



**Red Deer Ringette Association  
Operating Manual  
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## **1.0 GENERAL INFORMATION**

### **1.1. Philosophy Statement**

#### Red Deer Ringette Association Philosophy Statement

Red Deer Ringette Association is established to foster and develop organized Ringette within Red Deer and area, within Zone 4. The intent of the Association is to provide an opportunity to participate in a well organized and structured Ringette Program. The qualities of sportsmanship and good citizenship will be promoted and the welfare, education, and social development of the participants shall be the paramount objective of the Association.

Red Deer Ringette Association operates under the rules of Ringette Canada, Ringette Alberta, and the Black/Gold League. Red Deer Ringette Association rules may add to Ringette Canada and Ringette Alberta rules provided these variations are 'more' restrictive.

It is the duty of Red Deer Ringette Association to ensure the rights of the young athlete are met. It is imperative the rules and regulations of Red Deer Ringette Association be adhered to at all times by the volunteers and all participants. Failure to do so may result in disciplinary action by the Red Deer Ringette Association Discipline Committee.

#### Ringette Canada Philosophy Statement

Ringette is a mass participation team sport which encourages the physical, mental, social and moral development of the individual participants within the highest standards of safety, sportsmanship, personal excellence and enjoyment.

#### Ringette Alberta Mission Statement

To be the most innovative and well managed sport association in Canada to make Ringette the #1 sport choice for female athletes.

### **1.2 Zero Tolerance Policy**

Zero tolerance is a policy developed by the Canadian Hockey Association and endorsed by the Red Deer Ringette Association. It deals with players and coaches who show disrespect to all on-ice officials.

Any verbal abuse or physical gestures designed to intimidate or embarrass officials will be penalized. To curb abuse, officials will penalize team staff and players who, through words or gestures, make an obvious attempt to:

- Intimidate an official,
- Challenge the authority or competence of an official,
- Incite abuse or disrespect of an official by others,
- Embarrass an official,
- Direct personal comments or gestures at an official.

Penalty will be a misconduct and/or match penalty and a review by the Discipline Committee of the Red Deer Ringette Association, Zone, Ringette Alberta or the Tournament Committee for further action if necessary. This may include a reprimand, suspension or expulsion from the association.

Any destruction of Red Deer Ringette Association property and/or equipment or any facility will result in an automatic suspension of five (5) games for that player(s) and an automatic one (1) game suspension of the Head Coach. All damages will be the responsibility of the player or parent/guardian and must be paid in full before the player will be allowed to return to the ice (practice or game).

Red Deer Ringette Association has endorsed a third component to this policy. It deals with fans and/or parents who abuse on- or off-ice officials. Any abuse directed toward these officials will result in immediate stoppage of the game by the referee. The individual(s) will be ejected from the rink and, failing to do so, within a reasonable timeframe set by the referee, cause the forfeiture of the game by the team he/she is associated with. If it cannot be determined which team this individual(s) is associated with, the police will be called and charges will be laid.

Any person (i.e. fan, coach, player) who verbally confronts or abuses an official before or after a game will be subject to suspension pending the decision of the Discipline Committee. This rule also applies to a fan that is ejected for abusive behavior during the game. Any such suspension is to be supported by a written statement from the official noting the name(s) of the offending party and is to be forwarded to the Discipline Committee for Red Deer Ringette. Upon receipt of said report, the Committee will hold a hearing within 72 hours. All parties affected by the proposed suspension are entitled to be in attendance at the hearing and are entitled to speak to said matter. A verbal decision may be issued at the time of the hearing; however, the Committee has the ability to delay its decision until the next day if required. The decision will be put in writing in the form of a letter with a copy being forwarded to both parties. The Committee will retain a copy of all decisions for any future reference.

### **1.3 Protests and Appeals**

Any person, player or team who disagrees with a decision of a Director, Coordinator, or Representative of the Red Deer Ringette Association may lodge a written protest/appeal to the President.

### **1.4 Discipline**

Any player, coach, manager, trainer, referee, volunteer, member, parent, or spectator that is guilty of unacceptable behavior on or off the ice, or violates or breaks a Bylaw, Rule, Regulation or Ruling is subject to discipline, suspension, or expulsion from the association.

The Discipline Committee, comprised of the Vice President, Director of Coaching and Referee in Chief, has the power to impose suspensions and discipline as set out in the Red Deer Ringette Association Bylaws and/or Ringette Alberta Disciplinary Policy.

### **1.5 Bylaws**

The association is governed by the executive defined in the association bylaws.

## **2.0 REGISTRATION**

### **2.1 Player Registration**

1. Red Deer Ringette registrations are collected in the spring just after the end of the Ringette season. Date and location will be posted on the Red Deer Ringette website.
2. Registration fees for any families having three or more participants registered with Red Deer Ringette in one season will receive a 20 percent refund of registration costs.
3. The registration deadline is June 30 of each year.
4. Late registrations may be accepted, depending on individual team requirements. Following the registration deadline, all registrations, including payment of full registration fee and late fee, are to be forwarded to the attention of the Registrar at Red Deer Ringette Association, Box 362, Red Deer, AB T4N 5E9. A late filing fee of \$100 will be applied to any registration received after June 30

### **2.2 Payment of Fees**

1. Full payment of the respective registration is payable at the time of registration. No post dated cheques will be accepted.
  - Exceptions to the payment requirements may be considered by the Association if written requests, forwarded to the Registrar, are received prior to the registration deadline.
2. Late fee for registrations received after June 30 is \$100.
3. A fee of \$25 will be charged for any NSF cheque received by the Association.

### **2.3 Reimbursements**

1. Registrants withdrawing from the Ringette program will be reimbursed their registration fee less the administration fees set out below.
2. Administration fees to be charged for withdrawal from the program are as follows:  
  
Withdrawal by September 5 – 10% of total registration fee  
Withdrawal between September 6 and November 30 – 50% of the total registration fee  
Withdrawal after December 1 – 100% of the total registration fee
3. Concessions may be made for first-time registrants who withdraw after participating in less than four (4) ice times (practices).
4. Concessions may also be considered for registrants who withdraw for such reasons as a medical reason or moving away from the area. A written request for reimbursement must be forwarded to the Association. Decisions will be made on a case-by-case basis with such decisions being the responsibility of a Committee made up of at least three members of the executive. It is recommended that the Registrar and the President or Vice President be two of the members of this Committee.

### **2.4 Late Registration**

Late player registration may be accepted by Red Deer Ringette Association depending on individual team requirements.

To ensure that teams remain equally divided, late registrants will be placed on a team with input from all Head Coaches in that player's division. Placement may be determined on a player's skill, history, team numbers, team strengths, etc.

The playing years of experience of a player added to a team's registration form after December 1 prior to the January 15 deadline will be included in the team's average and may affect the team's tiering level.

## **2.5 Receipts**

Receipts will be issued by the City of Red Deer. If a receipt is not printed at the time of registration it can be requested at any City of Red Deer recreational facility (ie Collicutt or Recreation Centre). If late registration is done through the Ringette Registrar then Red Deer Ringette will issue a receipt.

## **3.0 PLAYERS**

### **3.1 Age Levels and Restrictions**

**Age Groups** – As of December 31

Belle (U19)	18 and under
Junior (U16)	15 and under
Tween (U14)	13 and under
Petite (U12)	11 and under
Novice (U10)	9 and under
Bunny (U9)	6 to 7
U6	Under 5

### **3.2 Tiering**

Tiering of teams will be completed as per Ringette Alberta guidelines. The executive committee may upon the direction/recommendation of the coaching committee decide to tier differently depending on the needs of the association.

### **3.3 Evaluations**

#### Bunny/Novice Evaluations

Evaluations are done on players at these levels with the resulting scores being used to create teams of equal strength.

When possible, Red Deer Ringette coaches who are not directly involved or do not have an interest in that level will evaluate. If sufficient evaluators are not available using these criteria, other evaluators will be found.

1. During pre-season ice, all players will be evaluated on basic skills, such as, forward and backward skating and stopping, and will be rated by evaluators using a scale of VW, W, A, S, VS (Very Weak, Weak, Average, Strong, Very Strong).

2. Evaluations will be completed in game situations for the following players:
  - i) Experienced Bunny and first-year Novice players will play one game,
  - ii) Second-year Novice players will participate in one game.
3. Upon completion of evaluations and selection of the coaches by the Coaching Committee, the Evaluation Coordinator will divide players into even teams.
4. Prior year's coaching evaluations may be utilized during the evaluation and team selection process.
5. Red Deer Ringette does not entertain special requests at any level other than Bunny. Special requests for Bunny level will be considered provided the request is received in writing, stating reason(s) for the request, by the registration deadline.
6. All results of the evaluation process will remain confidential, and, at no time, shall the information be shared with coaches and/or parents.

#### U12 Petite Level and Higher Evaluations

Evaluations are done on players at these levels with the resulting scores being used to rank the players to fairly tier the appropriate teams at the "A," "B" and "C" levels based upon the numbers of players available at that level for that year.

When possible, Red Deer Ringette coaches who are not directly involved or do not have an interest in that level will evaluate. If sufficient evaluators are not available using these criteria, other evaluators will be found. The Director of Evaluations will endeavor to ensure that 6 to 8 evaluators are available for each of the evaluation sessions.

Each player will have the opportunity to be evaluated at the position which she believes she would be the most successful and evaluators will evaluate each player at her position of preference.

Note that the skills evaluation in bullet #1 applies to U12 Petite and U14 Tween only. U16 Jr and U19 Belle will compete in up to 3 games for the evaluation process with no additional skills evaluation.

1. All players will be evaluated on Ringette and skating skills, such as, forward and backward skating, stopping, shooting, passing and ring-handling and will be rated by evaluators using a scale of 1 to 5, with 1 indicating very weak and 5 being very strong (Very Weak, Weak, Average, Strong, Very Strong). Basic skills will account for 30 percent of the ranking for the player. All players must attend the skills evaluation.
2. In addition, the players will also compete in at least two game evaluations which will account for the remaining 70 percent of the ranking of the players. All players that wish to be evaluated for the "A" level team must attend the game evaluations. Each player will be evaluated based upon skills for her position of preference. The evaluation will include not only the tangible skills of the players (such as, skating, ring handling, passing and shooting), but will also include intangible skills (such as, work ethic, aggressiveness, positioning and moving to open ice).

3. The Director of Evaluations, may at his/her discretion after the first of the two game evaluations, ask players to not attend the second game evaluation as they are consistently ranked as very strong or very weak. This will allow for evaluators to evaluate the remainder of the players more effectively.
4. Depending on the number of teams that need to be evaluated and tiered, additional evaluations may be required as determined by the Director of Evaluations. The specific evaluations for each division will be communicated prior to the start of evaluations for each year.
5. Any player that does not attend one of the evaluations shall be assigned a ranking based upon the review of her attendance at the other sessions and with input by way of the prior year coach's evaluation for that player. This shall be at the sole discretion of the director of evaluations.
6. Upon completion of evaluations, in the event that there are one or more players who are considered on the bubble (ie. the results of the evaluation do not clearly indicate that these players have made the team) the Director of Evaluations may ask the team coach, if one has been appointed, for their input into the selection of the final players. Prior year's coaches' evaluations may be used to assist in the player selection. Upon receiving input from the coach, the Coaching Committee will then select the team.
7. If there is more than one team at a given level, a meeting of the coaches at that level, the director of evaluations and the Director of Coaching will be scheduled to ensure equality of teams.
8. All results of the evaluation process shall be final, without appeal by the player, and will remain confidential, and, at no time, shall the information be shared with coaches and/or parents.

### **3.4 Affiliation**

1. Affiliation means that a player can be called up from her regular team to play on a higher level team within Red Deer Ringette and/or a Zone 4 team on an as needed basis.
2. All affiliation must be conducted in accordance with both Red Deer Ringette and Ringette Alberta Operating Procedures.
3. Player affiliation is conditional on the player, parents (guardian), coaches and Red Deer Ringette agreeing to the affiliation. On these matters, Red Deer Ringette shall be represented by the Director of Coaching (or designate from within the Red Deer Ringette Executive).
4. An affiliate player's primary responsibility is to her own team. If there is a scheduling conflict, the player must attend her own ice time. At the request of the coach of the team with whom the player is affiliated, approval may be granted from the Director of Coaching to use an affiliate if there is a scheduling conflict. In this instance, written permission must be obtained from the coach of the player's regular team, and the decision will be rendered based on the likely effect on that team.
5. Violation of Red Deer Ringette's Affiliate Player Policy may result in the player's affiliation being revoked by Red Deer Ringette. Such circumstances shall be considered and a decision rendered by a joint meeting of Red Deer Ringette's

President, Vice-President and Director of Coaching. All such decisions shall be considered final.

6. Players may not be double carded and affiliated except for goalies at the Petite A level.
7. There is no additional registration fee for affiliated players.
8. Scheduling conflicts between various levels of Provincial play may be unavoidable, and coaches are advised to consider this possibility when selecting players to affiliate, as each affiliate's responsibility is to her regular team.
9. Red Deer Ringette will follow the Ringette Alberta Affiliation policy for all games, tournaments in which 2 Red Deer teams would not be competing against each other. In the case of 2 Red Deer teams then the current RDR Affiliation Policy written as follows applies: Red Deer teams may only affiliate players if the team numbers fall below 10 skaters. Any conflicts with the affiliate's team would need to be addressed as per RDR policy.

Affiliated Player Drafting Policy:

1. All players who are considered for affiliation to another Red Deer Ringette team shall be drafted in accordance with the following format:

<u>Coach #1</u>	<u>Coach #2</u>	<u>Round</u>
1 <sup>st</sup> Pick	2 <sup>nd</sup> Pick	1
4 <sup>th</sup> Pick	3 <sup>rd</sup> Pick	2
5 <sup>th</sup> Pick	6 <sup>th</sup> Pick	3, etc.

2. Skaters and goalies shall be drafted in two separate drafts.
3. First pick shall be decided by a coin flip conducted by the Director of Coaching (or designate). The winner of the coin flip shall have the choice as to drafting of goalies or skaters first and the first pick of the first draft.
4. The loser of the coin flip shall have the first pick of the second draft.
5. Draft order shall never be published and shall only be known to the coaching staff and the Director of Coaching.
6. The Director of Coaching shall ensure that the coaches are aware of the draft procedures and shall be present to observe the draft.
7. If the Director of Coaching is unable to attend or reschedule the draft meeting, he/she may request a designate from the Red Deer Ringette Executive to oversee the draft in his/her absence.
8. Each team involved in the draft may have a maximum of two coaches attend the draft.
9. No child or parent's request for a specific coach shall be entertained except under exceptional circumstances. (A request based on preferred coaches, siblings playing together or travel circumstances, does not provide sufficient grounds for such a request). The Director of Coaching shall be responsible to make a judgement in each case and such decision shall be final.



10. When a draft involves the affiliation of a player whose parent(s) is a coach involved in the draft, then the drafting Head Coaches and the Director of Coaching shall meet prior to the draft. The Head Coaches and Director of Coaching in attendance shall then agree in which round of the draft that parent shall select his/her child. If unanimous agreement cannot be reached, then the Director of Coaching shall make the decision and such decision shall be final.

### **3.5 Movement of Players**

All requests for a player to move up an age category or play down from her designated age category are to be submitted to the coaching committee of Red Deer Ringette for consideration. Decisions of the committee will be made under the rules of Ringette Alberta and will also take into consideration what is best for the athlete while taking into consideration the needs of the association. All decisions will be final.

## **4.0 COACHES**

### **4.1 Coach Selection**

1. Red Deer Ringette Association's Coaching Committee shall consist of the following Red Deer Ringette Association positions:
  - Director of Coaching
  - President
  - Vice President
  - Past President
  - Director of Evaluations for the age group in question
2. At no time shall a coach who is applying for a coaching position attend any Coaching Committee meeting when that specific position is being discussed.
3. In the event that one or more members of the Coaching Committee are unable to attend a Coaching Committee meeting, the Director of Coaching shall request the attendance of another Executive Committee member or Director to fill the vacant seat(s). The vacant Coaching Committee seat(s) shall first be offered to any remaining Director of Evaluations, then Director of Officiating, and finally Secretary.

#### Head Coach Selection:

1. Persons interested in Head Coaching shall apply in writing to the Director of Coaching by completing the Coaching Application Form.
2. All coaching applicants who meet Red Deer Ringette's minimum requirements shall be considered for the upcoming season.
3. Coaching applications shall be due by August 1 for the upcoming playing season. Provided sufficient suitable applications have been received by the closing date, the Director of Coaching along with one other member of Coaching Committee may interview all qualified applicants. Recommendations from this interview process will be delivered to and used by the Coaching Committee in the selection process.
4. If sufficient suitable applications have not been obtained, the Director of Coaching shall extend the closing date and solicit further applications.

5. Head Coaches for all Red Deer Ringette teams shall be selected by the Coaching Committee upon the recommendation of the Director of Coaching.
6. All applicants shall be notified in writing as to the disposition of their application by the Director of Coaching.
7. Coaching selection decisions shall be final. Grievance of coaching selection will be restricted to procedural violations only. Grievances will be heard by the Coaching Committee. No other appeals will be considered.

#### Head Coach Eligibility and Selection Criteria:

1. **Eligibility:** All Head Coaches applying to coach within the Red Deer Ringette Association shall meet the following minimum criteria in order to have their applications considered:
  - a) Be a current member in good standing of the Red Deer Ringette Association, and
  - b) Hold NCCP Certification, or be capable of completing same by December 15 of the current playing season, at the level required by Ringette Alberta for the age division applied to head coach, and
  - c) Provide a clean RCMP Criminal Records Check. Criminal records checks for all coaches initially (Yr1) and then criminal disclosure form on Yr2 & Yr3, then repeat cycle.
2. **Selection Criteria:** The Coaching Committee shall be responsible for administering the selection process and the development of a criteria scope for each division of coaching. The selection criteria shall include but not be limited to the following:
  - a) Must meet Red Deer Ringette's, Ringette Alberta's and Ringette Canada's minimum certification requirements for the age division applied for;
  - b) Previous coaching and playing experience in Ringette;
  - c) Parent/player feedback from prior seasons;
  - d) Ringette Officials' (referee) feedback from prior seasons;
  - e) History of adherence to Red Deer Ringette policies and a willingness to work within the system;
  - f) Ability to maintain a positive team environment;
  - g) Ability and willingness to teach;
  - h) Ability to provide positive reinforcement to players both in practice and game situations;
  - i) Demonstrated commitment to the objectives of the Red Deer Ringette Association (creation of an environment conducive to improving player development);
  - j) Personal conduct both on and off of the ice;
  - k) Communication skills;
  - l) Written application.
3. The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Director of Coaching deem the applicant (or all applicants) unsuitable, he/she shall then solicit additional applications for consideration. If no suitable coach can be found, then no team shall be formed.

#### Coaching Evaluations:

1. The Director of Coaching shall be responsible for the distribution and collection of coaching evaluation forms for all coaches to be performed at the end of each season (March 1 to 31). Team managers shall ensure parent cooperation in completing and returning these coaching evaluation forms. All information shall be considered

confidential to the Coaching Committee. Summaries of all returned evaluations shall be shared with the coaches involved by the Director of Coaching.

2. To ensure confidentiality, evaluation forms shall be distributed to the Team Managers in either or both electronic form and in a plain white envelope to allow that when forms are completed, they can be returned via the Team Manager or directly to the Director of Coaching in an anonymous manner. If the Director of Coaching is a Red Deer Ringette Association coach, then that team's evaluations will be returned in the anonymous manner to the President of Red Deer Ringette. In this instance, the President will act as a designate for the Director of Coaching and will review and summarize the affected evaluations. Copies of the summaries are to be forwarded in confidence to the respective Head Coaches for their information and development.

#### Coach Responsibilities:

1. Head Coaches, without exception, shall be directly responsible and accountable to the Director of Coaching and the Red Deer Ringette Coaching Committee throughout the playing season.
2. All coaches and managers shall familiarize themselves with Red Deer Ringette Association's Operating Procedures, Guidelines and Policies. They shall ensure that any team activities carried out under their care and control are in compliance with these policies and procedures.
3. The Head Coach shall be responsible for the discipline and behaviour of team members before, during and after games and practices until the team has left the dressing room. This shall apply to all team events.
4. The Coaching Committee shall retain the right to take whatever action is deemed appropriate (i.e. warning, suspension or removal) against any team staff member whose performance has been found unacceptable and who has shown an unwillingness or inability to improve his/her performance.

#### **4.2 Coach Obligations**

1. Make every effort to achieve or exceed the level of Coaching required by Ringette Alberta. In order to participate in Provincial playoffs, the team must have qualified people on the bench according to Ringette Alberta. Red Deer Ringette Association would like the same qualifications for the people on the bench. There is a brochure available from the Director of Coaching to identify the requirements.
2. Arrange with the Red Deer Ringette Association Equipment Manager to pick up rings, pylons, goal equipment, game sheets, practice/drill manuals and team jerseys. If there are problems with any of the equipment, talk to the Equipment Manager to get it fixed or replaced as soon as possible; we do not want any injuries to the players. **The team jerseys are to be used for games only and should be collected after each game and stored in the sweater bags supplied.** There are some practice jerseys available if required. At the end of the season, return all Red Deer Ringette Association equipment. Your ability to properly manage the equipment during the year and its prompt return will be taken into consideration when considering future coaching applications.
3. Have your manager fill out and sign the Ringette Alberta Registration Form and return it to the Vice President of the Red Deer Ringette Association

4. Any games or practices are under the control of the Coach or his/her designate and the Coach must ensure that all players have proper equipment on including helmet and face mask. As of December 31, 2008, it is mandatory for all on-ice participants during practices or games (i.e. coaches, assistant coaches, volunteer helpers) to wear a CSA approved helmet. Goaltenders and players not playing but on the bench must wear their helmet and face mask during the game or practice. On-ice participants cannot wear any jewelry.
5. A Head Coach may only coach one team in any given year unless the second team is a double carded team or a one-time special event team.
6. Contact the Director of Coaching or a member of the Executive if you have any problems at all.
7. Keep in mind that ice is returned to the Director of Ice Allocation at different times during the year from other teams. If you are interested in an extra practice, call the Director of Ice Allocation and see what is available. If you have an ice time that you cannot use, contact the Director of Ice Allocation, preferably 14 days prior to the ice time, so he/she can cancel the ice with the City. We do not want to waste any of the ice times.
8. Contact the Director of Referee Scheduling to arrange for Referees for all exhibition games. The league home games will have the Referees prearranged. Any changes in your home ice schedule or game cancellations will mean that you must contact the Director of Referee Scheduling.
9. Attend all Red Deer Ringette Association meetings or arrange for a representative from your team to attend. This is very important as all kinds of information is forwarded to teams at the monthly meetings. This meeting occurs on the second Tuesday of every month at 7 p.m. with the location to be announced (normally the meeting room upstairs at the Red Deer Arena). Information shared will include items such as Executive updates, schedule changes, fund raising opportunities, home tournament information, equipment distribution, public relations information, Zone rules and policy information, and other relevant information.
10. Encourage your parents to attend the Red Deer Ringette Association meetings. As we know, any group requires people to volunteer to make it work. We do this for our kids – get your parents to do their part.
11. Arrange any rescheduling of games with the opposing team's Coach as set out in the Guidelines.
12. If you are affiliating players from another team in the Red Deer Ringette Association, this must be done following Red Deer Ringette Guidelines.
13. Arrange with Director of Ice Allocation, Director of Referee Scheduling and opposing team for playoff times and Officials.
14. Players under 18 must have a parent staying in their hotel room on out-of-town games.
15. Any person who is helping at a practice or game that is on the ice must wear a helmet.

#### **4.3 Coach – Disciplinary Action**

1. Any Red Deer Ringette coach that is ejected from a game for abusive or unacceptable behavior towards an official shall receive an automatic one (1) game suspension and must attend a mandatory meeting with the Red Deer Ringette Association's Coaching Committee. This suspension must be served during the team's next scheduled league or tournament game, whichever shall occur first. The meeting with the Coaching Committee will take place within 72 hours of the Director of Coaching becoming aware of the infraction.
2. For a second and/or subsequent ejection during the same season, a minimum automatic three (3) game suspension will be assessed and attendance at a mandatory meeting with the Red Deer Ringette Association's Coaching Committee will again take place. This suspension will commence at that team's next scheduled league or tournament game, whichever shall occur first, and will continue until the suspension is served in its entirety. The suspended coach cannot attend any on-ice team functions (games or practices) until the suspension is served in its entirety.
3. The Head Coach of any Red Deer Ringette team shall notify the Director of Coaching within 24 hours of an ejection of any of his bench staff regardless of where this occurred.
4. Any Red Deer Ringette coach that is written up for any inappropriate, disruptive or intimidating behavior in a referee's game report shall attend a mandatory meeting with Director of Coaching within 72 hours of the Director becoming aware of the infraction.
5. The second time during the same season that a Red Deer Ringette coach is written up for any inappropriate, disruptive or intimidating behavior in a referee's game report, he shall attend a mandatory meeting with the Red Deer Ringette Association Coaching Committee within 72 hours of the Director of Coaching becoming aware of the infraction. A minimum one (1) game suspension shall also be served by the coach during his team's next scheduled league or tournament game, whichever shall occur first.
6. The third and/or subsequent time during the same season that a Red Deer Ringette coach is written up for any inappropriate, disruptive or intimidating behavior in a referee's game report, he shall attend a mandatory meeting with the Red Deer Ringette Association Coaching Committee within 72 hours of the Director of Coaching becoming aware of the infraction. A minimum three (3) game suspension shall also be served by the coach commencing with his team's next scheduled league or tournament game, whichever shall occur first, and will continue until the suspension is served in its entirety. The suspended coach cannot attend any on-ice team functions (games or practices) until the suspension is served in its entirety.
7. Red Deer Ringette's Referee-in-Chief shall notify the Director of Coaching within 24 hours of becoming aware of a referee game report potentially affecting this policy.
8. The Red Deer Ringette Association retains the right to permanently remove any person from a coaching position for actions deemed to be unacceptable, as per the Red Deer Ringette Association Operating Manual.
9. Decisions of the Red Deer Ringette Association Coaching Committee shall be final. Grievance of disciplinary decisions and/or suspensions will be restricted to procedural violations only and shall be heard by the Red Deer Ringette Association Coaching Committee.

#### 4.4 Novice Select

This tournament is held in March (mid to end) each year in St. Albert, and Red Deer Ringette receives an invitation to participate in the tournament. The intent of the tournament is to provide an introduction to the evaluation process for second-year aged Novice players who would be moving up to the Petite level in the fall. As well, the tournament provides the opportunity for some of the stronger players, who have been spread out throughout the year on different teams, to play with the same caliber of players. From the words of the founder of this tournament, a little bit less emphasis should be placed on fielding the best team, and more consideration should be given to development and opportunity.

By limiting the team selection to only second-year aged Novice players, each player who moves up through the Ringette program, will be provided the opportunity to participate in the player selection process.

1. When numbers permit, only second-year aged Novice players will be allowed to participate in the team selection process (evaluations). In instances when there are not a sufficient number of second-year players, participation in the evaluation process will be open to first-year Novices. When this occurs, all second-year players will be selected first and any available remaining spots will be filled with first-year players. If numbers warrant and an invitation for more than one team to participate in the tournament has been received, consideration may be given to fielding two teams.
2. All Novice coaches will be eligible for the coaching assignment for this team. If there is more than one interested coach, the selection of the head coach and the assistant coaches will be made by a decision of a Committee made up of the President, Vice President and Director of Coaching.
3. Tournament fees are paid for by the participants. Red Deer Ringette will provide two ice times for the team selection process and up to two ice times for team practices.
4. Notice (sample attached) providing information regarding the team, selection process and other relevant details will be forwarded to all eligible players in January or February.

*Form letter that will be forwarded to eligible Novice Ringette players for participation in this tournament.*

On an annual basis, Red Deer Ringette is invited to enter a team for participation in the Jim Dawson Invitational Novice Select Tournament. This tournament will be taking place on *(date of tournament)* in St. Albert, Alberta. All second-year aged *(year of eligibility)* novice players are eligible to participate in the player selection process for this team.

This tournament is geared toward those players who are interested in the experience of playing in fast paced, competitive Ringette. In addition, the tournament provides an introduction to the evaluation process for second-year aged Novice players who would be moving up to the Petite level in the fall. The tournament also provides the opportunity for some of the stronger players, who have been spread out throughout the year on different teams, to play with the same caliber of players.

Team registration cost for this tournament is *(registration fee for tournament)*. This expense will be divided equally among the 12 girls that are selected for this team

(Approximately *(individual cost)* per player). Other associated costs would include accommodation and meal expenses for that weekend.

Red Deer Ringette will be holding evaluations for this team in *(month of evaluations)*. Two on-ice sessions have been planned. The first ice time has been booked and will take place *(date, time and location of ice time)*.

Prior to the scrimmages, it is important that those girls interested in playing the goaltender position make their intentions known. (If girls are interested in playing both goalie and out, please let us know as well).

If your daughter is interested in participating in the team selection process, and, if selected, participating in the tournament, please advise your Novice coach by *(date of response)*. This will allow our evaluators time to properly prepare for the first ice time on *(date of first ice time)*.

If further information is required, please contact *(name of contact person)* at *(phone number)*.

## **5.0 EQUIPMENT**

### **5.1 Red Deer Ringette Obligations**

Rings, pylons, game sheet books, drill manuals, and team jerseys will be provided by Red Deer Ringette Association.

Teaching guides will be provided by Red Deer Ringette Association, as available.

Goalie equipment will be provided by Red Deer Ringette Association up to Tween division. Divisions above Tween will be supplied with goal equipment if it is available. Older players who play goal on a full-time basis may wish to purchase their own equipment. Goal equipment required is as follows:

- Chest protector or shoulder pads with chest protection,
- Blocker,
- Throwing glove that protects the back of the hand,
- Goal pads,
- Goal stick.

Red Deer Ringette Association equipment shall be used for Red Deer Ringette Association functions only. Jerseys are not to be taken home except for cleaning. A parent should be assigned to collect jerseys after each game. Jerseys are to be used for games only – not practices. Lost or damaged equipment will be the responsibility of the Coach or Manager signing for the equipment and must be reported to Red Deer Ringette Association Equipment Manager immediately. Minor equipment repairs are the responsibility of team management during the season. Major repairs should be made through Red Deer Ringette Association. At the end of the season, team management is expected to clean and return all equipment to Red Deer Ringette Association Equipment Manager. Management of this equipment and its return will be taken into consideration when reviewing coaching application for subsequent years.

### **Player Obligations**

Each player is expected to purchase and wear the following equipment:

- CSA approved helmet.
- Cage (specific to Ringette).
- Neckguard (BNQ)
- Elbow pads.
- Shoulder pads.
- Gloves (hockey or Ringette).
- Jill Strap (not jock strap).
- Pelvic girdle for hip/tailbone protection with long Ringette pants or short hockey pants with socks.
- Knee pads/shin pads.
- Hockey skates.
- Ringette stick (cut to fit under armpit with skates on) and approved by Ringette Canada
- Practice jersey.

## **6.0 OFFICIALS**

### **6.1 Official Obligations**

Red Deer Ringette Association will participate in the promotion, planning, organization and implementation of officiating programs as set out by Ringette Canada by assigning an Association Referee-in-Chief. This individual will:

- Inform the Association Referees of clinics and developments in the sport.
- Request officiating clinics to ensure an adequate number of qualified Officials within the Association.
- Ensure all active Officials are registered with the Zone Referee-in-Chief by November 1 of each year. Coordinate the issue of certification cards.
- Review the Zone list of Officials to ensure the information is correct.
- Attend and make appointments for others to attend Evaluator clinics to ensure an adequate number of qualified Level 1 Evaluators exist in the Association. Recommend candidates to attend Level 3 or Master Evaluator Clinic.
- Coordinate the evaluation of Officials within the Association.
- Provide recommendations of Officials for the Alberta Winter Games and Alberta Provincial Championships.
- Ensure that the Zone Referee-in-Chief receives the Officials Game Report regarding match penalties assessed. Ensure that Officials understand reporting procedures regarding match penalties.

## **7.0 TRAVEL**

### **7.1 Team Travel**

Teams travelling one direction in excess of 500 km for league play or provincial play will have the option of arranging reasonable priced busing reimbursed by the Association. The Association will cover the cost of the bus with teams being responsible for the cost of the bus driver's hotel, meals and gratuity, if required. If 2 teams are playing on the same weekend, it is mandatory that they travel together on one bus.



Teams travelling one direction in excess of 400 kms, and less than 500km for league play or provincial play will be reimbursed a lump sum of \$500 from the Association to go towards the team's expenses such as gas and mileage.

Tournaments and exhibition games do not qualify within this policy.