

Policies and Operating Procedures Of the Pembina Ringette Association



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Section 100 – Definitions

100. Intent

The Policies and Procedures herein contained are intended to act as principles and guidelines for administering the ongoing activities of the Pembina Ringette Association (hereafter referred to as “the Association”).

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

101. Common Terms

To simplify interpretation of the policies and procedures herein contained, the following common terms are used:

Association: The Pembina Ringette Association

Board of Directors: The elected or appointed Executive, Directors, Coordinators, and Representatives.

Community Ringette: U7; U10; U12; U14; U16; U19; Open C, Open B, Open A levels.

Division: A grouping of teams established by Ringette Alberta based on birth-year eligibility or skill development to facilitate competitive play. (U7/Active Start, U10, U12, U14, U16, U19, Open)

Executive: The Executive shall mean the elected Executive Board of this Association.

Level: A grouping of like-skilled teams within a Division intended to facilitate competitive play and player development. (i.e. AA, A, B, C, Step 1,2,3)

In Writing: In writing shall mean electronic, hardcopy, handwritten, or typewritten.

Member: Shall mean a member of the Pembina Ringette Association.

Non-Community Ringette: All Divisions and Levels that are not classified as Community Ringette

Parent(s): Parent(s) or Legal Guardian(s)

Team Personnel: Any Members involved in the instruction, care, or supervision of Players, or in the operation or management of the Team.

102. Association

The Association is a duly registered society under The Societies Act of the Province of Alberta. Refer to the Bylaws of the Association (hereafter referred to as “the Bylaws”) for information regarding the Association as a society.

103. Operating Constraints

For the purpose of enabling Players to participate in Community Ringette, the Association and/or some or all of its Members are Members of:

- The Black Gold League;
- 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 the Black Gold League, Ringette Alberta, or Ringette Canada, those higher-level constraints shall apply.

104. Amendment

The Policies and Procedures herein contained may be modified at a PRA Executive Board 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. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of the Black Gold League, Ringette Alberta, or Ringette Canada, or if additional clarification or detail is required.

105. Association Governance

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

- a. The following elected officers:
 - a. President;
 - b. Vice President;
 - c. Secretary;
 - d. Treasurer;
 - e. Registrar;
 - f. 2 Directors at Large.
- b. Persons appointed to the following roles (on an as needed basis):
 - a. Referee Coordinator;
 - b. Ice Allocator;
 - c. Coach Development Coordinator;
 - d. Player Development Coordinator;
 - e. Tournament Coordinator;
 - f. Webmaster;
 - g. Special Events and Fundraising Coordinator;
 - h. Equipment Coordinator;
 - i. Bingo and Gaming Coordinator;
 - j. 2 League Representatives.
- c. Past President

105.1 Duties of the Referee Coordinator

- a. Be aware of, and schedule officials for, all home games for all teams within the association;
- b. Coordinate training, upgrading, and evaluation of referees;
- c. Maintain contact with the Ice Allocator for changes in scheduling and referee needs;
- d. Communicate payroll information to the Treasurer on a bi-monthly basis;
- e. Provide referee information to Registrar;

105.2 Duties of the Ice Allocator

- a. Arrange and schedule all ice on which games and/or practices are played;
- b. Report Association ice availability to the Black Gold League and/or Ringette Alberta as required;
- c. Assist with the development of practice schedules;
- d. Book dressing rooms, floods, and nets for all home games and practices;
- e. Manage schedule changes due to tournaments, bad weather, etc.;

105.3 Duties of the Coach Development Coordinator

- a. Review Coaching Evaluations and provide feedback to all coaches;
- b. Collect Coaching applications at the beginning of the season and assign coaching positions, taking into account previous coaching evaluations;
- c. Ensure all Coaches meet the training requirements set out by Ringette Alberta;
- d. Ensure that each Head Coach and Assistant Coach provides the necessary screening documentation;

105.4 Duties of the Player Development Coordinator

- a. Coordinate player development: Power Skating, Goalie development, general skills clinics;

- b. Coordinate UAAs as per Ringette Alberta guidelines;
- c. Assist in the player/team selection process;

105.5 Duties of the Tournament Coordinator

- a. Apply for Ringette Alberta sanctioning and file necessary reports;
- b. Establish a tournament subcommittee;
- c. Shall provide event financial report;
- d. Shall communicate with interested teams;

105.6 Webmaster

- a. Shall be responsible for maintenance of the PRA website;
- b. Ensure the pembinariningette.ca domain name is renewed as required;
- c. Assist the Registrar with registration and roster creation on current PRA software;
- d. Shall be responsible for updating and maintaining @pembinariningette.ca email addresses;
- e. Assist any Director requiring IT assistance;

105.7 Duties of the Special Events and Fundraising Coordinator

- a. Organize fundraising opportunities;
- b. Ensure that there are adequate volunteers for fundraising events;
- c. Organize events to promote PRA and the sport of Ringette in the community;
- d. Organize Come Try Ringette events;
- e. Make arrangements for team photos;

105.8 Duties of the Equipment Coordinator

- a. Distribute equipment to teams at the beginning of the season and collect it at the end of season;
- b. Responsible for cleaning, maintaining, and repairing equipment and uniforms when required;
- c. Provide Executive with inventory and proposed replacement plans;

105.9 Duties of the Bingo and Gaming Coordinator

- a. Organize bingos and casinos;
- b. Ensure that there are adequate volunteers for bingos and other events;
- c. Organize and execute raffle(s) in accordance with AGLC guidelines;

105.10 Duties of League Representatives

- a. Attend meetings of the Black Gold League as per BGL Schedule;
- b. Act as a liaison between the Association and BGL;
- c. Collect game sheets from team managers and deliver them at BGL meetings as necessary;

105.11 Past President

The Association may appoint the Past President to a position for a period not to exceed one year in order to affect a successful transition within the Executive. The Past President may advise the Executive on matters affecting the Association but will not carry a vote on matters decided upon by the Executive at any Executive Meeting and shall only cast a vote at a General or Special General Meeting if that person is still a member of the Association by definition.

106. Executive Approval

When approval of the Executive is required or sought:

- a. At least three (3) Executive Members, one of which shall 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 in writing;

- d. The Secretary shall make copies of the request available to all other Executive Members;
- e. Executive Members wishing to withdraw from the approval process for the item must indicate their intent to withdraw to the Vice President;
- f. The participating Executive Members shall use whatever methods of communication they deem necessary to discuss the item;
- g. Each participating Executive Member will indicate to the Vice President whether they vote in favor or against approving the request;
- h. The decision rendered by the process is final – there are no appeals;
- i. The Secretary shall ensure the request and decision are duly recorded.

107. Objectives

The objectives of the Association include, but are not necessarily limited to:

- a. To promote Ringette at various skill levels among youth and adults within the Westlock/Barrhead area;
- b. As a member of Black Gold League, support and abide by the Bylaws, Policies, and Procedures they set forth;
- c. To participate in and support the functioning of the Black Gold League;
- d. To coordinate Ringette activities among the various associations in the zone of play and the Black Gold League;
- e. To stimulate public awareness and involvement, and to encourage participation in Ringette as a healthful exercise for improving physical fitness and personal development;
- f. To foster the highest standards of sportsmanship and friendship for all participants in Ringette and to encourage participants to strive for excellence in team work, team spirit and team discipline;
- g. To provide a safe environment for the participants;
- h. To formulate, print, disseminate, and administer policies beneficial to the sport of Ringette.

108. Website

The Association Website is www.pembinaringette.ca

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

- a. Registration Information;
- b. Bylaws;
- c. Policies;
- d. Forms;
- e. Meeting Minutes
- f. Notices to Members
- g. Event
- h. Notice of Meetings.

109. Communication Method

The primary method by which the Association will communicate information to the Members is via the Website and/or Social Media.

Other methods will be used only if necessary or deemed appropriate:

- a. Email to appropriate individuals;
- b. Notices via Social Media;
- c. At least one of the local newspapers;
- d. Written letter to appropriate individuals.

110. Supporting other Associations

Excluding financial support, the Association will do whatever the Executive deems appropriate to support the promotion of Ringette in other Associations. Financial support to other Associations may be done only through the passage of a Special Resolution as defined the Association Bylaws.

Section 200 - CODE OF CONDUCT AND ETHICS

201. Purpose

- 201.1 The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Pembina Ringette Association ("Association") programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.
- 201.2 The Association is committed to providing an environment in which all individuals are treated with respect. The Association supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the Association that include fairness, integrity, open communication and mutual respect.
- 201.3 Conduct that violates this Code may be subject to sanctions pursuant to the Association's policies related to discipline and complaints.

202. Application of this Policy

- 202.1 This Policy applies to conduct that may arise during the course of Association business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
- 202.2 This Policy also applies to the conduct of Individuals that may occur outside of the Association's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Association, as determined by the Association.

203. Responsibilities

- 203.1 All Individuals have a responsibility to Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - c. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - d. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - e. Consistently treating individuals fairly and reasonably; and,
 - f. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
- 203.2 Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats or outbursts;
 - b. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - c. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - d. Leering or other suggestive or obscene gestures;
 - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - g. Any form of hazing;
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
 - i. Unwelcome sexual flirtations, advances, requests or invitations;
 - j. Physical or sexual assault;
 - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; or

- I. Retaliation or threats of retaliation against an individual who reports harassment.

203.2 Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

Types of behaviour that constitute sexual harassment include, but are not limited to:

- a. Sexist jokes;
- b. Display of sexually offensive material;
- c. Sexually degrading words used to describe a person;
- d. Inquiries or comments about a person's sex life;
- e. Unwelcome sexual flirtations, advances or propositions; or
- f. Persistent unwanted contact.

203.3 Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Association's Discipline Policy. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;

203.4 Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);

203.5 Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;

203.6 In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Association events;

203.7 Respect the property of others and not willfully cause damage;

203.8 Promote ringette in the most constructive and positive manner possible;

203.9 Adhere to all federal, provincial, municipal and country laws;

203.10 Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Association, Black Gold League, and Ringette Alberta, as adopted and amended from time to time.

204. Conduct Requirements for Board/Committee Members and Staff

In addition to Section 203 above, Board and Committee Members of the Association will:

- a. Function primarily as a member of the board and/or committee(s) of the Association, not as a member of any other particular member or constituency;
- b. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Association;
- c. Behave with decorum appropriate to both circumstance and position;
- d. Be fair, equitable, considerate and honest in all dealings with others;
- e. Exercise due diligence in upholding one's fiduciary responsibility to the Association;
- f. Respect the confidentiality appropriate to issues of a sensitive nature;
- g. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- h. Respect the decisions of the majority and resign if unable to do so;
- i. Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings;
- j. Have a thorough knowledge and understanding of all the Association's governance documents.

205. Conduct Requirements for Coaches

In addition to Section 203 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete.

- a. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:
- b. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Association's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- c. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- d. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- e. Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
- f. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
- g. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
- h. Dress professionally, neatly and inoffensively; and
- i. Use inoffensive language, in consideration of the audience being addressed.

206. Conduct Requirements for Team Staff (Trainers and Managers)

In addition to Section 203 above, Team Staff, including Trainers and Managers, will have additional responsibilities to:

- a. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Association's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- b. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- c. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
- d. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
- e. Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
- f. Dress professionally, neatly and inoffensively; and
- g. Use inoffensive language, in consideration of the audience being addressed.

207. Conduct Requirements for Athletes

In addition to Section 203 above, Athletes will have additional responsibilities to:

- a. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- b. Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;

- c. Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
- d. Adhere to the Association's rules and requirements regarding clothing and equipment;
- e. Never ridicule a participant for a poor performance or practice; and
- f. When competing, act in accordance with the Association's, Black Gold League, and Ringette Alberta's Policies.

208. Conduct Requirements for Officials

In addition to Section 203 above, Officials will have additional responsibilities to:

- a. Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
- b. Be fair and objective;
- c. Avoid situations for which a conflict of interest may arise;
- d. Be as impartial, unobtrusive and inconspicuous as possible;
- e. Submit all required documentation in a timely manner;
- f. Conduct all events according to the rules of the Association, Black Gold League, and Ringette Alberta; and
- g. Make independent judgments.

209. Conduct Requirements for Parents/Guardians

In addition to section 203 above, Parents/Guardians will have additional responsibilities to:

- a. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
- b. Never ridicule a participant for making a mistake during a performance or practice;
- c. Provide positive comments that motivate and encourage participants' continued effort;
- d. Respect the decisions and judgements of officials, and encourage athletes to do the same;
- e. Respect and show appreciation to all competitors, and to the team staff, officials, and other volunteers who give their time to the sport.

210. Dressing Room Policy

The dressing room is a great place for building team spirit and camaraderie. However, players need to make sure they are being respectful of their teammates, parents, opposing players, and each other. Dressing rooms are a restricted area for the exclusive use of players to change into their equipment and uniforms and share the team experience within a safe and private environment. The dressing room is also an area for the players to physically and mentally prepare for a game or practice, and to receive instructions and direction from the Bench Staff. Parents, siblings, friends, and other persons should not infringe upon the dressing room privacy of our players as they dress and prepare for a game or after a game.

210.1 Access to Dressing Rooms

In the case of co-ed teams, when separate dressing rooms are available for both male and female players, males and females shall make use of separate dressing rooms and access will be the same as above. Once all the players are completely dressed, players may enter the designated team dressing room.

- a. U7 and U10 teams:
- b. Parents and coaching staff are welcome to assist in the dressing room.
- c. The coach may request a period of time during practices or before games to speak with players without parents/guardians present. In such an instance, male staff must be accompanied by a female member of team staff or a female parent/guardian.
- d. U12 and up:
- e. Access to the dressing room is limited to PRA team staff (Head Coach, Assistant Coaches, Trainer, Manager, Junior Coaches) and PRA Board of Directors with valid criminal record checks. Without exception, at least one member of the team Bench Staff present in the dressing room must be a Team Designated Female, as per RAB Female on the Bench Requirements.
- f. If players require assistance with skates or other equipment, this should be done in the common areas of the arena or by female team staff in the dressing room.

- g. Male team staff are permitted into the dressing room approximately 15 minutes prior to and approximately 5 minutes following a game. They must be accompanied by female team staff, who will ensure that all players are dressed prior to entry.
- h. Officials:
- i. Adult and youth referees of opposite sex shall not share a referee change room without the parent or guardian of the youth referee in attendance.

210.2 There will be no alcohol or tobacco in the dressing room.

210.3 Voices will be kept to a reasonable level and no swearing or rude language will be tolerated.

210.4 Fighting, abuse, harassment, and/or bullying will not be tolerated and will be dealt with under the PRA Discipline and Complaints policy.

211. Cell Phone Policy

- a. Cell phones and other mobile devices with audio or visual recording capabilities, still cameras, or video cameras are not to be used in dressing rooms or other changing areas, including referees change room.
- b. If these items need to be used, the user MUST leave the room except when a member of the team staff is using the playback mode as a coaching tool and only when ALL the athletes are dressed as per Section 210.
- c. A single cell phone or mp3 player may be used to broadcast music before games or practices, at the coach's discretion and direct permission. All others must be kept turned off and left with other belongings.
- d. Players found to be taking photos or videos in the change room will be required to leave their devices at home or with a parent in the common areas of the arena.
- e. Cell phone usage on the bench must be limited to emergencies ONLY, unless used as a coaching tool.

Section 300 - DISCIPLINE AND COMPLAINTS POLICY

301. Purpose

301.1 Membership and/or participation in the Association, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Association Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Association. Conduct that violates these values may be subject to sanctions pursuant to this policy.

302. Application of this Policy

302.1 This Policy applies to all Individuals as defined in the Definitions.

302.2 This Policy applies to discipline matters that may arise during the course of Association business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.

302.3 Discipline matters and complaints arising within the business, activities or events organized by entities other than the Association will be dealt with pursuant to the policies of these other entities unless accepted by the Association in its sole discretion.

303. Reporting a Complaint

303.1 Any Individual may report to the Association; Head Office any complaint of an infraction by an Individual. Such a complaint must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Association.

303.2 A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Association. This decision may not be appealed or is grounds for defense.

304. Case Manager

- 304.1 Upon receipt of a complaint, the Club will assign a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy. Such appointment is not appealable. The Case Manager has an overall responsibility to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
- Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager decision to the acceptance or dismissal of the complaint may not be appealed.
 - Determine if the complaint is a minor or major infraction;
 - Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy;
 - Determine the format of the hearing;
 - Coordinate all administrative aspects of the complaint;
 - Provide administrative assistance and logistical support to the Panel as required; and
 - Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
- 304.2 The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
- 304.3 This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

305. Minor Infractions

Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Association or to the sport of ringette.

- 305.1 All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or Association decision makers).
- 305.2 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- 305.3 Penalties for minor infractions, which may be applied singly or in combination, include the following:
- Verbal or written warning;
 - Verbal or written apology;
 - Service or other voluntary contribution to the Association;
 - Removal of certain privileges of membership or participation for a designated period of time;
 - Suspension from the current competition, activity or event; or
 - Any other sanction considered appropriate for the offense.
- 305.4 Minor infractions that result in discipline will be recorded and maintained by the Association. Repeat minor infractions may result in further such incidents being considered a major infraction.

306. Major Infractions

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to the Association or to the sport of ringette.

- 306.1 Examples of major infractions include, but are not limited to:
- Repeated Minor Infractions;
 - Intentionally damaging PRA property or improperly handling Association monies;

- c. Incidents of physical abuse;
- d. Pranks, jokes or other activities that endanger the safety of others, including hazing;
- e. Disregard for the bylaws, policies, rules, regulations and directives of the Association;
- f. Conduct that intentionally damages the image, credibility or reputation of the Association or the sport of ringette;
- g. Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- h. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

306.2 Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

306.3 Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

307. Procedure for Major Infraction Hearing

307.1 If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will, with the consent of the parties, seek to resolve the complaint through mediation using the services of an independent mediator or the Case Manager.

307.2 If the complaint cannot be resolved through mediation, then a hearing before a Panel will take place. The Case Manager will appoint the Panel, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the Case Manager will appoint one of the Panel's Individual to serve as the Chair.

307.3 The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Vice President and the Panel deem appropriate in the circumstances, provided that:

- a. The Parties will be given appropriate notice of the day, time and place of the hearing.
- b. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
- c. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d. The Panel may request that any other individual participate and give evidence at the hearing.
- e. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- f. Decisions will be by majority vote.

308. Decision

308.1 After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and the Association. The decision will be considered a matter of public record unless decided otherwise by the Panel.

308.2 Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

308.3 If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

308.4 In fulfilling its duties, the Panel may obtain independent advice.

309. Sanctions

309.1 The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a. Verbal or written reprimand;
- b. Verbal or written apology;
- c. Service or other voluntary contribution to the Association;
- d. Removal of certain privileges of membership;
- e. Suspension from certain Association teams, events and/or activities;
- f. Suspension from all Association activities for a designated period of time;
- g. Withholding of prize money;
- h. Payment of the cost of repairs for property damage;
- i. Suspension of funding from the Association or other funding;
- j. Expulsion from the Association;
- k. Other sanctions as may be considered appropriate for the offense.

309.2 Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

309.3 A written record will be maintained by the Association at their head office for major infractions that result in a sanction.

310. Serious Infractions

The Association may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

311. Criminal Convictions

An Individual's charge or conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from the Association and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Association:

- a. Any child pornography offences;
- b. Any sexual offences;
- c. Any offence of physical or psychological violence;
- d. Any offence of assault; or
- e. Any offence involving trafficking of illegal drugs.

312. Confidentiality

The discipline and complaints process is confidential, involving only the Parties, the Vice President, and the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

313. Appeals Procedure

The decision of the Panel may be appealed in accordance with the Association's Appeal Policy.

Section 400 - APPEALS POLICY

401. Purpose

401.1 Any Individual who is affected by a decision of the Association will have the right to appeal that decision in accordance with this Policy, subject to any limits in this Policy, to the applicable governing body as set out in the table below:

Table 1: Jurisdiction of Appeals

1 st Level of Appeal	PRA Board of Directors
2 nd Level of Appeal	Black Gold League
3 rd Level of Appeal	Ringette Alberta

401.2 This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the Association.

401.3 This Policy will **not** apply to decisions relating to:

- a. Decisions made external to the Association;
- b. Matters of employment;
- c. Matters of board composition, committees, staffing, or employment opportunities;
- d. Commercial matters;
- e. Matters of budgeting and budget implementation, including fees, dues and levies;
- f. Infractions for doping offences which are dealt with pursuant to the *Canadian Anti-Doping Program* or any successor policy;
- g. The rules of ringette or disputes over competition rules;
- h. Matters relating to the substance, content and establishment of policies, procedures or criteria;
- i. Disputes arising within competitions which have their own appeal procedures; and
- j. Any decisions made under this Policy.

402. Timing of Appeal

42.1 Members who wish to appeal a decision will have fourteen (14) days from the date on which they learned of the decision, to submit in writing to the head office of the Association the following:

- a. Notice of their intention to appeal;
- b. Contact information of the Appellant;
- c. Name of the Respondent;
- d. Ground(s) for the appeal;
- e. Detailed reason(s) for the appeal;
- f. All evidence that supports the reasons and grounds for an appeal;
- g. The remedy or remedies requested, and
- h. A payment of two hundred dollars (\$200), which may be refundable.

NOTE: If the Appellant is successful in their appeal, the Association will reimburse the \$200.00 payment to the Appellant and the Respondent will be responsible for such payment to the PRA no later than fourteen (14) days of receipt of the appeal decision. If the Appellant is unsuccessful in their appeal, the \$200.00 is non-refundable.

403. Grounds for Appeal

403.1 Decisions may only be appealed on procedural grounds which are limited to the Respondent:

- a. Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
- b. Failing to follow procedures as laid out in the bylaws or approved policies of the Association;
- c. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or
- d. Failing to consider relevant information or taking into account irrelevant information in making the decision.

403.2 The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error.

404. Appeals Officer

404.1 The Association will appoint an Appeals Officer to oversee this Policy. The Appeals Officer has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:

- a. Receive appeals;
- b. Determine if the appeal lies within the jurisdiction of this Policy;
- c. Determine if appeal is brought in a timely manner;
- d. Determine if the appeal is brought on permissible grounds;
- e. Appoint the Tribunal to hear the appeal;
- f. Determine the format of the appeal hearing;
- g. Coordinate all administrative and procedural aspects of the appeal;
- h. Provide administrative assistance and logistical support to the tribunal as required; and
- i. Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

405. Screening of Appeal

Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this Policy, and if it satisfies procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

406. Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

407. Tribunal

407.1 If the appeal cannot be resolved through mediation, then a Hearing before a Tribunal will take place. The Appeals Officer will appoint the Tribunal, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeals Officer, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

407.2 The Appeals Officer will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, a Hearing based on written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:

- a. The parties will be given appropriate notice of the day, time and place of the hearing.

- b. Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing.
- c. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d. The Tribunal may request that any other individual participate and/or give evidence at the hearing.
- e. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- f. In a situation where the hearing is conducted by a Tribunal consisting of three Adjudicators, a quorum will be all three Adjudicators and decisions will be by majority vote.

408. Appeal Decision

408.1 After the Hearing, the Tribunal will issue its written decision, with reasons. The Tribunal may decide to:

- a. Reject the appeal and confirm the decision being appealed; or
- b. Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision; or
- c. To uphold the appeal and vary the decision.

408.2 The Tribunal's decision will be considered a matter of public record, unless determined otherwise by the Tribunal. A copy of this decision will be provided to the Parties and to the Association. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

409. Confidentiality

The appeal process is confidential involving only the parties, the Appeals Officer and the Tribunal. Once initiated and until a written decision is released, none of the parties or the Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

410. Final and Binding Decision

The decision of the Tribunal will be binding on the parties, unless appealed to the next higher governing body.

Section 500 - REGISTRATION, PARTICIPATION & REFUNDS

501. General

The basic intent of the Association 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. Association approved vouchers may be used for all or a portion of any fees or levies.

502. Registration Fee

The Registration Fee is a component of the Membership Fee defined in the Bylaws. 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.

503. Registration

503.1 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. The exception to this section would be "Bring a Friend" or "Come Try Ringette" publicity style events which are, by default, insured by Ringette Alberta.

503.2 Conditioning camps, summer schools or similar programs not run by the Association are exempt from this pre-registration requirement. Participants should verify the insurance needs when registering for such events.

504. 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 Meeting called to include fee setting as part of its agenda. The levies will have a defined due date 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.

505. Withdrawal

505.1 Withdrawal "with cause" shall be:

- a. For a substantiated reason preventing playing Ringette for a large portion of the playing season,
- b. Family relocation away from Westlock/Barrhead and the surrounding area

505.2 Withdrawal for any other reason shall be "without cause".

506. Withdrawal and Registration Refund

506.1 Withdrawal for any reason before September 1st will result in a full refund of the Registration Fee, minus a \$25 Administration fee.

506.2 Withdrawal for any reason before Teams are created will result in a 75% refund of the Registration Fee, minus a \$25 Administration fee.

506.3 Withdrawal for any reason before October 15th will result in a 50% refund of the Registration Fee, minus a \$25 Administration fee.

506.4 Withdrawal for any reason after October 15th will result in no refund of the Registration Fee.

506.5 Concessions may be made for first-time registrants who withdraw after participating in less than four (4) ice times. A request in writing outlining the rationale for withdrawal shall be presented to the Executive and a decision rendered on a case-by-case basis.

507. Withdrawal and Levies Refund

507.1 Withdrawal for any reason before September 1st will result in a full refund of any paid Levies.

507.2 Withdrawal for any reason before Players are assigned to Teams will result in a 75% refund of paid Levies.

507.3 Withdrawal "with cause" prior to October 15th will result in a 50% refund of paid Levies.

507.4 Withdrawal for any reason after October 15th will result in no refund of paid Levies.

508. Withdrawal and Team Fee Refund

508.1 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 Association Treasurer will refund any excess to the Player.

508.2 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.

509. Non-Sufficient Funds (NSF) Fee

There is a \$40.00 fee for an NSF cheque written to Pembina Ringette Association. The collection of the fees owed must be in the form of cash, money order, or certified cheque. Players are not permitted to return to the ice until all outstanding fees are collected.

Section 600 - HARDSHIP AND SUPPORT

601. General Hardship and Support Information

Ringette is an expensive sport and while we would like to encourage participation by everyone in the community, the Association is 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. In identifying the need for support, the Association will endeavor to ensure that self-respect and pride is preserved for those requiring supports.

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

602. 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.

603. 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.

604. 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.

605. Bingos and Casinos

Extra Bingos and/or Casinos 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 these programs will other sourcing be considered. Unwillingness to use these programs will likely result in rejection of the support request.

606. Corporate Sponsorship

If the Association has a corporate sponsor available, that sponsor may, with the approval of the Executive and the sponsor, be used to support the Player in Ringette. Also, the Association will support the parents (and/or Player if the Player is 18 or older) if they wish to arrange for Player-specific corporate sponsorship.

Section 700 – PLAYING UP AND PLAYING DOWN

Playing Up: means playing in a Division higher than defined for the Player's age. Normally, levels within divisions provide sufficient separation of skill levels.

Playing Down: means playing in a Division lower than defined for the Player's age. One of our principle 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 PRA's 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 when possible.

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.

701. Process for Requested Player Movement

701.1 All Player Movement (Up or Down) requests must be made using the Player Movement Request Form (available on the Website) and include reasons why the move should occur. The completed request must be submitted to the Coach and Player Development Coordinator. The Coach and Player Development Coordinator 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 include but are not necessarily limited to such things as the Black Gold League, Ringette Alberta, or Ringette Canada rules), will be formulated into a recommendation as to whether the requested move should be considered. The Coach and Player Development Coordinator shall then seek Executive Approval.

701.2 If the request is to Play Down, and the Executive accepts the recommendation of the Player Development Coordinator, a request for Overage Player approval will then be sent to BGL and Ringette Alberta for approval.

701.3 If the request is to Play Up, and the Executive accepts the recommendation of the Player Development Coordinator, an evaluation process will occur.

702. Playing Up

702.1 The following conditions apply to Playing Up:

- a. The movement can only be up one Level within a Division or from the highest Level in a Division to the lowest Level in the next higher Division;
- b. The Player must try out for and be in the top 10% of the desired Level based on the same evaluation criteria applied to all Players at that Level;
- c. If approved, the Player moves up. Such movement is valid for the current season only. A new application must be processed in this same manner for each successive season before the player can play up.

702.2 The evaluation will be monitored by:

- a. The Coach and Player Development Coordinator;
- b. An independent evaluator as approved by the Executive;
- c. One Executive Member that is not the Coach and Player Development Coordinator, or a relative of the player requesting the movement.

703. Playing Down

703.1 Playing Down sets out the process for approval of players who are chronologically older than the division in which they are registered.

703.2 It can be appropriate for an over age player to be allowed to participate at a lower age division and should be based on an objective criterion such as ability, experience, style of play, and player size.

703.3 Requests for overage players are required by BGL prior to Team Declaration.

703.4 Requests for overage player approval must be received by Ringette Alberta prior to the given deadline of the current playing season and a decision will be made by the Ringette Alberta Competitions Committee.

703.5 Overage player requests must be made using a fully completed Ringette Alberta Request Form.

704. Association Needs

704.1 In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams. In accordance with Ringette Alberta, the Association reserves the right to move players up, providing evaluations are completed and considered within all divisions affected. Teams must declare their tier by the Ringette Alberta Team registration deadline of October 15.

705. Team/ Player Evaluations

705.1 Pembina Ringette Association considers a team viable at 11 players and up to a maximum of 18 players.

705.2 Whenever there are sufficient numbers of registered players to comprise two or more teams in a division, players will be evaluated to set teams. Numbers may dictate upward or downward movements in order to meet the player number requirements.

- a. Those players shall be subjected to an on-ice skills testing for the purpose of determining the physical skating and ring handling abilities of each player, to determine player's team placement
- b. Universal Athlete Assessment results will be used as a tool to help determine player's abilities when deciding a player's placement on a team, in conjunction with player evaluations, at the appropriate levels
- c. Players that choose not to participate shall be placed in a lower tier
- d. If the teams are to be tiered at the same level, the player will be placed on a team based on what is already known about his/her skills
- e. Universal Athlete Assessment results will be used to tier teams in their division

705.3 Coach and Player Development Coordinator is responsible for the evaluation process.

Section 800 – PLAYER RESIDENCY

801. Purpose

Ringette Alberta has set rules that specify the requirements for letting Players register or play for a Team in a different Association or Zone. The process set forth by Ringette Alberta involves completion of a Ringette Alberta Player Release Form and several approvals that may include, but are not necessarily limited to:

- a. The Player;
- b. One or Both Parents;
- c. Both Association Presidents;
- d. Zone Director(s)

There are some exceptions made for Teams playing in Provincial, Western Canadian, or National finals in that Ringette Alberta permits Players to be picked up by another Team.

PRA policies provide what constraints the Association will follow in addition to those defined by Ringette Alberta.

802. Player Releases

A Player will not be released to a Team in Zone 5 or another zone for which the Pembina Ringette Association offers the Division and Level. When a Player wants to play at a Level not offered by the Association, alternatives in Westlock/Barrhead will be offered, but the Player will be provided the option to try out and play elsewhere. A Player requesting release must state in writing the reasons why they should be released and submit the request to the Coach and Player Development Coordinator. The Coach and Player Development Coordinator will then bring the request for release to the Executive for decision. If approval is given, the Registrar will file the completed Player Release Form with Ringette Alberta.

803. Players from Other Associations

The Association *does* permit Players from other Associations to play on local Teams subject to:

- a. The constraints and policies set forth by Ringette Alberta;
- b. The Playing Up and Playing Down policies herein contained;

c. Executive Approval.

Section 900 – AFFILIATION AND COMBINED TEAMS

901. Purpose

The constraints set forth by Ringette Alberta and the Black Gold League 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 permits Players to play on a different Team than the one they are registered with. Any given Player can be affiliated with only one other Team. The PRA policies describe what constraints the Association will follow in addition to those defined by Ringette Alberta and the Black Gold League.

902. Affiliate Level

Player affiliation within the Association will be established and limited to assignment to a team one level up. This will include either within the assigned division, or if at the top of a division, the lowest level within the higher division.

903. Establishing Affiliation

Each Head Coach shall assign one or more Affiliates to a team within their respective Divisions based upon the positional rankings as determined during the evaluation process each season. The Coach that an Affiliate Player is assigned to shall complete a Ringette Alberta Player Affiliation Form and submit it to the Registrar complete with the player's signature and the approval signature of a parent or legal guardian. The Registrar will register the Affiliation according to the processes of Ringette Alberta.

904. Affiliates in Practices

The regular practice ice is for the regular rostered players (skaters and goalies) to have full development time and attention with their coaches and fellow players. Affiliate players (skaters and goalies) are not to be attending the affiliating team's practice ice. The intent of player affiliation is not additional player development or additional ice time for a select few players. This creates an environment of preferential treatment and animosity among members of our association.

In rare instances when an affiliate is needed for a game and it's necessary to attend practice for a specific reason, it must be cleared with the affiliate's regular coach prior to practice. The use of practice ice will be monitored by PRA for compliance to guidelines.

905. Affiliates in Games

With the exception of Affiliates in Tournaments and Combined Teams an Affiliate may play in games, subject to the constraints of Ringette Alberta and the Black Gold League, on the Team they are affiliated provided that the Affiliate would not miss a game of their own Team.

906. Affiliates in Tournaments

With the exception of Combined Teams, an Affiliate may play in tournaments, subject to the constraints of Ringette Alberta and the Black Gold League, on the Team they are affiliated provided that the Affiliate:

- a. Has been properly identified on the Tournament Registration form, regardless of whether such form had provision for doing so;
- b. Will not miss a game with their own Team.

907. 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 the constraints of Ringette Alberta and the Black Gold League, provided that:

- a. Such a Team is permitted and accepted by the Tournament Committee;
- b. The Players will not miss a game of their own Team.

Section 1000 – TEAMS

1001. Purpose

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:

- a. Team viability;
- b. Competitiveness expectations at the various Levels (“A”, “B”, etc.);
- c. Availability of Coaches;
- d. Availability of ice;
- e. Player placement requests;
- f. 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.

1002. Team Personnel and Team Staff

This team staff policy applies to all group members of Ringette Alberta and their teams, in the best interest of the players, and must meet the following requirements:

1002.1 Team Registration Form (TRF): Minimums and Maximums

- a. A team must register on their TRF a minimum of:
 - i. Head Coach (1) Aged 18+
 - ii. Assistant Coach (1) Aged 16+

****One of these positions must be a female over the age of 18****
- b. A team may register on their TRF a maximum of:
 - i. Head Coach (1) Aged 18+
 - ii. Assistant Coach (unlimited) Aged 16+
 - iii. Junior Coach (unlimited) Aged 14-17 (may turn 18 during season)
 - iv. Manager (1) Aged 16+
 - v. Trainer (1) Aged 18+

1002.2 Player’s Bench during Games: Minimums and Maximums

Note: Only those listed on the TRF may be listed on the Gamesheet and be on the bench during game play, with the exception of certain absences and circumstances approved by Ringette Alberta.

- a. A team must have on the bench a minimum of two (2) coaches, where one must be female and 18+;
- b. A team may have on the bench a maximum of:
 - i. Head Coach (1)
 - ii. Assistant Coach (1)
 - iii. An additional three (3) team staff made up of any combination of Assistant Coaches, or Trainer
 - iv. Junior Coaches (unlimited)

1002.3 On-Ice Assistants:

On-Ice Assistants may be requested or required, especially at younger levels of play. On-Ice assistants may be on the ice during practices only, under the supervision of coaches and must be aged 18+ and completed Coach Initiation in Sport Module, available on Ringette Alberta’s website.

1002.4 Junior Coaches: PRA supports the development of junior coaches. Junior coaches must be 14+ and have completed Coach Initiation in Sport Module, available on Ringette Alberta’s website.

1002.5 Team Staff: All team personnel must have training and/or certification as outlined by RAB.

1003. Levels in a Division

The Association will not create a team or teams at a level in a division for which there is an insufficient number of teams within the BGL to provide an equitable (equivalent to other levels) number of games.

1004. Player Evaluation

All player evaluation shall be done according to Association prescribed processes.

1005. Player Positions

All Active Start, U10S1, U10S2, and U10S3 players should be given the opportunity to play every position. For all other divisions, position placement is at the discretion of the Team Staff and must follow all RAB and BGL guidelines.

1006. 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 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.

1007. Player Evaluation

Player evaluation (Universal Athlete Assessment/UAA) will be conducted prior to the beginning of each Ringette Season for each Division and all Player evaluation shall be done according to Association prescribed processes. The Coach and Player Development Coordinator shall provide due notice prior to the start of the season as to the evaluation process. Notice will be provided via the PRA Web site outlining the evaluation process for the current season.

Players (or their parent) may inquire only about their own (or their child's) evaluation and ranking. Neither Players nor their parents are permitted to inquire about the evaluation or standings of other players. In the U10 Division, every player attending wishing to be a goaltender will be evaluated at the first skating skill session as a skater.

1008. Team Assignments

When evaluations are complete, Players will be assigned to a Level within a Division and a Team within that Level. These placements are final. Players (or their Parent) wishing further information about their own (or their child's) placement must submit a request to the Coach and Player Development Coordinator.

1009. 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. When there is more than one goaltender on a team playing Time is at the discretion of the Team Staff for divisions U14 and up.
- f. In the following Divisions, one goaltender shall not play in goal beyond the allotted percentage of League Games. This player is encouraged to play as a skater while not in goal.
 - U7 - 25 percent;
 - U10 - 50 percent.

1010. Team Issues

If the team cannot resolve an issue, or outside intervention is desired, a request for assistance must be put in writing, signed and submitted to the Vice President. If the Vice President cannot achieve resolution, the request

shall be passed to the President within fourteen (14) days of receiving the written request, and a recommendation will be formulated to be presented for Board Approval.

1011. 24-Hour Rule

A Member is not to approach a coach to discuss a try-out related situation, a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.

1012. Game Administration

1012.1 Per BGL guidelines, every Team must, unless otherwise provided for, provide the following minor officials for each home game

- a. U10 – 2 people: one will operate the time clock, and one will operate a penalty box gate.
- b. U12 and above – 3 people: one each to operate the time clock, a penalty gate, and the shot clock.

1012.2 Per BGL guidelines, every Team should, unless otherwise provided for, provide the following minor officials for each away game:

- a. U10 – 2 people: one will manage the game sheet, and one will operate a penalty box gate.
- b. U12 and above – 2 people: one will manage the game sheet, and one will operate a penalty box gate.

1012.3 The results of each game shall be submitted electronically as per the direction of the Black Gold League and Ringette Alberta.

1012.4 Team Managers must retain copies of all Gamesheets for the season in its entirety should they be needed for repooling request purposes or otherwise.

1013. Team Provisions

The PRA provides to each team including, but not necessarily limited to:

- a. Ice Time
- b. One set of Goaltender equipment
- c. Two sets of Game Jerseys in Jersey bags
- d. PRA determined number of Rings
- e. One First Aid kit and ice packs
- f. Referees for all scheduled league games
- g. At a cost to the team, referees for games arranged by the team
- h. Gamesheets

Things the PRA does not provide including, but not necessarily limited to:

- a. Practice Jerseys
- b. Water bottles
- c. Tape
- d. Practice Pylons

1014. Required Equipment

All players are required to have the following equipment for each game and practice:

- a. Hockey Helmet with Ringette face protector (both CSA approved)
- b. BNQ approved neck guard
- c. Elbow pads
- d. Shoulder and chest protector
- e. Jersey (players must provide their own practice jerseys)
- f. Gloves
- g. Girdle/pelvic protection
- h. Ringette pants

- i. Shin pads
- j. Hockey Skates
- k. Ringette Stick

1015. Team Obligations

All teams are expected to:

- a. Play all league and playoff games - these games 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 PRA
- e. Use Game Jerseys in games only – Game Jerseys are not to be worn in practices

1016. Team Finances

1016.1 Team Fee

Based on fundraising initiatives the team may undertake, the team may choose to assess each player a fee called the Team Fee to provide the funds necessary to meet the team financial requirements for the season. Money refunded to players/parents at season's end must be no greater than the team fee amount. Any monies remaining over and above the Team Fees paid go to the PRA at the end of the season.

1016.2 Team Treasurer

Each team will appoint a person to the position of Team Treasurer to manage the finances of the team. The Team Staff and Treasurer are responsible for preparing the Team Budget. Such a budget could include, but is not limited to such things as;

- a. Tournaments
- b. Championships
- c. Team expenses
- d. Team travel for non-league play
- e. Parties
- f. Fundraising Activities
- g. Off-ice training

Financial Statements will be made available to all parents of the team upon request and a final statement provided upon closure of the account.

1016.3 Team Bank Account

Each team will establish an independent bank account for the purpose of managing revenue and expenses specific to that team throughout the course of the season.

- a. All team accounts are to be established at Scotiabank in Westlock, Alberta through Small Business Advisor Andrea Fox-Robinson. Team money must not be managed through a personal account.
- b. Team accounts must be set up with a minimum of 2 signing authorities required on all debit transactions to avoid any conflict of interest.
 - i. Signing authorities are not to be immediate family members.
 - ii. A letter to the bank must be signed by the head coach indicating which team staff are to be signing authorities.
 - iii. No team debit cards are permitted.
- c. Team accounts are to be opened under the team name (ie. Pembina U102). Accounts can be reopened the following season by providing a letter as in point b, outlining the new team signing authorities.
- d. Team accounts will be closed no later than April 15, and remaining funds will be disbursed back to the players/parents as per PRA guidelines (See 1015.1)

1017. Championships

1017.1 For U12 and higher divisions, provincial or higher championships may exist. Any team that wants to participate, should they qualify, must submit a completed 'Commitment to Attend' form to Ringette Alberta and declare league/zone intent to participate in playdowns.

1017.2 Teams are responsible for all fees associated with playdowns. Teams may be reimbursed at the discretion of the Board.

1017.3 PRA will assist in seeking sponsorships for the provincial registration fee for any team qualifying for provincial championships.

1017.4 Ringette Alberta pays for the cost of entering Western and/or National Championships. All travel, food, and lodging are the responsibility of the team. However, the PRA will, at the discretion of the Board, assist the team in finding additional funding sources.

1018. Team Fines

1018.1 Fines are assessed to the PRA by the Black Gold League and Ringette Alberta, and are paid by the PRA on behalf of the team obtaining such fines. Any fines incurred by a team must be repaid to the PRA by said team.

1018.2 Fines are to be paid within 30 days of the date of the invoice. Failure to pay in full within this timeframe is subject to a subsequent 10% penalty for every week in full or in part in excess of 30 days.

1018.3 Teams failing to pay fines, or failing to show attempts at repayment, will be found to be not in good standing with the PRA. Further disciplinary action may be taken on a case-by-case basis by the Board.

1018.4 Please see Black Gold League Appendix B - 'Fees and Fines', and Ringette Alberta 'Rates and Fees' for current fees and fines.

1019. Team Treasurer

Every Team must appoint or select a person to the position of Team Treasurer to manage the finances of the Team. The Team staff and Treasurer are responsible for preparing the Team Budget.

In order to protect the interests of the Players, the Team and the Association, the Team Treasurer will open and maintain a bank account for the duration of the season for which the account was created. Statements will be prepared for distribution to team parents 3 times per year and will be available at any time upon request. It is recommended that there be two (2) signatures required on the Team Account to avoid any conflict of interest relative to finances.

1020. Team Budget

Every Team must create a budget called the Team Budget. Such a budget should include, but is not necessarily limited to such things as:

- a. Levies assessed to the Team or Players through the Team;
- b. Levies assessed by the Team to the Players;
- c. Tournaments;
- d. Championships;
- e. Trophies;
- f. Parties;
- g. Fundraising activities.

The Team Budget must be agreed to by a majority of the Team. Copies of the Team Budget must be submitted to the Vice President and to the Association Treasurer. The Team Budget is internal to the Team and the Association has no responsibility for collecting or refunding this money, with the exception of any Levies due the Association. It is up to the Team to determine how it will raise the funds necessary to meet the Team Budget. Any fundraising

activities undertaken by an individual team is undertaken in addition to the Association mandated fundraising obligations and must be pre-approved by the Executive.

1021. Team Fundraising

- a. Team Fundraising will be done (when necessary) in addition to the mandated Association fundraising.
- b. Team Fundraising will be kept to a reasonable level.
- c. All Team fundraising activity will be documented and recorded in the team budget.
- d. Refunds to players or parents shall not exceed the amount contributed by that person.
- e. Excess fundraising monies will be given to PRA at the end of the season.

1022. Team Sponsorship

- a. In the interest of fairness and to prevent duplicate requests, Team Sponsorships shall be sought only after Executive pre-approval.
- b. Team Sponsorships shall be documented and filed with the Executive.
- c. Team officials shall not, without Executive approval, apply any PRA logo on any clothing or merchandise purchased in relation to PRA from non-approved vendors or suppliers.

Section 1100: SCREENING POLICY

1101. Purpose

1101.1 Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Pembina Ringette Association is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.

1101.2 This Policy is one of several policy tools that the Association will use to fulfill its commitment to provide a safe environment and to protect its participants.

1101.3 The purpose of screening is to identify individuals who may pose a risk to the Association and participants.

1102. Policy Statement

1102.1 Not all individuals associated with the Association will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form. The Association will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

1102.2 For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Association. Such designated categories include:

- a. All board members; and
- b. Any persons volunteering with a PRA team whether as a coach, manager, chaperone, driver or official in another role.

1102.3 It is the Association's policy that:

- a. Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form.
- b. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
- c. The Association will not knowingly place in a designated category an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Association, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening

Committee may approve a person's participation in a designated category.

- d. If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Association.
- e. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with the Association's Discipline Policy.

1103. Screening Committee

1103.1 The implementation of this policy is the responsibility of the Screening Committee of the Association; a committee of three - five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.

1103.2 The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.

1103.3 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Association.

1103.4 The Screening Committee is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Association. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

1104. Procedure

1104.1 Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Association.

1104.2 The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o Pembina Ringette Association at its head office in an envelope marked "Confidential – Attention Screening Committee".

1104.3 Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.

1104.4 After to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will:

- a. Approve an individual's participation in a designated category; or
- b. Deny an individual's participation in a designated category; or
- c. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.

1104.5 If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the Association President that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

1104.6 If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the Association President, render its decision and

provide notice of its decision in accordance to paragraphs 14. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

1104.7 The decisions of the Screening Committee are final and binding.

1104.8 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.

1104.9 PRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

1105. Relevant Offences

1105.1 For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a. If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any violation/offence involving conduct against public morals;
- b. If imposed in the last ten years:
- c. Any violation/offence of violence including but not limited to, all forms of assault; or
- d. Any violation/offence involving a minor or minors.
- e. If imposed at any time:
 - i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual violation/offence involving a minor or minors; or
 - iii. Any violation/offence involving theft or fraud.

1106. Written Records

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

Section 1200 - Team Ice Allocation

- a. 1200. The PRA has no obligation to provide additional team practice ice for team beyond the normal half-sheet per week. The PRA will work to provide additional ice to teams, when it is available under the PRA's ice contract.
- b. 1201. Additional practice ice can be purchased for teams at an additional cost to those teams. The PRA is able to contract local ice and make it available at a competitive price when this would be difficult for teams to accomplish.
- c. The PRA will only contract for additional ice that is clearly required for the team. Teams should not expect to be scheduled for ice slots once their playing season is over.

1300 – COACH SELECTION

1301. Application

- a. All prospective Coaches shall, in each year they wish to coach, complete the “Coaching Application” form found on the website and submit it to the Coaching Coordinator.
- b. Coach applications for Head Coach Positions, must be submitted in order to be considered for a coaching position. Applications for Head Coach must be submitted by September 1st for the upcoming playing season.
- c. All Coaches, Assistant Coaches, Trainers, and Managers must obtain a Police Records Check, Vulnerable Sector Screening, and Screening Disclosure Form. These are mandatory and will be submitted to PRA in accordance with the Association Screening Policy.
- d. Assistant Coach Applications will be looked at if no Head Coach application is received for a team. These individuals will be contacted to see if they are interested in being a Head Coach.

1302. Selection Process

- a. The Head Coach Selection Committee will canvass applications for all coaching positions, review all applications by perspective candidates and other relevant parties and make its determination of the appropriate candidates for each Team.
- b. The Head Coach Selection Committee will advise all candidates of their status in the timeliest possible manner.
- c. In the event that the Head Coach Selection Committee is unable to reach a unanimous decision, the decision will be determined by a vote at a Special Executive meeting.
- d. All decisions of the Head Coach Selection Committee are final and cannot be appealed.

1303. Selection Criteria – Head Coach

PRA may use a wide range of criteria it deems appropriate in order to select its Head Coaches. The selection criteria includes, but it not necessarily limited to or constrained by:

- a. Be a current member in good standing within the PRA.
- b. Formal coaching, training and certification levels in accordance with Ringette Alberta rules; including a certified female.
- c. Demonstrated adherence to the Bylaws and Policies of PRA, Black Gold League, Ringette Alberta and Ringette Canada.
- d. Result of the PRC and VSS.
- e. Strong interest and commitment to child/athlete development.
- f. Ability to maintain a positive team environment.
- g. Eighteen (18) years or older.
- h. Has signed a “Coaches Code of Conduct” form.

1304. Selection Criteria – Assistant Coach, Trainer, and Managers

Head Coaches assigned to teams by the Head Coach Selection Committee will submit a list of their preferred Team Staff to the Coach Selection Committee for approval. These staff members must meet the requirements listed below by October 15th to stay on as Team Staff. If requirements are not met then the individual(s) will not be allowed to be a part of Team Staff. It is up to the Head Coach to make sure all requirements are met.

- a. Formal coaching, training and certification levels in accordance with Ringette Alberta rules; including a certified female.
- b. Demonstrated conformance to the Bylaws and Policies of PRA, Black Gold League, Ringette Alberta and Ringette Canada.

- c. Result of the PRC and VSS.
- d. Strong interest and commitment to child/athlete development.
- e. Eighteen (18) years or older.
- f. Has signed a “Coaches Code of Conduct” form.

1305. Team Requirements and Certification

- a. Coaches shall be registered and certified as per Ringette Alberta coaching requirements.
- b. Teams in the U19 and younger age divisions must have one certified female, eighteen (18) years of age or older as a member of the Team Staff on the bench.
- c. All team staff of teams with players under the age of eighteen (18) must submit a PRC, VSS, and Screening Disclosure Form. Any Team Staff that doesn't follow this process will not be eligible to participate in further practices, league play, play offs and Provincial Championships.
- d. All Team Staff must sign a “Coaches Code of Conduct” form.
- e. All Team Staff must be certified by December 15th of the current season. Staff not meeting this deadline shall have their names deleted from the official PRA team roster and shall not be eligible to participate in further practices, league play, play offs and Provincial Championships.
- f. All teams participating in sanctioned leagues, tournaments and Provincial Championships must have qualified staff on the bench or the team shall not be allowed to participate.
- g. All individuals listed as Trainers on rosters must have first aid certification.

1306. Coach Evaluations

- a. PRA will distribute a Coach Evaluation Form to every player at the end of current season of play.
- b. Each parent is requested to provide honest feedback in relation to the Coaches, including Assistant Coaches, in order to assist in setting direction relating to clinics and future coaching requirements for PRA, Ringette Alberta and Ringette Canada.
- c. The Coaching Coordinator along with the Vice President will review the content of the evaluations with any Coach if required or requested.

1400 - Logo Policy

- a. PRA logos are restricted to official materials authorized and approved by the board and sold through the official online store.
- b. PRA Logos will not be used by individuals on items for profit or resale.
- c. Individuals who wish to use the PRA logo for personal or gift use may submit their request to the board in writing. Such requests will be considered at the next board meeting and the applicant will be notified of the decision in writing.
- d. PRA Logos are not to be altered without Executive approval.

PRA Logos are as follows:

