

# NORTH WINNIPEG RINGETTE ASSOCIATION



## Guidelines and Procedures

May 2015



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## 1) Sponsorship

NWRA will provide funding to NWRA players at the U19 age level and under who win the opportunity to represent Manitoba at the Canadian National or Western Canadian Championships. This player must have contributed to the sport of ringette within NWRA during the current playing season.

Each player must submit a separate request to the board. The player must state what team she played for, what event she will be attending and how she has contributed to NWRA during the season.

NWRA will provide sponsorship in the amount of \$100.00 per player. The Fund will not expense more than \$500 to any one team in any given season.

## 2) Player Movement

NWRA believes players should play with their peer group in their normal Divisions (based on age) and Player Movement should only happen in exceptional circumstances.

Player movement shall be discussed with the coaches involved and their input will be taken into consideration. The Vice President will contact the parents and the Director of Coaching will contact the coaches within 48 hours of the decision being made by the Board of Directors. All player movements must meet the requirements of the MRA Policy Manual.

Player movement (playing in a higher or lower Division than the age of the player) can be accomplished in two ways:

### a) Parent Driven Request:

- If your player has passed the Ringette 4U Green stage. A parent must complete a parent driven request. (Ringette 4 U program only)
- the player initially must register in their normal age Division. Please note, no request will be accepted unless the player has been registered to play and payment has been received by NWRA.
- once registered, the parents need to supply NWRA with a letter asking for permission for their player to play in the new Division (important to include the reasons why). The parents should e-mail this letter to the Registrar and copy the President (see Contact section at [www.nwra.ca](http://www.nwra.ca) for details).
- to be dealt with in a timely manner all requests should be received by NWRA before September 15<sup>th</sup>. Requests received after September 15<sup>th</sup> will be managed as best we can (and may take some time).
- All players may be expected to begin the season in their normal age Division. *Important:* the player cannot attend the ice session of the Division they would like to move to; if this happens their request will not be reviewed.
- NWRA will evaluate the player during the first couple of ice times at the start of the season. The NWRA Pre Season Camp ice may be an appropriate time to review some requests.

- After the evaluation ice the NWRA Executive will review the request and the President will communicate the decision to the parents.
- If approved, parents are responsible to pay any difference in fees for the new Division.

b.) Association Driven Request:

- At the start of the season NWRA may not have enough players to form a team in a Division. NWRA may decide it appropriate to move one or more players to a high Division to support team formation.
- Once any player(s) to be moved have been identified, NWRA's President will communicate first with parents (before bringing players into the loop). Parents are required to provide their approval before a player can be moved.

c) How does NWRA make a decision on Player Movement? We look to two things:

1.) NWRA numbers in each Division: does moving players affect team formation? Players will only be moved when it is not a detriment to either the team from where the player is being moved from or to. This condition must be met before a move will be considered regardless of skill.

2.) Skill of player: skating, aggressiveness, size, game play etc

### 3) Registration

All players are to register during Central Registration. Registration fees plus community centre fees will be collected by the NWRA.

a) ***Late Registration***

The association will accept all new registrations up to the MRA cut off of December 31<sup>st</sup> of each season. All cases of late registration fees will be reviewed and voted on by the Executive; each case will be based on its own merits but discounts are strongly discouraged. All returning players will be required to pay the full registration fee, except in the case of injury.

b) ***Refunds***

In order to be eligible for a refund the individual must notify the Registrar in writing. Notification must be in the form of an email or letter from the individual withdrawing or the individual's parent. Once a player has withdrawn they will not be permitted on the ice. All refunds will be less MRA and WRL fees if already paid by NWRA. Refund requests will only be available during the first half of the season. If the season has started, a medical note will be required and a refund will be issued less WRL and MRA fees.

c) ***Kidsport***

It is the responsibility of the individual to complete and submit a Kidsport form. If NWRA is asked to complete a section of the Kidsport form on their behalf, NWRA will only take the registration amount difference between what Registration fees are compared to the maximum

allowable amount under Kidsport. If NWRA does not receive Kidsport funds by October 31<sup>st</sup>, it will be the responsibility of the individual to pay the fees in full or be removed immediately from the Roster.

d) ***Discounts***

Goalie – A Full time goalie with own equipment is required to pay registration fees at the time of registration. Once the year is complete, a full refund less community centre fees will be issued back if the goalie has played the position for the full year. This discount is intended for U14 and higher divisions.

e) ***Player release***

All players are required to register with their home association. In the event NWRA cannot host a team at a specific age and/or level those players may be transferred to another association to enable those players an opportunity to play. In the event of a transfer NWRA will refund the registration costs, less the Community Centre fees, to the player who will then be responsible to pay the registration costs of the other association.

f) ***Community Centre Fees***

- Community Centre fees are collected at the time of registration. In the event a player is released to another Association these fees are non-refundable.
- A goalie should not be refunded community centre fees.

**4) Volunteer Requirements**

During a year when the NWRA hosts an event, for example, Provincials, Tournaments etc. the association will assess a Volunteer bond at the beginning of the year. Each family will be required to provide a deposit of \$50.00 when they register.

Each family is required to provide a minimum of 3 hours of volunteer time to support our Association and receive a full bond refund.

If a family does not fulfill the volunteer requirements as outlined above, a refund will not be issued.

Families who perform the following volunteer roles will be considered to have completed their Volunteer hours and will not be assessed the bond at the beginning of the year.

- Taking a position on the NWRA Executive
- Assisting with Come Try Ringette events
- Team Coaches, Assistant Coaches, Trainer and Managers

Families may have the opportunity to volunteer an additional 3 hours and receive the volunteer bond from a family who has chosen not to perform their minimum requirements to receive a refund.

## 5) Fundraising

### a) *Association Wide Fundraising*

NWRA may perform one or more Association wide fundraising events each year. Each team is required to participate. The intent of the fundraiser is to benefit both the NWRA and the teams. The team portion will be issued toward the cost of practice ice.

### b) *Team Fundraising*

Individual teams may decide to fundraise to cover the cost of tournament fees etc. Each team will hold a parent meeting at the start of each season; during this meeting team fundraising needs will need to be reviewed. NWRA does not require any notification of team fundraising.

## 6) Coaching

- a) A volunteer form can be completed at Fall Registration.
- b) If two or more candidates apply for the same coaching position, the following procedures will apply: The Director of Coaching will review the coaching application form, qualifications and the results from any previous coaching evaluations. If there is a conflict of interest the final decision is made by the NWRA Executive.
- c) Coaches will be informed of their position once the final Fall Registration date has passed.
- d) Once head coaches are in place, they are responsible for selection of their own bench staff. The Coaching Director must be notified by the head coach who will make up the entire bench staff prior to the start of the season. Final approval of all bench staff will be granted by the NWRA. A minimum of one female over the age of 18 must make part of the bench staff.
- e) There will be one anonymous parent evaluations per season. It will occur prior to the completion of the first half of the season. All evaluations will be summarized and presented to the coaches prior to the start of the second half of play.
- f) There will be one anonymous player evaluation per season. This will only occur at the U14 age and higher. It will occur at the same time as the parent evaluations.
- g) All documents are to be kept secure by the Director of Coaching or in case of a conflict, the current President of NWRA.
- h) NWRA will pay for coaching clinic fees of rostered coaching staff to a maximum of four per team per year. Teams will be responsible for payment of any coaching requirements beyond four.

## **7) Evaluation and Tryouts**

- a) NWRA has a tryout or evaluation that is approved each year by the NWRA Executive.
  - Tryout fees will be charged to those wishing to tryout. All players must pay the tryout fee prior to going on the ice for the first time.
  - Evaluations will be charged a fee to cover costs.
- a) Evaluators are used to ensure the process is unbiased. NWRA will appoint evaluators based on their experience and availability. Evaluators should be at least 18 years old and have a minimum of one year experience as either a coach or manager, or three years of playing experience.
- b) If you have a child participating in the tryout or evaluations, you are not entitled to participate in any part of the evaluation process.

## **8) Evaluation and Tryouts Format**

- a) Before the first tryout or evaluation (while the players are warming up), the President or Vice-President or designated NWRA representative should meet with the parents to explain:
  - The selection process and the skill sets that will be evaluated.
  - That there should be no communication with the Evaluators while the tryouts or evaluations are in progress.
  - That the player or parents of the player will be notified by the Coach once the teams have been selected.
  - Individual evaluation results will be provided to all player parents by the President, or designated NWRA representative.

## **9) Team Selection guidelines for tryouts**

- Teams will be formed based primarily on considerations to player calibre and age. Evaluations will occur, if the numbers permit with the purpose of placing players on teams of like calibre of play. The scores will be tallied and used to determine the placement of players into higher or lower calibre teams within the division.
- If a player is unable to attend the player evaluation, the association will attempt to make alternative arrangements for an assessment if possible.
- The association will consider a player's request not to be evaluated for play with a more competitive team and to play on a lower caliber team. The final decision will also be dependant on registration numbers.
- Any grievances from parents or players with the outcome of team selection will be referred to the NWRA Board of Directors. The grievance must be resolved prior to team rosters being submitted to the WRL.

## 10) Roles and Responsibilities for team selection for tryouts and evaluations.

- The ethics of confidentiality must be upheld throughout the evaluation process.
- Player development will organize and manage the evaluation process.
- Player development will recruit and organize the Evaluators.
- Player development will provide the Evaluators with instructions and forms for evaluation.
- The Coaching director will provide on ice instructors
- Player development will provide the on ice instructors with instructions for running the evaluation drills and scrimmages.
- Player development or Vice-President will receive the completed evaluation forms from the evaluators unless a conflict exists
  - If the Player development or the Vice-President is a parent or sibling of a player in the division being assessed, they must be replaced by another executive member for the purpose of receiving evaluation results, reviewing results and determining player placement.
- Once the evaluation process is complete the Player development will report the results to the NWRA board of directors.
- Once the results are reviewed by the NWRA Board of Directors, Player development will provide results to the Registrar.
- The registrar will prepare a completed Roster for the Coaching Director.
- The head coach will contact players on his/her team.
- Player Development will issue individual results to parents/players.

## 11) Cell Phone Usage in all Arenas.

The use of photographic devices including cell phones, cameras and iPods (with cameras) are strictly prohibited in all Arenas, change rooms and washrooms wherever North Winnipeg Ringette Teams occupy. This policy is in place to protect the privacy of players and users of these facilities, and it is important that all players, coaches, and other representatives respect and abide by them.

The Disciplinary steps in increasing order of severity are as follows:

- 1<sup>st</sup> Infraction – Written warning
- 2<sup>nd</sup> Infraction – Single game suspension
- 3<sup>rd</sup> Infraction – Three game suspension
- 4<sup>th</sup> Infraction – Balance of the season suspension including; playoffs, provincials, tournaments, etc. (Pending NWRA decision)
- 5<sup>th</sup> Infraction – Removal from NWRA Membership (Pending NWRA decision)

The NWRA Board reserves the right to impose a more severe penalty should the infraction warrant such a penalty.