

**OPERATING MANUAL
of
THE FORT McMURRAY RINGETTE
ASSOCIATION**



Fort McMurray Ringette Association

AS UPDATED AT FORT McMURRAY, ALBERTA ON JUNE 2006

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1 – GENERAL

101 Purpose

The Policies and Procedures herein contained are intended to act as principles and guidelines in administering the ongoing activities of the Fort McMurray Ringette Association (“Association”, “FMRA”).

While they are not intended to be absolute in nature or rigid in their application, they do outline a working framework that will be applied unless a change in policy direction is made.

102 Amendment

The Policies and Procedures herein contained may be modified at the Annual General Meeting or any Special Meeting called to include modification as part of its agenda. The process for calling and the notice given for such Meetings are defined in the Bylaws of the Association (hereafter referred to as “*the Bylaws*”). This document may be modified without notice if there is known or deemed to be a conflict with any governing document of Zone 7, Ringette Alberta, or Ringette Canada or if additional clarification or detail is required.

103 Operating Constraints

For the purpose of enabling Players to participate in Ringette, the Association is a Member of:

- The Zone 7 Ringette Association (hereafter referred to as “*Zone 7*”)
- Ringette Alberta
- Ringette Canada (through the elected or appointed representatives of Ringette Alberta)

In the case that statements or references made in this document conflict with the Bylaws of the Association or the Bylaws, Policies, Procedures, Rules, or any other governing document of Zone 7, Ringette Alberta, or Ringette Canada, those higher level constraints shall apply.

104 Communication Method

The primary method by which the Association will communicate information to the Members is via the Website. Other methods will be used only if necessary or deemed appropriate:

- a. At least one of the local newspapers;
- b. The Association newsletter;
- c. Email to appropriate individuals;
- d. Written letter to appropriate individuals.

105 Website

The Association Website is www.mcmurrayringette.com.

Information available on the Website includes, but is not necessarily limited to or constrained by:

- Registration Information;
- Operating Manual;
- Bylaws;
- Forms;
- Meeting Minutes;
- Notices to Members;
- Notice of Meetings.

2 – VISION, MISSION AND CORE VALUES

201 Vision

FMRA will provide a fun and safe environment for young Ringette players helping them to develop into strong, healthy, and confident athletes.

202 Mission

FMRA will achieve our vision by:

- Demonstrating effective leadership and good governance
- Providing high quality programs and services to member associations
- Partnering with our members to achieve excellence
- Marketing to make Ringette the #1 sport choice for young athletes

203 Core Values

Team Work

- Co-operation to achieve common goals – competition on the ice, co-operation off the ice.
- Clearly defined roles, responsibilities and expectations
- Recognition for achievement and celebration of our successes
- Respecting the values, skills and contributions of others

Integrity and Respect

- Commitment to opportunity and consistent actions.
- A commitment to be open, honest and ethical in all that we do.

Safe and Fun Communities

- Ensuring a positive, fun and safe environment

Excellence

- A commitment to high standards in process and knowledge.

3 – GOVERNANCE

301 FMRA Executive

The Association is governed by the Executive defined in the Association Bylaws:

- a. The following elected officers:
 - i. President;
 - ii. Vice President;
 - iii. Secretary;
 - iv. Treasurer;
 - v. Registrar.
 - vi. Referee in chief;
 - vii. Coach and Player Development Coordinator;
 - viii. Technical Coordinator;
 - ix. Equipment Coordinator;
 - x. Ice Allocator;
 - xi. Bingo Coordinator;
 - xii. Casino Coordinator;
 - xiii. Website Webmaster;
 - xiv. PR Coordinator;
 - xv. Sponsorship Coordinator;

302 **Executive Approval**

When approval of the Executive is required or sought:

- a. At least five Executive Members, one of which must be the President or Vice President must be involved in the approval or rejection of the request;
- b. Approval will be granted if a majority of the Executive Members participating in the approval process for the request vote in favor of approval;
- c. The item requiring approval must be submitted to the secretary at least one week prior to an executive meeting for approval;
- d. Executive Members wishing to withdraw from the approval process for the item must indicate their intent to the Vice President;
- e. The participating Executive Members shall use whatever methods of communication they see fit to discuss the item;
- f. Each participating Executive Member will indicate to the Vice President whether they vote in favor or against approving the request;
- g. The decision rendered by the process is final – appeals must be based on new information of substantial nature;
- h. The Secretary shall document all motions in the meeting minutes.

4– CODE OF CONDUCT & DISCIPLINE

401 **Code of Conduct**

The Association supports the concept of *Zero Tolerance*. This section describes what is expected of all Members and Players.

Membership and participation in the activities of the Association are *privileges*, not *rights*. All Members and Players shall abide by the Bylaws and Policies of the Association and any similar documents set forth by Ringette Canada, Ringette Alberta, and Zone 7.

All Members and Players shall respect all Members, Players, parents, officials, fans, Team Personnel, volunteers and employees of this Association or any entity (Association, Society, Ringette Alberta, etc.) that the Association represents or is represented by. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed at such individuals or groups ***will not be tolerated***.

All Members, Players, and fans of the Association shall respect the game of Ringette and shall behave in a manner so as not to make a travesty of the game.

The Association will not tolerate loud, obscene, abusive, or obnoxious behavior by Team Personnel, Players, Parents, or Fans.

Conduct that is contrary to any provision of the Code of Conduct as defined by these policies ***will result in disciplinary action*** being taken by the Association.

Reference Fair Play Guidelines

402 **Disciplinary Policy - General**

Members, Executive Members, and Team Personnel (all of which are defined in the Bylaws) are required for the viability of the Association, and the implementation and support of Ringette within the Association. The Association exists to provide the Players with a safe and enjoyable experience, and to be accountable to the Members for Association business. Conduct that contravenes the Vision, Mission and Core Values (see 201 - 203) or Code of Conduct of the Association (see 401) is subject to disciplinary action.

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Disciplinary actions are required to protect Members, Players, and Team Personnel. The processes and conditions of the actions vary according to the nature of the misconduct.

A Conduct Committee will be appointed by the President or Vice President with five members selected with a justifiable purpose.

403 Misconduct

Contravention of the Code of Conduct is a ***very serious*** matter and the Association treats it as such. Everyone, including any accuser or accused must understand what will result. In some cases, the appropriate vehicle may be a Complaint (*see 404*).

Any time that ***anyone*** believes that a Member is violating the Code of Conduct is not being followed, they may report the misconduct to the Association by submitting a completed “***Misconduct***” Form to the President, Vice President, or Technical Director.

At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. By majority vote by the Conduct Committee, the validity of the Misconduct will be decided. The submitter(s) will be informed of the result. If the Misconduct submission is not valid no further action taken.
- b. If valid, the Conduct Committee will inform the Member(s) named on the Misconduct submission of their decision. The Member(s) named on the Misconduct have the right to present an appeal to the submission either verbally or in writing.
- c. The Member(s) named on the submission are suspended or their Membership is cancelled based, in general, on the table below where the Offence number is across all time the Member(s) are part of the Association. However, based on the severity of the Misconduct, the Executive may choose whichever penalty they deem appropriate.

First Offence	Suspension – duration determined by majority vote in which at least five Conduct Committee Members participated. The Executive may, depending on the nature of the offence, choose to follow the Executive Approval process.
Second Offence	Suspension of at least seven days – duration determined through Executive Approval.
Third Offence	Suspension of at least thirty days – duration determined through Executive Approval.
Fourth Offence	Suspension to at least the end of the Fiscal Year – duration determined through Executive Approval.
Fifth Offence	Suspension to the end of the Fiscal Year following the current Fiscal Year.
Sixth Offence	Membership cancelled (as per Bylaws).

- d. Members suspended or whose membership has been cancelled cannot:
 - i. Be within 100 metres of any Member or Player at any Team practice, game, Association event, or Team event;
 - ii. Vote in any Meeting or Executive Meeting;
 - iii. Be involved in any way as a Player or in a Team Personnel position;
 - iv. Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
 - v. Be elected to or perform any of the duties of an Executive Member position.

404 Complaint

Excluding Team related issues, concerns, or problems (*see 1003*), ***anyone*** may raise a formal complaint by submitting a completed “***Complaint***” Form to any Executive Member.

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At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all Executive Members are informed of the Complaint submission.
- b. By majority vote in which at least five Executive Members participate, the validity of the Complaint will be decided. The submitter(s) will be informed of the result. If the Complaint submission is not valid no further action taken.
- c. The Member(s) named on the Complaint have the right to present an appeal either verbally or in writing.
- d. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final – no appeals are permitted.
- e. The Executive will inform the submitter(s) of the actions taken.

405 Suspension on Financial Grounds

As stated in the Bylaws, Members can be suspended on Financial Grounds and therefore be no longer entitled to privileges or powers in the Association. Members suspended for this reason cannot:

- a. Vote in any Meeting or Executive Meeting;
- b. Be involved in any way as a Player or in a Team Personnel position;
- c. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association;
- d. Be elected to or perform any of the duties of an Executive Member position.

The Member (if 18 or older) or any Player that the Member is financially responsible for is not permitted to participate in any practice, game or event sponsored by the Association. As stated in the Bylaws, the suspension ends when the arrears have been paid to the Association.

406 Neglect of Duty

Any person not fulfilling the duties of a position (elected, selected, or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted. Removing persons from their positions is not desirable, but may be necessary. Note that there are additional considerations for Team Personnel (*see 407*).

When it is believed that a person is neglecting their duties, a completed “Neglect of Duty” Form can be submitted for Executive Approval. If approved, the neglecting person will be warned in writing. A repetitive approved submission for the same person in the same Fiscal Year will:

- a. Result in removal of the person from a selected or appointed position; or
- b. Result in a “Request For Resignation” Form being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position.

Persons removed from positions for Neglect of Duty retain their rights as Members should they still qualify as a Member without the position.

407 Removal of Team Personnel

Team Personnel are entrusted with the instruction, care, and supervision of Players, or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position.

When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a “*Team Personnel Removal*” Form will be completed and submitted for Executive Approval.

If a parent (or Player 18 or older) believes a person in a Team Personnel role is not functioning in the prescribed

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manner, they must first attempt reach resolution within the Team (*see 1003*). If resolution cannot be achieved, the Division Coordinator will submit a “*Team Personnel Removal*” Form for Executive Approval.

5– ADMINISTRATION

General The basic intent is to encourage participation by putting only reasonable financial requirements on Players at registration, ensuring fairness in refunds and making sure that everyone playing wants to be there. Balancing this is the need to ensure that everyone pays their fair share and supports their Team, that all Players are insured, and that everyone makes a commitment to playing.

The Association structures payment of fees and levies so as to not overburden families at one time of year. To this end, the initial Registration Fee is kept as low as possible with additional levies due at a later date. Bingo vouchers may be used.

500. Registration Fee

The Registration Fee is a component of the Membership Fee defined in the Bylaws (*Bylaw 302*).

The Registration Fee does not cover expenses the Player’s Team may wish to incur for such things as Team pictures, parties, tournaments, etc. Such expenses form part of the Team Budget of the Player’s Team.

501. Registration

No Player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association by completing the designated form and paid the Registration Fee by the date specified, as registration is the mechanism by which Players become insured through Ringette Alberta.

Conditioning camps and summer schools or similar programs not run by the Association are exempt from this pre-registration requirement. Participants should verify the presence of appropriate insurance before registering for such events.

502. Levies

At times, it may be necessary for the Association to assess additional per-player fees called *Levies* to cover the cost of operation of the Association or the Player’s Team. These levies, may, in accordance with the Bylaws, be set at the Annual General Meeting or any Special Meeting called to include fee setting as part of its agenda. The levies have a defined time of payment and may be payable:

- By the Player directly, or
- On behalf of the Player through the Player’s Team as part of the Team Budget (*see 909*).

503. Withdrawal

Withdrawal “*with cause*” shall be:

- For a substantiated reason preventing playing Ringette for a large portion of the playing season, or
- Family relocation away from Fort McMurray

Withdrawal for any other reason shall be “*without cause*” and no refund will be available.

504. Withdrawal and Registration Refund

- Withdrawal for any reason until the Players are assigned to Teams will result in a full refund of the Registration Fee.
- Withdrawal for any reason until October 31st will result in a 50% refund of the Registration Fee.
- Withdrawal for any reason after October 31st will result in no refund of the Registration Fee.

505. Withdrawal and Levies Refund

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- Withdrawal for any reason before Players are assigned to Teams will result in a full refund of paid Levies.
- Withdrawal “with cause” prior to December 31st will result in a 50% refund of paid Levies.
- Withdrawal for any reason after December 31st will result in no refund of paid Levies.

506. **Withdrawal and Team Fee Refund**

Excluding any Levies that may be included the Team Fee (*see 502 and 909*):

- Withdrawal “*with cause*” means that the Players would be responsible for their share of all incurred Team expenses up to and including the date of withdrawal. The Team Treasurer will refund any remaining excess to the Player.
- Withdrawal “*without cause*” means that no refund of Team Fees paid up to and including the date of withdrawal will be made and no further payment of any outstanding portion of the Team Fee is required.

6– HARDSHIP AND SUPPORT

General Ringette is an expensive sport and while we would like to encourage participation by everyone in the community, we are financially unable to support all those who cannot afford to play. This section describes the processes by which the Association and, if applicable, the Player’s parents, can work together to provide for Players already active in Ringette when circumstances temporarily require assistance in meeting the financial obligations to the Association and the Team. There should be no loser in this process.

In identifying the need for support, the Association will endeavor to ensure that self-respect and pride is preserved for those requiring support.

All Players participating must be fully funded through their own resources or through participation in one of the programs outlined below.

600. **Identification of Need**

The need for support must be in writing and submitted for consideration to the Association Vice President. The Vice President shall then seek Executive Approval.

601. **Parent Involvement**

The parents are expected to be active and positive participants in all Team activities, providing the resources that are available to them (time, enthusiasm, participation, expertise, trade) in return for the support mechanism provided herein.

602. **Team Support**

It is not intended that the Team financially support the Player. The Team Fee is to be met by the support process. However, the Player’s Team may wish to adjust the Team Fee for the Player by recognizing extra work done by the Player and/or the Player’s parents in fundraising or other Team activities.

603. **Bingos**

Extra Bingos may be assigned on a case-by-case basis as determined by the Executive. Only if the parents (and/or Player if the Player is 18 or older) are truly unable to utilize the Bingo program will other sourcing be considered. Unwillingness to use the Bingo program will likely result in rejection of the support request.

7– GAMING

General The Association has access to two vehicles on an ongoing basis to provide funding support for Ringette. Casinos and our Bingos are ways of reducing the cost of participating in Ringette.

700. **Distribution of Proceeds**

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- a. Proceeds from Casinos are designated to assist in paying for Capital Expenditures, particularly the purchase of new equipment;
- b. Proceeds from Bingos are intended to defray some of the ongoing operating costs of Ringette;
- c. Any surplus proceeds are to be used to the general advantage of the Association;
- d. From time to time, the Executive may adjust the manner and amount of distribution of gaming proceeds;
- e. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the Gaming Program.

701. Casino and Bingo Coordinators

The Casino and Bingo Coordinators are responsible for the operation of the Gaming Program. This includes, but is not necessarily limited to:

- a. All applications for gaming licenses, routine contact with gaming officials and provision of all required information to the Provincial Government or appointed Agencies;
- b. Recruiting and ensuring members are properly trained to work at these events;
- c. Representation of the Association with Gaming Associations;
- d. Providing information, reports and recommendations to the Executive as requested;
- e. Any other activities to ensure a successful Gaming Program.

8- ASSOCIATION LEAGUE AND TEAM STRUCTURE

801 Age Divisions and Levels

The Association will create Teams in the following age **Divisions** as per the current guidelines established by Ringette Alberta. For illustration, for the 2006/07 season, the age Divisions for the Association include:

Bunny
Novice
Petite
Tween
Junior
Belle

The Association will not create a Team or Teams in an age Divisions for which there is an insufficient number of Teams within the local league or alternative Black Gold League to provide an equitable (equivalent to other Levels) number of games.

802 Division Levels

The Association will categorize Teams as per the current guidelines established by Ringette Alberta. For illustration, the playing categories for the Association are based on:

Bunny and Novice: There are no tiering requirements. Ringette Alberta recommends that Associations with more than 1 Team in the age Divisions divide the Teams equally as possible according to skill level.

Petite, Tween, Junior and Belle:

For Associations with only 1 Team, the Team will be tiered BB.

For Associations with more than 1 Team, the following will occur:

2 Teams – 1A, 1B
3 Teams – 1A, 2B
4 Teams – 2A, 2B
5 Teams – 2A, 3B
6 Teams – 1AA, 2A, 3B

For Associations with 2 Teams, they may tier 2 BB Teams as an alternative for the Petite and Tween divisions

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803 House League

The House League pertains to the league games of the Association played in Fort McMurray. Teams in the House League will play against other Teams in their Division Level (ie. Bunny, Novice, Petite B, Petite A, Tween B, Tween, A, etc).

If there is only 1 Team in a Division Level, the Team will play in the next Division Level higher (or 2 Division Levels higher – whichever level the single division team is best suited to play in). For example, if there were 3 Teams in Petite and there would be 1 Petite A Team and 2 Petite B teams. The 2 Petite B Teams would play each other in House League. The Petite A team would play in the next higher Division Level which would be Tween B.

804 Developmental Teams

Combined Teams

A *Combined Team* may be formed of Players from the same Division and Level and may practice for and participate in Tournaments and exhibition games and subject to Ringette Alberta and Zone 7 constraints, provided that such a Team is permitted and accepted by the Tournament Committee. The “*Combined Team*” Form must be completed including all required signatures at least 3 days prior to the day of the first game of the Team.

804 Black Gold League

Combined Teams

A *Combined Team* may be formed of Players from the same Division and Level and may practice for and participate *only in Tournaments* and subject to Ringette Alberta and Zone 5 constraints, provided that:

- a. Such a Team is permitted and accepted by the Tournament Committee;
The “*Combined Team*” Form has been completed including all required signatures at least 3 days prior to the day of the first game of the Team.

806 Player Evaluation and Team Selection

Players will be evaluated by an impartial experienced evaluation group using the FMRA Player Evaluation Form. The evaluation point totals will rank players from 1, 2, 3, ... through the entire list of players for each division. Coaches will draw numbers to decide the order of selection for the first round. When each round of assignments are completed the next round of assignments will be in reverse order to the last round. Players will be assigned to teams in the order of their ranking with the exception of player’s parents who are also Team Personnel. These player exceptions must be assigned within the same round of assignment the player is in. If any team is considered significantly stronger due to the combination of Team Personnel there must be a re-organization of Team Personnel.

807 Playing Up and Playing Down Policy

Playing Up means playing in a Division higher that defined for the Player’s age. Normally, Levels within Divisions provide sufficient separation of skill levels.

Playing Down means playing in a Division lower that defined for the Player’s age. One of our principal goals for first year Players is to ensure that they have a positive playing experience. Considering the birth date, size, maturity and skill level together with the overall complexion of Association Teams in a given year, it may be better for a Player to play down.

As one of the goals of Ringette is the development of positive self-esteem and a proper sense of self-worth, it is important that Players remain with their peer group.

Leadership can be a bigger challenge than skill improvement. It is sometimes a harder task to become a Team leader on and off the ice than it is to score goals. It is possible that the rewards in life could be greater if this Leadership skill is mastered.

*Some studies have shown that the youngest in an age group may struggle, while the oldest tend to be more successful. In all cases of Player movement, the needs of the **Player** (not the parents, not the Association, not the Teams, and not of others) must be paramount*

All Player Movement (Up or Down) requests must be made using the “*Player Movement Request*” Form and include reasons why the move should occur. The completed request must be submitted to the Technical Director. The Technical Director will separately interview the Player, the Player’s parents, and any other persons deemed appropriate. The interviews, along with consideration of the feasibility of the requested move and any other relevant factors (which included but are not necessarily limited to such things as Zone 7, Ringette Alberta or Ringette Canada rules), will be formulated into a recommendation as to whether the requested move should be considered.

If the request is to **Play Down** and the Technical Director Approval was achieved, the move will be permitted.

If the request is to **Play Up** and the Technical Director accepted the request, an evaluation process will occur.

The following conditions apply to Playing Up:

- a. The Player must try out for and be in the top 50% of the desired Level based on the same evaluation criteria applied to all Players at that Level;
- b. If approved, the Player movement up is valid for the one year only.

The evaluation will be monitored by:

- a. The Coach and Player Development Coordinator;
- b. The Technical Director;

The results of the evaluation will be presented for Executive Approval.

In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.

808 **Player Affiliation**

The constraints set forth by Ringette Alberta and Zone 7 determines which Teams Players may play on. In general, a Player can play for a Team only if they are registered on that Team as a Player or an Affiliate Player. **Affiliation** is the main mechanism by which Ringette Alberta and Zone 7 permit Players to play on a different Team than the one registered with. Any given Player can be affiliated with only one other Team. There are some exceptions for Provincial, Western Canadian, and National playoffs, in some cases for Tournaments, and for Double-Carded Players. Fort McMurray Ringette Association considers Player Affiliation important and integral to development of stronger players in a younger division.

The policies described here describe what constraints the Association will follow **in addition** to those defined by Ringette Alberta.

Establishing Affiliation

Teams wanting to register one or more Affiliates with their Team must complete an “**Affiliate Request**” Form and submit it to the Coach and Player Development Coordinator. If valid, the request is sent for Executive Approval.

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If approved, the Registrar will register the Affiliation according to the processes of Ringette Alberta.

Affiliates In Practices

An Affiliate may practice with the Team they are affiliated to if the Affiliate's commitment to their own Team is not compromised.

Affiliates In Games

With the exception of Affiliates In Tournaments and Combined Teams (*see 804*), an Affiliate may play in games, subject to Ringette Alberta and Zone 7 constraints, on the Team they are affiliated provided that the Affiliate would not miss a game of their own Team.

Affiliates In Tournaments

With the exception of Combined Teams (*see 804*), an Affiliate may play in tournaments, subject to Ringette Alberta and Zone 7 constraints, on the Team they are affiliated provided that:

- a. The Affiliate has been properly identified on the Tournament Registration form, regardless of whether such form had provision for doing so;
- b. The "*Use of Affiliate*" Form has been completed including all required signatures at least 3 days prior to the day of the first game of the Team;

9 – TEAM PERSONNEL

901. Team Personnel and Team Staff

As stated in the Bylaws, *Team Personnel* are any Members involved in the instruction, care, or supervision of Players, or in the operation or management of the Team.

Team Staff are positions according to Ringette Alberta Rules. Coaches (Head and Assistant) for Teams are considered part of the Team Staff. In accordance with Ringette Alberta Rules, the Team Staff must consist of at least two and may consist of up to five people. At least one Team Staff member must be female:

- Head Coach (1 – A Head Coach is mandatory)
- Assistants Coaches (3)
- Manager (1 - mandatory)

NOTE: There are Ringette Alberta rules about the certification each position must have.

902. Team Personnel Screening

As much as is practical, the Association will follow the **Volunteer Canada Safe Steps Screening Program** as outlined on their Website www.volunteer.ca (NOTE: It is expected that Ringette Canada will, in the future, establish guidelines for Team Personnel).

Minimally, all Team Personnel must obtain a "*Criminal Record Check*".

903. The Association believes its coaches are the heart of a successful program. Coaches have a responsibility to not only teach Players the fundamental skills and strategies to become better Players, but also serve as role models to help our Players become better people. In this section, "*Coach*" means both "*Head Coach*" and "*Assistant Coach*".

904. Application

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All prospective Coaches shall, in each year they wish to coach, complete the “*Coaching Application*” Form prescribed by Association and submit it to the Coach and Player Development Coordinator according to the date or dates specified.

905. Selection Criteria

The Association may use whatever criteria it deem appropriate in order to select its coaches. The selection criteria includes, but is not necessarily limited by or constrained to:

- a. Formal coaching, training and certification levels in accordance with Ringette Alberta rules;
- b. A level of experience commensurate with the level of Ringette being coached;
- c. Demonstrated conformance to the Bylaws and Policies of Association, Zone 7, Ringette Alberta, and Ringette Canada.

906. Selection Process

Before the beginning of each season, the Coach and Player Development Coordinator and the Technical Director may canvass applications for all coaching positions, review all applications by prospective candidates, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each Team. The Committee will advise all candidates of their status in the timeliest possible manner.

907. Coach Obligations

As a team leader the coach has a responsibility to lead the team with the following fair play items;

- a. Will teach their players to play fairly and to respect the rules, officials, teammates, and opponents
- b. Will ensure all players receive reasonable and equitable instruction, support and playing time
- c. Will not ridicule or yell at their players for making mistakes or for performing poorly
- d. Will remember that all players play to have fun and must be encouraged to have confidence in themselves
- e. Will ensure equipment and facilities are safe and match the player’s ages and abilities
- f. Will remember that all players need a coach they can respect
- g. Will be generous with praise and set a good example
- h. Will obtain proper training and continue to upgrade their coaching skills
- i. Will work in cooperation with the officials for the benefit of the game

908. Coach Certification Obligations

909. Manager Obligations

Every Team Manager must organize such things as:

- Levies assessed the Team or Players through the Team;
- Team Pictures;
- Tournaments;
- Trophies;
- Parties;
- Schedule distribution and Schedule changes;
- Team Communications;
- Team Fundraising beyond Casinos and Bingos;

The Team expenses must be agreed to by a majority of the Team. It is up to the Team to determine how it will raise the funds necessary to meet the Team obligations.

910. **Manager Certification Obligation**

10– TEAMS

General The Association endeavors to create Teams that will provide a positive playing experience for the Players. Ringette is a team sport and every Player should be made to feel part of the Team. Things taken into consideration in Team creation, but not necessarily limited to or constrained by are:

- Team viability;
- Competitiveness expectations at the various Levels (“AA”, “A”, “B”, etc.);
- Availability of Coaches;
- Availability of ice;
- Player placement requests;
- Player position requests.

Once formed, the Team as a whole has certain obligations to, and certain expectations of, the Association. The Team Personnel, Players, and Parents have certain rights with respect to the Team and how it operates.

1000. **Player Positions**

All Bunny and Novice Players should be given the opportunity to play every position. For all other Divisions, position placement is at the discretion of the Team Staff.

1001. **Player Discipline**

Situations may arise where it is necessary for the Team Staff to discipline a Player. Most often, the situations result from contravention of the Code of Conduct (see **4 – CODE OF CONDUCT**) or other actions deemed detrimental to the functioning of the Team. The discipline will most often be reduced Playing Time. However, the Team Staff may take other disciplinary action depending on the nature of the wrongdoing.

1002. **Playing Time**

The following guidelines apply to ***Playing Time***:

- a. All Players should receive approximately equal ice time over the season;
- b. Penalty Time assessed the Player counts as Playing Time;
- c. Injury time in a game counts as Playing Time;
- d. Certain situations may, at the Team Staff’s discretion, be reason to vary shift length or frequency;
- e. Backup goaltenders Playing Time is at the discretion of the Team Staff.

1003. **Team Issues**

If those involved cannot equitably resolve any issue, concern, or problem within or about the Team, or outside intervention is desired, a request for assistance must be submitted to the Technical Director. If the Technical Director cannot achieve resolution, a recommendation will be formulated and presented for Executive Approval.

1004. **Game Administration**

Every Team must, unless otherwise provided for, provide one person for Timekeeper or Score Keeper duties for

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each home game and for each away game.

1005. **Team Provisions**

The Association provides to each Team includes, but is not necessarily limited to:

- a. Ice Time;
- b. One set of Goaltender equipment;
- c. Game Jerseys;
- d. An Association determined number of Rings;
- e. One First Aid kit;
- f. Referees for all scheduled league games;
- g. At a cost to the Team, Referees for games arranged by the Team;
- h. Ice and Referees for all home Provincial qualification games;
- i. Practice Pylons.

Things the Association does not provide includes, but is not necessarily limited to:

- a. Practice Jerseys;
- b. Water bottles;
- c. Name bars for Jerseys;
- d. Tape;

1006. **Team Obligations**

All Teams are expected to:

- a. Play all league and playoff games - these games should take priority over all other activities;
- b. Use all assigned ice;
- c. Specify to the Ice Allocator and according to the lead time specified by the Ice Allocator, any ice that cannot be used;
- d. Properly care for all equipment provided by the Association;

1006. **Players Obligation**

All Players have a responsibility to the following fair play items;

- a. Will play Ringette because they want to, not just because others or coaches want me to
- b. Will play by the rules of Ringette, and in the spirit of the game
- c. Will control their temper – unfair play can spoil the activity for everybody
- d. Will play fairly and to respect the rules, officials, teammates, and opponents
- e. Will do their best to be a true team player

1006. **Parents Obligations**

All Parents have a responsibility to the following fair play items;

- a. Will not force their child to participate in ringette
- b. Will remember their child plays Ringette for their child's enjoyment, not theirs
- c. Will encourage their child to play by the rules and to resolve conflicts without resorting to hostility or violence
- d. Will teach their child that doing one's best is as important as winning, so their child will never feel defeated by the outcome of the game
- e. Will make their child feel like a winner every time by offering praise for competing fairly and trying their best

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- f. Will never ridicule or yell at their child for making mistakes or loosing a game
- g. Will remember that children learn best by example. Will applaud good plays/performances by both their team and their opponents
- h. Will never question the officials' judgment or honesty in public
- i. Will support all efforts to remove verbal and physical abuse from children's Ringette games
- j. Will respect and show appreciation for volunteer Team Staff who give their time to support their child in ringette

APPENDIX A

Role Descriptions

Forms

- Registration
- Code Of Conduct Complaint
- Complaint
- Neglect Of Duty
- Request For Resignation
- Team Personnel Removal
- Coaches Commitment Form
- Players Commitment Form
- Parents Commitment Form
- Combined Team Form
- Player Movement Request Form
- Affiliate Request Form
- FMRA Player Evaluation Form