



## **Eastman A Ringette Program Policy & Procedure Manual**

The name of this program shall be “Eastman Heat A Ringette”, hereafter referred to as “Eastman Heat”. Eastman Heat program is an integral part of and reports directly to the Eastman Ringette Association (ERA) Board of Directors. Eastman Heat hence forth encompasses all A teams hosted by the ERA.

### **1.0 OBJECTIVES**

The objective of the Eastman Heat program shall be:

- a. To offer and administer an A Ringette program on behalf of participating Eastman Clubs and other Associations.
- b. To provide a venue and an opportunity for any athlete from Eastman, to attempt to qualify and, if successful, to play Ringette at the A level.
- c. To promote and encourage Ringette and to operate as a responsible member of the greater Ringette community.
- d. To foster a philosophy of a high level of competitive play and sportsmanship for all athletes, encouraging the development of high standards and skills among players and coaches.
- e. To provide a structure to carry out the operation of the A Ringette program.
- f. To ensure that the rules of the ERA, Ringette Manitoba (RMB), and Ringette Canada are adhered to, where applicable, by all participating athletes, coaches, referees, parents, and spectators.

### **2.0 MEMBERSHIP AND ADMINISTRATION**

- a. The Eastman Heat program is currently composed of:
  - i. Eastman Ringette Association
  - ii. Amalgamated players from other Associations determined on a yearly basis after Winnipeg Ringette League (WRL) amalgamation meeting.
- b. Eastman A Convenor along with the A Committee will oversee the administration of the Eastman Heat program.

- c. Eastman A Convenor will report directly to the ERA Board and will provide updates at all ERA Board meetings.
- d. Eastman A Convenor and Eastman Treasurer will be responsible for all funds in the Eastman Heat account, keeping accurate records subject to an audit as requested by the ERA Board. The financial records will be presented to the ERA Board monthly or as requested.
- e. Eastman Heat policy shall not contradict the policies of the ERA, RMB, or Ringette Canada.
- f. The Eastman Heat logo must be consistent on all jerseys and team attire to protect the organization's brand. No change to the Eastman Heat uniform, whether colours, patterning, or logo, may be made without prior approval of the A Ringette Committee and ERA Board.
- g. Consistent standard will be maintained for the Eastman Heat team attire regarding thread color and logo size. This is to ensure that graduating players will not incur additional costs when advancing.

## **2.1 Eastman A Committee**

The A Committee reports directly to and is a subcommittee under the ERA and is subject to the ERA Constitution and By-laws. Interpretations of these By-laws shall be directed by the ERA Board of Directors. The purpose of the A Committee is to assist the A Convenor in the administration of the A program.

### **2.1.1 A Committee Formation**

The A Committee shall consist of a maximum of ten (10) members:

- a. A Convenor - will be selected at the ERA AGM. Will serve a 2-year term and the Convenor will not serve more than 4 consecutive terms.
- b. Past Convenor - will remain on the Committee for 1 year and will retain all voting privileges.
- c. Parent representatives - one parent representative from each age group being hosted by Eastman selected after team formations are complete. All parents will be given the opportunity to put their name forward to be part of the committee with the final decision made by each A team. Term will be served from September-April.
- d. Additional members selected by the A Convenor. Will serve a 1-year term.
- e. ERA President and Vice President can sit on the committee as ex-officio voting members as per the ERA Constitution and Bylaws.

### **2.1.2 A Committee Responsibilities**

- a. The potential number of ERA A caliber players shall be communicated to the A Convenor for the purposes of amalgamation. The A committee will help guide the

process of amalgamation with other Associations to produce a competitive A ringette team.

- b. Secure coaches for potential teams prior to A ringette amalgamation meetings. Deadline to secure A coaches shall be August 15<sup>th</sup> annually.
- c. Establish pre-season skating camps for all eligible players.
- d. Organize A Ringette tryouts for Eastman Heat teams if tryouts are not conducted centrally, by securing tryout ice, evaluators, instructors, shot clock operators, and referees. Tryouts shall be completed prior to Sept 15<sup>h</sup> annually so that unsuccessful players can be returned to their respective clubs for formation of club teams.
- e. Secure ice for games and practices for each Eastman Heat team. Additional ice (extra practices, exhibition games, etc.), is the responsibility of each individual team.
- f. Meet as needed to review and/or vote on matters pertaining to the Eastman Heat program i.e. team clothing options, financials, complaints, etc.
- g. Should the A Convenor or any A committee member have a conflict of interest on any matter they shall not vote on that matter.
- h. A Committee will provide supplemental funding to any Eastman Heat team that attends the Western Canadian Ringette Championships (WCRCs) The amount of funding provided will be determined on an annual basis.

### **3.0 COACHING SELECTION**

- a. The A Committee will announce a call for coaches by July 15<sup>th</sup> annually. Applications for both Head and Assistant coaches will be sent to the A Committee. The A Convenor and Director of Coaching will look for other cost-effective methods of recruiting, if required.
- b. The A Convenor, in conjunction with the Director of Coaching and ERA President will create a Coaching Selection Committee comprised of an additional 2-3 unbiased individuals to conduct coaching interviews and select coaches. These individuals should be current A Committee members and will have no affiliation to the age group they are conducting the interview for. If a conflict of interest exists with any of the members listed above, an alternate member will be selected.
- c. The A Convenor shall not apply for any Eastman Heat head or Assistant coach position unless prior approval received from the ERA Board.
- d. Successful and unsuccessful candidates will be notified as soon as the final decision is reached.

- e. Successful Head coaches will be part of the Coaching Selection Committee to select suitable Assistant coaches that have applied through the Eastman coaching application process. All potential Assistant coaches will be subject to an interview process.
- f. If there are no qualified coaching applicants, the A Convenor and Director of Coaching shall be responsible for soliciting qualified candidate(s) subject to the same interview process as was used for the other Eastman Heat teams.
- g. Selection of parent coaches should only be used as a last resort if no other qualified applicants have applied.
- h. Inclusion and mentorship of young coaches on the Eastman Heat bench is encouraged to foster the development of coaches within the Eastman region.

#### **4.0 TEAM FORMATION/PLAYER SELECTION**

- a. Eastman Heat teams shall be selected annually through the tryout process after amalgamation meetings as organized by the Eastman A Committee or Centralized A Tryout (CAT) Committee. Eastman Heat rosters are undeclared and open before the tryouts commence regardless of the number of returning players.
- b. U12 major age players are permitted to try out for the 14A team but must rank in the top 25% of those trying out in order to be considered for the 14A team. If unsuccessful, the player must return to their local u12 team.
- c. Any player in financial arrears from the previous season will not be allowed to tryout or register for any Eastman team the following season until that debt is paid in full.
- d. Based on the number of players registered for tryouts in each age group, the A Committee will determine the minimum roster size and number of goalies required for each team.
- e. The coaches shall be present at tryouts to gauge players for possible team selections.
- f. The Head coach, A Convenor, and ERA President will be provided the A evaluation results following completion of try outs to select teams. If there is a conflict of interest, such as having a family member trying out for the team, alternates will be involved in the selection process as directed by the A Committee. Any conflicts must be brought to the A Committee immediately.
- g. The evaluation results are used as a tool for final team selection. All players eventually selected to Eastman Heat teams must score above 65%, based on the evaluation criteria.

- h. The A Convenor in consultation with the A Committee, ERA President and Vice President will have the final endorsement on team formation and reserves the right to challenge any player selection that contradicts the spirit and integrity of the organization. This will be communicated up front to all coaches prior to tryouts.
- i. Once teams are formed, the Eastman Registrar will submit final official rosters to RMB and WRL by the deadline date of October 15<sup>th</sup> of each year. Rosters are to include players, coaches, and managers for the selected teams.

## **5.0 COACHING STAFF EXPECTATIONS**

Eastman Heat coaching staff represent the ERA and RMB and have a duty to abide by the ERA/RMB Code of Conduct and shall behave at all times in a manner that upholds the mission, vision and core values as outlined in the constitution of RMB.

- a. Eastman expects Head and Assistant coaches to commit to the program. The expectation is for coaches to attend 75% of practices and games during the season and require the commitment of 3 coaches to attend WCRCs if team qualifies. If no valid reason is given for prolonged absences (illness, work, family commitments) it can be at the discretion of the A committee to remove coaches from the roster and to add additional coaching staff for the betterment of the program.
- b. Head coaches will be held responsible for the conduct of the respective team's bench staff.
- c. All coaches shall attend the required coaching clinics to obtain the qualifications required at the A level. The costs of the clinics will be covered by the ERA.
- d. Coaching staff are required to dress in a professional manner and to wear their mandatory team attire to all games and practices.
- e. CSA approved helmets with the chin strap securely fastened, must be worn by all coaching staff that are on the ice during practices. Any coach found not wearing a helmet during practice will be required to leave the ice immediately and may be subject to sanctions in accordance with RMB policy.
- f. Coaches must inform the A Convenor and Director of Coaching of all issues including injuries, discipline, suspensions, etc. Injuries that affect player participation which could result in roster alterations, shall be dealt with on a case-by-case basis.
- g. All additions/deletions of bench staff and players to the A rosters are to be submitted and approved by the A Committee. The team manager will then submit the roster revisions to the Eastman Registrar who will submit to RMB and WRL. All changes must be completed prior to January 15<sup>th</sup> as per RMB guidelines.

- h. Coaches will provide the A Convenor copies of any signed player expectation documents that were provided to the Eastman Heat players.
- i. All coaches will be evaluated bi-annually by parents and players. The Director of Coaching will review and compile these evaluations to provide coaching feedback and to use for the next seasons coach selection process should they re-apply.
- j. Bench staff must sign the Bench Staff Code of Conduct prior to the beginning of the season. By signing the Code of Conduct, Bench Staff agree to the consequences/conditions contained therein.

## **6.0 PLAYER EXPECTATIONS**

- a. Coaches and Managers with support of the parent(s)/guardian(s) will ensure players adhere to ERA and RMB Policy.
- b. Players are expected to attend all team events, games, practices and tournaments and Championships (WCRCs) unless prior approval obtained by the Head coach. Excessive absences or lack of commitment could result in player discipline as directed by the A Committee/ERA Board i.e. suspension, removal from roster.
- c. Players are required to purchase the mandatory team attire as directed by the A Committee.
- d. Players must wear the selected team attire when entering and leaving the arena at all games and practices as well as to all team events unless otherwise directed by the bench staff.
- e. All players and parent(s)/guardian(s) must sign the Player Code of Conduct & Expectations prior to the beginning of the season. By signing the Code of Conduct the player and parent(s)/guardian(s) agree to the consequences/conditions contained therein.
- f. Eastman A Ringette has a zero tolerance for alcohol or drug consumption within 24 hours of team events. Any players participating in such, regardless of age, will be suspended. The length of the suspension will be determined by the coaches and the A Committee.

## **7.0 TEAM FISCAL RESPONSIBILITY**

- a. The A Convenor will collect all registration and Eastman Code of Conduct forms as set by the ERA Board. The A Convenor will provide an overview of the program to each team.
- b. The full registration fee is payable in three or four equal installments unless otherwise directed by the A Committee.

- c. The finances of each individual team and player accounts are the responsibility of that respective Eastman Heat Team Manager and/or Treasurer. It is recommended that each team should have two signatures on any team account.
- d. All team budgets must be submitted to the A Ringette Committee for review and approval at the start of the season. Team Manager/Treasurer to provide year-end financial report to the A Convenor.
- e. Managers must review all team budgets with parents and get prior approval for all non-ringette expenses including food, flowers, gifts, outings, etc. that are not part of the original budget presented. It is recommended that financial updates are provided to the parent group monthly.
- f. All athletes on the team roster, including those who are injured, are responsible for all associated costs incurred by the team.

## **8.0 EXPENSES FOR COACHES**

- a. ERA expects both head and assistant coaches to commit to the program. To receive funding from teams, a coach must attend 75% of all games and practices. Should a coach not comply, the team is not required to pay for coaches travel costs.
- b. ERA stipulates that the coaches travel by the same means as the players. This should be done at the cheapest rate possible to parents/players. Coaches cannot mandate that the team travel together but can stipulate arrival time at hotel for all players. This time frame should be no earlier than the day prior to the start of the tournament.
- c. A minimum of two coaches are required to arrive at out-of-town tournaments, no later than 6:00 p.m. the night before the start of the tournament.
- d. Teams are only responsible to cover travel costs of coaches for the day before the start of the tournament up to the final day of the tournament, i.e. if the tournament starts Friday and ends Sunday, coaches are to arrive Thursday with departure Sunday. If coaches choose to arrive earlier or stay later, this is at their own expense.
- e. Out-of-town tournaments that would require plane transportation, need to be approved by the A Committee prior to scheduling

## **8.1 Non-Parent Coach**

- a. Non-parent coaches will have expenses covered including travel, hotel, and will be given a \$75.00 per day food allowance for the days of the tournament as well as days of travel. The food allowance will only apply if the team has not provided food for the coaches. All mandatory team meals will be paid for by the team.

- b. Travel and hotel costs should be at the cheapest rate possible. All hotel and travel receipts shall be submitted to the team manager who is responsible for reconciling these expenses as part of the budgetary reporting to the parent group. These expenses must be transparent to the parent group at all times.
- c. Coaches should be sharing hotel rooms and vehicles wherever possible/appropriate to reduce the total cost to the team.
- d. Ground transportation during out-of-town tournaments will be at the discretion of the team.
- e. The team is responsible to cover the cost of the mandatory bench staff team attire as directed by the A Committee. Any additional clothing will be at the cost of the non-parent coach.

## **8.2 Parent Coach**

- a. Parent coaches will not have travel, hotel or food expenses covered by the team as the parent would be responsible for these costs regardless. If the team has selected parents to prepare meals for coaching staff and players at out-of-town tournaments, then the parent coaches will have their meals provided. All mandatory team meals will be paid for by the team.
- b. The team is responsible to cover the cost of the mandatory bench staff team attire as directed by the A Committee. Any additional clothing will be at the cost of the parent coach.