



# Zone 5 AA Ringette Club Operations Manual



AS UPDATED NOVEMBER 2014



### Modification History

<b>Modification Date</b>	<b>Modified By</b>	<b>Modification(s)</b>
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**1 - GENERAL**

**Intent** The items herein contained are intended to act as principles and guidelines for administering the ongoing activities of the Zone 5 AA Ringette Club (hereafter referred to as "the Club").

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 direction is made.

101. **Club**

The Club is a duly registered society under The Societies Act of the Province of Alberta. Registration with Corporate Registries occurred on August 11, 2003. The registration number assigned to the Club is **5010611399**. Corporate Registries has an information system in which they store information about the Club (and other societies). The system is accessible on the Corporate Registries website. The Club President, Vice President, Secretary, and Webmaster have the required information for logging into the Corporate Registries system. Refer to the Bylaws of the Club (hereafter referred to as "*the Bylaws*") for more information regarding the Club as a society.

102. **Common Terms**

To simplify interpretation of this document, the following common terms are used:

TERM	DESCRIPTION
Executive	Officers of the Club as defined in the Bylaws
Operations Group	The Executive plus any other Members fulfilling operational roles (see 105)
Athlete(s)	A synonym for Player(s) as defined in the Bylaws
Parent(s)	Parent(s) or Legal Guardian(s).
"the Membership"	All Members of the Club.
Division	U12AA, U14AA, U16AA, U19AA, !8+ AA.
In Writing	Electronic or hard-copy, hand written or typewritten
Verbally	Voice communication <ul style="list-style-type: none"> <li>a. In-person; or</li> <li>b. By voice technology including leaving voice messages if necessary.</li> </ul>

103. **Operating Constraints**

For the purpose of enabling Athletes to participate in AA Ringette, the Club and/or some or all of its Members become Members of:

- Ringette Alberta;
- Ringette Canada (through the elected or appointed representatives of Ringette Alberta)

Membership is achieved through a registration process.

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

104. **Amendment**

The Operations Manual may be modified at any type of meeting of the Club that includes modification as part of its agenda. This document shall be modified without notice if there is known or deemed to be a conflict



with any governing document of Ringette Alberta or Ringette Canada or if additional clarification or detail is required. The essence of any modifications must be recorded in the Modification History at the beginning of this manual.-

105. **Operational Requirements**

The Officers of the Club are

- a. Past President (automatic ascension from the Presidency)
- b. President;
- c. Vice President;
- d. Secretary;
- e. Treasurer;
- f. Two Directors-At-Large
- g. Association-appointed Directors: representing as many associations as involved in the club. These include but are not limited to:
  - i. Beaumont
  - ii. Fort Saskatchewan
  - iii. Sherwood Park
  - iv. St. Albert
  - v. Spruce Grove
  - vi. Leduc

The Officers have fundamental responsibilities with respect to the governance of the Club and conformance to the requirements of the Societies Act (see Bylaws 35 to 42). However, in addition to governance responsibilities, the Officers have additional tasks they must take on to ensure the effective and efficient operation of the Club.

Furthermore, there are specific roles that need to be fulfilled to ensure smooth operation of the Club. These roles include, but are not necessarily limited to:

- Head Coaches
- Ice Allocator
- Technical Director
- Registrar
- Equipment Manager
- Travel Coordinator
- Gaming Coordinator
- Fundraising Coordinator
- Tournament and Championships Coordinator
- Events Coordinator
- Club Spirit Coordinator

Members of the Executive or any interested Member may take on these roles - all of which are appointed by the Executive. The collective of the Executive plus non-Executive Members fulfilling the above roles are referred to as the **Operations Group**. Roles fulfilled by non-Executive Members are non-voting positions.

The additional duties of the Operations Group are described in [Section 17 - Operational Responsibilities](#) of this document.

106. **Executive Approval**

When approval of the Executive is required or sought:

- a. Executive Members in a conflict of interest may not participate in the approval process. In the case



where both the President and Vice President are in a conflict of interest, another Executive Member (who is not also in a conflict of interest) will assume President/Vice President responsibilities for the approval process according to the following precedence:

- i. Secretary;
  - ii. Treasurer;
  - iii. Directors at Large;
  - iv. Association appointed Directors;
- b. At least three Executive Members, one of which must be the President or Vice President must be involved in the approval or rejection of the request;
  - c. Approval will be granted if a majority of the Executive Members participating in the approval process for the request vote in favor of approval;
  - d. The item requiring approval must be submitted to the Vice President in writing;
  - e. The Vice President shall make electronic copies of the request available to all other Executive Members;
  - f. Executive Members wishing to withdraw from the approval process for the item must indicate their intent, verbally or in writing, to the Vice President;
  - g. The participating Executive Members shall use whatever methods of communication they see fit to discuss the item;
  - h. Each participating Executive Member will indicate to the Vice President whether they vote in favor or against approving the request;
    - i. The decision rendered by the process is final - there are no appeals;
    - j. The Vice President shall ensure the request and decision are duly recorded;
    - k. The Secretary shall ensure the decision is noted in the appropriate minutes.

107. **Communication Method**

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

- a. Email to appropriate individuals;
- b. Written letter to appropriate individuals;
- c. Verbally at any type of meeting.



## 2 – FOUNDATION

### General

#### 201. Vision

*Excellence in Ringette and the development of elite Athletes and Teams in Zone 5, Alberta, and Canada*

#### 202. Principles

- a. *Success and development consistent with membership expectations.*
- b. *Comprehensive, flexible, and innovative programs.*
- c. *Sustainability and viability.*
- d. *Ethical and accountable operation.*
- e. *Partnership and recognition within the Ringette community.*

#### 203. Objectives

- a. *To implement a framework in which the Club can operate effectively and efficiently*
- b. *To develop pragmatic and systematic approaches to Club growth and stability.*
- c. *To develop Club spirit and identity.*
- d. *To provide consistent, repeatable, and flexible programs and methods.*
- e. *To provide resources and support for coach development and growth.*
- f. *To provide resources and support for Athlete development and growth.*
- g. *To use sound operational processes.*
- h. *To provide leadership in the development and stability of competitive Ringette.*
- i. *To be innovative in the management of revenue and expenses.*
- j. *To promote and support Ringette development in the Province.*



### 3 - CODE OF CONDUCT

Membership and participation in the activities of Zone 5AA Ringette Club is a privilege. Members are expected to conduct themselves at all times in a manner consistent with the values and objectives of the club. Violation of any of the following expectations will result in disciplinary action as outlined in the discipline policy.

All members shall:

- a. Abide by the Bylaws and Operations Manual of the Club and any similar documents set forth by Ringette Alberta, Ringette Canada, or other Ringette-related entity the Club is part of, supports, or is involved in.
- b. Treat all athletes, coaches, team staff, officials, volunteers, parents, and other spectators from their own team and opposition teams with respect.
- c. Refrain from using abusive language, actions, or gestures at any team or Club event.
- d. Treat officials as honest in their intentions and accept official's decisions without outward displays of anger.
- e. Allow team staff to handle all officiating concerns.
- f. Not display any inappropriate conduct or behavior detrimental to the game of ringette. This includes, but is not limited to: verbal or physical abuse of officials, volunteers or other ringette supporters, abuse of alcohol, non-medical use of drugs and use of alcohol by minors.
- g. Allow the coaching staff to be the coaches and accept and support their systems, decisions, and directions.





## 4 - CONFIDENTIALITY

### 401. Purpose

The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Club by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

This policy applies to all Individuals engaged in activities within direct control of the Club, including but not limited to, Directors, Officers, volunteers, employees, coaches, officials, managers and administrators.

### Responsibilities

402. Individuals will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement with the Club, unless expressly authorized to do so.

403. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement with the Club or upon request of the Club, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.

### 404. Term

The term "Confidential Information" includes, but it not limited to the following:

- a) Personal Information collected and retained by the Club, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
- b) Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

### 405. Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with the Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

### 406. Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy or legal recourse.



## 5 - CONFLICT OF INTEREST

A Conflict of Interest is situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to the Club.

501. This policy applies to all persons that are directly engaged in decision-making within the Zone 5 AA Club which includes but is not limited to: executive members, board members, committee members, coaches, officials and managers. These individuals will not:
- a) Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
  - b) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - c) In the performance of their official duties, accord preferential treatment to any Person;
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, where such information is confidential or is not generally available to the public;
  - e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
  - f) Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
  - g) Place themselves in positions where they could, by virtue of being a decision maker within the Club, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
  - h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Club
502. **Disclosure of Conflict of Interest**
- At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
503. **Reporting a Conflict of Interest**
- Any Individual or person, who is of the view that another Individual may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.
504. **Resolving Complaints of a Real or Perceived Conflict of Interest**
- Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
505. Where the Individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.



506. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
- Removal or temporary suspension of certain responsibilities or decision making authority;
  - Removal or temporary suspension from a designated position;
  - Removal or temporary suspension from certain the Club teams, events and/or activities;
  - Expulsion from the Club;
  - Other actions as may be considered appropriate for the real or perceived conflict of interest.
507. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Club until such time as compliance occurs.
508. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.
509. **Resolving Conflicts in Decision-making**
- Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Board of Directors provided that:
- The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
  - The Individual abstains from voting on the proposed decision or transaction;
  - The Individual is not included in the determination of quorum for the proposed decision or transaction; and
  - The decision or transaction is in the best interests of the Club.
510. In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.
511. **Decision Final and Binding**
- Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Club's Appeal Policy.



## 6 – SCREENING

### 601. Purpose

The Zone 5 AA Ringette Club is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

Head Coaches, Assistant Coaches, managers and Trainers associated with the Club will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and/or a Screening Disclosure Form.

- a) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
- b) The Club 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 Club, 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.
- c) 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 Club.
- d) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club's Discipline Policy

### 602. Procedure

Each person subject to this Policy will obtain and submit, a PRC and VSS from their local Police Service. These documents will be submitted to the Technical Director by Oct 30 of each season.

If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Technical Director will notify the Club President that the individual is eligible for the designated position.

If an individual's PRC, VSS, or Screening Disclosure Form, if required, reveals a relevant offence; the Technical Director will convene a Screening Committee consisting of the President, Vice President and Technical Director (unless there is a conflict of interest in which case alternative Executive Members will be selected). The 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.



603. **Relevant Offences**

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:
  - i. Any violation/offence of violence including but not limited to, all forms of assault; or
  - ii. Any violation/offence involving a minor or minors.
- c) 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

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

605. 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.

606. PRCs and VSSs are valid for a period of two 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.

607. **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. The Technical Director will maintain all original PRC, VSS, and Screening Disclosure Documents obtained.





## 7 - DISCIPLINARY ACTIONS

All categories of members within Zone 5AA, including athletes, parents and coaches are expected to comply with the Zone 5 AA Code of Conduct, policies and regulations of the club. Conduct that contravenes the objectives of Zone 5AA, the code of conduct, or any other directive herein contained is subject to disciplinary action. This applies to discipline matters which occur during the course of Zone 5AA business, activities, and events, including but not limited to tournaments, training camps, games, practises, meeting and travel associated with these activities.

Anyone may report a violation of accepted behaviors by any Zone 5 AA member to the Vice President or President. Discipline matters may be classified as either minor or major infractions of appropriate conduct.

### Discipline Procedures - Minor Infractions:

Example of minor Infractions include:

- a) A single incident of disrespectful, offensive, abusive racist or sexist behavior or comments directed toward others including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- b) Unsportsmanlike conduct such as angry outbursts or arguing
- c) A single incident of being late or absent from Zone 5 AA events or activities at which attendance is expected or required.
- d) Non-compliance with the rules and regulations under which Zone 5 AA events are conducted at local, provincial, national or international level.

Procedures for dealing with minor infractions are informal in nature but must include:

- a) Deliberation and discussion by at least 3 executive members on the validity and severity of the incident.
- b) The individual being disciplined must be told of the nature of the infraction and be given an opportunity to provide information concerning the incident.
- c) The incident and any sanctions applied must be recorded and filed with the secretary.

The following disciplinary sanctions for minor infractions may be applied individually or in combination as decided by the Executive members that have reviewed the incident:

- Verbal reprimand
- Written reprimand placed in the individuals file
- Verbal or written apology to the offended party
- Team service or other voluntary contribution to Zone 5 AA
- Suspension from current competition
- Other sanctions as may be considered appropriate for the offense as outlined by zone 5AA or Ringette Alberta

### Discipline Procedures - Major Infractions

Example of Major Infractions include:



- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- b) Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
- c) Knowingly participating while ineligible.
- d) Knowingly competing with players who have been disqualified.
- e) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- f) Repeated incidents of being late for or absent from Zone 5AA events and activities at which attendance is expected or required.
- g) Activities or behavior which interferes with a competition or with any athlete's preparation for a competition.
- h) Pranks, jokes or other activities which endanger the safety of others.
- i) Deliberate disregard for the rules and regulations under which Zone 5 AA events are conducted, whether at the local, provincial, national or international level.
- j) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
- k) Any use of alcohol by minors.
- l) Use of illicit drugs and narcotics.
- m) Use of banned performance enhancing drugs or methods.

Procedures for dealing with Major Infractions:

- a) Within 10 days of receiving written notice of a major infraction, the Vice-President (or other chairperson, as appointed by the President) shall appoint three individuals to serve as a Disciplinary Panel. Where ever possible, those individuals on the panel should include the President, and two other executive members with no conflict of interest in the incident.
- b) The Disciplinary Panel shall hold the hearing as soon as possible but not more than 21 days after the Incident Report is first received by the Vice-President.
- c) The Disciplinary Panel shall govern the hearing as it sees fit, provided that:
- d) The individual being disciplined shall be given ten days written notice (electronic methods are acceptable) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone:
  - i) The individual being disciplined shall receive a copy of the Incident Report;
  - ii) Chairperson for the panel shall be the Vice President. In the absence of the VP, the panel shall select from among themselves a Chairperson;
  - iii) A quorum shall be all three Panel members;
  - iv) Decisions shall be by majority vote and the Chair carries a vote;
  - v) The individual being disciplined may be accompanied by a representative;
  - vi) The individual being disciplined shall have the right to present evidence and argument;
  - vii) The hearing shall be held in private and only discussed among members of the Panel to ensure the utmost confidentiality is maintained for Zone 5 AA members;
  - viii)The Panel may request that witnesses to the incident be present or submit written evidence;
- e) Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.
- f) The Disciplinary Panel shall render its decision, with written reasons within five days of the hearing. A copy of this decision shall be provided to all of the parties to the hearing and the Vice-president.





- g) The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Zone 5 AA policy, such as those dealing with personnel or event-specific matters.
- h) Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- i) If the individual being disciplined does not participate in the hearing, the hearing shall proceed without them.

#### Major Infraction Sanctions

The following disciplinary actions may be applied individually or in combination:

- Written reprimand to be placed in individual's player record;
- Written apology;
- Forfeiture of certain games;
- Suspension from certain Zone 5 AA activities (i.e. competing, coaching or officiating) for a designated period of time;
- Suspension from all Zone 5 activities for a designated period of time;
- Expulsion / Release from Zone 5 AA
- Other sanctions as may be considered appropriate for the offense.

For minor and major infractions, unless the Disciplinary Panel decides otherwise, any disciplinary sanctions shall commence immediately.

In applying sanctions, the Disciplinary Panel may consider the following aggravating or mitigating circumstances:

- the nature and severity of the offense;
- whether the incident is a first offense or has occurred repeatedly;
- the individual's acknowledgment of responsibility;
- the individual's extent of remorse;
- the age, maturity or experience of the individual, and;
- the individual's prospects for rehabilitation.

Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense shall face automatic suspension from Zone 5 AA for a period of time corresponding to the length of the criminal sentence or suspended sentence imposed by the Court, and may face further disciplinary action by Zone 5 AA in accordance with this policy.



8 - APPEALS

801. **Terms**

These terms will have these meanings in this policy:

- a) "Appellant"- The party appealing a decision.
- b) "Individuals" - All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
- c) "Respondent" - The body whose decision is being appealed

802. Any Individual who is affected by a decision of the Club 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

Organization	Ringette Alberta	Zone Member	Group Member (Club)
"1 <sup>st</sup> Level of Appeal"	Ringette Alberta	Ringette Alberta	Group Member
"2 <sup>nd</sup> Level of Appeal"			Zone Member, if a Zone Membership exists with Ringette Alberta
"3 <sup>rd</sup> Level of Appeal"			Ringette Alberta

803. This Policy will apply to decisions relating to conflict of interest, discipline, membership or any other matter deemed appropriate by the Club.

804. This Policy will **not** apply to decisions relating to:

- a) Decisions made external to Zone 5 AA;
- 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.

805. **Timing of Appeal**

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 Vice President of Zone 5 AA Club 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.



806. **Grounds for Appeal**

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 Club;
- 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.

807. 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 as described in Section 6.

808. The Vice President will oversee this Policy and 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

809. **Screening of Appeal**

Upon receipt of the notice, grounds of an appeal, and supporting evidence, the Vice President 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 Vice President 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 Vice President's decision on jurisdiction or grounds.

810. **Mediation**

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

811. **Tribunal**

If the appeal cannot be resolved through mediation, then a Hearing before a Tribunal will take place. The Vice President will appoint the Tribunal, which will consist of three persons appointed to hear and decide a case. In this event, the Vice President will appoint one of the Tribunal's members to serve as the Chair.

812. **Procedure for the Hearing**

The Vice President 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 Vice President 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) A quorum will be all three Adjudicators and decisions will be by majority vote.

**Appeal Decision**

813. 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.
814. 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 Club. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.
815. **Confidentiality**  
The appeal process is confidential involving only the parties, the Vice President 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.
816. **Final and Binding Decision**  
The decision of the Tribunal will be binding on the parties, unless appealed to the next higher governing body.



## 9 - FRAMEWORK

**General** A framework provides the foundation, structure, and resources that enable all endeavours. Furthermore, growth, viability, and comprehensiveness requirements necessitate flexibility and open-endedness.

The AA program must be sound, stable, and fair processes, and opportunities to grow both athletically and personally. To this end, the Club has established and maintains a framework that provides structure and suitable resources to facilitate expected achievement.

Fundamental to creating a positive perception for the Athletes are several key aspects:

- Growth Plan - should be comprehensive, workable, and provide the challenges and success opportunities expected for the various Divisions
- Program completeness- serve all aspects of Athlete development
- Program appropriateness- tailored to the physiological and psychological age of the Athletes
- Supporting resources- provide and manage the resources (e.g., ice, equipment, etc.) required to maximize opportunities for growth and success
- Qualified Team Personnel- coaches, trainers, and managers have the appropriate training, experience, and growth opportunities to create a positive and rewarding development environment
- Communication channels- must be well-defined.

In addition to providing the basis for addressing these items, the framework also outlines common approaches, services, and guidelines to ensure consistent operation.

### 901. Key Dates

Fundamental to efficient and effective operation of the Club is a timeline to define when various tasks and processes must be completed. Some of the key dates are self-imposed while others are as a result of actions by entities outside the Club. In any case, following the key dates ensures streamlined operations and enables easier transition as the Club membership changes. See **Appendix A** for the list of Key Dates.

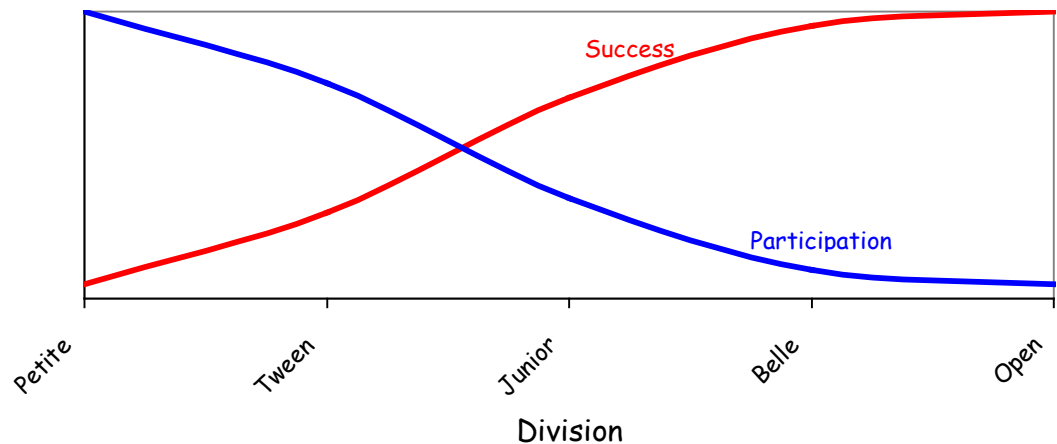
### 902. Division Competitiveness Levels

To support the principles regarding development and success expectations, the Club has defined the degree to which these requirements will be pursued for each Division. These percentages are guidelines and must be correlated with the number of Athletes at each age level in each division

Division	Development	Success
U12	95%	5%
U14	70%	30%
U16	30%	70%
U19	5%	95%
Open	0%	100%

### 903. Number of Teams per Division

Division competitiveness and age levels, coupled with natural attrition that occurs through age level progression are the fundamental underpinnings to determine the number of teams at each level. Given that higher degrees of success are expected and that attrition occurs at each ascending age level, the number of teams at each level must be proportional (inversely).



It should be noted that U19 and Open have age spans greater than U12, U14 and U16. In the minimal case, the optimal scenario as follows:

Division	Number of Teams
U12	3
U14	2
U16	1
U19	1
Open	1

The optimal number of athletes trying out for per team at a particular Division is roughly twenty.

Increasing the number of teams starts at the lowest level and progresses up the Divisions. This approach is necessitated by the development and success expectations, as well as the number of athletes trying out. Adding teams at higher levels creates imbalances for the following years at both the level being imbalanced as well as the next higher Division.

Furthermore, any growth must still account for the age splits within a Division (see 504) and ***must have only mutually agreeable impact on the partner Community Associations.*** The chart below shows the preferred growth pattern over six years based on the minimal optimal starting scenario. Growth starts at the lowest level and propagates to higher Divisions over successive years.

	U12	U14	U16	U19	Open
Year 1	3	2	1	1	1
Year 2	4	2	1	1	1
Year 3	4	3	1	1	1
Year 4	4	3	2	1	1
Year 5	5	4	3	1	1
Year 6	5	4	3	2	1

Making the decision to increase the number of teams requires more than just an assessment of Athlete availability in a given year. In addition to ensuring availability of qualified coaches and the availability of goaltenders, analyses must also be carried out regarding overall Athlete availability in the future years to support ***and sustain*** the planned growth.

It is the Technical Director's responsibility to assess, within the constraints of the framework, expansion possibilities for the following season and to report to the Executive by April. The Executive will announce



the plans for the following season by June 1.

904. **Division Age Levels**

U12, U14, and U16 are two-year age Divisions, while U19 is a three-year age Division. To ensure ongoing opportunity for success, it is necessary to constrain the number of Athletes at a given age for each Division. The reason is that an imbalance at any Division in one year not only affects that Division in the following year, but has the potential to propagating through higher Divisions as well.

The constraints that coaches must follow when regarding age levels when selecting their teams are:

Division	Number of First Year Athletes	
	Recommended	Minimum
U12	50%	25%, no less than 4 Athletes per team
U14	50%	25%, no less than 4 Athletes per team
U16	50%	25%, no less than 4 Athletes per team
U19	33%	25%, no less than 4 Athletes per team
Open	N/A	N/A

The club may offer a summer camp program for each age division. Camp instructors will be AA coaches and assistants, with additional help from current players. An honorarium will be paid to each instructor. Amount to be determined yearly.

905. **Tournaments**

The primary competitive situations for Club Teams are Tournaments. There are several major tournaments in Western Canada that the Club commits to. These tournaments are part of a cooperative effort of Western Canadian AA Clubs to provide appropriate venues for competitive play. The tournaments that Club teams should attend are:

Tournament	Location	When (approximate)
Bernadette Price	Saskatoon	Early November
Wood	Edmonton	Late November
Jim Benning	Regina	Early January
Golden Ring	Calgary	Late January
Lacombe	Lacombe	December
Provincials <sup>1</sup>	Zone 5, Calgary, Edmonton	Late February / Early March
Nationals <sup>2</sup>	Varies	Late March / Early April

1 Traditionally, each of the AA Clubs takes its turn, in rotation, hosting Provincials (e.g., 2008 - Zone 5; 2009 - Calgary). However, the rotation may be impacted by other events (e.g. hosting Nationals). The Clubs should decide in April or May which will host Provincials for the following year. It is the Technical Director's responsibility to ensure this occurs.

2 Nationals are usually held at least four (but could be more) weeks after Provincials and usually flip between western and eastern Canadian sites (e.g., 2008 - St. Albert; 2009 - Charlottetown)

Each tournament sets its own application deadlines, so the Technical Director must check regularly to ensure application deadlines are met. Perusal usually begins in late July for the upcoming season. For each Club-prescribed Tournament, the Technical Director is responsible for ensuring that the following are submitted to the registrar for the tournament:

- Application form
- Entry Fee payment
- Supporting documents (usually Official TRFs)

In addition, for out-of-province Tournaments and Championships, the Technical Director is responsible for



obtaining the Ringette Alberta prescribed out-of-province approval and documentation.

The Club pre-registers all Teams in all tournaments. This pre-registration consists of identification of the Club teams to the Tournament Registrar and the payment of the entry fee. With the assistance of the Technical Director Teams send any other required documentation. This approach ensures consistency and ensures that all teams are registered in a timely fashion.

Although the Club manages the registration in these tournaments, the Club passes on the cost of the entry fee to the Teams. The Teams must include the entry fees for tournaments in their budget. Note that the Club covers the entry fees for Provincials and Nationals. Pending placement, the Club may cover a portion of the cost of teams participating in the Canadian National Ringette Championships.

Teams may participate in other tournaments, including but not limited to: Ottawa or Ajax (February) or Winnipeg..

906. **Tournament Travel & Accommodation**

The Travel Coordinator is responsible for making arrangements for travel and accommodation for Club-prescribed out-of-town tournaments (including Provincials and Nationals) as follows:

Tournament	Travel	Accommodation	When to Make Plans
Bernadette Price	✓	✓	Late July
Wood	N/A	N/A	N/A
Jim Benning	✓	✓	Late August
Golden Ring	N/A	✓	Late August
Provincials	N/A	✓ <sup>1</sup>	Late August
Nationals	✓ <sup>2</sup>	✓ <sup>2</sup>	As directed by Ringette Canada

1 When not in the Greater Edmonton area.

2 When not in the Greater Edmonton area. Ringette Canada uses a Travel Agency to manage Travel and Accommodation for Nationals. The Travel Coordinator is responsible for coordinating arrangements on the Club's behalf.

Teams must include the cost of travel and accommodation in their budget.

Teams that choose to attend other out-of-town games or approved tournaments are responsible for their own travel and accommodation arrangements.

907. **Shot Clocks**

The Club maintains several sets of Shot Clocks, one for each Tween, Junior, and Belle team. The Shot Clocks are distributed to each Team at the beginning of the season. Teams are responsible for the care and operation of the clocks. The Club Equipment Manager is responsible for:

- Distribution of the Shot Clocks to the Teams;
- Managing any repairs that may be required;
- Collection of the Shot Clocks from the Teams;
- Off-season storage.

908. **Ice Contracts and Arrangements**

All arrangements and contracts for ice are the responsibility of the Ice Allocator and are therefore described in the position description (see 1405).

909. **Storage Facilities**

For storage of Club equipment during the off-season, the Club rents a (appropriately sized) self-storage





locker. It is the responsibility of the Equipment Manager to look after putting items in and removing items from the storage facility. The President also has access to the storage facility. No other Members are permitted to access the storage facility. The club maintains insurance for its storage facility.

### 910. Website

The Club maintains a website: [www.zone5aaringette.com](http://www.zone5aaringette.com). The website is the primary method of information dissemination for the Club. Information available on the website includes, but is not necessarily limited to or constrained by:

- Bylaws;
- Operations Manual;
- Forms;
- Meeting Minutes;
- Notices to Members;
- Notice of Meetings;
- Tryouts;
- Ice Schedules;

The Club includes the cost of website operation in its annual budget.



## 10 – MEMBERSHIP

**General** The intent of the Club is to provide a venue for elite athletes to participate at an elite level by putting only reasonable financial requirements on Athletes when they earn positions on Club Teams and to make 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 Athletes are insured, and that everyone makes a commitment to excellence in Ringette.

Participation in the events of the Club (practices, games, etc.) requires the payment of two separate fees. The Membership Fee (see 1001) gives Members rights within the Club. The Registration Fee (see 1004) allows Athletes to participate in Ringette activities. *These fees are separate from fees that Teams charge for their operation.*

### 1001. **Membership Fee**

The Membership Fee is defined in the Bylaws (Section 6). This fee is for membership in the Club only. The purpose of the Fee is to cover the cost of Athlete Registration with Ringette Alberta and Ringette Canada. The Executive will set the amount of the Membership Fee by August 31 of each year. The Membership Fee is paid at the Membership Meeting (see 1003).

### 1002. **Membership**

All athletes wishing to vie for a position on a Club team must tryout. Athletes must complete the specified form and pay the prescribed fee to be permitted to tryout. Being accepted for tryout and paying the prescribed fee does not give the Athlete (or Parents) Membership rights in the Club.

Athletes who are successful at earning a position on a Club Team qualify for Membership as described in the Bylaws. To complete the Membership process, Members **must attend** the Membership Meeting (see 1003).

### 1003. **Membership Meeting**

The purpose of the Membership Meeting is to complete the Membership process. It is held immediately following the Annual General Meeting of the Club. Attendance at the Meeting is **mandatory** for all prospective Members. At the meeting, Members complete the Membership Form provided by the Club Registrar and pay the prescribed Membership Fee (see 1001) to the Club Treasurer.

### 1004. **Registration Fee**

Whereas the Membership Fee gives Members rights within the Club, the Registration Fee allows Athletes to participate in Club activities. The Registration Fee goes toward supporting Club operations. By August 31 of each year the Executive will set the amount of the Registration Fee.

Athletes should register with their home Association before trying out for a Club Team. For Athletes successful at earning a position on a Club team, the Club Registrar will, where practical, take care of transferring fees paid to the home Association from the Association to the Club. The Athlete is responsible for paying any shortfall between the home Association registration fee and the Club Membership and Registration Fees. Shortfalls must be paid at the Membership Meeting. In the case where the home Association registration fee exceeds the Club Membership Fee, the difference will be refunded to the Athlete.

### 1005. **Suspension on Financial Grounds**

As stated in Bylaw 8, Members may be suspended on Financial Grounds and therefore be no longer be eligible for entitled to privileges or powers in the Club. Members suspended for this reason cannot:

- a. Vote in any Meeting or Executive Meeting;
- b. Be involved in any way as an Athlete or in a Team Personnel position;



- c. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association;
- d. Be elected to or perform any of the duties of an Executive Member position.

The Member (if 18 or older) or any Athlete that the Member is financially responsible for, is not permitted to participate in any practice, game or event sponsored by the Club. Suspension ends when the arrears have been paid to the Club.

1006. **Withdrawal and Team Fee Refund**

Just as Members are accountable to the Club for Membership and Registration Fees, so too are they accountable to their Team for any Team Fees assessed. Regardless of the reason for withdrawal, the Member is responsible for their proportionate share of all incurred Team expenses up to and including the date of withdrawal. The Team Treasurer will refund any excess to the Member. No further payment of any fees due after the withdrawal date is required.

1007. **Cancellation / Suspension of Membership and Team Fee Refund**

Just as Members are accountable to the Club for Membership and Registration Fees, so too are they accountable their Team for any Team Fees assessed. Members who have their Membership cancelled or have their Membership suspended to the end of the fiscal year are responsible for their proportionate share of all incurred Team expenses up to and including the date of cancellation or suspension. The Team Treasurer will refund any excess to the Member. No further payment of any outstanding fees due after the Cancellation / Suspension date is required. Suspension that is not to the end of the year is assumed to be temporary, so refunds are not applicable.

1008. **Financial Assistance**

Financial Assistance for player registration or team funds can be provided in two ways:

- a. Payment Extension for registration fees and team funds: Families requesting this option may spread their payments out over a longer time than the current playing season, thus reducing the amount of each monthly payment. The family will pay the full amount of all fees before the end of the fiscal year (June 30th). No application needs to be filled out for this option, but the president and treasurer must be notified of the request by Sept 15th.
- b. Financial Assistance: Families requesting a reduction in team fees, player registration fees or outside costs (such as hotel or airfares) must adhere to the following policy:
  1. All Families requesting Financial Assistance must complete the Financial Assistance Application and submit it to the President. All information will be kept confidential. Incomplete applications will be returned.  
Application Deadline - Sept 15<sup>th</sup>
  2. All Applications will be reviewed by the Financial Assistance Committee, consisting of the President, Vice President and Treasurer.
  3. As part of its annual budget Z5AA will allocate a portion of the budget to the Financial Assistance fund. The total amount awarded to families cannot exceed the amount budgeted. There is no obligation to award all/any of the fund. The decision to make any award, the amount thereof, and the beneficiaries shall be made at the sole discretion of the Financial Assistance Committee. All application and aid information will be kept confidential within the Financial Assistance Committee and the Z5AA member responsible for member accounts. (i.e team treasurer)



4. Families receiving Assistance may be required to provide additional volunteer hours either by organizing Provincial Championships, as an executive member, or other duties specified by the executive committee.
5. Any family failing to complete their volunteer requirements as agreed upon to receive financial assistance will be considered not in compliance and all fees will become due in full. If fees are not paid the player will not be allowed to register for the following season.
6. Z5AA reserves the right to qualify all applicants, notwithstanding the above criteria, and ask for additional financial documentation for the purposes of validating eligibility (e.g. income tax receipts, etc ).
7. Expectations of families receiving financial assistance include:
  - full compliance with the code of conduct as specified in the Z5AA Policy Manual
  - regular on-time attendance at games and practises
  - willingly volunteering for team duties such as minor officials, nutrition team, or other team requirements and fully participating in any fundraising activities organized by the Club or the team.Failure to meet these expectations will affect future financial aid applications for the family.
8. Families or individuals providing false information with regard to income and need for assistance will be suspended from the Club until such as time as the financial aid received is repaid to the Club.



## 11 - TEAMS

**General** The Framework (see section 903) determines the number of Teams in each Division. Athletes are selected for the Teams via a tryout process to endeavour to meet the development and success objectives. Once the Teams are selected, they operate as independent units within the constraints of this operation manual.

1101. **Positions**

Position placement is totally at the discretion of the Team Staff.

1102. **Goaltenders**

It is possible that Teams will carry two goaltenders. However, this is not a guarantee that both will receive equal playing time. It is the responsibility of the Head Coach to identify at tryouts how many goaltenders a team will carry and what the roles and expectations are for each.

1103. **Athlete Discipline**

See 1306.

1104. **Playing Time**

The following guidelines apply to playing time:

- Playing time is at the discretion of the Head Coach and must conform to the competitiveness levels of the Framework (see 902);
- Penalty Time assessed the Athlete counts as Playing Time;
- Injury time in a game counts as Playing Time;
- Certain game situations may, at the Team Staff's discretion, be reason to vary shift length or frequency;
- Disciplinary actions will reduce playing time;

1105. **Team Issues**

Issues or concerns between members and team staff are expected be addressed and resolved within the team.

If those involved cannot equitably resolve any issue, concern, or problem within or about the Team, a request for assistance may be submitted to the Division Coordinator. If the Division Coordinator cannot achieve resolution, or requires additional support, additional executive members may be involved in determining a satisfactory resolution.

1106. **Team Provisions**

1107. **Team Obligations**

All Teams are expected to:

- a. Attend all Club-prescribed tournaments;
- b. Specify to the Ice Allocator, according to the lead time specified by the Ice Allocator, any ice that cannot be used;
- c. Properly care for all equipment provided by the Association;
- d. Use Game Jerseys in games only - i.e., Game Jerseys are not to be worn during practices;



1108. **Team Treasurer**

Every Team must appoint or select a person called the *Team Treasurer* to manage the finances of the Team. The Team Treasurer is responsible for tasks that include, but are not necessarily limited to:

- Preparing the Team Budget with input from the head coach and manager(see 1109);
- Setting up a Team Bank Account;
- Collecting Team Fees from Team Members;
- Paying expenses, fees, refunds, etc. in a timely fashion to the Club, Team Members, or any other relevant entities;
- Recording and tracking all monies (or equivalent) received or paid and segregating such amounts by individual Team Member as appropriate;

1109. **Team Budget**

Every Team must create a budget called the *Team Budget* (see appendix). The budget should include, but is not necessarily limited to such things as:

- Levies assessed by the Club to the Team or Athletes through the Team
- Levies assessed by the Team to the Athletes;
- Team Pictures;
- Tournament Registration, Travel, and Accommodation;
- Championships (see 1112) including Travel and Accommodation;
- Trophies;
- Parties;
- Fundraising activities.
- Jersey Name Bars
- Referees for games
- Nutrition for athletes during competitions

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 by October 15<sup>th</sup> of each season. A year-end budget summary must also be submitted to the Vice President by March 30<sup>th</sup> of each season (or April 30<sup>th</sup> for teams participating in Nationals.)

1110. **Team Fee**

Based on the Team Budget and fundraising initiatives the Team may undertake, the Team will assess each Athlete a fee called the *Team Fee* to provide the funds necessary to meet the Team Budget. Note that:

- Athletes who withdraw are responsible for their Team Fee contribution (see 1006);
- Athletes whose membership has been cancelled are responsible for their Team Fee contribution (see 1007).
- Team fees (or post dated cheques ) must be submitted to the team treasurer by October 15<sup>th</sup>. The team treasurer will notify the executive of any families with outstanding fees by October 16<sup>th</sup>. The executive has the authority to suspend the membership of any player with outstanding fees (see section 10 and bylaw 8)

1112. **Championships**

Provincial Championships exist for all levels. All teams automatically qualify for Provincial Championships. National Championships exist for U16 and U19. All teams are expected to participate in Championships they qualify for.

The Club pays only for the cost of entering Championships. All travel, food, lodging, and related costs for



Championships are the responsibility of the Team. However, the Club may, at the discretion of the Executive, assist Teams in finding additional funding sources. The Club may also provide funding support at the discretion of the executive each year.

For teams advancing beyond Provincials, the Club will arrange for practice and exhibition game ice.

**1113. Base Ice Allocation**

The Club's ice acquisition process obtains ice for all teams. Ice times may be full or shared. Ice is assigned to Teams by the Ice Allocator so that U14, U16 and U19 teams receive approximately the same number of full ice slots and the same number of shared ice slots. Each team is charged on a per-hour basis, payable each month. The cost per hour of ice is an average of the hourly cost of ice from each facility.

Similarly, the Club assigns ice to U12 teams. To minimize conflicts with partner community Association Teams, ice times for U12 are generally restricted to late afternoon/early evening on Saturdays and Sundays. U12 teams are charged on a per hour basis just like U14, U16 and U19.

**1114. Returning Assigned Ice Slots**

Ice costs are the largest expense of the Club. For some of the ice obtained, there are financial penalties (possibly up to the full cost) for ice that goes unused. It is therefore imperative that when Teams realize they cannot use assigned ice, that the Ice Allocator is given at least 48 hours notice. In many cases, the Ice Allocator can reassign, sell, trade, or otherwise dispose of the ice with no penalty to the Club. Failure to give appropriate notice may result in financial penalties being passed on to the team. Furthermore, the Club may penalize the Team the cost of the ice slot if it cannot be disposed of.

**1115. Games**

Teams may participate in organized league games through the Black Gold League. Teams that participate in this league must adhere to all rules and guidelines of the Black Gold League. Teams must be aware of the policies and procedures for game play, including forfeiture of games, rescheduling of games, etc. Teams are responsible for any fines or levies assessed by the Black Gold League for their conduct in the league. This includes team registration fees, fines for misconduct, etc.

In addition, each team may arrange exhibition games using any of their assigned full ice slots.

For any games played, each team is responsible for the cost of referees.

**1116. Tournaments**

All teams should attend all Club-prescribed tournaments (see section 905). All travel, food, lodging, and related costs for all Tournaments are the responsibility of the Team. Teams may attend other tournaments

**1117. Club Tournament and Provincials Hosting**

The Club may host a AA Tournament each year. Also, every third year, the Club hosts the AA Provincials Tournament. All teams are expected to provide volunteer workers according to the direction of the Tournament Director. Teams should expect that every family will have to contribute volunteer hours in some fashion.



## 12 - TEAM STAFF

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

The Club selects Head Coaches. The Head Coaches are responsible for selecting the remainder of their staff. The staff that the Head Coach may select are:

- Assistant Coach(es);
- Manager (a Team can have at most one);
- Trainer (a Team can have at most one);

The Club recommends the following Team Staff composition:

- One Head Coach
- Two Assistant Coaches
- One Manager
- One Trainer
- At least one apprentice Assistant Coach that is or has recently been a Player

All Team Staff must meet the Ringette Alberta prescribed qualification criteria for the role they take on and are subject to the Team Staff Screening process (see 801).

### 1201. Team Staff Screening

As much as is practical, the Club will follow the Volunteer Canada *Safe Steps Screening Program* as outlined on their Website <http://www.volunteer.ca/en/volcan/screening2/safe-steps> (NOTE: It is expected that Ringette Canada will, in the future, establish guidelines for Team Staff).

Minimally, all Team Staff must obtain a completed "Criminal Record Check" Form (available from the RCMP or City Police) and submit it to the Technical Director.

### 1202. Head Coaching Application

In each year they wish to coach, prospective Head Coaches must complete the "Coaching Application" Form (available on the [Website](#)) prescribed by Club and submit it to Technical Director by the date specified by the Executive.

### 1203. Head Coach Selection Criteria

The Technical Director will be responsible for developing the coach application form, soliciting /recruiting interested individuals to submit the application form, forming the coach selection committee and chairing interviews with potential head coach candidates.

The technical director will solicit applications for head coaches via direct email to previous coaches and those that have expressed interest. The application will also be posted on the website and open to all individuals. Coaches that have previously coached a Z5AA team are not guaranteed a position and must go through the application process each year. Notice should be given of the deadline that applications must be received by. Once that deadline has passed, the interview and selection process should be completed within one month.





Head Coaches will be selected by a Coach Selection Committee consisting of the following individuals:

- a) Technical director who shall act as chairperson but may not vote or influence any division for which they have a vested interest (i.e. child in that division)
- b) 3 zone 5 AA executive members who do not have a vested interest in that division
- c) 2 representatives from different local associations. These individuals should have experience coaching ringette, but must not currently have a child involved in Zone 5 AA ringette.

The purpose of this committee is to represent the various local associations from which AA players originate from and present an unbiased, thorough review of potential candidates.

Committee members must attend all interviews for the same division. A final decision on coach selection will be made based on an open vote by the committee following the interview process. The following criteria will be used in making a final decision. In no order of importance, the criteria include, but are not limited to:

- 1) Coaching certification and credentials in accordance with Ringette Alberta and Ringette Canada rules
- 2) Coaching experience
- 3) Past ringette experience (as player or other capacity)
- 4) Interview results
- 5) Seasonal Plan
- 6) Other relevant coaching material presented
- 7) Past coaching evaluation results
- 8) Candidates ability to represent the club's best interest, demonstrated conformance to the bylaws and operations manual of the Club, Ringette Alberta, and Ringette Canada.

The Committee will rank each candidate in order and the technical director will present this ranking to the Executive members for final approval. Once the Executive board approves the selection (by majority vote of all voting members with no vested interested in that division), the technical director will offer the coaching position to the first ranked candidate. Once a candidate has accepted a head coach position, the other candidates will be informed of the results.

If only one application is received for a division, the executive will review the application and relevant information regarding the applicant and make a decision on whether or not a position will be offered to that applicant. A coach selection committee may be formed to interview the applicant.

In the case of one team per division:

Once a head coach candidate has been offered a coaching position and accepted, the application process is closed. Any further applications received for this division will be kept on file for future consideration if the need arises. These future considerations may include head coaching in another division, or assistant coaching positions.

In the case of two or more teams per division:

- Head coaching positions will be offered to each of the ranked coaches in order up to the number of anticipated teams. In the event that less teams are formed due to extenuating circumstances, the first ranked coach will get the first team, the second ranked coach will get the second team, etc.
- In situations where only one suitable applicant has applied by the application deadline and has accepted a head coach position, applications will continue to be accepted for additional teams in that division. The applications will be reviewed at the end of each month up until tryouts. Once a suitable applicant is found and accepts a coaching position for each team in that division, the application process will close and further applications will be kept on file. In the event that more coaches are



available than the number of teams formed after tryouts, the coach which accepted the position first will be assigned to the first team.

1204. **Training and Development**

Ringette Canada has defined minimum criteria for each Coach and other Team Staff role. The Club endeavours to ensure that all Coaches and other Team Staff have access to the appropriate training at the right time. Also, the Club encourages Coaches and other members to pursue Instructor status. Not only does this ensure that appropriate training can be delivered within the Club, but also enables the Club to assist partner Community Associations in achieving appropriate certification within their programs.

Another integral part of Club growth and community contribution is the development and mentoring of Athletes that have interest in coaching. Those showing an interest should be ~~are~~ given the opportunity (as well as appropriate training) to become part of Team Staff for younger teams or encouraged to assist teams in their home Association.

Head coaches are encouraged to select former (or current) players as part of their team staff to develop a community of non-parent coaches with interest and experience in AA ringette.

Head coaches are also encouraged to select assistant coaches based on future coaching requirements- i.e. providing training and mentorship to an assistant that will remain in a younger division when the head coach advances to the next age division.

The Club covers all registration costs for all types of certification-related training for all Team Staff. The Club may, upon Executive Approval provide partial or full reimbursement for other costs.

1205. **Coach Evaluation**

Each season, Athletes and Parents are given the opportunity to provide feedback to the Club regarding their opinion of the Head and Assistant Coaches and the experiences provided to the Athlete. The questionnaire is in two formats, one for Athletes and one for Parents. The feedback is used to identify opportunities for improvement for both the coaches and the Club. Coach Evaluations **are not** used to remove Head Coaches from their current position. To provide the most benefit, evaluations should be done mid-season and at the end of the season.

The Team Manager is responsible for distributing the questionnaire and collecting responses. All responses are confidential (unless the respondent chooses to identify themselves) and are returned in sealed envelopes. For each division the Club assigns a non-partisan member of the Executive to create a summary of the results.

A summary of each evaluation is sent to the Technical Director and the head coach. If necessary a meeting will take place with the technical director and the coach to review the results and address any issues that have been identified. The evaluation of the Head Coach will be used in subsequent years as part of the Selection Process.

The Technical Director collects all summarizes and produces an overall list of opportunities for improvement that is presented to the Executive. The Executive assesses each opportunity, determining when action, if any will be taken.



## 13 - ATHLETES

**General** The Athletes are the reason for existence of the Club. All efforts of the Club are focused on developing the Athletes to be the best they can be in their pursuit of excellence. All Athletes (and their parents) expect to receive first-class training in all aspects of their growth in the sport.

The program the Club has laid out is intended to serve the Athletes in a manner consistent with development and success expectations. Regardless of the Division, all facets of premier Athlete development are addressed:

- Physical Training
- Personal Skill Development
- Systems and Team Play
- Mental Training
- Athlete Nutrition

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### 1301. Tryouts

Athletes must tryout to earn a spot on a Club Team. The tryout process is designed to provide equal opportunity for all Athletes. No Athlete, even those who may have played for a Club Team previously, is guaranteed a spot on a Team

Tryouts for all Club Divisions occur in late August/early September and may include the Labour Day long weekend.

The registrar will send invitations to try out to all members of appropriate age within Zone 5.

In order to attend tryouts, each athlete must complete a registration form and pay a try out fee.

Each year the executive will set the fee for tryouts and determine the tryout schedule.

Players will be evaluated on a number of criteria by the head coach and independent evaluators.

Athletes that are not successful at earning a position on a Club team **are expected to return** to a suitable team in their home Community Association.

### 1302. Requesting to Play Up

*Playing Up* means playing in a Division higher than defined for the Athlete's age.

The following conditions apply to Playing Up:

- a. The movement can only be up one Division;
- b. The Athlete must try out for and be in the top 50% of the desired Division based on the same evaluation criteria applied to all Athletes in that Division;
- c. If approved, the Athlete 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 Athlete can "play up".

The process for requesting that an Athlete "play up" is as follows:

- a) Requests to play up must be made to the technical director and president and include reasons why the move should occur. The Technical Director may interview the Athlete, the Athlete's parents, and any other persons deemed appropriate, plus gather relevant information on the feasibility of the request. Factors included in the decision to recommend this request are: adherence to Ringette Alberta or Ringette Canada rules, impact on all teams in the Club, and ability of player to fit in at the higher level. The Technical Director shall review all information and present an initial recommendation to the Executive prior to the start of the tryout process. If the executive



approves the recommendation to move up, the player will be evaluated in the tryout process. If the player is ranked in the top 50% of the higher division, the executive will be asked for final approval of the move up.

- b) The executive may decide to not allow the move up at any time in the tryout process
- c) Information from the technical director will be used to determine the feasibility and success of this movement.
- d) Club requested moves: in rare situations the club may request that an athlete or athletes move up to a higher division in order to form viable and sustainable teams at each level. The decision on these moves will be made by majority vote of the voting executive members. Information from the technical director will be used to determine the feasibility and success of this movement.

### 1303. **Player Releases**

The Club follows the rules set forth by Ringette Alberta for Player Releases. The rules specify the requirements for letting Athletes register or play for a Team in a different Association, Club, or Zone. The process set forth by Ringette Alberta includes notifying the resident association of intent to attend tryouts for another zone/association, and (if offered a position on a team) completion of a Ringette Alberta [Player Release Form](#). See Ringette Alberta Policy and Guidelines for full requirements.

Athletes planning to request releases from the Zone 5 AA Club must attend Zone 5AA tryouts in the appropriate division (i.e. U14, U16 or U19). No request for releases will be considered until after the athlete attends tryouts. The Club reserves the right to request athletes attend a minimum of 3 tryout sessions prior to being considered for a release.

Athletes are not eligible for a Player Release until they have been released from the tryout process by the coach.

Players that will be 18 years of age as of Dec 31 of the current playing year do not require signed release forms.

The objective of this process is to ensure fairness and consistency for all athletes and work in accordance with the framework of the Ringette Alberta Policies for Player Releases.

Releases are valid for the current season only and are automatically terminated at the end of the season. While the Athletes themselves are responsible for maintaining Release documentation, it is the responsibility of the Club Registrar to keep a List of Releases for each season.

### 1304. **Athletes From Other Zones**

The Club *does* permit Athletes from other Zones to play on Zone 5 AA teams subject to:

- a. The Release Policy set forth by Ringette Alberta;
- b. The Playing Up rules herein contained;
- c. Executive Approval. Players may attend tryouts but will not be accepted on to a team without executive approval.
- d. At U14AA, no imports will be accepted as the goal of the Club is to develop players within Zone 5. An exception to this will be made in cases where a viable team cannot be formed in Zone 5AA without the addition of import players.
- e. At U16 and U19, imports may be accepted as the focus shifts from development to a greater expectation of success. Import players must make up less than 26% of a team's total athletes. An exception to this will be made in cases where a viable team cannot be formed in Zone 5AA without the addition of a greater percentage of import players.

### 1305. **Player Affiliation**

The constraints set forth by Ringette Alberta determine which Teams Athletes may play on. In general, a Athlete 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 Athletes to play on a different Team



than the one they are registered with. Any given Athlete can be affiliated with only one other Team. There are some exceptions for Provincial, Western Canadian, and National playoffs, in some cases for Tournaments, and for Double-Carded or Triple-Carded Players.

The following are constraints the Club places on Affiliation in addition to those set forth by Ringette Alberta:

- a. Requests for Player Affiliation can be made by Teams only - Athletes are not permitted to request Affiliation.
- b. Teams wanting to register one or more Affiliates with their Team must complete a Ringette Alberta [Player Affiliation Form](#) and submit it to the Technical Director. If valid, the request is sent for Executive Approval. If approved, the Registrar will register the Affiliation according to the processes of Ringette Alberta.
- c. An Affiliate may practice with the Team they are affiliated to only if the Affiliate's commitment to their own Team is not compromised.
- d. An Affiliate may play in games, subject to Ringette Alberta constraints, on the Team they are affiliated with provided that the Affiliate would not miss a game of their own Team.
- e. An Affiliate may play in tournaments, subject to Ringette Alberta, constraints, on the Team they are affiliated provided that the Affiliate:
  - i. Has been properly identified on the Tournament Registration form, regardless of whether such form had provision for doing so;
  - ii. Would not miss a game of their own Team.

1306. **Athlete Discipline**

Situations may arise where it is necessary for the Team Staff to discipline an Athlete. Most often, the situations result from contravention of the Code of Conduct (see 3- *CODE OF CONDUCT*) or other actions deemed detrimental to the functioning of the Team. The discipline will most often be reduced Playing Time (see 1104). However, the Team Staff may take other disciplinary action depending on the nature of the wrongdoing. Such disciplinary action may include suspension.

1307. **Protective Equipment**

Athletes must wear the mandatory equipment and should wear the recommended equipment specified by Ringette Canada.

1308. **Injuries and Return to Play Guidelines**

Following any injury to a player, team staff, the player and the parents must be in agreement that the athlete is ready to return to play. Team staff may request, or the parent may provide, a completed Return to Play form (or similar notation from a healthcare provider) before allowing a player to return to game situations.

Any athlete than exhibits symptoms, signs or behaviors consistent with a concussion following a head trauma shall immediately be removed from play. The Club will provide each coach with the Pocket Concussion Recognition Tool card that can be used by team staff when evaluating a player who has suffered a head injury.

The Return to Play Guidelines (a ThinkFirst Canada Concussion resource) will be used to assist coaches, players and parents on the various steps of recovery associated with a concussion. This information should be posted on the Club website and parents should be made aware of these Guidelines and the Concussion Recognition Tool.



1309. **Athletes Picked Up After Provincials**

For Athletes that get picked up by other teams to go to Westerns or Nationals, the Club ***may*** provide some financial support. The amount, if any, is determined by the Executive after Provincials.



## 14 - CLUB SPIRIT

**General** Bringing together athletes from different communities to form successful teams is the Club's major strength. Doing so helps break down perceptions regarding community competitiveness and creates a true spirit of unity within the Zone.

Much of the success is based on things done to promote unity and to showcase the Club as an organization that truly is "in the pursuit of excellence". Growing Club Spirit creates enthusiasm within and about the Club. While the Operations Group leads these initiatives, the Membership as a whole brings the passion that forms the foundation.

At all events the Club participates in - Tournaments, Championships, Rallies, etc. - the Club endeavors to showcase both Ringette and the Club. The topics in this section describe what the Club does to form the base for building Club Spirit.

### 1401. Club Logo

The Club Logo encapsulates the essence of Zone unity - the bringing together of many athletes from the entire area. The logo is copyrighted by the Club. As such, it can be used only in situations approved by the Club. Individuals or organizations may make a request to the Executive for use of the Club Logo.

### 1402. Club Motto

To encapsulate what the Club strives for and to provide a simple statement that all Members can associate with, the motto of the Club is:

*"The Pursuit of Excellence"*

The motto, like the Club Logo can be used only in situations approved by the Club. Individuals or organizations may make a request to the Executive for use of the Club Logo.

### 1403. Team Wear:

The club selects specific clothing and items each athlete must purchase and use. The design must be suitable for players to use over multiple seasons. The following items are mandatory for each athlete:

Equipment bag- must be used for all games and practises

Game pants- must be worn at all games, ( exhibition, league and tournaments)

Jackets- suitable for winter weather

Track suits-

T-shirts- long sleeve, black and white with Z5 logo on front.

Players and coaches must wear one of the team wear items to every club event (game, practise, etc) so that each member is easily identifiable as a Z5 member.

In addition to the above items, other articles of clothing may be available for purchase including sweat pants, sweat shirts, etc.

The Club spirit coordinator is responsible for ensuring each player and coach has the required items.

Teams may choose to purchase additional team- specific items but are limited to one Non-club item (sweatshirt, t-shirt, etc). Ordering these items is the teams individual responsibility.



1404. **Name Bars**

Each Team is provided with two sets of Jerseys (home and away). It is a Club standard that Name Bars (last name only) be attached to the Jerseys. Each Athlete that earns a spot on a Club Team for the first time is expected to purchase two name bars.

It is the responsibility of each team to attach name bars to the jerseys at the beginning of each season and to remove the name bars at the end of the season. The name bars are returned to the Athlete so that they can be used in subsequent seasons.

1405. **Promotional Items**

As an ongoing effort to promote identity and spirit, the Club should have items available for purchase by Athletes, parents, fans, etc. The items include, but are necessarily limited to:

- Blankets;
- Scarves;
- Mittens;
- Pins;
- License Plate Frames;

It is the responsibility of the Club Spirit Coordinator to manage an inventory of promotional items.

1406. **Team Pictures**

Each team is responsible for arranging and paying for their own team photos.

1407. **Pre-Provincials Rally**

Near the end of each season, usually the weekend before Provincials, the Club puts on a Rally. The Rally serves as a coming together of all Club teams to build group spirit and enthusiasm. Each member of each team is expected to attend the Rally.

Planning for the Rally usually begins in the fall and is led by the Events Coordinator

1408. **Trophies and Banners**

As Club Teams achieve success, they are rewarded with medals, trophies, banners, etc. The Club demonstrates its pride in its athletes by displaying what the athletes have earned. The Club has installed a Trophy Case at the Club's home area - River Cree. Also, the facility operator has given the Club permission to hang banners and pictures to showcase the success of the Club and its athletes. The Club also recommends that partner Community Associations that have Athletes on Club Teams display banners and trophies as applicable.





## 15 - FUNDRAISING

**General** One of the Club's principles is to make Ringette be as affordable as possible. To this end, the Club strives to pursue simple and effective methods of generating revenue. Some initiatives have proven success, while others require more effort and creativity.

Fundraising can take the form of direct provision of funds, while others require involvement of the membership to participate in activities that individually or collectively provide revenue. The key to success is commitment to implement effective programs that maximize return.

Unless otherwise specified, the Fundraising Coordinator is responsible for managing fundraising activities. Each year the Club will decide on specific fundraising activities. Participation by all members in these activities is mandatory. Proceeds from these fundraisers are distributed as follows:

- a specific portion will be kept within the club to assist in the operation of the club as a whole.
- The remaining amount will be split equally among the teams in the club. (Petite teams optional??)

Teams may choose to conduct their own fundraising activities in addition to the club-organized events. Proceeds from these individual efforts will be kept within that team.

Fundraising initiatives include (but are not limited to):

- silent auctions
- bottle drives
- hosting major events
- gift card sales



## 16 - FINANCIAL MANAGEMENT

**General** The management of Club Finances is the responsibility of the Treasurer.

1601. Club Bank Account

1602. Distribution of Gaming Proceeds

Proceeds from Casinos are designated to assist in paying for major expenses, particularly the purchase of ice. Any surplus proceeds are to be used to the general advantage of the Club. From time to time, the Executive may adjust the manner and amount of distribution of gaming proceeds. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the Gaming Program.

1603. Annual Audit

1604. Budget

1605. Honorariums



## 17 – OPERATIONAL RESPONSIBILITIES

**General** The Officers of the Club have fundamental responsibilities with respect to the governance of the Club and conformance to the requirements of the Societies. In addition to the governance requirements, specific roles must be fulfilled to ensure the effective and efficient operation of the Club (see 105). The collective of Members managing the operation of the Club are referred to as the **Operations Group**.

It is expected that each Member of the Operations Group is willing to fulfill their commitment to the best of their ability. While there are specific duties (described in this section), there are several tasks applicable to all members of the Operations Group. This includes, but is not necessarily limited to:

- Attend Club meetings;
- Always portray the Club in a positive nature;
- Respond to, or ensure that responses are given to, inquiries made about any aspect of the Club;
- Contribute to the growth, improvement, and refinement of the Club and its operation;
- Represent the Club at Ringette Alberta Meetings as appropriate

### 1701. President

In addition to the duties outlined in the Bylaws and the general responsibilities identified at the beginning of this section, the President has specific responsibilities for the operation of the Club. This includes, but is not necessarily limited to:

- Ensure that there are sufficient meetings (and notice thereof) to ensure smooth operation of the Club
- Ensure all members of the Operations Group fulfill their obligations;
- Provide leadership and focus for all aspects of Club operation;
- Ensure that succession plans exist for all elected or appointed positions for year-to-year continuity;
- Ensure that all actions with Key Dates are completed;
- Ensure access to the Corporate Registries system (see 101?) is available;
- Participate in the Executive Approval process as described (see 106);
- Participate in the coach selection process (see 803);

### 1702. Vice President

In addition to the duties outlined in the Bylaws and the general responsibilities identified at the beginning of this section, the Vice President has specific responsibilities for the operation of the Club. This includes, but is not necessarily limited to:

- Assist President in execution of Club business;
- Fulfill duties of the President in his/her absence;
- Ensure access to the Corporate Registries system (see 101?) is available;
- Participate in the Executive Approval process as described (see 106);
- Participate in the coach selection process (see 803);

### 1703. Secretary

In addition to the duties outlined in the Bylaws and the general responsibilities identified at the beginning of this section, the Secretary has specific responsibilities for the operation of the Club. This includes, but is not necessarily limited to:

- Assist in maintaining communications between the executive, coaches, teams and parents;
- Prepare meeting agendas
- Report on Club correspondence
- Ensure that meeting minutes are posted on the Club website;



- Ensure the Operations Manual is up to date prior to the Annual General Meeting;
- File the Club's Annual Return with Corporate Registries;
- Ensure access to the Corporate Registries system (see 101?) is available;
- Participate in the Executive Approval process as described (see 106);
- Obtain, as required, Certificates of Insurance from Ringette Alberta (see 511);

1704. **Treasurer**

In addition to the duties outlined in the Bylaws and the general responsibilities identified at the beginning of this section, the Treasurer has specific responsibilities for the operation of the Club. This includes, but is not necessarily limited to:

- Monitor account balances to ensure the Club does not incur unnecessary expenses;
- Attend or send a representative to all Gaming events to collect deposit, pay expenses and collect documentation;
- Prepare a forecast at mid-year for the executive, to project if there will be a deficit or surplus at year-end
- Prepare a budget prior to tryouts so that coaches can present proper information to prospective Athletes;
- Arrange for and ensure that an Annual Audit of the Club's books is carried out, properly documented, and reported to the Alberta Gaming and Liquor Commission;
- Ensure that Membership Fees are collected at the Membership Meeting

1705. **Ice Allocator**

The Ice Allocator role is critical to the operation of the Club. It is a year-round responsibility, not so much from the viewpoint of allocating ice to Teams, but due to when ice contracts and arrangements with providers must be established.

The Ice Allocator has responsibilities that include, but are not necessarily limited to:

- Establishing and maintaining a list of contacts with Ice Allocators from partner Community Associations, contacts with municipalities that sell ice, the Black Gold League Scheduler, and any other entity from which the Club could buy or trade ice;
- Establish contracts or arrangements for ice for:
  - Tryouts;
  - Practice and Game ice for the season (September to February);
  - The annual Club Tournament;
  - Practice and Game ice for Teams advancing to Canadian or Western Canadian Championships;
  - Summer Camps;
  - Hosting RAB Cup events;
- Ensuring that the Club Treasurer has copies of all official ice contracts and can determine the cost of each ice slot;
- Maintaining a Master Spreadsheet of all contracted or arranged ice;
- Allocating ice equitably amongst all Club Teams;
- Buying, selling, or trading ice with other entities throughout the season (September to February) to meet changing needs of Club Teams or to ensure that all prearranged ice does not go unused;

1706. **Technical Director**

The Technical Director is responsible for guiding the development of both Team Staff and Athletes, as well as overseeing the technical aspects of Club operation. A key objective of the Club is to provide programs for the development of both Athletes and Team Staff, activities that require planning and preparation well in advance of such programs. The Technical Director role is a year-round responsibility.



The Technical Director has responsibilities that include, but are not necessarily limited to:

- Serve as a mentor for other coaches, including assisting new coaches with development of seasonal plans, etc.;
- Organize coaching clinics as required;
- Organize power skating, goaltending clinics or such other clinics, as required and as approved by the Club;
- Establish programs as appropriate for the off-season;
- Establish an appropriate dryland program for the Teams during the season;
- Analyze demographics of potential Athletes in the Zone to be able to provide input into Club process for determining the number of Teams for the following season
- Ensure that all requirements for Championships and Club prescribed Tournaments are met
- Ensure the requirements of the Club's Team Staff Screening process are met
- Ensure the Coach evaluation process is completed in a timely manner
- Ensure the Tryout process is carried out correctly
- Ensure requests to "Play Up" are managed appropriately

1707. **Registrar**

The Registrar is responsible for ensuring that all Club Athletes and Team Staff are appropriately registered with the Club and Ringette Alberta.

The Registrar has responsibilities that include, but are not necessarily limited to:

- Collect Athlete registration forms and fees at the Registration Meeting (see 603 and 604);
- Complete and submit all Team registration information required by Ringette Alberta;
- Provide or ensure Teams have access to official Ringette Alberta Team Registration Forms;
- Maintain a List of Releases
- Provide registration statistics to the Operations Group or any other entity requiring such information;

1708. **Equipment Manager**

The Equipment Manager is responsible for looking after the Club's equipment assets. The list includes, but is not necessarily limited to:

- Storage Facilities;
- Jerseys;
- Shot Clocks;
- Rings;
- First Aid Kits;
- Pinnies;
- Equipment Bags;

The Equipment Manager has responsibilities that include, but are not necessarily limited to:

- Manage the Club's inventory of jerseys, equipment, etc.;
- Distribute jerseys, equipment, etc. to teams at the beginning of the season;
- Arrange for the purchase of jerseys, equipment, etc. as required;
- Arrange for repair of damaged equipment;
- Manage the Club's storage facility;
- Ensure all assets distributed to Teams are returned at the end of the season;
- Ensure there is an appropriate inventory of Equipment Bags



1709. **Travel Coordinator**

The Travel Coordinator is responsible for making all travel and accommodation arrangement for Teams attending out-of-town Tournaments or Championships.

The Travel Coordinator has responsibilities that include, but are not necessarily limited to:

- Liaise with Teams regarding travel and accommodation requirements for out-of-town Championships or Club prescribed Tournaments;
- Liaise with companies regarding bussing or other alternative forms of transportation;
- Liaise with hotels regarding accommodations, meeting rooms and other club or team requirements
- Secure travel and accommodation for Teams for out-of-town Championships or Club prescribed Tournaments;
- Assist Teams in identifying travel and accommodation costs for their Team Budget

1710. **Gaming Coordinator**

The Gaming Coordinator is responsible for the managing processes that fall within the governance scope of the Alberta Gaming and Liquor Commission. This includes, but is not necessarily limited to:

- The Club's participation in gaming events such as casinos, bingos, etc;
- Events the Club may hold that require licensing by the Alberta Gaming and Liquor Commission;
- Etc.

The Gaming Coordinator has responsibilities that include, but are not necessarily limited to:

- Filing required documentation, etc. regarding the Club's operation to the Alberta Gaming and Liquor Commission;
- Manage the processes that enable the Club to participate in gaming activities;
- Recruiting and ensuring members are properly trained to work at gaming activities;
- Manage the processes that enable the Club to hold events requiring licensing by the Alberta Gaming and Liquor Commission;
- Attending meetings, etc. hosted or recommended by the Alberta Gaming & Liquor Commission or other Gaming Agency regarding participating or hosting licensed events;
- Providing information, reports and recommendations to the Executive as requested;
- Researching grant opportunities (cooperatively with the Fundraising Coordinator);
- Any other activities to ensure a successful Gaming Program;

1711. **Fundraising Coordinator**

The Fundraising Coordinator is responsible for Club fundraising ventures.

The Fundraising Coordinator has responsibilities that include, but are not necessarily limited to:

- Working with the Events and Club Spirit Coordinators to enhance Club exposure;
- Investigate and recommend alternatives for Club or Team fundraising;
- Researching grant opportunities (cooperatively with the Gaming Coordinator);
- Pursue corporate sponsorship opportunities;

1712. **Tournament and Championships Coordinator**

This position is filled only in years when the Club hosts a tournament or a provincial championship. These events are important to the Club both in terms of exposure and revenue potential. The Tournament and Championships Coordinator takes the lead in making these events be successful.

The Tournament and Championships Coordinator has responsibilities that include, but are not necessarily



limited to:

- Establishing repeatable processes for the running of the Tournament and Provincials;
- Recruiting volunteers from the membership to fulfill the roles required to run the events;
- Liaising with the Operations Group to secure the resources required to run the events;
- Liaising with Ringette Alberta as required;
- Liaising with the referee association as required;
- Overseeing the events during their execution;

1713. **Events Coordinator**

Various types of events contribute to the spirit, unity, and exposure of the Club. Examples include, but are not necessarily limited to:

- Tournaments;
- Championships;
- Pre-Provincials Rally;

The focus of the Events Coordinator is to ensure that the volunteers, participants, and visitors have a memorable experience.

The Events Coordinator has responsibilities that include, but are not necessarily limited to:

- Working with the Fundraising and Club Spirit Coordinators to enhance Club exposure;
- Working with service or product providers (e.g., caterers, etc.);
- Recruiting volunteers;

1714. **Club Spirit Coordinator**

Enthusiasm within the membership contributes significantly to Club unity. While much of this happens naturally, having a leader adds focus and momentum. In addition to established processes, the Club Spirit Coordinator brings the creativity and passion to promote the Club both internally and externally.

The Club Spirit Coordinator has responsibilities that include, but are not necessarily limited to:

- Working with the Events and Fundraising Coordinators to enhance Club exposure;
- Manage the Club's inventory of promotional items (
- Writing articles for newspapers in representative communities
- Order teamwear clothing items for each player



## 18 - PRIVACY

- 1801 Zone 5 AA Ringette Club is committed to safeguarding the personal information entrusted to us by our members. Personal information is managed in accordance with Alberta's *Personal Information Protection Act* and *Personal Information Protection and Electronics Documents Act*, and other applicable laws.
- 1802 We collect only the personal information that we need for the purposes of providing services to our members, including personal information needed to:
- Register participants with the provincial sport organization (Ringette Alberta)
  - Send out association information to members or participants
  - Maintain distribution lists and rosters (e.g. players, coaches, executive,)
  - Advertise activities on the Zone 5 AA website, in newspaper articles, etc.
- 1803 We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.





**APPENDIX A - KEY DATES**

Feb 15	Off-Season Program	Technical Director
Feb 28	Private Ice Contracts (if applicable) for: <ul style="list-style-type: none"> <li>• RAB Cup Events (if applicable);</li> <li>• Summer Camp;</li> <li>• Tryouts;</li> </ul>	Ice Allocator
Jul 15	Private Ice Contracts (if applicable) for: <ul style="list-style-type: none"> <li>• Following Season;</li> <li>• Following Season Club Tournament</li> </ul>	Ice Allocator
April	If applicable, arrangements with partner Community Associations for Tryout ice;	Ice Allocator
April	Tryout Ice acquired	Ice Allocator
Apr xx	Planned Teams per Division	
Apr xx	Coaching Applications	Technical Director
May xx	Coach Selections	Technical Director
Jun xx	Tryout Invitations	Registrar
Aug 31	Finalized Base Ice Requirements for the season (September to February) including both additional private contracts and arrangements with partner Community Associations	Ice Allocator
Sep xx	Teams Formed	
Sep 10	Teams allocated ice for September	Ice Allocator
Sep 30	Teams allocated ice in correlation with the first session of the Black Gold League	Ice Allocator
Sep	Annual General Meeting	President
Nov xx	Teams allocated ice in correlation with the second session of the Black Gold League	Ice Allocator
Sept 30th	File Annual Return	Secretary
Oct 15th	Completion of registration of all Teams with Ringette Alberta	Registrar



**APPENDIX B - FINANCIAL ASSISTANCE APPLICATION**

The following is the financial aid request form that must be filled out completely in order for the Club Financial Assistance committee to consider your request for help. We promise that this information will be treated with the utmost respect and confidentiality.

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, Province and Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Name of player(s) and level of play:

1. \_\_\_\_\_

2. \_\_\_\_\_

Have you received financial aid from Z5AA in the past      YES      NO

Household income per year \_\_\_\_\_

Monthly House payment or rent \_\_\_\_\_

Monthly car payment, if applicable \_\_\_\_\_

Other fixed monthly debt payments \_\_\_\_\_

Total number of dependents including yourself \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Z5AA use only**

Approved      YES      NO      Signed by President \_\_\_\_\_ VP \_\_\_\_\_

Amount of financial Aid \$ \_\_\_\_\_ Payment plan if any \_\_\_\_\_

Additional volunteer requirements \_\_\_\_\_