



FORT SASKATCHEWAN RINGETTE

POLICIES, PROCEDURES AND GUIDELINES

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PREFACE

The following pages are a compilation of all business motions that have been made and accepted by the executive boards of the Fort Saskatchewan Ringette Association.

The purpose of this compilation is to maintain the POLICIES, PROCEDURES AND GUIDELINES (PPG) of the Association.

For the betterment of the association, all current and future executive members are to receive a copy of this document so that all are aware of the current PPG.

BASICS OF MAINTAINING

Updates and changes to the PPG must be following the acceptance of a business motion made at an association executive meeting.

The motion of change must clearly indicate the section of the PPG to be changed. The motion must be clearly worded so that the full intent of the motion is stated. Any rewrite or new addition to the PPG shall be put before the executive for review and discussion prior to the motion to place such PPGs.

New PPG presented and passed by a majority are termed "INTERIM" until presented and passed at the Annual General Meeting (AGM).

Until such as the above has occurred or the complete PPG rescinded and replaced by proper business practice, the current state of the PPGs shall govern the method in which the executive shall operate the Association.

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DIVISION 1000 – PURPOSE AND FUNCTION

I. STATEMENT OF PURPOSE

The purpose of the FSRA committee is to provide to the community, the sport of Ringette in an organized manner (a sport program).

II. EXECUTIVE PLACEMENT

A. On an annual basis there shall be a general meeting open to the membership, at which time those executive positions necessary for the program to continue shall be nominated and Elected by the members in attendance.

B. Executive positions deemed mandatory for the continuance of the program are:

President, Secretary, Treasurer, Registrar, Ice Allocator, Referee In Chief,

Director of Player/Coach Development

C. Other functional executive positions required for the smooth and effective operation of the program are:

Vice President, Tournament Coordinator, Public Relations Director, Statistician,

Zone 5, Division Coordinators, Fund Raising Director, Equipment Manager, MSA

D. A Head Coaches' spouse cannot be a Team Manager for the same team.

1. Each team should strive to have a representative at all regular executive meetings, or a Team Manager or Coach must attend all 'regular' executive meetings.

2. All members of the Executive Committee shall be members of the MSA

3. Where an Executive position is or becomes vacant, or the minimum Executive

Officers are not elected at the AGM, the remaining Board Members shall attempt

to fill, by appointment, those positions as quickly as possible. The appointment

shall be for the balance of the term of office.

E. All members of the executive have the right to cast one vote on any or all motions. Except the President or acting President, who shall only cast the deciding vote, in case, of a tie vote on the business motion.

F. To have an executive meeting quorum, 50% of filled executive position members must be present. Proxy votes do not exist.

G. Roberts Rules of Order shall govern all meetings.

H. All meetings shall have minutes taken and published. The minutes shall show all pertinent business transacted during the meeting. All executive shall receive a copy of the minutes as well as one copy to each team manager (during the regular season).

I. All executive members will provide an updated and current binder of notes/recommendations/budgets etc to be handed in to the President of the current year at the last executive meeting.

III. MEMBERSHIP

A. Membership in the Fort Saskatchewan Ringette Association is acquired by an adult who is either a parent or guardian to a child who is registered to play in the coming season or a recognized member of Ringette Alberta.

B. "All" members must participate in the functioning of the program by openly and actively participating, organizing coordinating, directing, managing or coaching within the program. Members are required to volunteer and fulfill a minimum number, as set by the executive, of hours or pay the set participation fee.

IV. CONDUCT OF MEMBERS

The FSRA expects committee members, team staff, and program participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards committee members, game officials, opponents and spectators.

As such, standards of behaviour consistent with FSRA, Ringette Alberta, and Ringette Canada, league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that, from time to time, sanctions may be necessary for behaviour, which transgresses acceptable standards. In the event of a written formal complaint, such sanctions may

be applied to any player, team official, parent, or committee members and will take the form of:

- A. A verbal reprimand – To be documented and maintained on file
- B. A written reprimand
- C. A suspension
- D. An expulsion
- E. A combination of the above

The FSRA, through its elected or appointed officials, have the authority to discipline any player, team official, parent or committee member. The President shall ensure that each disciplinary incident is:

- A. Dealt with by a committee of not less than three (3) people
- B. Treated fairly and that consistency is maintained across divisions/categories
- C. The right of appeal is extended
- D. Handled in such a way that the integrity and stature of game officials are respected

STANDARD SUSPENSIONS:

Where the Ringette Canada, Ringette Alberta or league policies dictate a suspension of team staff for a rule transgression and game officials determine, by write-up, that such a transgressions took place, the suspension will be implemented by the Coach in consultation with the League/Category Director as a matter of routine.

NON-STANDARD SUSPENSIONS:

When incidents occur that contravenes FSRA PPGs and are not covered by Ringette Canada and Ringette Alberta Policy, games officials, coaches and team officials may report the incident to the League/Category Coordinators, who will bring it to the attention of the disciplinary committee for their dispensation. Incidents should be reported as soon as possible.

APPEAL:

Should a coach, player, team official, committee member or parent feel that the disciplinary committee has not satisfactorily resolved the issue, an appeal may be registered by a written letter to the FSRA Secretary, accompanied by a \$250.00 appeal

fee. The secretary will assure the matter is placed on the agenda of the next FSRA executive meeting and inform the President and respective League/Category Coordinators of its receipt.

The member cannot be present at the meeting. The Executive will inform the member of the result of the vote, in writing, within 48 hours of adjournment of the meeting.

The decision of the FSRA shall be final and binding on all parties.

If the appeal to the FSRA results in endorsement of the decision of the disciplinary committee the fee shall be forfeited. If the appeal to the FSRA results in overruling the disciplinary committee's decision, the entire \$250.00 shall be refunded.

ON-ICE HELMET POLICY:

Effective February 1, 2009, all on-ice participants (including coaches) will be required to wear CSA approved helmets during all Ringette Sanctioned activities. On-ice participants in violation of the above regulation will be subject to disciplinary measures as outlined in the FSRA Policies and Procedures Division 1000, Section IV

V. RELATIONSHIP TO OTHER ASSOCIATIONS

A. The FSRA, being a member of the MSA of Fort Saskatchewan operates under the umbrella and general guidance from the MSA, as set out in the operating procedures of the MSA.

1. As the FSRA is a member of the MSA, the Committee must be represented at every board meeting of the MSA by an executive member of the association appointed as liaison to the MSA.

B. The Ringette Association is to maintain membership and be an active member of the Zone 5 Ringette Association.

1. At the Zone 5 Ringette meetings, FSRA is represented by two members of the FSRA executive (as determined on a rotational basis).

C. The Zone 5 Ringette Association, of which FSRA is a member, is a member of the provincial governing body known as Ringette Alberta, and it in turn is a member of Ringette Canada.

1. As the FSRA is a member of Ringette Alberta, the president and appointed executive member, as per Ringette Alberta guidelines, must attend the Annual and Semi-Annual meetings.

D. As the FSRA is a member of these three other associations, it shall govern its self within the procedures and policies of these associations.

VI. MEETINGS

A. ANNUAL GENERAL MEETING (AGM)

The executive of the FSRA shall call at least one annual general meeting (AGM) per season, held on or before April 30 of each year.

1. The agenda of the AGM shall include the nominations of, and subsequent elections of executive members for the next season.

2. The agenda shall also include an open discussion period for members in attendance.

3. Notice of the general meeting shall be published at least two weeks in advance of the actual meeting and such advertising shall contain the time, date, place and any invitation to all members and would-be members.

4. The meeting shall be chaired by the President and shall commence at 7pm

5. Normal business cannot be conducted at the AGM.

6. Members of Fort Saskatchewan Ringette, "in attendance" at the AGM, have one vote each. Voting at the AGM shall be restricted to the election of officers and policy and procedures revisions/changes with the President casting the tie-breaking vote.

7. MSA members can petition the FSRA at least 14 (fourteen) days before the annual meeting with a written request to the President for any topic they wish to have added to the agenda.

8. The agenda for the AGM will be finalized at least 7 (seven) days prior to the meeting. FSRA officers and members shall receive the agenda with copies posted and available at the MSA office for the general public.

B. EXECUTIVE MEETING

The Executive of the FSRA shall meet a minimum of six (6) times during the regular season at the call of the President, and as required in the off-season.

1. The purpose of the executive meeting shall be to ensure the smooth operations of the program through discussion and passage of business motions to set policy and procedural methods.
2. All reports presented shall also be in legible hard copy form and shall be given to the Secretary for inclusion in the minutes of the meeting.
3. All motions shall be written legibly by the mover on a "Motion Form". The form shall also bear the mover's and seconders names. See Appendix C.
4. A minimum of one (1) week notice must be given in order to initiate any discussion or changes to the PPG's.

VII. ROLES AND RESPONSIBILITIES

PRESIDENTS FUNCTION

- A. Ensure the interests of the players as a whole are looked after, versus the interests of one, but not at the sacrifice of a few or one.
- B. The president's main function is primarily to lead and guide the executive, membership, the program, procedures, guidelines, bylaws, rule and other such parameters in the execution of the association programs and mandates and to strongly seek out methods to instill growth and retention of membership.
- C. In agreement with the executive set up/ change association Policies, procedures and guidelines.
- D. To chair all regular and special executive and any General meetings, and to ensure all are duly recorded. To set the dates and place of all association meetings.
- E. Assist the Ice Allocator in the negotiations for seasonal, playoff and tournament ice. Also to support the execution of the Ice Allocation Guideline.
- F. To work in harmony with the executive and membership as a whole in the promotion of the sport of Ringette in all practical means.

G. Prepare the annual operating budget and to generally oversee the execution of it by delegating the applicable areas to the directors and coordinators.

H. To represent the membership as a whole by evaluating all issues which rise from concern or contention and to bring forth to the executive.

I. The President is the associations representative at/with

-Ringette Alberta AGM

-Zone 5 boards meetings if appointed executive members are not able to attend

-Annual General Meetings

VICE PRESIDENT FUNCTIONS

A. Assist all executive members in the execution of their roles.

B. To ensure that the “coordinators” are fulfilling their roles by being an active member of their committees.

C. The Chair of the Grievance, Disciplinary and specific team request committee.

D. To work in harmony with the executive and membership as a whole in the promotion the sport of Ringette in all practical means.

E. Initiate the first meeting of the year-end Banquet Committee.

PAST PRESIDENT FUNCTIONS

A. The function of the past president is to ensure that the current executives are not deviating from procedures or guidelines when in the execution of their offices.

B. To assist the president by accepting the delegation of the chair in the absence of the president and vice president.

C. To chair the annual nomination and elections of officers of the association.

SECRETARY FUNCTIONS

A. Attend all executive and general meetings and take minutes of the meeting.

- B. Maintain and provide an up-to-date record of minutes and correspondence.
- C. Maintain and provide an up-to-date version of the PPG's manual.

TREASURER FUNCTIONS

- A. Maintain an up-to-date record of the Associations bank account, including:
 - 1. preparation of income and disbursements reports
 - 2. provide copies of income and disbursements.
- B. Authorize by way of signature, purchase orders for the Association.
- C. Maintain records of purchase orders.
- D. Maintain records of funds submitted to the MSA clerk.
- E. Assist in establishing the operating budget by supplying the president with projected numbers and cost.

REGISTRAR FUNCTIONS

- A. The registrar is often the first contact for all new and current players and ensures appropriate information is distributed.
- B. Manages player registration with support of MSA while ensuring policies regarding early/late registration, withdrawals and new members are applied.
- C. Initiates and maintains player/team staff registration with Ringette Alberta adhering to Ringette Alberta deadlines.
- D. Ensure that accurate and proper records (names, address, postal code, phone Number, birthdates, age, Alberta Health Care Numbers, name of parent/guardian) are maintained and information regarding registrants is distributed.

1) Registration lists provided to coaches and Executive members to facilitate team selection.

2) Copies of Ringette Alberta Team Registration forms provided to coaches upon completion in order to facilitate participation of teams in tournaments.

E. The Registrar shall deal with hardship cases by convening a committee of three (3) members of the executive. Confidentiality is of utmost importance.

ICE ALLOCATOR FUNCTION

A. The Ice Allocator Shall:

1) Provide and post all teams scheduled practices.

2) Provide games schedules as information becomes available.

B. Provide the Referee-in-Chief (for provision of officials for all games) with:

1) A schedule(s) of regular season games

2) A schedule of play-off games as the information becomes available.

3) Any changes to previous games schedules.

4) Communicate any unscheduled games.

C. Plan for the requirements of the next season in concert with the President; and notify the city of those requirements before the first ice users meeting occurs.

Attend the ice users meetings to negotiate for the ice needed for the next season

D. Allocate the available ice time as set out in the Ice Allocation Guidelines.

E. Administer the ice so as to reduce the city levies and administration fee for any notified ice cancellations, and the full charge of the ice for unnotified cancellations.

F. Maintain contact with the Ice Allocator of Minor Hockey so as to remain knowledgeable of surplus ice to be made available.

G. Maintain contact with the Ice Allocator of the City of Fort Saskatchewan to remain knowledgeable of surplus ice available and to confirm acceptance of surplus ice and/or cancellation of current ice.

ZONE 5 REPRESENTATION

A. Monthly Zone 5 meetings will be attended by members of the executive on a rotational basis.

B. Exercise voting privilege at those meetings.

C. Association President shall be the Liaison between the FSRA and Zone 5 regarding issues, questions, complaints, etc., involving those two associations.

REFEREE –IN -CHIEF FUNCTIONS (RIC)

A. As a member of the Executive, the RIC shall:

- 1) Attend all Executive meetings, report on the status of refereeing, report any complaints with regards to community-level refereeing, bring up for discussion
- 2) Prepare, propose and present for discussion with the Executive, the payment

fee schedule for referees for the coming season, at the first or second Executive meeting of the season. Such fees shall be similar to that of the mean of the other members of Zone 5 and shall allow for tournament and outside refereeing.

3) Assist in establishing the operating budget for the coming season by supplying the President with projected refereeing costs.

B. As the liaison person to the Zone 5 and Ringette Alberta Referee-in-Chiefs, the RIC shall:

1) Liaison in regards to major penalty disputes involving Fort teams for Fort refs.

2) Investigate infractions in consultation with the referees involved to ensure that the correct call was made.

3) RIC will contact Zone 5 and Ringette Alberta, to ensure that the correct and appropriate disciplinary action is dispensed to players and officials.

4) Attend all Zone 5 RIC meetings to discuss:

i) Zone 5 by-laws in effect

ii) Level of referee competence

iii) Assist in setting Zone 5

iv) Schedule referee participation in tournaments

C. At the community level the RIC shall:

1) In coordination with the Executive create a roster of active referees for the season with heavy consideration being given to those individuals who have proven reliability and competent during the previous season and from evaluations

2) To ensure referees maintain in refereeing, as well as improving on and developing their skills more effectively:

- i) Limit the number of referees at the community level to 1 ½ per team
- ii) Encourage GOOD referees by scheduling them an adequate number games per week.
- iii) Schedule each referee a MINIMUM of two (2) games per week, where possible, home and away.
- iv) Arrange refereeing visitations and games with other associations, to give referees a different perspective of the game, to develop their skills further.
- v) Encourage/arrange for regional-level referees to work at tournaments outside of the community.
- vi) Assign senior and junior officials for each game and communicate clearly to the individuals involved who are senior.

D. Conduct evaluations of referees in order to assess individual's performance, and based

on the evaluation, established each referee's maximum allowable level of refereeing.

This maximum shall be the level at which the individual be allowed to referee as the senior referee in a game. The individual should be permitted to referee at one level higher, when acting in the junior referee role.

E. In coordination with the Ice Allocator arrange a referees' schedule for the season to ensure that two (2) referees know they are to be present at all leagues games and to

distribute this schedule to all active referees along with the referees' list.

F. Plan and conduct meetings for referees, on a bi-weekly or monthly basis, to discuss:

- 1) Refereeing philosophy
- 2) New rules or rule changes proposed
- 3) Clarify/explain rules and calls
- 4) Complaints, compliments
- 5) Referee professionalism, attire and conduct on & off the ice
- 6) Conduct verbal quizzes to measure knowledge

G. Using the Evaluation Sheet, conduct a review of referee's performance, complimenting him./her on the good points, and offering constructive criticism on the areas requiring improvement; this is to be done twice during the year while the individual is officiating at the games.

H. Plan and arrange an annual community-level clinic for all referees, communicate to and encourage all qualified referees to attend regional-level clinics.

I. Working with the Treasurer and the MSA, using the purchase order system and the established fee scale, arrange for the payment of the referees on a monthly basis. Arrange for accurate recording of the games and level performance by each individual referee, including the recording of payment duly made.

FUND RAISING DIRECTOR FUNCTION

A. The primary function is to be proactively seeking out practical fundraising programs and to coordinate and oversee the executing of such programs.

B. Attend all Executive meetings and report on the status of the fundraising program and render a report on the activities.

C. Assist the President in the preparation of the budget.

D. Recommend procedure and guidelines in regards to fundraising.

E. Coordinate the monetary sponsorship of the teams by attaining sponsorship agreements for each team.

1) Establish a line of communication with prospective sponsors by May.

2) Make personal contact with prospective sponsors by June. Explain sponsorship and what the money will be spent on.

3) Establish what the association does for the sponsor.

4) Establish a commitment, where possible, from the prospective sponsor by July 15 of each year

5) Get full commitment by July 30. Advise Equipment Manager of names of sponsors.

F. Maintain full records of all programs and file all necessary reports.

G. Maintain the sponsorship agreement.

PUBLIC RELATIONS FUNCTION

A. Annually implement a media blitz prior to registration dates announced at the Executive meetings, in coordination with the Registrar; with the goal to having the advertisements highly visible.

B. Implement a plan to increase public awareness of the sport in the local community, on a continual basis.

C. Ensure the general registrations is adequately promoted through activities such as but not limited to the following:

1) Letters to schools outlining an announcement schedule for the schools public address system.

2) Posters and pamphlets distributed and posted throughout the community (to schools and other public locations).

3) Newspaper announcements

4) Public displays.

5) Announcements to other community groups.

D. Establish a mechanism to continually update the resource material of the association and to turn such materials over to the Public Library. Ensure sufficient funds are budgeted for resource materials.

E. Annually issue a list of resource materials available from Ringette Canada and poll the Executive for advise on what to purchase.

F. Annually reestablish media contact and understanding. Inform the Team Managers of such arrangements and the parameters to follow to get articles and scores published.

G. Coordinate the taking of the annual team photographs. Arrange for the best package and recommend to the Executive the plan of action desired.

- 1) Contact the photographer and negotiate package.
- 2) Establish dates and times for each team for photographer.
- 3) Ensure photographs for sponsors are properly framed.
- 4) Ensure retakes are organized through you.
- 5) Ensure coaches received their copies of the photographs.
- 6) Ensure photograph is printed for the arena picture.
- 7) Ensure all goes well by following up with Teams and photographer.

EQUIPMENT MANAGERS FUNCTION

A. Submit proposals for the purchase and/or repair of equipment.

B. Report on purchases and/or repairs.

C. Distribute uniforms and equipment to team coaches at the beginning of the season/collect uniforms and equipment at the end of the season.

D. Purchase all crests, numbers and sponsor bars for uniforms at a reasonable costs.

- E. Audit and replenish first aid kits prior to use.
- F. Audit and replenish team bags and equipment prior to September.
- G. Take an annual inventory of uniforms and equipment, prior to season start.
Issue a report to the Executive and MSA.
- H. Arrange for repairs/alterations to uniforms and equipment within budget allotment.
- I. Maintain all equipment in a reasonable condition; remove all unneeded and unsafe items.
- J. Arrange locker contents so that coaches can access for extra equipment needs.
- K. Make equipment available for clinics, tournaments and selections of teams.
- L. Arrange for the sale of equipment as necessary (new or used) to raise funds to purchase new equipment.
- M. Maintain trophy case and contents on an annual basis.
- N. Maintain and hang the new picture collage.
- O. Purchase, maintain and hang new banners.

DIRECTOR OF PLAYER/COACH DEVELOPMENT'S FUNCTION

- A. Request applications for the coaching positions required for the coming season, following the coaching application and selection guidelines.
- B. Make selections of coaches application by using the Selection of Coaches guidelines and recommend those selections to the executive for consideration.

C. Hold meetings with the coaches on a need basis, with one at the beginning of the season, expressing the desires of the association. To act as the liaison between the coaches and the Executive by ensuring the coaches concerns are raised and heard by the Executive.

D. Ensure the coaches are kept informed of all Ringette Canada, Ringette Alberta, Zone 5 and Association rules and procedural changes, which affect the players or the game.

E. Distribute Coach Evaluation Forms to Team Managers through Division Coordinators Summarize and give to coaches at the end of the year.

F. Encourage and support the mentoring of lower level coaches by higher-level coaches.

G. Coordinate the annual preseason player clinic. Work with the Ice Allocator for the necessary ice.

H. Coordinate the annual Goaltenders Clinic.

TOURNAMENT COORDINATOR FUNCTION

A. Coordinate all aspects of the association's annual tournament.

B. Maintain fiscal responsibility for the revenue and expenditures of the tournament and as such must maintain complete and accurate books on such. Issue a post tournament Financial Statement.

C. Call and hold meeting as required to decide on:

1) A budget for Executive approval

2) Collection of business donations

3) Securing major sponsors

4) Issuance of invitations, team selection and notify teams that are accepted

5) Draft ice schedule and finalize

6) Coordinate volunteer sign up schedule.

7) Referee-in Chief

- 8) Produce and distribute coaches' packages
- 9) Set up grievance committee

MSA REPRESENTATIVE

- A. Association President shall be the Liaison for the FSRA with the MSA.
- B. Meetings will be attended on a rotational basis by members of the executive

STATISTICIAN FUNCTIONS

- A. To collect, submit and report the game sheets of all home games and report the results to the Zone 5 Statistician.
- B. Report of games results are to be phone in on a weekly basis at a time to be set by the Zone 5 Statistician.
- C. Maintain a record of all games to be played, the date played, the score and the winner. Also, report these statistics at the Executive meeting.

DIVISION COORDINATORS

Two Division Coordinators will be elected at the AGM each year; one for the Bunny/Novice/Petite levels, one for the Tween and up levels. The Division Coordinator will not have any children playing Ringette at the level they direct and should only allow their name to stand if they believe they are able to be objective with coaches and parents at the level they direct.

- A. The Division Coordinator shall oversee the evaluation process at their level. They will use the guidelines provided to them by the FSRA.

B. If numbers dictate upward or downward movement of players in order to meet the player number requirements, the Division Coordinator will work in conjunction with the Director of Player/Coach Development and the coaches of both levels.

C. Should the pools of players at any level be deemed insufficient, the Division Coordinator will work together with the coaches and Director of Player/Coach Development to determine if it is in the best interest of the players to cooperate with another association.

D. During camp sessions or the first evaluation, the Division Coordinator will hold a meeting or meetings to introduce themselves to the parents of the levels he/she is coordinating and to explain their role. At this time, the Coordinator will explain the evaluation process and the flow of communication for concerns as presented in section

E. The Division Coordinators and the coaches are involved in selecting the players that will make up the teams. Coaches in the same division shall work together to make the best possible decision.

1) The Division Coordinator and Director of Player/Coach Development will present the compiled evaluations to the coach of the "A" team and will facilitate the selection of players for that team.

2) If the teams are to be tiered the same, the final decision on player selection will be that of the individual coaches. Should the coaches be unable arrive at an amicable decision, the Division Coordinator will make the final selection for the teams.

3) If a majority of parents on a team feel that the selections are seriously questionable, then those parents can request of the President to set a meeting. The meeting will be to ask the coaches and/or Division Coordinators to briefly explain the reasons for selections by answering specific questions. The purpose of the meeting shall be to gain a better understanding of the decision making process.

F. The Coordinator would make themselves known to all parents at the team level and be approachable with concerns involving short benching, abuse or over-use of players or affiliates, or any other concerns that cannot be solved at the team level.

1) When approached by a parent with a concern, the Division Coordinator would be responsible for conducting an impartial investigation, talking to parents, coaches, and other witnesses and may include watching some games.

2) They would then be responsible to report their findings to the executive and the executive's decision(s) back to the concerned parties.

a) If the Coordinator found that no such abuse existed, then the concern

would be noted by the executive.

b) If the investigation found that such abuse did exist, the Division Coordinator would turn the matter over to the executive for consideration and possible disciplinary action as per Division 1000, Section IV Conduct of Members.

The following flow chart demonstrates the flow of communication.

Flow Chart:

Concerned parent ---. coach and/or manager --. resolved at team level

if parent not satisfied

Division Coordinator -. resolved at this level

if existence is confirmed

executive -. appropriate disciplinary action

VIII. BRIEF DESCRIPTION OF EXECUTIVE POSITIONS

POSITION/OFFICE BRIEF DESCRIPTION

PRESIDENT to give guidance to the overall running of the association & the program, in setting policy and decision-making representative of the association with other Associations.

VICE-PRESIDENT Primarily to learn the functions of the understanding to take on the president's position.

PAST PRESIDENT Chair the annual nomination and elections of Officers

SECRETARY to maintain the record of the association.

TREASURER to maintain financial record of the association.

REGISTRAR Administer the registration program.

ICE ALLOCATOR Administer the ice allocations/scheduling program

ZONE 5 REPRESENTATION Members of the FSRA will attend monthly Zone 5 meetings on a rational basis. FSRA President will be the liaison between FSRA and Zone 5.

REFEREE-IN-CHIEF Administer the ice officials program. Develop a minor officials program. Representative to Ringette Alberta officials.

FUND RAISING DIRECTOR To formally develop and administer a program that will ensure that fundraising offsets the associations operating costs.

PUBLIC RELATIONS Administer the public relations program. Ensure that DIRECTOR ringette constantly remains in the public eye. Institute a program to encourage greater enrollment. Ensure that ringette constantly remains in the public eye.

EQUIPMENT DIRECTOR Administer the equipment program. Purchase equipment as needed. Maintain equipment.

DIRECTOR OF PLAYER/COACH DEVELOPMENT Administer the technical sport program. Ensure coaching and player development are progressive.

TOURNAMENT DIRECTOR Coordinate the annual tournament.

MSA REPRESENTATIVE Liaison to the MSA. Attend concession meetings.

STATISTICIAN Report game results to zone statistician.

DIVISION COORDINATORS Oversee evaluation and selections of teams

“AA” REPRESENTATIVE Liaison with Zone 5 “AA” Program. (Note not a voting position).

DIVISION 2000 – PLAYER SELECTION AND EVALUATION

I. SELECTION OF PLAYERS FOR A TEAM

A. Player Selection for “A” Level Teams

- 1) The “Director of Player/Coach Development” and/or the “Division Coordinator” will select 3 individuals to form the “Team Selection Committee” (TSC)
- 2) One member of the TSC shall be the “Director of Player/Coach Development” or the “Division Coordinator”
- 3) Individuals selected to sit on the TSC will be approved by the executive
- 4) The TSC will be responsible for all “A” level player selections for that year
- 5) Player evaluation will proceed as per Division 2000 – II Team/Player Evaluation
- 6) The “A” coach will then make their selections and present it to the TSC
- 7) The TSC will use the following guidelines in it’s review of the selections
 - the top 70% as per the evaluation rankings to be placed on the “A” team
 - the remaining 30% chosen to the “A” team should come from the “bubble” players – this will vary based on the size of the “A” team and the pool of players trying out
 - there should be no players selected from the bottom 40% of the evaluation rankings
- 8) If the coach’s selection agree with the guidelines set in section 7), the TSC will approve the team selections
- 9) If the coach’s selections do not agree with the guidelines set in section 7), the TSC will proceed as follows
 - a) request the “A” coach to justify the selections that do not conform with the guidelines set in section 7)
 - b) the TSC will have the opportunity to interview the selections previous coach(es)
- 10) If the coach does not agree with the TSC’s recommendations they may make a formal appeal to the executive.
- 11) The executive decision is final.

B. Player Selection for teams “tiered the same”

- 1) Whenever there are sufficient numbers of registered players, to comprise two or more teams every effort should be made to make the teams equal in terms of number and skill level. Numbers may dictate upward or downward movements from other levels in order to meet the player number requirements.
- 2) Player evaluation will proceed as per Division 2000 – II Team/Player Evaluation
- 3) The “Director of Player/Coach Development” and/or “Division Coordinator” will supervise a team selection draft
- 4) The coaches will be provided with the evaluation rankings

- 5) A toss of a coin will decide first selection
- 6) Once chosen, the “prospective” teams will play two (2) games
- 7) Adjustments can be made to balance the teams if required

C. Player Special Requests

Requests for team placement are not encouraged in FSRA however it is recognized that at times they may occur. This policy is intended to ensure that “special requests” are limited and do not interfere with FSRA’s and Ringette Alberta’s goal of striving to achieve balanced teams at the start of the season. Therefore, these special requests” are limited to one (1) request per player. These requests may include placement on the same team as friends and family members, or coaching request.

- 1) This policy applies only to placement of players within non-tiered divisions.
- 2) Requests will be taken into consideration by FSRA Executive.
- 3) FSRA's receipt of a 'Special Request' does not guarantee that this request will be met. Our main goal is to provide equal, balanced teams.
- 4) Each request must be signed by the parent/guardian of the player(s) involved in the request. No further request will be considered from either player.
- 5) Requests must be submitted at time of registration and *prior to commencement of the evaluation sessions, on the form provided on our website or in appendices. *(With the exception of new registrations to FSRA once the season has commenced)

II. TEAM / PLAYER EVALUATION

A. Players will be evaluated and they will be given a rating.

The rating will be tabulated and then scaled from highest to lowest. Appendix C.

- 1) Players that choose not to participate shall be placed in a lower tier.
- 2) Players that choose to participate shall be subjected to an on ice skills testing for the purpose of the physical skating, ring handling abilities and general game capabilities of each player in order to tier out the team.
- 3) Situations where FSRA seeks players from an alternate association or in the event of a new registrant will be dealt with on a case by case basis.

III. ASSOCIATION AFFILIATION

If sufficient numbers are not available to form a team(s) the FSRA will actively seek players from other associations to form viable teams. This will be done after all player movement from upper and lower levels within the FSRA is complete.

IV. AFFILIATE PLAYERS

Purpose:

Will be as per Ringette Alberta criteria for the purpose of supplementing teams with low numbers.

Understanding:

It needs to be understood that being an affiliate is a privilege! As such there is no guarantee that the player will participate in any games or practices at the higher level. That will be at the discretion of the higher level coach. The affiliates need to bear in mind that they are not paying an extra fee to be affiliated and hence do not have the same rights and privileges of the higher team.

Guidelines:

1. It must be the coach's responsibility to share and pick affiliates from the available pool of players. It is recommended that coaches select affiliates from more than one team when possible. The coach who has picked last for their team will pick first from the affiliate pool so that the next coaches' pick(s) will follow in order from last to first.
2. Once a player has declined an affiliate position with Fort Saskatchewan Ringette, they have taken themselves out of consideration for affiliation with another team within FSRA. The next pick for affiliation is then asked to play. The parent of the player has the right of appeal.
3. Bringing the affiliate to games and practices will be at the upper level coach's discretion.
4. The affiliates first loyalty will be to their own team.
5. An affiliate will not be brought up to play at the expense of a full time player. Example: The full time player will not sit on the bench or not dress so that an affiliate can play. A coach can however bring up an affiliate to bring numbers up to the levels as per Ringette Alberta criteria. In those cases, the affiliate can have the same amount of ice time as the other players, it is however the coaches' discretion.

6. The choice of using the same affiliate for games is the discretion of the upper level coach. It is however recommended that affiliates are rotated but it is not mandatory.

V. PLAYER RELEASE/ACCEPTANCE

Fort Saskatchewan Ringette Association will assess player release/acceptance registrations on a yearly basis.

Individual player releases will be dealt with on a case by case basis. Player releases will be made in accordance to Ringette Alberta Guidelines.

All player requests must be made in written form to the FSRA executive. Appendix L

DIVISION 3000 – COACH SELECTION

I. COACH SELECTION

A. The selection of coaches shall include the review of all coaching applications submitted. The intent of the review shall be to select the most qualified person for recommendation.

B. The Director of Player/Coach Development shall produce a list of recommended persons to fill the rolls of coaches for the coming season.

1) The executive through normal business practice shall make the final selection of coaches. Each one individually.

C. The Director of Player/Coach Development will use the following method to review coach applications:

1) A Coaching Matrix to rate the coaches on levels of certification, experience in coaching Ringette, past evaluations and previous coaching experience at the age level of application. See Appendix G.

2) If two (2) or more applications are received for the same level, and if the coaching applications are approved, an interview will be conducted.

i) An interview committee will be made up of the Director of Player/Coach Development, and two or more interviewers as approved by the executive.

ii) The criteria for the interview is to be determined by this committee.

iii) If all things being equal, the female will get the job.

3) All Coach application forms will include a current criminal record check.

D. In the absence of a coach(s) for a particular division/level, the executive at the advice of the Director of Player/Coach Development shall appoint the coach from the membership at large.

E. In the event that a coach cannot be found amongst the adults of the team in questions, then an adult from another team shall be considered.

F. For Petite AA Coach selection, the Petite A coach will be given first right of refusal. If he/she decides not to accept, the position will be put up to our Coaches Selection Process.

II. COACHING APPLICATIONS

A. Applications are to be submitted by a specific date as determined by the Director of Player/Coach Development.

B. Ideally, all applicants shall possess and have demonstrated the following:

- 1) Coaching Certification
- 2) Previous ringette coaching experience
- 3) Good organizational skills
- 4) Good communication skills
- 5) Dedication of personal time to team commitments
- 6) Appreciation and respect of both the game and the FSRA

C. Submission shall be made by those members 18 years or older that are interested in coaching.

D. Submissions shall be made annually for all coaching positions.

E. Submissions shall normally be filed no later than the application closing date.

FSRA shall strive to complete coaching selections for level 'A' teams prior to early registration.

F. Blank Applications shall be made available prior to submission date.

- 1) At registration desk during player registration

- 2) At a public location, MSA office
- 3) On Association website www.fortsaskringette.com

DIVISION 4000 – CODE OF ETHICS

FAIR PLAY CODES

Guideline:

The following fair play codes apply to all levels of participation in the Fort Saskatchewan Ringette Program - executive members, parents, players, team personnel and officials. They are minimum standards of behavior which participants are expected to observe. Violation of the standards by a participant may lead to a review by the FSMRC for subsequent exoneration, reprimand, or expulsion as per division 1000 section IV conduct of members.

FORT SASKATCHEWAN RINGETTE ASSOC EXECUTIVE FAIR PLAY CODE

- . I will do my best to see that all players are given the same chance to participate, regardless of gender, ability ethnic background or race.
- . I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- . I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- . I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- . I will remember that play is done for its own' sake and make sure that winning is kept in proper perspective.
- . I will distribute the fair play codes to the coaches, athletes, officials, parents and media.
- . I will make sure that the coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

II. PARENTS' FAIR PLAY CODE

- . I will not force my child to participate in ringette.
- . I will remember that my child plays ringette for her or his enjoyment, not for mine.

- . I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- . I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- . I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- . I will never ridicule or yell at my child for making a mistake or losing a game.
- . I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- . I will never question the officials' judgement or honesty in public.
- . I will support all efforts to remove verbal and physical abuse from children's ringette games.
- . I will respect and show appreciation for the volunteer coaches who give their time to coach ringette for my child.

III. PLAYERS' FAIR PLAY CODE

- . I will play ringette because I want to, not just because others or coaches want me to.
- . I will play by the rules of ringette, and in the spirit of the game.
- . I will control my temper- fighting and "mouthing off" can spoil the activity for everybody.
- . I will respect my opponents.
- . I will do my best to be a true team player.
- . I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- . I will acknowledge all good plays/performances – those of my team and of my opponents.
- . I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

IV. COACHES' FAIR PLAY CODE

- . I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- . I will teach my players to play fairly and to respect the rules, officials and opponents.
- . I will ensure that all players receive reasonable and equitable instruction, support and playing time.
- . I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- . I will make sure that equipment and facilities are safe and match the player' ages and abilities.

- . I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- . I will obtain proper training and continue to upgrade my coaching skills.
- . I will work in cooperation with the officials for the benefit of the game.

V. OFFICIALS FAIR PLAY CODE

- . I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- . I will avoid or put an end to any situation that threatens the safety of the players.
- . I will maintain a healthy atmosphere and environment for competition.
- . I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- . I will be consistent and objective in calling all; infractions, regardless of my personal feelings toward a team or individual player.
- . I will handle all conflicts firmly, but with dignity.
- . I accept my role as a teacher and role model for fair play, especially with young participants.
- . I will be open to discussion and contact with the players before and after the game.
- . I will remain open to constructive criticism and show respect and consideration for different points of view.
- . I will obtain proper training and continue to upgrade my officiating skills.
- . I will work in cooperation with coaches for the benefit of the game.

DIVISION 5000 – ICE REQUIREMENTS

ICE AGREEMENT

Ringette/Hockey Ice Sharing Agreement

Feb., 2000

Preface

The guiding principle of this agreement is to offer children in the community an opportunity to play Ringette and Hockey.

It was clear at the beginning of the 1998/99 season that a more formal agreement and better understanding of ice sharing between Ringette and Hockey ice users in Fort Saskatchewan was required. Growing programs and finite City ice resources were forcing Ringette and Hockey to modify their programs and look for increasing amounts of ice out of town. Initial discussions led to the formation of a joint Ringette/Hockey committee that would work through the many issues related to ice sharing and develop a framework that both organizations could live with into the future.

Ringette wanted a less judgmental formula based system. Hockey wanted to ensure that the differences between the sports be recognized and reflected in the ice allocation. Both parties saw the benefits of the close working relationship that exists at the ice allocator/working level and wanted to ensure this continued.

The final agreement has accomplished all this to the extent that the issues were explored. In addition, the agreement will provide guidance and principles for committees into the future.

Committee members:

Hockey: Scott Orchard, Gord Norman, Dale Zingle, Ian Fraser

Ringette: Julien Gignac, Gerry Witts, Suzanne Dubois

Basis

1. This will be the starting point for the ice sharing agreement every year. The attached weekly schedule "Schedule" is the agreed to blueprint for the ice sharing arrangement. The Schedule defines the ice hours of each user as approximately 63.75 hours for hockey and 16.5 hours Ringette. This is based on actual hours until 10:00 p.m. Flooding times are included if they are available to the user and paid for i.e. between ice slots. Floods not paid for at the end of a users block are not included.

A Master "Schedule" needs to be attached.

2. Many schedule changes are required to satisfy all users' needs. Changes may affect the available ice time for that day or week such as, but not limited to:

Special events

- . Figure Skating Fun Meet
- . Carnival
- . City of Fort Saskatchewan events - assemblies, pageants
- . Ringette/Hockey jointly sponsored promotions
- . Other ice users increased share
- . Traders/Chevys extra ice for practice or both play Sunday games

3. A loss of ice will be shared by both parties at the approximate ratio that ice is allocated. Examples of such include, but are not limited to:

Special events

- . Figure Skating Fun Meet
- . Carnival
- . City of Fort Saskatchewan events - assemblies, pageants
- . Ringette/Hockey jointly sponsored promotions
- . Other ice users increased share
- . Traders/Chevys' extra ice for practice or both play Sunday games

4. Extra ice made available during the Schedule period will be shared by both parties at the approximate ratio that ice is allocated. Examples include, but are not limited to:

- . cancellation of special events
- . users cancel programs
- . programs come to an end

5. The allocation of ice as per the Schedule will start when the SPX and JRC rinks are open in latter August until the end of March. Both parties will work closely to target and communicate to the City a date for the SPX to open, based on joint needs. Although Hockey will have first consideration to ice available prior to opening of the second arena in September, discussions will be held with Ringette regarding their needs.

6. Ice hours outside of the times defined by the Schedule are available to both users. Communication between ice allocators is required. Example: Midget AAA ice slot 4:00 to 4:45 p.m. Monday. Christmas Hockey tournaments to be scheduled by December 1st and communicated between the two Associations. Both parties will advise the other

party when alternate ice is booked, such as Christmas tournaments, Easter and Spring Break, teacher's convention, Stat holidays, etc. If more ice is needed than is available, automatically defaults to the ratio system.

7. Although prime/non-prime or desirable/non-desirable ice slots are not defined on the Schedule, the Schedule as a whole is agreed to be equitable by both parties. The two sport ice allocators shall deal with adjustments to the schedule during March and September time frame based on variables such as “tryouts”, team segregation, and “playoff elimination”. Communicate the need for Christmas hockey tournaments by Oct.15~~ decision by Nov. 1st/or sooner for Christmas practice ice slots (for Ringette). Shifts in demographics is open for discussion and negotiation, e.g. although there may not be a change in total numbers (registrants), a shift in ice schedules may be required due to the age levels of players.

8. Ringette has first consideration for ice during the November 11th weekend, with the understanding that hockey's needs will be accommodated if possible. (The Traders and Chevys shall be requested to avoid or minimize home games on this weekend on an ongoing basis. This shall be confirmed at the annual ice allocation meeting.) The Provincial Tournament weekends in March will be negotiated and determined each year prior to the city's spring ice users meeting.

9. The trigger boundary has been set at plus or minus 2 ½ hours. (See attached example to see how this is applied.)

Management

1. Registrations (as governed by the Bylaws of each individual Association - the Bylaws indicate the applicable age groups) as per the Registrar's list, Feb. ~ for each sport to be used when determining ratios for the following year. Registrations are compared and if the ratio of registrants is outside the trigger boundary, a full committee review is carried out (3 each from executive of Hockey and Ringette). The committee resets the trigger boundary and determines the ice shift. if during September/October the registrant ratio moves outside the trigger boundary then a meeting is mandatory to discuss the situation but no ice changes can be forced.

Registration numbers are to be provided to the other Association by February 5th of each year. Each Association will acknowledge the ratio, and if the ratio is to be changed, the committee review process (as described above) must be concluded by March 31st.

(See attached example for calculating ratios)

2. A yearly Hockey/Ringette meeting is held at the conclusion of the season and prior to the City's spring ice allocation meeting in order to present a collaborative effort. Ice is finalized at the City's annual ice allocation meeting for the following year including Tournaments, special events, etc. Start dates are determined at the ice allocation meeting.

3. Hockey will continue to manage the ice schedule and be the first contact for ice changes from users. (Junior Hockey, Figure Skating, Adults, etc.)

4. Grievances to be first worked through a committee of Hockey/Ringette (3 each from executive of Hockey and Ringette). A formal, written grievance is submitted by one executive and presented to the other executive, thereby initiating the grievance process. If no agreement can be reached, the next step would be mediation through the MSA.

5. Hockey and Ringette to maintain their strong working relationship with flexibility and understanding of each other's needs as the basis for this relationship.

6. Beyond the end of March and until the latter part of August, the City of Fort Saskatchewan manages ice time. Hockey manages the ice from the latter part of August until the end of March. The exact date at the latter part of August will be determined at the annual ice allocation meeting.

RATIO CALCULATION FOR RINGETTE/HOCKEY ICE DISTRIBUTION

Current Ratios as of Dec. 7, 1999:

Ice Ratio = Hours of ice allocated to Hockey per "Schedule" = 63.75 hours = 3.86

Hours of ice allocated to Ringette per "Schedule" 16.5 hours

3.86 is the ratio that was used for the ice allocation for the past two seasons and will be used as the

"datum" ratio for future ice distribution until a new "datum" is established.

Registration Ratio = Hockey Registration = 479 = 4.02
Ringette Registration 119

these figures and ratios will be used for ice allocation for the 2000/2001 season as registration numbers are not expected to change from now until Feb. 1, 2000. Based on that fact that the current registration ratio is not outside the trigger boundaries as noted below, a shift in ice will not occur for the 2000/2001 season.

Note: Junior "C" registrations are not included in this calculation but will be included in the 2001/2002 calculation and subsequent seasons.

Triggers:

Triggers are set at $+1-2\frac{1}{2}$ hours, which are when the registration ratio goes below 3.22 or above 4.73. Therefore, should the ratio of registrations fall between these two figures, then a shift in ice is not required between the two sports, except on a goodwill basis. Should the ratio fall outside the boundaries then a shift in ice equal to the ratio change shall occur. (The intent is to keep the registration ratio equal to the ice ratio.) Refer to Clause (1) of the Management section of the Agreement.

Example:

If the registration ratio in the year 2001/2002 is calculated to be 4.52, then the distribution in ice will remain the same as the prior season (3.86 in this case) and a shift in ice will not occur unless agreed to by both sports.

If the registration ratio in the year 2002/2003 is calculated to be 4.80, then a shift in ice will occur. This is a shift of 2.66 hours, calculated as follows:

Total hours of ice available to Hockey & Ringette per "Schedule" = $63.75 + 16.5 = 80.25$ If "x" = Hockey ice hours, then $80.25 - "x" =$ Ringette ice hours.

"x" = 4.80, solving for "x" = 66.41 hours.

$(80.25 - "x")$

As a result Hockey will have 66.41 hours of ice allocated for this season and Ringette will have 13.84 hours of ice for the season.

the ratio is now set to 4.80 and the triggers are once again calculated for $+1-2\frac{1}{2}$ hours. The new trigger boundaries now become 3.92 & 6.07 respectively.

This calculation and sheet is to be updated on a yearly basis to reflect the registration and ice ratios changes and submitted to each sport for record purposes.

II. ICE SCHEDULE

A. Once the Zone 5 schedule is firm (no more changes), an integrated schedule for November through February shall be issued.

B. A schedule shall be provided to:

1) President, Zone 5, Referee-in-Chief, Director of Player/Coach Development, Public Relations Director, and Head Coaches.

C. Schedules should come in the forms of:

1) Coaches – should only include his/her team practices and scheduled games.

2) Referee-in-Chief – should include all scheduled games in date order.

3) Zone 5 – should include all scheduled games in date order.

4) Public Relations – should include all games in date order.

5) President and Vice-President – should include all ice in date order.

D. The forms should be presented in such a way that they are simple and easily understood.

E. Questions regarding the Ringette schedules are to be directed to the Ice Allocator.

F. Questions regarding the ice times in general may be directed to the President.

III. DEVIATION FROM ICE SCHEDULE

A. A directive shall be given to all Coaches, Team Managers and the Director of Player/Coach Development (with a copy to P.R., Zone 5, and the President), stating that ANY and ALL deviations from issued scheduled shall be coordinated before the fact with the Ice Allocator.

B Changes shall be defined as, but not limited to:

1) Swapping with another team in another time slot.

- 2) Waiving use for any reason.
- 3) Postponing, rescheduling, or canceling a game, regular season or otherwise, or practice.
- 4) Scheduling a game in a practice slot.

C. It is of the utmost importance that all changes be coordinated through and with the Ice Allocator well in advance of the desired deviation. "WELL" being defined as no less than 5 days prior to the desired deviation.

D. Failure to coordinate through the Ice Allocator rests solely with the Head Coach(es) involved.

IV. FAILURE TO USE SCHEDULED ICE

A. The failure to use scheduled ice is for the most part failure to clearly communicate to the Ice Allocator well in advance of the slot time.

1) Such failure to communicate and subsequent failure to use the scheduled slot leads to sloppiness and bad habits, as well as poor performance on the part of the players and the sport itself; all of which are to be avoided. Only through proper and complete communication will the program be strong and run well.

B. Head Coaches will be held personally responsible to provide adequate notice of cancellation of an ice slot and maybe fined the current dollar value of the ice slot.

C. Three failures of the above nature over a season shall be given negative weight on the record of the Coach in question.

V. ICE ALLOCATION TO TEAMS

A. The ice is set-aside for the association by the City. The City holds an Ice Users meeting in early spring. The Association is represented at the meeting by the association President and Ice Allocator.

B. Ice Allocation negotiations and agreement is reviewed on an on going basis with hockey to ensure proper ratio of ice.

C. The Association's teams, levels, home game slots must be provided to the Zone Ice Allocator upon request (approximately mid to late September).

D. That period of time from the end of the preseason clinic and the start of league scheduled games, October, shall be allocated in the same percentages of Proportioning that will be applied to the balance of the season practice ice.

E. Ice that is required for practices that is beyond the first weekend in March shall be allocated on need by need basis.

F. Allocation of scheduled practice ice shall be done based on a rule of thumb which is “a proportioning method” that is arrived at by comparing the allotted practice ice and the “fee schedule” for each division.

VI. ALLOCATION GUIDE

A. The practice ice which is “to be” allotted to a particular team should be estimated by:

- 1) Sum of the number of practices a week and;
- 2) Multiply the sum by the number of weeks in the season.
- 3) The sum shall include practices in October and the first week in March.

B. The estimate should consider and remove any dates that a practice would fall on, but cannot be used because of holidays, such as Thanksgiving and Christmas.

C. As a norm, all teams shall practice at least once per week.

- 1) A ‘normal’ practice will entail two teams per ice slot.

D. On a rotating basis, all teams should be given a second practice slot in an alternating pattern the frequency of which is dependant on availability of ice.

- 1) The ice shall be rotated amongst the teams from the oldest age group down to Novice, with priority being given to “A” level over “B” level. All practices should be split ice.

- 2) The ice shall be rotated amongst the teams, ensuring that the oldest teams get the higher frequency.

E. If a one-hour weekly slot is surplus throughout the season, a guide to a split ice frequency could be:

- 1) Novice/Petite/Tween – 4-week interval
- 2) Tween/Junior/Belle – 3-week interval

VII. PROVINCIAL AND PLAYOFF ICE

- A. Format and guidelines are provided and governed by Zone 5 and/or Ringette Alberta.
- B. The home team will provide minor officials for each game.
- C. The coaches of each of the playing teams will immediately inform their respective Ice Allocator of the game results, whether it is a win or loss.
- D. The Ice Allocator shall schedule all home games for the appropriate teams and shall co-ordinate the time of the away games.
- E. The Ice Allocator will inform the home team and visiting team coaches of their respective game, place, date and time.
- F. The Ice Allocator shall inform the zone statistician of the results of all games being reported.
- G. Ice that is not required for a playoff game:
 - 1) Shall be considered for a practice slot for a team still in contention
 - 2) Shall be returned to the city as not needed ice.

DIVISION 6000 – GAME OFFICIALS

I. SELECTION OF ICE OFFICIALS FOR A GAME

- A. The Referee-in-Chief shall select and assign a pair of officials for a scheduled game and/or for a rescheduled or unscheduled game, as advised by the Ice Allocator through the schedule and/or verbally.
- B. In the selection and assignment of a pair of officials for a game, the Referee-in-Chief must ensure that both officials are capable of officiating the level of the game (capable in knowledge and skating abilities).
- C. The Referee-in-Chief must also designate which of the two is the Senior Official for that game. This is because our program calls for the pairing of officials to be one senior in experience with one junior in experience.

D. The official designated as senior shall, through the course of the game, discuss procedure and calls with the junior official, as well as maintaining control of the game.

E. The objective in pairing a senior with a junior is to allow the junior to learn and train with a senior and thereby give better service to each game and to the sport.

II. TRAINING OF OFFICIALS

A. Appropriate training shall be that training which is deemed by Ringette Alberta and Canada as being necessary to officiate at a specific level (community, regional, national). All officials shall have the fundamental training as given by Ringette Alberta.

B. All officials shall take refresher training, at their specific level, each year that new rules or rule changes are introduced.

C. Failure to pass fundamentals will disallow an individual from officiating.

D. Failure to pass refreshers at the community level will disallow an individual from officiating.

III. FAILURE OF AN OFFICIAL TO APPEAR

A. Upon the occurrence of a game official not appearing to officiate a game as scheduled, without having advised the Referee-in-Chief 24 hours in advance of pending nonappearance, that official shall be penalized by withholding 50% of next scheduled game earnings.

1) Two or more said non-appearances as described in (A) above, will have said official removed from officiating the balance of the current season, including tournaments and exhibition games.

2) Three (3) non-appearances and having advised the Referee-in-Chief, shall be defined as

“unreliable” and be removed from officiating the next two games that he/she were scheduled to officiate.

3) Four (4) or more non-appearances over two seasons shall remove said official entirely from the list of approved officials.

IV. EVALUATION OF OFFICIALS

A. On a seasonal basis (including tournaments, exhibition and regular season games), officials (all) shall be evaluated once whether formal or informal.

B. The main purpose of the evaluation is to bring to the attention of the officials, areas of his/her game, which are strong and should be maintained; and areas, which are weak and require better understanding and/or more effort and affirmation.

C. The secondary purpose is to have on record for the Referee-in-Chief, in order to select the best for each season as it starts and for each game as it is played.

D. The evaluation shall be conducted by any senior experienced and trained official using Ringette Alberta forms and guidelines for evaluations.

E. Informal evaluations and discussion should be done on an ongoing basis.

DIVISION 7000 - EQUIPMENT

I. OWNERSHIP

A. The association is the keeper of the equipment only. The MSA is the owner of the equipment that association purchases and maintains.

B. Equipment is not limited to uniforms or the like, it entails all tangible goods purchased by the association.

C. Upon the demise of the association the MSA would take physical possession of all association equipment.

II PURCHASING EQUIPMENT AND SUPPLIES

- A. Purchases of normal operating supplies and services may be procured as a matter Of course.
- B. "All" purchases must be covered by a purchase order.
- C. All purchase orders must clearly and fully state the Vendors name and address, description of commodity or service, the correct budget expense code, the Executive's name (that made the procurement) and the Association's name.
- D. All purchases over budget amount of \$100 must be approved through the budget approval submission form. Appendix M.

III. TEAM UNIFORMS

- A. All players must wear association provided jerseys and association approved pants.
- B. Player name bars are recommended to be on pant leg and not on Association owned Jersey's.

DIVISION 8000 - MISCELLANEOUS

I. PROVINCIAL HOSTING

Fort Saskatchewan Ringette will apply to host Provincials at the level suggested to the executive by the parent committee of the corresponding team. Petite division will be considered as a first choice.

II. BANNERS IN THE SPORTSPLEX

Banners will only be procured and installed at the Sportsplex if the team achieves a Championship win at the highest level possible for that Division with the exception for teams that qualify for Championships beyond the Provincial level. In those cases, a banner will be procured if a Championship is gained at the Provincial level and at every level beyond that. Procurement of any other banners will be dealt with on an exception basis and approved by the Executive. All banners procured to mark team achievements will be presented at the year-end banquet regardless if they are for a championship or for an exception granted by the executive.

Banners will be procured as per below:

Bunnies League Championship
Novice League Championship
Petite Provincial Championship
Tween Provincial Championship
Junior and Up Provincial Championship and above

III. DISCLOSURE OF PLAYER HEALTH

Parents/guardian are required to fill out the Player Health Form and signature affixed to the form. See Appendix E.

IV. AWARDS

FSRA awards annually the following award:

Association Award
GLEN ROSE MEMORIAL VOLUNTEER RECOGNITION AWARDS

These awards were established to honour these two individuals that impacted the hearts of the membership. Mr. Glen Rose died in a tragic car accident in 1999.

V. NSF CHEQUES

A. NSF cheques will be handled by the Registrar and/or Treasurer.

- 1) Payment is to be in the full plus any Bank Service Charges.
- 2) A second cheque will not be taken.
- 3) All fees outstanding shall be paid in full by the next season registration. If not, registration will be denied.
- 4) Hardship cases will be dealt with by the Registrar

VI. FEES

A. Registration fees, participation hours and additional fees are set each season by the executive prior to early registration.

First time registrants to Fort Saskatchewan Ringette are eligible for the Early Registration Rate regardless of when registration occurs in that season.

B. Late Registration Fees are as follows:

- . Register prior to October 31 – pay 100 % of the registration fee
- . Register prior to November 30 – pay 90 % of the registration fee
- . Register prior to January 1 – pay 75 % of the registration fee
- . Register after December 31 – pay 60 % of the registration fee
- . No registrations allowed after January 1st.

C. Refunds on Registration Fees

The refund policy consists of a percentage off of the registration fee only. Any additional administration fees from the MSA office are the responsibility of the registrant and will be deducted at that time.

- . Withdraw by August 31 – 90% of registration fee refunded
- . Withdraw by Sept 15 – 75% of registration fee refunded
- . Withdraw by Nov 15 – 50% of registration fee refunded
- . Withdraw after Nov 15 – No refund

The parent of a player seeking a refund must contact the registrar in writing.

SAMPLE AGENDA

EXECUTIVE MEETING AGENDA

DATE:

TIME:

ITEM TOPIC

1 CHANGES/ADDITIONS TO AGENDA

2 ACCEPTANCE OF AGENDA

- MOTION REQUIRED

3 MINUTES LAST MEETING

(HIGHLIGHTS ONLY)

3.1 CHANGES

4 ACCEPTANCE OF MINUTES -

MOTION (AS DISTRIBUTED &

CHANGED)

5 REPORTS (HIGHLIGHTS ONLY)

DETAILED HARD COPY TO BE GIVEN TO SECRETARY/TREASURER

5.1 RINGETTE ALBERTA

5.2 ZONE 5

5.3 MSA REP

5.4 TREASURER

5.5 REGISTRAR

5.6 EQUIPMENT DIRECTOR

5.7 ICE ALLOCATOR

5.8 FUND RAISING DIRECTOR

5.9 REFEREE-IN-CHIEF

5.10 PUBLIC RELATIONS DIRECTOR

5.11 DIRECTOR OF PLAYER/COACH DEVELOPMENT

5.12 TOURNAMENT COORDINATOR

5.13 STATISTICIAN

6 ACCEPTANCE OF REPORTS

7 CORRESPONDENCE - MENTION

(ATTACH TO MINUTES IF APPROPRIATE)

8 OLD BUSINESS

8.1

8.2

9 NEW BUSINESS

9.1

9.2

10 OTHER

11 ADJOURN – MOTION

PLAYER EVALUATION FORM

Date

Rating Scale

9-Exceptional

7 8-Very Good Level

4 5 6-Satisfactory to Good

2 3-Needs Improvement

Evaluator

1-New Skill

Color/

Jersey

#

Name

Overall Skating

Front / Back / Agility

Ring

Control

Passing / Shooting

Ringette Sense

Aggressiveness

Determination

Overall Rating

PLAYER EVALUATION CRITERIA AND DEFINITIONS

Work Ethic - forechecks, backchecks, digs in corners does not give up, aggressive, gets involved in the battle for the ring, comes out with the ring in a "scrum", cooperative, listens to coaches, positive attitude

Ringette Sense - anticipates plays, switches positions, goes into zone, covers for fallen colleague, good positioning in offensive zone and/or in triangle, recognizes breakaway opportunities or rushes, gets open, does not pass into coverage, does not panic under pressure, effective use of the boards

Skating Ability - speed relative to the other players, acceleration, ability to transition, stops and turns both ways, ability to stay on their feet

Stick Control - uses various shots when going in on net, stabbing ability, strength of shot, accuracy of shot, has a wrist shot, has a backhand shot, protects the ring

PLAYER MEDICAL INFORMATION

NAME:

DATE OF BIRTH:

PERSON TO BE CONTACTED IN CASE OF AN EMERGENCY:
PHONE:

ALTERNATE CONTACT:
PHONE:

FAMILY DOCTOR:
PHONE:

AHC#

RELEVANT MEDICATIONS:

ALLERGIES:

ANY PREVIOUS INJURIES:

Does the player carry and know how to administer her own
medications? Yes No

Does the player wear glasses or contacts? If so, do they carry an extra set? Yes No

Does the player have any learning disabilities? If so, what is the disability. Yes No

Signature of Parents/Guardian Date

Glen Rose Memorial Volunteer Recognition Award

This is an award to honor the memory of Glen Rose. It is to be given out each year at the year-end banquet. The award is for an adult volunteer that has exhibited the following:

- Outstanding commitment to Ringette at the Association and Team levels
- Dedicated to the sport of Ringette and to the players involved in the sport
- Positive attitude towards all aspects of the sport
- "Fun Loving" attitude towards Ringette
- Shows respect towards others -Players, Parents and Officials
- Willingness to help out at various association and team functions and events

From the Ringette Association's perspective, Glen Rose was one of those many indispensable volunteers that make our association run. However, Glen was a special Ringette dad. He was there whenever needed; whether it was for scorekeeping or timekeeping at a tournament, or helping out on the ice for one of his daughter's teams. He never raised a concern over the time he was giving of himself for his girls towards the sport.

Glen was quick to share a smile. He was one of those easy-going dads, which always made him so approachable. Glen was fun loving and always positive with the girls and their parents.

The executive would like to ask each team to submit the name of an individual that they feel exemplifies the above qualities. The team should also send in a brief description of why the volunteer should be considered for the award.

The executive will review the submissions and hold a secret vote to choose one individual from those names submitted. If any of the executive members names have been submitted, they will be asked to leave the meeting for the purpose of the review and voting process.

ALL NAMES SHOULD BE SUBMITTED BY: _____