

## COMMITTEES POLICY

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### Purpose

1. The purpose of this Policy is to ensure that Ringette Canada Committee members understand their duties, roles and responsibilities and operate in the best interest of Ringette Canada.

### Application of this Policy

2. This policy applies to all Ringette Canada Committee members.

### Definitions

3. The following terms have these meanings in this Policy:

- “*Board Committee*” – An ad hoc committee established by the Board in accordance with By-Law # 9 to deal with specific areas of concern to the Board and comprised entirely of members of the Board;
- “*National Team*” – The Women’s Senior National Team and any appropriately aged team designated by Ringette Canada to be a representative of Ringette Canada participating in a recognized international event;
- “*Program Committee*” – A committee reporting to the Board, with membership and chairpersons in accordance with By-Law # 9. All Program Committee members shall be appointed by the Executive Director and may not be serving on another Ringette Canada Program Committee. All Program Committee members shall be in good standing with their provincial association during their entire term on the Committee. All Program Committees report on a day-to-day basis to the Executive Director (or designate) and report their activities to the Board as requested. A member may resign from membership on the Committee upon notice in writing to Ringette Canada. In the event of a vacancy, the Executive Director shall appoint a replacement for the remainder of the term. Individuals appointed to fill a vacant position at any point in the two year term of the position shall not forfeit their right to be approved for two complete and consecutive two year terms;
- “*Standing Committee*” – A committee established by the Board in accordance with By-Law # 9; and
- “*Task Force*” - A committee appointed by the Board to examine a problem or opportunity with the intention of charging said task force with reporting back to the Board with a recommendation for action. Appointments will be on a case-by-case basis and may include both Board Members and non-Board members. Task Forces have no formal decision making authority and may only report recommendations to the Board. Task Forces shall disband upon the discharge of their duties, as outlined by the Board.

### Committees

4. The following are the Committees of Ringette Canada:
  - 4.1 Standing Committee:
    - a. Nominations Committee.
  - 4.2 Board Committee:
    - a. Human Resources Committee;
    - b. Audit Committee; and
    - c. Screening Committee.

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- 4.3 Program Committee:
  - a. Coach Development Committee;
  - b. Officials Development Committee;
  - c. High Performance Committee; and
  - d. National Ringette League (NRL) Committee; and
- 4.4 Task Force:
  - a. LTAD Monitoring Committee.

### **Nominations Committee**

- 5. The Nominations Committee will perform the duties described in this Policy.
- 6. The Nominations Committee will:
  - 6.1 Consist of a Chairperson appointed by the Board from any current Director of Ringette Canada not seeking election, past president of Ringette Canada or current or past President of a provincial/territorial member association. Other members of the Committee shall be recruited from within the Board;
  - 6.2 Report to the Board;
  - 6.3 Identify and recruit nominees based on the knowledge and skills required for the vacant position;
  - 6.4 Ensure the makeup of the Board accurately reflects all Ringette Canada's Membership;
  - 6.5 Submit a copy of the Board report outlining the position responsibilities to Membership; and
  - 6.6 Prepare a list of nominees, at least one for each vacant position, based on general guidelines given above and the candidates' demonstrated knowledge, skill, and ability to achieve objectives that are similar to those listed for the position.
- 7. The list of nominees, including a profile of the position for which they are being nominated as described above, and examples of their demonstrated knowledge, skills, and abilities to achieve objectives that are similar to those listed for the position, will be submitted to the national office no later than 45 days before the Annual General Meeting ("AGM"). The names of the nominees will be listed alphabetically for each vacant position. This list will be sent to the Membership 30 days before the AGM.
- 8. The Nominations Committee must have the consent in writing of any nominee who will not be present at the AGM. Nominations at the AGM must include written consent from the nominee in the case that the nominee is not present at the AGM.
- 9. The Chairperson of the Nominations Committee shall serve as chairperson for the election of Directors at the AGM.
- 10. The election of Directors will take place at the AGM. The Chairperson of the Nominations Committee will present a motion to accept the list of nominees as presented by the Committee. Once this motion has been duly seconded and voted on by the Membership, an election, if necessary, will take place. Election by acclamation will occur if the number of candidates is the same as the number of vacant positions. The Board has the authority to fill by appointment any vacancy. Any appointment must be ratified by the Membership at the next general meeting.

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11. The voting will be done by secret ballot during the main business portion of the AGM. The Chairperson shall appoint two scrutineers to ensure AGM voting regulations are followed and shall report the results to the Nominations Committee Chairperson.
12. The election to the Board shall take place in accordance with By-Law # 8 in the following order:
  - 12.1 President;
  - 12.2 Directors; and
  - 12.3 Athlete Director.
13. Individuals who are appointed to a vacant position at any point in the two year term of any position will be considered to have completed a full term of two years.
14. The Nominations Committee Chairperson shall notify all provinces/territories at least three (3) months in advance of the AGM, that nominations will be accepted for the Board.

### **Audit Committee**

15. The Audit Committee shall assist the Board in fulfilling its oversight responsibilities relating to corporate auditing and reporting and financial risk management. This responsibility is carried out in accordance with approved policies that comply with Canadian accounting standards for not-for-profit organizations.
16. The Audit Committee will consist of three (3) Directors with some knowledge of financial administration, appointed by the Board; and at least one of whom has expertise in this area.
17. To ensure continuity, the Directors will be appointed annually at the June Board meeting, with one of the three being appointed for a two-year term.
18. An additional Director may be appointed to “shadow” the Committee, in anticipation of an appointment or in the event one of the three appointed Directors is unable to complete their term; in which case the “shadowing” Director will be appointed to complete the term. The Committee may utilize an outside consultant, as necessary, in the performance of their duties, however, the outside consultant will not be recognized as being a member of the Committee.
19. The Board may remove any member of the Committee at its sole discretion.
20. The responsibilities of the Committee are as follows:
  - 20.1 To review the financial statements of the Association prior to approval by the Board;
  - 20.2 To liaise with the Public Accountant (“auditor”) prior to the audit;
  - 20.3 To review the auditor’s Management letter and audit report;
  - 20.4 To meet with the auditor at the conclusion of the audit to review the Management Letter, audit report and the financial statements;
  - 20.5 To recommend to the Board the acceptance of the auditor’s report and the financial statements;
  - 20.6 In consultation with staff, to evaluate the performance of the auditor;
  - 20.7 To recommend the appointment of the Public Accountant (“auditor”) to the Board; and
  - 20.8 Periodically, to coordinate the tendering of the Public Accountant and recommend the selection of the Public Accountant who will perform the audit function, to the Board.

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- 21. The Committee will report to the Board, as requested by the Board, and will meet as required to perform their duties.
- 22. The Executive Director will act as the staff contact for the Committee.

### **Human Resources Committee**

- 23. The Human Resources Committee serves as an advisory committee to the Board, as appropriate, by providing assistance, advice and recommendations concerning the Executive Director.
- 24. The Human Resources Committee will:
  - 24.1 Obtain such information or market research as may be required to assess or compare policies regarding evaluation and compensation with other organizations and relevant employment sectors;
  - 24.2 Recommend annual salary parameters and benefit adjustments to the Board;
  - 24.3 Review the performance of the Executive Director in accordance with the *Executive Limitations Policy* and recommend annual criteria to be used by the Board in evaluating the Executive Director, and to assist in formulating the performance evaluation of the Executive Director;
  - 24.4 Consider Human Resources appeals in accordance with the Ringette Canada Personnel Policy for recommendation to the Board;
  - 24.5 Be composed of the President of Ringette Canada, at least three (3) Directors currently serving on the Board, , and at the discretion of these members, one other person (internal to Ringette Canada or external to the organization) appointed by the consensus of these four (4) to serve on and assist the Human Resources Committee;
  - 24.6 Be chaired by the Director appointed by the President, or in his/her absence, the President of the Board;
  - 24.7 Shall meet as required and at least once annually in the fall so as to ensure completion of the review process by February of the following year. Meetings may be held at any time and place to be determined by the Human Resource Committee members. Meetings will operate on a consensus basis, and the affairs of the Human Resource Committee may be carried out in person, by mail, teleconference or facsimile transmission as may be desired by Human Resource Committee members;
  - 24.8 Report to the full Board through the Board Member sitting on the Board; and
  - 24.9 Be provided funding support as deemed necessary through the annual operating budget.

### **Screening Committee**

- 25. See Ringette Canada *Screening Policy*.

### **Coach Development Committee**

- 26. The Coach Development Committee will:
  - 26.1 Be responsible to ensure the development of material for the National Coaching Certification Program (NCCP) program, the training of learning facilitators and the delivery of NCCP within the provinces; and to provide for the ongoing development of Canadian Ringette coaches and evaluation of the state of coaching development;
  - 26.2 Develop, promote and monitor the following programs:
    - a. NCCP;
    - b. National Skill Instructor Program (NSIP); and

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- c. Managers Certification Program;
- 26.3 Guide the preparation, evaluation and updating of technical manuals and supporting education material;
- 26.4 Design systems for the effective delivery of all programs including the training of Master Learning Facilitators;
- 26.5 Guide the development of coaching resources to assist in other programs;
- 26.6 Monitor and evaluate the delivery of programs;
- 26.7 Observe any operational procedures established by the Executive Director. The committee will be guided by the Technical Director in the accomplishment of its annual plan and observation of its budget. The Coach Development Committee, through the Technical Director, can negotiate with the Executive Director/Board material changes to its budget;
- 26.8 Be responsible to the membership to further coaching development in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact;
- 26.9 Be accountable to the Board for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget;
- 26.10 Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget;
- 26.11 Report decisions, minutes and reports to provincial Ringette association offices after all meetings; and
- 26.12 Be comprised of:
  - a. A Chairperson, appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms (not including any terms as a member);
  - b. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Train-to-Compete, Learning to Win or Training to Win ringette coaching experience;
  - c. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Active Start, FUNdamentals or Learning to Train ringette coaching experience;
  - d. At-large members recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, comprised of as many members, including the Chair, as required from time-to-time to fulfill the responsibilities of the Committee ;
  - e. At least two (2) females, including the Chair, or 50% of the Committee membership, whichever is greater;
  - f. No more than 2 voting members residing in any one province or territory; and
  - g. A Ringette Canada staff member ("Staff Liaison"), appointed by the Executive Director as an *ex-officio* member.

### 27. The Chair of the Coach Development Committee will:

- 27.1 Oversee the administration of the responsibilities of the Coach Development Committee in collaboration with the Staff Liaison;
- 27.2 Establish the agenda for Coach Development Committee meetings in consultation with Coach Development Committee members and the Staff Liaison;
- 27.3 Chair all Coach Development Committee meetings and ensure the Coach Development Committee is working consistent with its mandate and budget;
- 27.4 Liaise with provincial coaching development chairpersons;

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- 27.5 Assist the Staff Liaison in the preparation of progress reports, decisions, and issues of the Coach Development Committee for submission to the Board and Annual General Meeting;
- 27.6 Ensure Coach Development Committee members are informed of all critical matters;
- 27.7 Stay informed of organization policies and priorities; and
- 27.8 Attend Board meetings at the request of the Board.

### **Officials Development Committee**

28. The Officials Development Committee will:

- 28.1 Be responsible for the development and delivery of the NOCP, including the development of all necessary materials, training of evaluators and instructors, the delivery and promotion of the program within the provinces/territories and the ongoing evaluation of the program and its resources;
- 28.2 Be accountable to the Board for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget;
- 28.3 Be responsible to the membership to further officiating in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact;
- 28.4 Observe any operational policies established by the Executive Director. The Officials Development Committee will be guided by the staff liaison in the accomplishment of its annual plan and observation of its budget. The Officials Development Committee, through the Staff Liaison, can negotiate with the Executive Director/Board material changes to its budget;
- 28.5 Develop, promote and monitor the National Officiating Certification Program (NOCP);
- 28.6 Guide the preparation, evaluation and updating of technical manuals and supporting education material;
- 28.7 Design systems for the effective delivery of all programs;
- 28.8 Research and recommend technical advancements;
- 28.9 Review and provide input on suggested rule changes;
- 28.10 Guide the development of officiating resources to assist in other programs;
- 28.11 Assist provinces/territories with clinic implementation/resources;
- 28.12 Arrange National Instructors' and Evaluators' clinics and work to ensure adequate number of instructors and evaluators in all provinces/territories;
- 28.13 Report decisions, minutes and reports to provincial Ringette association offices after all meetings;
- 28.14 Report to the Annual General Meeting through its Chair;
- 28.15 Be comprised of:
  - a. A Chairperson, appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms (not including any terms as a member);
  - b. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Train-to-Compete, Learning to Win or Training to Win ringette officiating experience,;
  - c. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Active Start, FUNdamentals or Learning to Train ringette current officiating experience;
  - d. At-large members, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, comprised of as many members, including the Chair, as required from time-to-time to fulfill the responsibilities of the Committee;
  - e. At least two (2) females, including the Chair, or 50% of the Committee membership, whichever is greater;

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- f. No more than 2 voting members residing in any one province or territory; and
- g. A Ringette Canada staff member (“Staff Liaison”), appointed by the Executive Director as an *ex-officio* member.

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**29. The Chair of the Officials Development Committee will:**

- 29.1 Oversee the administration of the responsibilities of the Officials Development Committee in collaboration with the Staff Liaison;
- 29.2 Establish the agenda for Officials Development Committee meetings in consultation with Officials Development Committee members and the Staff Liaison;
- 29.3 Chair all Officials Development Committee meetings and ensure the Officials Development Committee is working consistent with its mandate and budget;
- 29.4 Liaise with provincial Officiating chairpersons;
- 29.5 Assist the Staff Liaison in the preparation of progress reports, decisions, and issues of the Officials Development Committee for submission to the Board and Annual General Meeting;
- 29.6 Ensure Officials Development Committee members are informed of all critical matters;
- 29.7 Stay informed of organization policies and priorities; and
- 29.8 Attend Board meetings at the request of the Board.

**High Performance Committee**

**30. The High Performance Committee will:**

- 30.1 Be responsible for the development and implementation of a program that allows athletes and coaches to develop their skills and potential to the highest level and that results in success at the international level. The High Performance Committee is responsible to oversee all aspects of the National Team program including the selection and evaluation of all team staff, the selection process for National Team athletes, the development of an appropriate training and conditioning program, and participation in competitions and promotional activities;
- 30.2 Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget;
- 30.3 Be accountable to the Board for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget;
- 30.4 Be responsible to the membership to further the National Team program in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact;
- 30.5 Observe any operational policies established by the Executive Director. The High Performance Committee will be guided by the staff liaison in the accomplishment of its annual plan and observation of its budget. The High Performance Committee, through the Staff Liaison, can negotiate with the Executive Director/Board material changes to its budget;
- 30.6 Develop, ensure implementation and evaluate the National Team program;
- 30.7 Develop annual program plans and budgets;
- 30.8 Develop program policies and procedures;
- 30.9 Select, evaluate and provide professional development opportunities for National Team staff;
- 30.10 Establish and monitor national team athlete selection process;
- 30.11 Approve and evaluate selection, training and competition schedules and participate in bid process to select sites;
- 30.12 Enforce Ringette Canada behaviour and discipline policies where necessary;
- 30.13 Provide support and assistance to the National Team staff;
- 30.14 Communicate the program's aims, policies and guidelines to the team staff and athletes by assisting in the development and production of related resources and materials;
- 30.15 Develop a strategy for the development and recruitment of future potential high performance coaches and athletes;



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### 30.16 Be comprised of:

- a. A Chairperson, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms (not including any terms as a member);
- b. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Learning to Win or Training to Win coaching experience, who is not applying for a coaching position with any Ringette Canada National Team;
- c. A member, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, with Learning to Win or Training to Win playing experience, who is not trying out for a position with any Ringette Canada National Team;
- d. At-large members, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms, comprised of as many members, including the Chair, as required from time-to-time to fulfill the responsibilities of the Committee;
- e. At least two (2) females, including the Chair, or 50% of the Committee membership, whichever is greater;
- f. No more than 2 voting members residing in any one province or territory;
- g. The Head Coach of the Women's Senior National Team, as an *ex officio* member; and
- h. A Ringette Canada staff member ("Staff Liaison"), appointed by the Executive Director as an *ex-officio* member.

### 31. The Chair of the High Performance Committee will:

- 31.1 Oversee the administration of the responsibilities of the High Performance Committee in collaboration with the Staff Liaison;
- 31.2 Establish the agenda for High Performance Committee meetings in consultation with High Performance Committee members and the Staff Liaison;
- 31.3 Chair all High Performance Committee meetings and ensures the High Performance Committee is working consistent with its mandate and budget;
- 31.4 Assist the Staff Liaison in the preparation of progress reports, decisions, and issues of the High Performance Committee for submission to the Board and Annual General Meeting.
- 31.5 Ensure committee members are informed of all critical matters;
- 31.6 Stay informed of organization policies and priorities;
- 31.7 Liaise with provincial chairs of High Performance programming;
- 31.8 Attend Board meetings at the request of the Board;
- 31.9 Participate in the selection, supervision and evaluation of all National Team staff members; and
- 31.10 Monitor and review High Performance Committee budget on an ongoing basis in collaboration with the Staff Liaison.

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### National Ringette League (NRL) Committee

32. The NRL Committee will:

- 32.1 Be responsible for the ongoing development and administration of a competitive league for Open AA athletes across Canada. The objectives of the league are to move ringette into the mainstream of Canadian sport activity, encourage greater public awareness of ringette, create more and better competitive opportunities for athletes and achieve positive financial results at both a league and team level. The NRL Committee is responsible to oversee all aspects of the National Ringette League organization including the establishment of standards of play, commitment to competitive equity, sponsorship recruitment, development of marketing and promotion initiatives and publicity and media relations strategies;
- 32.2 Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget. The NRL Committee may not alter the Ringette Canada playing rules for use in the league or otherwise;
- 32.3 Be accountable to the Board for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget;
- 32.4 Be responsible to the membership to further the National Ringette League in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact;
- 32.5 Observe any operational policies established by the Executive Director. The NRL Committee will be guided by the Executive Director in the accomplishment of its annual plan and observation of its budget. The NRL Committee can negotiate with the Executive Director/Board material changes to its budget;
- 32.6 Develop, ensure implementation and evaluate the operations of the National Ringette League and its divisions;
- 32.7 Develop annual program plans and budgets;
- 32.8 Develop regulations, game presentation and operations standards, and policies of the National Ringette League;
- 32.9 Establish annual fees and revenue targets for the National Ringette League and its teams;
- 32.10 Develop and implement a marketing and promotional strategy for the National Ringette League and its teams;
- 32.11 Develop and implement a publicity and media relations strategy for the National Ringette League and its teams;
- 32.12 Enforce Ringette Canada behaviour and discipline policies where necessary;
- 32.13 Provide support and assistance to the National Ringette League teams and staff members;
- 32.14 Report to the Annual General Meeting through its Chair;
- 32.15 Be comprised of:
  - a. A Chairperson, recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two-year terms (not including any terms as a member);
  - b. A member elected by the teams of each NRL Conference;
  - c. Members recommended by the Staff Liaison and appointed by the Executive Director, for a two-year term with a maximum of two (2) consecutive two year terms; and
  - d. A Ringette Canada staff member ("Staff Liaison"), appointed by the Executive Director as an *ex-officio* member.

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33. The Chair of the NRL Committee will:
- 33.1 Oversee the administration of the responsibilities of the NRL Committee in collaboration with the Staff Liaison;
  - 33.2 Establish the agenda for NRL Committee meetings in consultation with NRL Committee members and the Staff Liaison;
  - 33.3 Chair all NRL Committee meetings and ensures the committee is working consistent with its mandate and budget;
  - 33.4 Assist the Staff Liaison in the preparation of progress reports, decisions, and issues of the NRL Committee for submission to the Board and Annual General Meeting;
  - 33.5 Ensure NRL Committee members are informed of all critical matters;
  - 33.6 Stay informed of organization policies and priorities;
  - 33.7 Attend Board meetings at the request of the Board; and
  - 33.8 Monitor and review NRL budget on an ongoing basis in collaboration with the Staff Liaison.

### Task Forces

34. The Board may allot budgetary resources for the function of task forces.
35. The Board may appoint members of other Ringette Canada committees to serve on task forces.
36. The Executive Director will designate a staff member to be to the Staff Liaison for all task forces.

### Financial Resources

37. All Committees and Task Forces will be provided with sufficient budgetary resources to meet their mandate; however, no expenditures or commitments against the budget may be made without the authorization of the Executive Director.

This Policy is subject to review at least once every three years

**Date of last review: January 2014**

*The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.*