experience on the Executive (whenever possible).

## ARTICLE 8

### STANDING COMMITTEES:

1. The Newmarket Ringette Association Standing Committees shall be;
  - (a) The Appeals Committee
  - (b) The Division Committee
2. Duties of the Appeals Committee:

To hear all appeals from Division Committee decisions. A quorum of the Newmarket Ringette Association Officers shall constitute the Appeals Committee,
3. Duties of the Division Committee:

A Committee shall be constituted to administer and- manage each of the following Newmarket Ringette Association age divisions, and shall be subject to all changes in age divisions as indicated by the Ontario Ringette Association. Where insufficient registration of players are available to form a team at a particular age division, that age division shall be omitted.

**Bunnies**

**Novice**

**Petites**

**Tweens**

**Juniors**

**Belles**

**Debs**

**Intermediate**

**Masters**

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### 4. Division Committee Executive

- (a) The executive of each Division Committee Shall consist of a minimum of a Conveyor.
- (b) Each Division Committee Executive shall administer and manage their respective Division in accordance with Newmarket Ringette Association

#### Rules and Regulations.

- (i) shall be responsible for administering the Rules and Regulations for competition within their Division in accordance with Newmarket Ringette Association Rules and Regulations.
- (ii) shall hear and determine all protests and appeals within their Division.
- (iii) may suspend or expel a team or player, for notorious and continuous foul play or directs offensive language at any person, individually or collectively, on the ice, in the dressing room or anywhere in an arena or at any meeting or gathering in the interest of Ringette, for negligence to pay assessments or for any persistent infringement of the laws of the game of the Rules of the Newmarket Ringette Association.
- (iv) may suspend or expel any team or member of a team refusing to accept and obey the ruling of the Division Committee.
- (v) may re-admit any team or member of a team under suspension, subject to approval of the Newmarket Ringette Association.
- (vi) shall have the power to suspend or discipline the coach, trainer, manager, player, or other official connected with a team playing in the Division.
- (vii) shall determine all questions arising from emergencies not provided in this Constitution or in the Newmarket Ringette Association Rules and Regulations. Twenty-four (24) hours of notice of the hour and place appointed for the consideration of such questions shall be given by the Division to each player or team concerned.

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- (viii) Shall have control over the affairs of their Division and may make recommendations to alter the Rules and Regulations of the Newmarket Ringette Association.
- (ix) may make special rulings in any series or play-offs of their Division, subject to the approval of the Newmarket Ringette Association.
- (x) ensure that every coach, assistant coach and trainer has received and read a copy of the Constitution and By-laws of the Newmarket Ringette Association.
- (xi) may exchange players from one team to another with a report to the Executive Committee, prior to December 15th of any playing season.

### 5. Operation of Committees

- (a) in the event where a chairperson of a committee is not present at a meeting, the members present shall elect a chairperson for the meeting.
- (b) a Committee may meet and adjourn as they feel appropriate, and questions arising at any meeting shall be determined by the majority of votes cast, of the members present, and in the case of an equality of vote, the Chairperson shall cast the deciding vote, but otherwise the Chairperson shall not vote.
- (c) minutes of proceedings, which record decisions that the Committees have exercised by authority delegated by the Executive, shall be tabled at the next regular monthly meeting of the Newmarket Ringette Association Executive.
- (d) reports of from committees, to be included in the agenda of the regular monthly meeting of the Newmarket Ringette Association Executive shall be forwarded to the President and Secretary of the Newmarket Ringette Association at least five days prior to the meeting.

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### ARTICLE 9

#### MEETINGS. VOTING. QUORUM:

1. All meetings shall be at the call of the President. If for any reason a meeting has not been called by the President within two weeks after being requested by five (5) members of the Executive, a meeting may be called under the chairmanship of a Vice-President, which shall be legal and constitutional.
2. The Annual General Meeting shall be held at such place, on such a date and at such an hour as the Newmarket Ringette Association Executive shall determine each year, provided always that such meeting shall be held not later than the 15th of May, and at least a seven-day notice of the meeting shall be given to all members in good standing.
3. It is the duty of the Secretary to provide a copy of the current "Constitution and Bylaws" of the Newmarket Ringette Association to any member in good standing, upon their request.
4. The Secretary shall be responsible to post at least one copy of the current "Constitution and Bylaws" at all Annual General Meetings, and instruct any member in good standing on the procedures to effect change to same.
5. The order of business at the Annual General Meeting shall be as follows:
  - (a) Call to order.
  - (b) Adoption of Minutes of previous Annual General Meeting and regular monthly Executive Meetings held since the previous Annual General Meeting.
  - (c) Business arising out the Minutes.
  - (d) The President's Report.
  - (e) The First Vice President's Report,
  - (f) Treasurer's Report.
  - (g) Registrar's Report,
  - (h) Committee Reports.  
(as per committees utilized)
  - (i) Constitution and By-law Amendments,
  - (j) Election of next year's Executive,
  - (k) New Business,
  - (l) Adjournment.

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6. Notices of motions, amendments to the Newmarket Ringette Association Constitution must be in the hands of the Secretary not later than twenty-one (21) days prior to the Annual General Meeting.
7. Voting Rights/Privileges:
  - (a) All members in good standing shall be entitled to one vote.
  - (b) No proxy vote shall be recognized.
  - (c) Every question at any members meeting shall be decided by a majority of votes with the exception of amendments to the Constitution or By-laws, which shall require a minimum of a 66% majority vote. In the case of a tie, the President shall have a second or deciding vote.
6. Quorum of Members:
  - (a) Monthly Executive Meetings.

The presence of a minimum of four (4) "Core" Executive members shall be necessary to constitute a quorum for any monthly Executive meeting.
  - (b) Annual General Meetings.

The presence of a minimum of fifty (50) percent of the Executive members shall be necessary to constitute a quorum for the Annual General Meeting.

### ARTICLE 10

#### ASSOCIATION FEES:

The Newmarket Ringette Association Executive will determine the annual fee structure and payment plan. Special consideration may be given for multiple players from one family, and to under-privileged children. Community service organizations may be approached for their assistance in these cases,

### ARTICLE 11

#### PROTESTS, APPEALS AND DEFAULTS:

- I. (a) All protests must be filed with the Division Conveyor within forty-eight (48) hours after the game, The party or parties against whom the protest is made shall be notified by the Division Conveyor.

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(b) Upon receipt of an official protest, the Division Conveyor shall immediately arrange a hearing of the protest within four (4) days, at which time all those concerned shall be given an opportunity to present their evidence and be advised of the divisions decision. 2. All appeals of the Division Convenor's decision must be filed with the Secretary of the Newmarket Ringette Association within four (4) days.

### **ARTICLE 12**

#### *SUSPENSIONS. EXPULSIONS:*

1. All players or Bench Staff suspensions exercised by a Division Committee shall be automatically upheld by the Newmarket Ringette Association Executive but shall be subject to appeal under Article 11.2.
2. A Bench Staff member under suspension shall not travel with the team, enter their dressing room or carry on any of the duties of the position, during the full term of the suspension.

### **ARTICLE 13**

#### *AMENDMENTS TO CONSTITUTION & BYLAWS:*

1. The Constitution and Bylaws of the Newmarket Ringette Association shall not be amended except at the Annual General Meeting, where a vote reflects that a minimum of two-thirds of the membership are in acceptance of the change. Notice of the proposed amendments shall be given to the Secretary, in writing, at least twenty one (21) days prior to the Annual General Meeting. The Secretary shall provide copies of the proposed revisions to all those entitled to vote at such a meeting. The person(s) submitting the proposed revision shall have the opportunity to address the membership to explain their views regarding the changes outlined. An open discussion by the membership may follow, but is to be limited to a maximum of 30 minutes, at which time *the* membership will be request to vote on the proposed revision.

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2. The Newmarket Ringette Association Executive may, by a two-thirds majority vote, adopt, amend, revise, or repeal any Newmarket Ringette Association Regulation or By-law, provided notice of motion has been made at the previous monthly meeting, and provided that any executive meeting so held, it is noted that this decision of the Executive may be herein a contravention of this Constitution.
3. Any change to the Newmarket Ringette Association Rules, Regulations or By-laws by the Newmarket Ringette Association Executive shall be subject to approval at the next Annual General Meeting. Should the membership present at the Annual General Meeting not approve the amendment, this shall not invalidate the action taken by the Executive, although the amendment made shall be stricken from the records.

### ARTICLE 14

#### RESIDENCE RULES:

1. (a) New players who reside outside the boundaries of the Newmarket Ringette Association will only be accommodated if sufficient ice time is available, therefore registration priority will be as follows:
  1. Returning Members
  2. New Members within boundaries.
  3. New Members outside boundaries.
- (b) No player shall be allowed to play house league or join the All-Star team unless he/she is a member in good standing of the Newmarket Ringette Association.

### ARTICLE 13

#### OFFICIALS:

1. No referee may govern any game if one of the teams playing has a member of his/her family playing or forming part of the official Bench Staff.
2. Each Referee shall attend a Referee Clinic organized and held by the Referee-in-Chief. All referees must attend at least one clinic in order to be qualified to referee a game.

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3. A Referee shall relay any complaint pertaining to a player, spectator, or bench staff to the Referee-In-Chief, who will then advise the Divisional Conveyor and/or the Executive.
4. A Referee shall be responsible for the control of any game he/she is refereeing as outlined in the Ontario Ringette Association Official Handbook and any adaptations of these rules as specified by the Newmarket Ringette Association.

### ARTICLE 16

#### *BENCH STAFF:*

1. The Coach of any given team shall attend at least one (1) Approved Community Coaches Programme sponsored by the Newmarket Ringette Association, or other Ringette Association or Parks and Recreation department, in order to obtain appropriate qualifications to Coach a team.
2. The Bench Staff of each team must have a woman (above the age of 18) as a active member who must be in attendance and on the bench for all games and practices. In the event where the regular person is not available, the coach must appoint a substitute female bench staff person, prior to the event in which the team will participate.
3. Every player must be played equally, regardless of skill level.
4. Any complaint pertaining to a player, spectator, bench staff or referee must be brought to the attention of the Conveyor of that division, as well as the Coaching or Player Co-coordinator. Such complaints will then be reviewed by the Executive at their next regular meeting.
5. All Bench Staff shall conduct themselves and the team as per the .Newmarket Ringette Association and Ontario Ringette Association philosophy. Failure to do so may result in suspension,
6. Any discipline problems that arise with a team or any member of the team must be brought to the attention of the Conveyor and reported to the Executive Committee before any action be taken.
7. The entire Bench Staff shall be responsible to the Division Committee (Conveyor) and abide by all of their decisions and support them in maintaining a smooth organized Division.

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#### GENDER INTERPRETATION:

Words importing the female gender shall include the masculine gender and words importing the singular number shall include the plural as the case may be, and vice versa, and references to persons shall include associations, and corporations and other entities recognized by the Newmarket Ringette Association.

#### RULES AND REGULATIONS - House League:

1. PURPOSE

It is agreed that the Newmarket Ringette Association will adopt the standard Rules and Regulations as provided by the Ontario Ringette Association, and that these Rules and Regulations shall govern the operation of each of the Newmarket Ringette Association Divisions.

2. AMENDMENTS TO DIVISION RULES AND REGULATIONS

Amendments/revisions to these Rules and Regulations may be recommended at any time by the Division Committee Executive to the Newmarket Ringette Association Executive. All amendments/revisions shall require approval at a regular meeting of the Newmarket Ringette Association Executive prior to implementation.

3. PLAYING RULES

(a) The Official Rules as established and amended by the Ontario Ringette Association shall apply to all Divisions games.

(b) All players to receive equal ice time regardless of playing ability.

(c) The game time is to be divided in two equal halves, the length of which is to be determined by each Division Conveyor.

(d) All players including goaltenders shall wear CSA Approved helmets, complete with face shield (clear plastic or wire mesh) and hockey style tube skates, fitted with the appropriate safety protection devices. Appropriate general body protection as specified by the Ontario Ringette Association, must be worn by all players. Players not so equipped shall not participate in the balance of the game until satisfactory protective measures are taken. The Game referees are responsible for ensuring the enforcement of this rule.

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- (e) Each Division is responsible for providing a Timekeeper and Scorekeeper for all league games, and where both teams are from within the Association, the Home Team will be responsible for the Timekeeper and Scorekeeper.
- 4. PLAY-OFFS  
All teams within each Division will be included in the play-offs and that the play-off setup will be determined by the Division Convenors.
- 5. PROTESTS. APPEALS. DEFAULTS
  - (a) Newmarket Ringette Association Constitution Article 11, Section 1a) and 1(b) shall apply to all protests at Division level.
  - (b) A quorum of Division Executive shall hear and rule on all protests from teams or individuals in the Division.
  - (c) Player Co-Coordinator shall hear all protests from players.
  - (d) Coaching Co-Coordinator shall hear all protests from Bench Staff.
  - (e) Referee-In-Chief shall be part of any/all meetings where disciplinary action is being recommended.