

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

*Revised: March 2017*

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**OBJECTIVES:**

1. *To provide an opportunity for every eligible person in the City of Cambridge to play Ringette.*
2. *To promote and improve Ringette in the City of Cambridge.*
3. *To administer and develop Ringette competition in the City of Cambridge.*
4. *To develop and encourage community spirit in the City of Cambridge.*
5. *To aid in the development of skill, character and sportsmanship.*

**DUTIES OF THE BOARD:**

*All Directors, when representing the Cambridge Ringette Association or being apart of any ringette program, event or discussion must*

1. *Conduct themselves in a manner that reflects positively on the Cambridge Ringette Association.*
2. *Always act in the best interests of the Association*
3. *Always act in the best interests of all the players/coaches in the Association*
4. *Promote the sport of ringette.*

**DUTIES OF DIRECTOR POSITIONS:**

**PAST-PRESIDENT:**

- *act in an advisory capacity and ensure smooth transition of office*
- *act as tournament chairperson*

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

### PRESIDENT:

- responsible for overall implementation of the Association policies and by-laws
- preside at all meetings of the Board with the usual privileges of office
- in cases where an immediate decision is required, the President shall make the decision, subject to ratification by the Board at their next meeting

### VICE-PRESIDENT:

- perform the duties of the President in his/her absence
- responsible for administration of
  - i. fundraising for Cambridge Ringette
  - ii. granting approval to any team fund raising before the team begins drive to earn money for the team
  - iii. sponsorship program

### SECRETARY:

- must notify each member of the Board of the time and place of each meeting at least 7 days before Board meetings and all Association members three (3) weeks before the Annual Meeting
- keep an accurate record of all meetings and ensure distribution to Board members prior to the next scheduled meeting
- responsible for official association correspondence
- responsible for safekeeping of the corporate seal and minute book
- responsible for safekeeping of proxy form submitted for Meetings of the Members

### TREASURER:

- preparation and presentation of a monthly statement for the Board
- be responsible for the funds of the Association
- pay all Association expenses by cheque or petty cash, co-signed by either the President or Secretary, with Board approval
- prepare and submit an annual Association budget prior to June 30th of any fiscal year
- deposit Association funds at a chartered bank
- shall turn over all registration forms to the Registrar
- preparation and presentation of an annual financial report for the Annual Meeting which need to be ready as stated in the By-laws no less than 21 days before Annual Meeting
- report (annual) to be audited by an outside person at the request of the Board

### U7/U8 (BUNNY) CONVENOR:

- to promote a learning environment for all participants and to ensure the development of basic ringette skills necessary for continued advancement in the sport
- responsible, in conjunction with coaches, to set up teams as required and in the format outlined by the governing bodies,
- acquire and maintain a basic knowledge of all teams in their division and be visible and accessible to those coaches and teams as required
- provides coaches with all information; league rules, phone lists, tournament lists, information from meetings (Board, league, Southern Region), practice and game schedules
- report to the Board any problems arising in their division and inform all managers and coaches of the solution to these problems
- investigate player injuries and fill out necessary reports
- provide game schedules for the following people; ice convenor, director of minor officials, referee in chief, coaches and any other Board members requesting one

## CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES

- in case of scheduling changes the following people must be notified; ice convenor, director of minor officials, referee in chief, Cambridge coach and opposing coach and the league scheduler
- relay to ice convenor, specific tournaments all teams in their division anticipate attending
- organize events for these divisions
- to arrange with ice convenor the hall for pre-season parent/coach meeting; arrange year-end banquet for all bunny teams including food, prizes and volunteers; acquiring draw prizes for CRA Bunny Registration Program with assistance from CRA Board

### REGIONAL CONVENOR:

### PROVINCIAL CONVENOR:

- attend pre-season ice for the purpose of team selections
- responsible, in conjunction with coaches, to set up and teams as required and in the format outlined by the governing bodies,
- acquire and maintain a basic knowledge of all teams in their division and be visible and accessible to those coaches and teams as required
- provides coaches with all information, preferably in writing; league rules, Southern Region rules, phone lists, tournament lists, information from meetings (Board, league, southern region), practice and game schedules
- If rules are being broken, it is your job to bring this to the attention of the coach. If the problem persists, bring it to the attention of the director of coaches. If a conflict of interest is involved, bring it to the attention of the President
- report to the Board any problems arising in their division and inform all managers and coaches of the solution to these problems
- attend monthly league meetings and relay any concerns, requests or problems
- investigate player injuries and fill out necessary reports
- make sure all game sheets and game summary reports are filled out correctly and given to both the league statistician and the Southern Region rep
- provide game schedules for the following people; ice convenor, director of minor officials, referee in chief, coaches and any other Board member requesting one
- in case of scheduling changes the following people must be notified; ice convenor, director of minor officials, referee in chief, Cambridge coach and opposing association rep and the league scheduler
- relay to ice convenor, specific tournaments all teams in their division anticipate attending and confirm acceptance

### REFEREE-IN-CHIEF:

- shall be in charge of referee training, evaluation, discipline and the compiling of records
- ensure newly qualified referees are given adequate opportunity for development
- secure referees for all games, including the Cambridge Ringette Tournament be available to ensure smooth running of referee and resolving any problems that may arise concerning referees, during the Cambridge Ringette Tournament
- compile a list of qualified referees requiring registration in Cambridge and submit it to the registrar two weeks prior to ORA deadline
- submit monthly accounting of referees for payment by treasurer

### EQUIPMENT CONVENOR:

- supply sweaters, rings, first aid kits and goaltender equipment as required
- advise the Board of additional equipment needed for the coming year
- arrange pick-up and drop-off times for all equipment

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

- *ensure the equipment is inventoried and returned to the Cambridge Community Services for storage*
- *organize and order individual and team awards for year-end presentation*

### **ICE CONVENOR:**

- *attend ice meetings with the City of Cambridge*
- *attend coaches meetings to explain ice procedures for scheduling, cancellation etc.*
- *schedule pre-season ice times*
- *schedule player development sessions*
- *supply ice times to league(s) scheduler(s) for home games*
- *supply practice ice schedules to all convenors (get anticipated tournament list from convenors for all teams in their division before making out these schedules)*
- *book meeting rooms as required by teams or the Board*
- *cancel or reschedule any ice time conflicts as they arise*
- *compile and maintain a log of ice time given to each team for the whole season*

### **PUBLIC RELATIONS COORDINATOR:**

- *promote the sport of ringette in the community*
- *Act as liaison between Cambridge Ringette and local news media. Supply media with pictures, game and tournament results and other events of interest.*
- *publish a newsletter on a regular basis with ORA, Southern Region and league updates as well as any information passed on from members of our association*
- *submit any newsworthy events to Southern Region Public Relations Coordinator*
- *work in association with parent support to publicize association events in the community, ie; dance, celebrity game, Santa Claus Parade, Canada Day Parade, fall fair, euchre tournament*
- *attend first coaches' meeting to explain procedure for submitting public relations items*
- *responsible for organizing Bingo fundraising events and other association fundraiser events*

### **REGISTRAR:**

- *make sure early bird registration is published with the first newsletter, in conjunction with public relations*
- *set registration dates in conjunction with ice convenor and find volunteers for the same*
- *submit ORA forms by ORA deadline with the appropriate fees*
- *give each coach a Team Registration Form (TRF)*
- *submit roster changes as required to ORA*
- *compile division lists for first Board meeting following registration*
- *secure releases for out of town players and submit to the appropriate authority*
- *prepare the list of Members Eligible to vote at the AGM 30 days prior to the date of the AGM*

### **DIRECTOR OF COACHES:**

- *hold regular coaches meetings*
- *responsible for coaches' evaluation and proper maintenance of these records*
- *ensure all bench staff are qualified for their positions and provide proof of their qualifications to the registrar as required*
- *organize the First Aid training course that means ORA qualifications that also specializes in on-ice injuries that is setup at the beginning of each season for participants to take if required and financial approval from Cambridge treasurer and president permit. (See Administration #15)*
- *to mitigate all coaching grievances*
- *ensure all coaches are abiding by the Association's Policy and Guidelines, By-Laws, Rules and Board Policies*

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

- attain and distribute information regarding coaching clinics to appropriate coaches
- submit claims of reimbursement for coaching clinics
- distribute coaching application forms to all interested parties
- Form a "Coaching Selection Committee" for obtaining coaches as required. All coaching applicants shall be invited to attend the Selection Committee Meeting for interviews as required. This Selection Committee shall be comprised of a minimum of three (3) of the following:
  - a) One Convenor
  - b) One senior coach
  - c) Referee-In-Chief
  - d) Director of Coaches
  - e) President
  - f) Alternate Board member at the discretion of the President

### DIRECTOR OF SPORT DEVELOPMENT:

- administer on-ice and off-ice clinics for the betterment of all Cambridge Ringette players
- administer program using ringette gym equipment within Cambridge Ringette and the elementary school systems

### DIRECTOR OF MINOR OFFICIALS: (timekeepers & scorekeepers & shotclock operators)

- maintain a list of competent minor officials
- solicit and train minor officials as required
- Assign minor officials to regularly scheduled league and playoff games. Exhibition games are the responsibility of the teams concerned
- assign minor officials for the Cambridge Ringette Tournament as requested by the Tournament Chairperson
- submit monthly accounting of minor officials for payment in co-ordination with the Treasurer

### SOUTHERN REGION REPRESENTATIVE:

- attend Southern Region meetings on a monthly basis and report highlights back to the Board
- copy any pertinent information to the concerned Board member for their records
- gather game sheets and game sheet summaries from Regional and Provincial Convenors on a monthly basis, for all sanctioned teams in the Cambridge Ringette Association
- check over game sheet summaries to ensure they are completed properly and submit them along with the game sheets to the Southern Region G&T Coordinator as per Southern Region policy
- submit all requests and concerns to Southern Region on behalf of Cambridge Ringette and report back to the concerned parties in a timely fashion

### CAMBRIDGE RINGETTE SUPPORTER:

- organize association events (e.g., dance, celebrity game, Santa Claus Parade, Canada Day Parade, fall fair, euchre tournament, etc.), and work with Public Relations Coordinator to ensure events are publicized
- Book and arrange picture times for teams, to be taken mid-November for Christmas delivery. This job may be done in conjunction with the parent representative and ice convenor.
- organize the sale of ringette wear
- help secure parent contacts/supporters from each team
- help organize any association fundraisers
- To help arrange with ice convenor & convenors the hall for the year-end banquet for all teams (U10 novice – U19 (belle). This also includes arranging food, prizes, guest speaker(s), volunteers and publishing information.

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

### PARENT REPRESENTATIVE COORDINATOR:

- hold regular Parent Representative Meetings
- ensure parent/coaches are aware of CRA guidelines (i.e. fundraising, parent code of conduct etc.)
- ensure parents/coaches are kept up to date on CRA events (i.e. fundraising dance, player development, coaches applications)
- keep parents/coaches up to date on tournament planning, procedures
- organize parent volunteers for the operation of the tournament, fundraising events, team communication
- provide an avenue for parent concerns & questions, acting as a liaison to the CRA Board

### GENERAL POLICIES AND GUIDELINES:

#### REGISTRATION:

- 1) Registration fees shall be set by the CRA Board prior to the start of the Ringette season.
- 2) U12 Division – Goalies are entitled to free registration for that season, per the guidelines set by the CRA Board
- 3) U14 – U19 Division – Any player that has never been a goalie before and wants to be a goalie for the upcoming season is entitled to free registration for that season, per the guidelines set by the CRA Board

#### OPERATIONS:

- 1) In the absence of assigned timekeepers and scorekeepers they shall become the responsibility of the home team.
- 2) Teams must be ready to go on the ice ten (10) minutes before game time.
- 3) In the event of unforeseen circumstances that affect a team's ability to start their game within a reasonable time to allow for its completion, the team will be obliged to use the ice time to either have an exhibition game or a practice. The ice convenor and division convenor must be notified by the coaching staff.
- 4) The referee's decision shall be final and no protests will be accepted on judgment calls.
- 5) Additional players may be added from a lower division or level of play to meet the minimum team requirement, as set by Ringette Canada. The maximum number of players that can be added will be determined by league policy. Additional players can only be obtained through a member of that player's coaching staff or division convenor.
- 6) If a person receives a misconduct or match penalty, the coach must notify the division convenor, director of coaches and the Southern Region rep. Subsequent action may be taken and will be dictated by the ORA, Southern Region, league and Cambridge Ringette Association.

#### ADMINISTRATION:

- 1) With the exception of the by-laws and polices and guidelines, the Ringette Canada Rules shall be adhered to.
- 2) The colours of Cambridge Ringette shall be orange, black and white in a combination to be determined. Association sweaters will be used for home and away games.
- 3) Commencing the 2006/2007 season, all Cambridge Ringette Teams (Belle age and under), who choose to wear off-ice team uniforms will be required to wear the same attire (which has been selected by a committee and approved by the CRA Board).
- 4) Players, coaching staff, spectators or officials conducting themselves in a manner detrimental to the sport of Ringette, shall be dealt with by the Board. Swearing, impertinence and general misconduct will not be tolerated. Players may be suspended from the game by the coach, for the remainder of the game, for the above-mentioned misdemeanors and coaches shall notify the President and the director of coaches if the offence is repeated.
- 5) Referees are to be paid a fee established by the Board for league games and play-off games.

## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

- 6) *All complaints, allegations or objections must be taken to the division convenor. In the event of a conflict of interest amongst the involved parties, the President shall be notified.*
- 7) *The Rules and Discipline Committee shall be made up of all division convenors, President, referee-in-chief and director of coaches.*
- 8) *All bench staff, players, teams and officials shall be subject to approval by the Board.*
- 9) *Each team shall be allowed not more than five (5) registered bench staff.*
- 10) *The Board is responsible for approving the next season's coaches.*
- 11) *Coaching Applications and Screening:*
  - a) *Reimbursement for bench staff courses and police checks will be determined by the Board on a per case basis. Requests for compensation accompanied by appropriate receipts must be submitted to the director of coaches.*
  - b) *Coaches may be evaluated by a committee of three (3) people; the director of coaches, division convenor and one (1) other member of the Board up to twice a year during practice and game conditions. The emphasis will be on conduct, deportment, fair play and sportsmanship, as well as the usual things evaluated, such as, knowledge of the game, plays, rules., drills, use of ice, etc..*
  - c) *The coach being evaluated will receive the evaluation in writing. The director of coaches will meet with each coach (at the request of the coach) to discuss their evaluation.*
  - d) *If two or more coaching applications are submitted for the same team, each applicant shall be invited to attend an interview. All applicants have the right to request an interview to speak on his/her own behalf before the committee makes any decisions.*
- 12) *The Board will set up a Nominating Committee to search out candidates to fill Board positions for the following year, prior to the annual meeting.*
- 13) *Tournaments and Accommodations:*
  - a) *When a team is accepted into a tournament, they are responsible to pay their own entry fee.*
  - b) *Subject to the financial resources of the association, the following tournaments fees will be paid by Cambridge Ringette;*
    - i) *Provincial Championships for provincial teams.*
    - ii) *Regional Championships for regional teams.*
    - iii) *Provincial Preliminaries for teams that do not advance to Provincials.*
    - iv) *In the absence of Provincial Preliminaries for teams that do not advance to Provincials, an agreed-upon tournament between coach/manager and CRA President, that was paid for and attended by the team.*
  - c) *Accommodations will be arranged by Regional and Provincial Convenors for tournaments listed in 9b. These accommodations are to be used unless a request in writing is approved by the CRA Board and does not conflict with SRRA or ORA requirements.*
- 14) *Each team will provide volunteers for Bingos during the calendar year. The number of Bingos each team will be determined every year by the Board (as bingos vary from month to month). If a team does not comply with their bingos during their month, their provincial or regional tournament will not be paid by the CRA.*
- 15) *Commencing the 2015-2016 season Cambridge Ringette will implement and host a standard first aid training course, as per ORA Guidelines, that specifically addresses "ice sport" injuries and "on ice" first aid care. This course would include concussion training and would be run at least once a year, every year as long as it is not cost prohibited.*
  - a) *This first aid training course will run prior to October 31st of the current season.*
  - b) *At least 2 people on each bench will be or has been trained in this first aid course*

### **DIVISION AND TEAM PLACEMENT:**

## CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES

- 1) A player may be required to play in a higher or lower division, depending on their ability, as decided upon by the Board.
- 2) New registered out-of-town players are defined as not having played for Cambridge Ringette Association the previous year.
  - a) Exception: a player who is still the property of Cambridge Ringette Association by playing three previous consecutive seasons in Cambridge.
- 3) All players registered with the Cambridge Ringette Association will be eligible for Regional or Provincial teams, regardless of size, ability or home address, with the exception of new registered out-of-town players, who must be approved by the Board prior to making a Provincial team with the Cambridge Ringette Association.

### TEAM PLACEMENT – PROVINCIAL TEAMS:

The primary goal of the team placement policy is to ensure the following:

- Future growth of Ringette is taken into consideration
- Provide opportunities for qualified players to play at the provincial level
- Cambridge provincial teams carry a core of Cambridge players in order to provide the opportunity for the team to compete at their declared level while allowing for proper player development.

For the purpose of this team placement policy an "Out of Town" player is defined as any player whose Home Association or Current Association is not Cambridge.

Any variance from this Team placement policy must be approved by the Board prior to the players being offered a place on the team. This team formation does not apply to Open teams

1) Cambridge Ringette has quotas for local vs non-CRA players on all provincial teams; however, all coaches are encouraged to select/develop local players wherever possible. An exception to the chosen numbers is if additional "Out of Town" players are required to complete the roster.

Note: Goalies are not included in the roster size.

\*Minimum Number

Roster Size	U12 PP		U14 A		U16 A		U19 A	
	Home Players	Chosen	Home Players	Chosen	Home Players	Chosen	Home Players	Chosen
10	8*	2	7*	3	6*	4	6*	4
11	9	2	8	3	6	5	6	5
12	10	2	9	3	7	5	7	5
13	11	2	10	3	8	5	7	6
14	12	2	11	3	8	6	8	6
15	13	2	12	3	9	6	8	7
Roster Size	U14 AA		U16 AA		U19 AA			
	Home Players	Chosen	Home Players	Chosen	Home Players	Chosen		
10	7*	3	6*	4	6*	4		
11	8	3	6	5	6	5		
12	9	3	7	5	7	5		
13	10	3	8	5	7	6		
14	11	3	8	6	8	6		
15	12	3	9	6	9	6		



## **CAMBRIDGE RINGETTE ASSOCIATION POLICIES AND GUIDELINES**

- 2) *Players will be evaluated based on the player's individual skills, team skills and coach ability. Should evaluations of an "out of town" players and a Cambridge player be considered equal the Cambridge player will be chosen to complete the roster.*
- 3) *"Out of Town" players wishing to try out for a Cambridge Provincial team must have and present a signed tryout release before they can take part in any tryout.*
- 4) *If the provincial level of play is available at the players age in Cambridge, the player is expected to participated at that level*
- 5) *Cambridge does NOT support out of age anywhere when teams are available.*
- 6) *Players may be released from any team after that division and level has had their second (2<sup>nd</sup>) tryout.*
- 7) *No Cambridge player may be released at an out-of-town exhibition game or practice.*
- 8) *Cambridge Ringette will hold Spring Tryouts for the CRA Provincial Level teams. All Cambridge players wishing to play at the Provincial Level MUST attend Spring Tryouts in Cambridge. Exceptions may be made for situations such as temporary medical conditions or personal conflicts. Exceptions must be approved by the Provincial Head Coach and the Board. Players not present at the Spring Tryouts must have approval from the Board and the Provincial Head Coach to be allowed to attend Fall Tryouts. Players released after the Spring Tryouts who feel that their caliber has significantly improved may re-apply to attend Fall Tryouts subject to approval of the Head Coach.*
- 9) *Where two or more Provincial Level Cambridge teams are offered (e.g., U16 AA and U16 A), any Cambridge player who WISHES to play Provincial Level ringette must try out for the highest level offered for their age group, and if chosen, must play for that team. No player may try out for a lower Provincial Level Cambridge team without a written release from the Head Coach of the highest team or approval by the Board.*

### **TEAM PLACEMENT – REGIONAL TEAMS:**

- 1) *No underage player may displace an age-appropriate player in the highest level offered in multiple-team divisions if the age-appropriate player(s) is (are) within the caliber expected of the level of the specific team.*
- 2) *Structured evaluations of regional players will occur in multi-team divisions with participation from all Head Coaches in that division. The CRA Board will determine the structure of the evaluation.*

### **EQUIPMENT:**

- 1) *All participants in Cambridge Ringette must wear mandatory equipment as prescribed by Ringette Canada while on the ice*
- 2) *All coaches, assistants and referees in Cambridge Ringette must wear a C.S.A. approved hockey/ringette helmet. The helmet must be worn correctly and properly fastened.*
- 3) *All players registered with Cambridge Ringette (Belle age and under), must wear shoulder pads (as enforced by Ontario Ringette Association rules).*