

# Foothills Ringette Association

## Operating Policies, Procedures & Rules & Regulations

Effective June 17, 2020 Version 1



# Table of Contents

<b>1</b>	<b>PURPOSE &amp; FUNCTION .....</b>	<b>1</b>
1.1	STATEMENT OF PURPOSE.....	1
1.2	PURPOSE & FUNCTION .....	1
1.3	EXECUTIVE PLACEMENT.....	1
1.4	MEMBERSHIP.....	2
1.5	CONDUCT OF MEMBERS.....	2
1.6	SUSPENSIONS/APPEALS.....	2
1.7	RELATIONSHIP TO OTHER ASSOCIATIONS.....	3
1.8	MEETINGS.....	3
1.9	STANDING COMMITTEES.....	3
<b>2</b>	<b>ROLES &amp; RESPONSIBILITIES .....</b>	<b>5</b>
2.1	EXECUTIVE OFFICERS.....	5
2.1.1	President .....	5
2.1.2	Vice-President.....	5
2.1.3	Secretary/Registrar.....	6
2.1.4	Treasurer.....	7
2.2	DIRECTORS .....	7
2.2.1	Director of Casino.....	7
2.2.2	Director of Coaching .....	7
2.2.3	Director of Equipment .....	8
2.2.4	Director of Evaluations/Ice Coordinator.....	8
2.2.5	Director of Fundraising.....	9
2.2.6	Director of Marketing (Publicity and Promotions).....	9
2.2.7	Director of Officials.....	10
2.2.8	Director of Sports Development .....	11
2.2.9	Director of Tournaments.....	11
2.3	APPOINTED DIRECTORS/DIVISION COORDINATORS .....	12
2.3.1	Appointed Members (Division Coordinators) .....	12
<b>3</b>	<b>GRIEVANCES.....</b>	<b>13</b>
3.1	APPEALS/GRIEVANCE COMMITTEE.....	13
3.2	GAME, PLAYER AND/OR PARENT GRIEVANCES.....	13
3.3	APPEALS .....	14
<b>4</b>	<b>CODE OF CONDUCT .....</b>	<b>15</b>
4.1	INTRODUCTION.....	15
4.2	PARENT CONDUCT.....	15

4.3	<i>PLAYER CONDUCT</i> .....	16
4.4	<i>COACHES CODE OF CONDUCT</i> .....	16
4.5	<i>BOARD OF DIRECTORS CODE OF CONDUCT</i> .....	17
4.6	<i>PARENTS CODE OF CONDUCT</i> .....	18
4.7	<i>PLAYERS CODE OF CONDUCT</i> .....	19
4.8	<i>WHAT IS HARASSMENT?</i> .....	19
<b>5</b>	<b>PLAYER EVALUATIONS</b> .....	<b>21</b>
5.1	<i>INTRODUCTION</i> .....	21
5.2	<i>OBJECTIVES IN THE EVALUATION PROCESS</i> .....	21
5.3	<i>EVALUATION COMMITTEE</i> .....	21
5.4	<i>PLAYER EVALUATION PROCESS</i> .....	21
<b>6</b>	<b>TEAM SELECTIONS</b> .....	<b>23</b>
6.1	<i>INTRODUCTION</i> .....	23
6.2	<i>TEAM SELECTION COMMITTEE</i> .....	23
6.3	<i>SELECTION OF PLAYERS FOR A TEAM</i> .....	23
6.4	<i>TEAM SELECTION</i> .....	24
6.5	<i>TWO OR MORE TEAMS AT DIFFERENT LEVELS IN AN AGE DIVISION</i> .....	24
6.6	<i>TEAM SELECTION PROCESS</i> .....	24
6.7	<i>AFFILIATE PLAYERS</i> .....	25
6.8	<i>OVERAGE PLAYER POLICY</i> .....	25
6.9	<i>UNDERAGE PLAYER POLICY</i> .....	26
6.10	<i>LATE REGISTRANTS</i> .....	26
<b>7</b>	<b>COACHING SELECTION, EVALUATIONS &amp; RESPONSIBILITIES</b> .....	<b>27</b>
7.1	<i>COACHING SELECTION</i> .....	27
7.2	<i>COACHING APPLICATIONS</i> .....	28
7.3	<i>COACHING EVALUATIONS</i> .....	29
7.4	<i>HEAD COACH'S RESPONSIBILITIES</i> .....	29
<b>8</b>	<b>ICE REQUIREMENTS</b> .....	<b>30</b>
8.1	<i>ICE TIME EXPECTATIONS</i> .....	30
8.2	<i>ICE SCHEDULE</i> .....	30
8.3	<i>DEVIATION FROM ICE SCHEDULE</i> .....	30
8.4	<i>FAILURE TO USE SCHEDULED ICE</i> .....	30

8.5	ICE ALLOCATION TO TEAMS.....	30
<b>9</b>	<b>TOURNAMENTS.....</b>	<b>32</b>
9.1	HOME TOURNAMENT.....	32
9.2	AWAY TOURNAMENTS.....	32
9.3	PROVINCIAL TOURNAMENTS.....	32
9.4	ACCOMMODATIONS & TRAVELLING EXPENSES.....	32
<b>10</b>	<b>GAME OFFICIALS.....</b>	<b>33</b>
10.1	SELECTION OF ICE OFFICIALS FOR A GAME.....	33
10.2	TRAINING OF OFFICIALS.....	33
10.3	FAILURE OF AN OFFICIAL TO APPEAR.....	33
10.4	PAYMENT TO OFFICIALS.....	34
10.5	EVALUATION OF OFFICIALS.....	34
10.6	MINOR OFFICIALS.....	34
<b>11</b>	<b>EQUIPMENT.....</b>	<b>35</b>
11.1	OWNERSHIP.....	35
11.2	PURCHASING EQUIPMENT OR SUPPLIES.....	35
11.3	TEAM JERSEYS.....	35
<b>12</b>	<b>MISCELLANEOUS.....</b>	<b>36</b>
12.1	TEAM EXPECTATIONS.....	36
12.2	PROVINCIAL HOSTING.....	36
12.3	BANNERS.....	36
12.4	DISCLOSURE OF PLAYER HEALTH.....	36
12.5	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP).....	36
12.6	AWARDS.....	36
12.7	PAYMENT OF REGISTRATION FEES.....	36
12.8	NSF CHEQUES.....	37
12.9	REFUND OF REGISTRATION FEES.....	37
12.10	SCORE / GAME SHEETS.....	37
<b>13</b>	<b>FORMS.....</b>	<b>38</b>
	Coach Application Form.....	39
	Coach Summary Form.....	41
	Police Record Check.....	42
	Coaches Code of Conduct.....	43

Board of Directors Code of Conduct .....	45
Parents Code of Conduct .....	47
Parents Code of Conduct .....	48
Players Code of Conduct .....	49
Equipment Requisition Form.....	50
Parent Survey .....	51

# ***1 PURPOSE & FUNCTION***

---

## **1.1 STATEMENT OF PURPOSE**

- a. The purpose of the Foothills Ringette Association is to provide to the community of Okotoks and surrounding area, the sport of Ringette in an organized manner (sport program). Through practice time, it is hoped to instill a strong sense of self-discipline, self-motivation and an inner drive for excellence that becomes apparent in all aspects of life for each member. From the game opportunities, it is hoped that each member will gain self-confidence and the knowledge that there are no obstacles they cannot overcome if they are willing to work hard and utilize the skills they have been taught. Through the social relationships that a team environment creates, lifelong memories, team spirit, sportsmanship and friendships flourish due to challenges and adversities the members overcome together.

## **1.2 PURPOSE & FUNCTION**

- a. To promote, administer and develop the recreational sport of Ringette.
- b. To promote fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- c. To provide an environment that maximizes entertainment and fun for the participants.
- d. To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capacities and interests.
- e. To exercise supervision and direction over its members including the players, coaches, officials, parents and spectators.
- f. To ensure that all members have the opportunity of presenting and having their views heard.
- g. To provide support and opportunity to players, coaches, officials and administrators to improve their skills.
- h. To actively promote, adhere to and support the objectives, Bylaws and Policies and Procedures and rules and regulations of the FRA, Ringette Alberta and Ringette Canada.

## **1.3 EXECUTIVE PLACEMENT**

- a. On an annual basis there shall be an Annual General Meeting (AGM) open to the membership, at which time those executive officers and directorship positions necessary for the program to continue shall be nominated and elected by the members in good standing that are in attendance. Only those positions up for re-election pursuant to the Bylaws of the Association (Article 5 (A) & (B), Subclasses (d), and/or vacant positions due to resignations will be voted on.
- b. Executive Officer positions deemed mandatory for the continuance of the program are:
  - i. President
  - ii. Vice-President
  - iii. Secretary/Registrar
  - iv. Treasurer
- c. Other functional positions required for the smooth and effective operation of the program are:
  - i. Director of Coaching
  - ii. Director of Evaluations/Ice-Co-coordinator
  - iii. Director of Officials
  - iv. Director of Fund Raising / Casino
  - v. Director of Marketing (Publicity and Promotions)
  - vi. Director of Equipment
  - vii. Director of Sports Development
  - viii. Director of Tournaments

- ix. Division Co-coordinators
- d. Please refer to the Bylaws of the FRA for a detailed outline of the Election process.

#### 1.4 MEMBERSHIP

- a. Membership in FRA is acquired by an adult player or parent/guardian to a child who is registered to play in the coming season. Membership may be granted upon payment of the prescribed registration fee. All memberships expire at the closing of the Annual General Meeting or at the end of the Playing season, whichever is the latest.
- b. All members must participate in the functioning of the program by openly and actively participating, organizing, co-coordinating, directing, managing or coaching within the program. Members are required to volunteer and fulfill a minimum number of volunteer hours, as set out by the FRA Board of Directors, or pay the set participation fee, which may or may not be initiated yearly.

#### 1.5 CONDUCT OF MEMBERS

- a. The FRA expects Board members, Team Officials (Coaching Staff/Managers), Administrators, Parents and program participants to exhibit qualities of good sportsmanship and decorum towards committee members, game officials, opponents and spectators.
- b. As such, standards of behavior consistent with FRA Code of Conduct (Section 4), Ringette Alberta, and Ringette Canada, league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that, from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, (Coaches, Managers), parent(s), or Board Members.
- c. The FRA, through its elected executive or directors, has the authority to discipline any player, team official, parent or Board Member. The President shall ensure that each disciplinary incident is:
  - i. Dealt with by a Grievance Committee of not less than three (3) people.
  - ii. Treated fairly and that consistency is maintained across divisions/categories.
  - iii. The right of appeal is extended.
  - iv. Handled in such a way that the integrity and stature of all persons are respected.

#### 1.6 SUSPENSIONS/APPEALS

- a. Standard Suspensions
  - i. Where the Ringette Alberta, Ringette Canada or Zone 2 and/or league policies dictate a suspension of team staff or players for a rule transgression and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the President of the FRA and Coach in consultation with the League/Zone Director as a matter of routine.
- b. Non-Standard Suspensions
  - i. When incidents occur that contravenes FRA Operating Policies, Procedures & Rules and Regulations and are not covered by Ringette Alberta Policy and Ringette Canada, game officials, coaches and team officials may report the incident to the President and the FRA Grievance Committee for their dispensation. Incidents should be reported as soon as possible. Please see Section 3, Grievances for additional information on the Grievance Committee including procedures for handling grievances.
- c. Appeals
  - i. Please refer to Section 3, Grievances for a complete Appeals procedure with regards to grievances and complaints.

## 1.7 RELATIONSHIP TO OTHER ASSOCIATIONS

- a. The Foothills Ringette Association is part of the Foothills County and therefore must be represented at every ice scheduler's meeting by the Ice-Co- coordinator and/or President of the FRA as the appointed liaison(s) to the FRA and the Arena Board.
- b. The Foothills Ringette Association is to maintain membership and be an active member of the Zone 2 Ringette Association.
- c. At the Zone 2 Ringette meetings, FRA is represented by the President and/or one other Executive Officer and Director.
- d. The Zone 2 Ringette Association, of which FRA is a member, is a member of the Provincial governing body known as Ringette Alberta, and it in turn is a member of Ringette Canada.
- e. As the FRA is a member of Ringette Alberta, the president, and other appointed Executive Officers and/or Directors, as per Ringette Alberta Guidelines, must attend the Ringette Alberta Annual and Semi-Annual meetings.

## 1.8 MEETINGS

- a. Annual General Meetings (AGM)
  - i. Pursuant to the Bylaws of the Foothills Ringette Association, Article 4 - Meetings, the Board of Directors of the FRA shall call at least one Annual General Meeting (AGM) per season, held on or before June 30th of each year.
  - ii. Please refer to the Bylaws for meeting purposes, procedures, voting privileges, notices, and quorum policies.
- b. Executive/Board of Directors Meetings
  - i. The Executive Officers and Directors shall meet monthly during the regular season at the call of the President, and as required in the off-season.

## 1.9 STANDING COMMITTEES

- a. The Standing Committee(s) of the FRA shall be assigned at a Executive Officers/Board of Directors Meeting as soon as possible following the Annual General Meeting and shall be as follows but not limited to:
  - i. Appeals or Grievance Committee - shall consist of the President of the Association, one other Executive Officer and two other Board of Directors (or designate in the event of a conflict) who have the final authority on the disposition of all grievances or appeals.
  - ii. Evaluation / Team Selection Committee - shall consist of the Evaluation Director, Division Co-coordinators), Head Coaches, Representative from the Evaluators and two board members that have no vested interest in that particular division is selected.
  - iii. Coaching Selection Committee - shall consist of the Director of Coaching, the President of the Association and two other Board of Directors who has no vested interest in that particular division is selected.
- b. Other such ad hoc committees can also be defined from time to time, examples being; Fund Raising, Home Tournament, Provincial Hosting, etc.
- c. The Board of Directors may appoint any other committees as it deems necessary for managing the affairs of the Association and may appoint members of committees or provide for the election of members of committees and may prescribe the duties of such committees. The Board of Directors will establish the terms of reference and operating policies, procedures and rules and regulations for any such Committees and may delegate authority, duties or functions to any such Committee. Chairpersons of such Committees will be appointed by the Board of Directors. When a vacancy occurs on any such Committee (especially the Chairperson), the Board of Directors may appoint an individual to fill the vacancy for the remainder of the Committee's term, provided that this individual satisfies any qualifications for the



membership of the Committee as specified in the Association's Bylaws, Operating Policies, Procedures and Rules and Regulations. The President of the Association will be ex-officio (non-voting) member of all Committees of the Association.

## **2 ROLES & RESPONSIBILITIES**

---

### **2.1 EXECUTIVE OFFICERS**

#### **2.1.1 President**

- a. Ensure the interests of the players as a whole are looked after, versus the interests of one, but not at the sacrifice of a few or one and strive to maximize the enjoyment for the maximum amount of participants.
- b. The president's main function is primarily to lead and guide the executive officers, Board of Directors, membership, operating policies and procedures, rules and regulations, bylaws, and other such parameters in the execution of the Associations programs and mandates and to strongly seek out methods to instill growth and retention of membership.
- c. In agreement with the executive officers and the Board of Directors, set up and/or change Association Bylaws, Operating Policies and Procedures, Rules and Regulations if warranted for the betterment of the Association.
- d. Shall be the Chairperson at all Board of Director, Executive Committee meetings and all other General Meetings as defined in the Bylaws and to ensure that an agenda is prepared, all meetings are duly recorded and to set the dates and place of all Association meetings.
- e. Assist the Ice Co-coordinator in the negotiations for seasonal, playoff and tournament ice with the Town of Okotoks Recreation Board.
- f. To work in harmony with the Executive Officers, Board of Directors and membership as a whole in the promotion of the Sport of Ringette.
- g. Assist in the preparation of the Annual Operating Budget with the Treasurer and to generally oversee the execution of it by delegating the applicable areas to the Board of Directors and Division Co-ordinators.
- h. To represent the membership as a whole by evaluating all issues which rise from concern or contention and to bring forth to the Executive Officers and Board of Directors.
- i. The President is the Association's Representative and shall attend or be represented at/with,
  - i. Zone 3 Board Meetings
  - ii. Ringette Alberta General and Annual General Meetings
- j. To ensure communication between other Ringette Bodies, Zone 3, Ringette Calgary and Ringette Alberta is effective and current.
- k. Shall exercise the power and authority of the Executive Officers and Board of Directors in cases of emergency.
- l. Shall be the official spokesperson of the FRA.
- m. Liaise with all Board of Directors and Appointed Directors to ensure that all administrative procedures, communications, programs and objectives are implemented as defined.
- n. Shall be ex-officio member at all Standing and Ad-Hoc committees including Appeal and Grievances Committees.
- o. Shall have signing authority (co-signs) all cheques issued by the Association.
- p. Shall not vote, except in the case of a tie where he/she shall cast the deciding vote.
- q. Shall ensure that all Officers and Directors perform his/her duties.

#### **2.1.2 Vice-President**

- a. Assist all Executive Officers, Board of Directors and Division Co-coordinators in the execution of their roles and to ensure they are fulfilling their roles by actively participating in their respective Committees.
- b. Assume all duties of the President (chair meetings, public relations, attend Zone meetings, etc.) in his/her absence or at his/her request and shall then have all the rights and powers of the President.
- c. When acting as President, shall not have the right to vote except in the case of a tie.
- d. Shall attend all Board of Directors meetings.
- e. Shall assist the President in performing his/her duties and may hold the position of Chairperson of any Ad-Hoc or Standing committee.
- f. In the absence of the President, shall co-sign cheques signed by the Treasurer.
- g. Record minutes of the meetings if the Secretary is unable to attend any of the Meetings as defined in the Bylaws.

- h. Tender photographers to take yearly team pictures and co-ordinate with Division Co-coordinators.
- i. Shall perform other duties as assigned.
- j. Shall be responsible to maintain relationships and open communication with other Zone 2 Associations and Ringette Calgary.

### **2.1.3 Secretary/Registrar**

- a. Shall attend all Board of Directors meetings.
- b. Shall issue notice of all meetings.
- c. Shall record minutes of the meetings as defined in the Bylaws and distribute these to the Executive Officers and Board of Directors.
- d. Shall maintain records of proceedings, meetings and ensure that all correspondence is attended to and keep an accurate record of all business dealings of the Board of Directors.
- e. Have custody of all documents and records, except financial, pertaining to the affairs of the FRA.
- f. By checking the mailbox weekly, the Secretary shall ensure that all correspondence is brought before the Board of Directors in a timely manner.
- g. Maintain player and Coaches personnel files.
- h. Maintain a library of required forms for administrative purposes for the Association.
- i. Maintain and provide up-to-date versions of the Association Bylaws, Operating Policies and Procedures, Rules and Regulations.
- j. First contact for all new and current players. Ensure appropriate information is distributed.
- k. In conjunction with the Director of Marketing, ensure that the general registration is aggressively promoted.
- l. Ensure the Association has a table during the annual recreational registration (REV's) and all registration information available including list of equipment requirements, and any additional information regarding the FRA and the Ringette program.
- m. Ensure that policies regarding late registrations, withdrawals and new members are applied.
- n. Report on the status of registration in terms of activities and numbers of players.
- o. Assist in establishing the operating budget by supplying the President and Treasurer with projected registration numbers.
- p. Ensure that the Ringette Alberta 'Association' Registration Form is completed and forwarded, complete with the appropriate fee, to the Ringette Alberta Provincial Office within the deadlines established by Ringette Alberta.
- q. Ensure that the Ringette Alberta 'Team' Registration Forms are completed, entered on Ringette Alberta data-base, and forwarded, complete with the appropriate per player registration fee, to the Ringette Alberta Provincial Office within the deadlines established by Ringette Alberta.
- r. Ensure that additional team registration forms are completed for teams participating in provincial play downs.
- s. Ensure that late player registrations are submitted to Ringette Alberta office within the deadlines established by Ringette Alberta.
- t. Ensure that accurate and proper records (names, addresses, postal code, phone number, birth dates, age, Alberta Health Care Numbers, name of parent/guardian) are maintained and information regarding registrants is distributed in an appropriate manner.
- u. Registration lists provided to Head Coaches and Evaluation Co-ordinator and Division Co-ordinators to facilitate team selections.
- v. Copies of Ringette Alberta Team Registration forms provided to Head Coaches upon completion in order to facilitate participation of teams in tournaments.
- w. The Registrar shall deal with hardship cases by convening with the Treasurer. Confidentiality is of utmost importance.
- x. Balance fees received with registrations received and turn money over to Treasurer.

### **2.1.4 Treasurer**

- a. Shall attend all Board of Directors meetings.
- b. Shall pay all accounts by cheque, signed by self and one of either the President or Vice-President
- c. Shall collect and receive annual dues or assessments levied by the FRA and shall be responsible for the deposit of same in whatever bank the Executive may order.
- d. The Treasurer shall properly account for the funds of the FRA and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested.
- e. He/she shall prepare or have prepared for submission to the Annual General Meeting a statement of the financial position from the auditors and include a copy of same in the records of the FRA.
- f. Prepare financial budgets for approval by the Board of Directors and ensure that all expenditures are consistent with the approved budget.
- g. Co-ordinate with Banking Institution the setting up of Annual Team Accounts and management of same.
- h. Co-ordinate and submit audit packages associated with the Casino to Alberta Gaming Commission in conjunction with the Director of Casino.

## **2.2 DIRECTORS**

### **2.2.1 Director of Casino**

- a. Shall attend all Board of Directors meetings.
- b. Shall co-ordinate and acquire all Casino eligibility forms from the Alberta Gaming Commission and prepare and submit on behalf of FRA.
- c. Arrange for a Casino Advisor to represent the FRA once a casino date has been advised.
- d. Co-ordinate through Team Managers and Division Co-ordinators, the collection of eligible volunteers for Casinos.
- e. Prepare and distribute volunteer lists (including all backup people) for the casino and recommend appropriate penalties for non-attendance.
- f. Phone volunteers (including all backup people) prior casino as a reminder.
- g. Provide status report on Casino.
- h. Completion of the application for the next eligible Casino after the current Casino has been completed.

### **2.2.2 Director of Coaching**

- a. Shall attend all Board of Directors meetings.
- b. Request and receive coaching applications for the coaching positions required for the upcoming season, following the FRA Coaching Application (Exhibit 2) and the selection guidelines.
- c. Make selection of Head Coaches by using the Selection of Coaches process and recommend those selections to the Board of Directors for approval.
- d. Ensure that all Coaches have the proper certifications as proposed by Ringette Alberta, Ringette Canada, Sports Canada and FRA for the level of Coaching.
- e. Hold meetings with the Coaches on as needed basis, with a mandatory meeting at the beginning of the season, expressing the desires of the Association, process for affiliate players, grievances, parent relations, etc.
- f. Coaching director shall elicit feedback from the coaches on how the affiliate process is working, and ensure the coaches are working with the players.
- g. Coaching Director shall establish a regular schedule for meeting with the coaches at the beginning of the season. It is recommended that this meeting be held monthly. The Division Coordinators attend this meeting.
- h. To act as the liaison between the Coaches and the Board of Directors by ensuring the Coaches concerns are raised and addressed by the Board of Directors.

- i. Ensure that the Coaches are kept informed of all Ringette Canada, Ringette Alberta, Zone 3 and FRA policies and procedures, rules and regulation changes, which affect the players or the game.
- j. Shall act on behalf of Coaches complaints or protests in all divisions.
- k. Shall assist the Division Co-ordinators and Team Mangers with the co-ordination of Coaches packages to ensure inclusion of all required information is distributed to players and parents.
- l. One (1) month prior to end of season, distribute Coach Evaluation forms to Team Managers. Summarize and give to Coaches at the end of the year.
- m. Encourage and support the mentoring of lower level Coaches by higher-level Coaches.
- n. In conjunction with the Secretary/Registrar, ensure that the appropriate formal paperwork is filed with Ringette Alberta for each Coach and verify if the records are accurate.
- o. Shall be responsible for receiving and documenting any complaints with respect to any Coach and shall discuss with the individual Coach. Continuous complaints regarding any one Coach will be addressed with as outlined through the grievance process and/or disciplinary guidelines.
- p. The Director of Coaching (in consultation with all Executive Officers) has the authority to suspend a Head Coach, Assistant Coach or any other Bench staff if in their opinion the Coaching/Bench staff's actions are placing the players at risk. This suspension will then be reviewed under the grievance process outlined in Section 3.
- q. Ensure the availability of Coaches Applications available for the recruitment of coaches and other volunteers.
- r. Actively promote and recruit coaches, paying particular attention to older players, former players and females.
- s. Shall perform other duties as assigned.

### **2.2.3 Director of Equipment**

- a. Shall attend all Board of Directors meetings.
- b. Take an annual inventory of all equipment prior to season start and issue a report to the Board of Directors and provide a copy to the Secretary.
- c. Shall be responsible for the allocation and maintenance of all equipment owned by the FRA.
- d. Distribute jerseys and other equipment to the Head Coaches of each team at the beginning of the season/collect jerseys and other equipment at the end of the season noting any losses or deficiencies.
- e. Shall purchase replacement or new equipment as needed, within the budget as set by the Board of Directors or as approved by a resolution of the Association.
- f. Take an annual inventory of jerseys and equipment, before and after the season.
- g. Ensure that name bars are removed and returned to players.
- h. Arrange locker contents and keys so that Head Coaches and Equipment Managers can access for extra equipment needs.
- i. Arrange for the sale/trade of obsolete equipment as necessary (new or used) to raise funds to purchase new equipment.
- j. Shall be responsible for the education of all coaches, parents and players within the FRA, on the use, care and safety of all equipment belonging to the FRA.
- k. Shall conduct equipment inspections for each team and report equipment deficiencies pursuant to the Ringette Canada Official Rules regarding regulation equipment to the Head Coaches and Division Co-ordinators who in turn will advise the parent/guardian of the child.
- l. Shall perform other duties as assigned.

### **2.2.4 Director of Evaluations/Ice Coordinator**

- a. Shall attend all Board of Directors meetings.

- b. Shall plan for the requirements of the next season in conjunction with the President and meet with the Town of Okotoks Recreation Board and other users in the spring of each year to request/negotiate for seasonal, playoff and tournament ice.
- c. Shall keep the Treasurer informed of ice and facility rates and any forecasted changes to these rates.
- d. Attend monthly ice users meetings.
- e. Shall be responsible for booking and cancelling of all required ice.
- f. Shall be responsible for the allocation of ice slot to member teams.
- g. Shall inform the coaches of the member teams of any changes to the ice schedule and available ice.
- h. Administer the ice so as to reduce the Arena levies and any associated fees for any notified ice cancellations and the full charge of non-notified ice cancellations by reviewing the monthly ice invoices from the Town of Okotoks.
- i. Maintain contact with the other users and the Arena Ice Scheduler to remain knowledgeable of surplus ice available and to confirm acceptance of surplus ice and/or cancellation of current ice within the restrictions of the ice costs budget.
- j. Director of Evaluations is responsible for the co-ordination and organization of player evaluations in each division at the beginning of each new season.
- k. Will issue an evaluation process information sheet to every player (and or parent/guardian) outlining the evaluation process.
- l. Shall be responsible for creating evaluation forms, drill plans and arrange for on-ice coaches (non FRA) for each of the division evaluations.
- m. Arrange for independent evaluators from other associations within Zone 2 or from a list of individuals who have no vested interest of the athletes that are being evaluated.
- n. The Director of Evaluations shall chair the Evaluation Committee when and whereby no conflict of interest occurs.

### **2.2.5 Director of Fundraising**

- a. Shall attend all Board of Director meetings.
- b. Shall proactively seek out practical fundraising programs and to co-ordinate and oversee the executing of such programs keeping in mind the maximum profit versus the overall time vested.
- c. Research fund raising methods and make recommendations/suggestions including donations and sponsorships, gifts, grants, legacies, endowments, etc.
- d. Head up a fundraising committee from the list of all mandatory Team Representatives.
- e. Co-ordinate and oversee the fundraising events of the FRA and set fundraising targets on a yearly basis with the Treasurer as outlined in the annual budget.
- f. Approach local businesses for goods and services as needed throughout season and to assist the Director of Tournaments with fundraising and sponsorship for home tournament.
- g. Maintain a full record of all fundraising programs and file all necessary reports with the Board of Directors and/or the Gaming Commission (e.g. licensed raffles)
- h. Should FRA set a participation fee (surcharge) to ensure that every parent/guardian supports the club in fundraising and volunteer activities, the Director of Fundraising will be responsible with the Treasurer to administer the participation fee program including the monitoring of required participation hours and setting the participation fee.
- i. Shall perform other duties as assigned.

### **2.2.6 Director of Marketing (Publicity and Promotions)**

- a. Shall attend all Board of Directors meetings.
- b. Shall be responsible for all promotions dealing with the FRA including press releases, advertising and notices of fundraising events.

- c. Implement a media blitz prior to registration dates in conjunction with the Registrar with the goal of having the advertisements highly visible including but not limited to the following:
- d. Posters and pamphlets distributed and posted throughout the community.
- e. Letters/registration forms to prior season registrants.
- f. Newspaper announcements.
- g. Public displays. (REV's)
- h. Announcements to other community groups.
- i. Promote the sport of Ringette with local business to increase interest, public awareness of the sport in the local community.
- j. Shall co-ordinate a Ringette week campaign in conjunction with the Provincial Association.
- k. Periodically forward information articles, etc. via Division Co-ordinators and Team Managers to the association members (Friends on Ice Tournaments, Ringette Week Activities, Clinic, etc.)
- l. Establish a mechanism to continually update the resource material of the club and to turn such materials over to the Secretary of the Association for distribution if required.
- m. Annually re-establish media contact with the Okotoks Western Wheel and inform Team Managers of such arrangement and the parameters to follow to get articles and scores published.
- n. Maintain Website for FRA including all Association information and individual team information.
- o. Post published newsletters and distribute any information via mass mailing to the membership.
- p. Assist Director of Fundraising and Director of Tournament with preparation of any programs or written materials required for tournaments, or any other sanctioned events sponsored by the FRA.
- q. Maintain FRA bulletin board at Arena.
- r. Shall perform other duties as assigned.

### **2.2.7 Director of Officials**

- a. Shall attend all Board of Directors meetings.
- b. In conjunction with the Head Official, shall be responsible for all officials in the FRA including the advancement of their skill levels.
- c. Shall prepare, propose and present for discussion with the FRA Board of Directors, the payment fee schedule for referees for the coming season, at the first or second Board of Directors meeting. Such fees shall be similar to that of the other Associations within Zone 2 and shall allow for tournament and outside referring.
- d. Shall select and assign a pair of officials from the available Referee List for a scheduled game and/or re-scheduled or unscheduled game, as advised by the Division & Ice Co-ordinator and/or Team Managers and to ensure that the officials experience and skill set are appropriate for the division being officiated.
- e. Assist in establishing the operating budget for the coming season by supplying the President with projected refereeing costs based on the proposed game schedule for each division.
- f. Shall ensure that all available referees have received appropriate training which is deemed by Ringette Alberta and Ringette Canada as being necessary to officiate at a specific level (community, regional, provincial, national).
- g. Provide encouragement and the means for FRA Tween and higher level players to begin their referee training.
- h. In conjunction with Zone 2, plan, arrange and co-ordinate referee clinics as required but not less than once every two years under the guidance and direction of Ringette Alberta.
- i. Solicit and/or conduct informal evaluations of all officials performance and co-ordinate discussions with the Head of Officials.
- j. Shall be responsible for receiving any complaints with respect to any Official and shall discuss with the Head of Officials. Continuous complaints regarding any one official will be addressed with and by the Director of Officials, the President of the Association and the Head of Officials.

- k. As the Association continues to grow, the Director of Officials, working with the Treasurer, utilizing the established fee schedule, may arrange for the payment of the Officials on a weekly/monthly basis. Currently the Team Managers are handling this function.
- l. Shall be responsible for encouraging all parents of players on FRA teams to take the time to learn how to operate the timekeeping clock and shot clocks, where applicable, in our home arena(s) in order to act as minor officials during home games and tournaments.
- m. Shall perform other duties as assigned.

### **2.2.8 Director of Sports Development**

- a. Shall be responsible for the advancement of the skill levels of all Coaches
- b. If Coaches are in need of training clinics (theory or technical), shall co-ordinate/schedule all coaches' clinics available from the Provincial Association for skill development preferably at the beginning of the year and monitor continuing education of the coaches contact the appropriate organizations of times and cost of clinics. If clinics do not exist at the time of need, then work with the organizations to host such clinics.
- c. Act as a resource for the Coaches and the Association to acquire materials, videos, book of plays, Handbooks, etc. to assist the development and training of the Coaches and players.
- d. Shall act on behalf of all player complaints or protest in all divisions via Division Co-coordinators.
- e. Shall represent each player in all matters pertaining to suspension or expulsions.
- f. Shall be responsible to co-ordinate the players and skill development clinics and tests available from the Provincial Association.
- g. One (1) month prior to end of season, distribute Player Evaluation forms to Head Coaches. Collect and place on Player Personal Files at the end of the year.
- h. Shall assist in the promotion and growth of Ringette by organizing such events as, guest coaches, high level exhibition games, specialty training clinics (eg. power skating, Come Try Ringette, etc.)
- i. Shall perform other duties as assigned.

### **2.2.9 Director of Tournaments**

- a. Shall attend all Board of Directors meetings.
- b. Shall chair annual tournament committee including scheduling required tournament committee meetings to discuss and decide:
- c. A budget for the Board of Directors Approval.
- d. Collection of Business Donations.
- e. Securing any sponsors and development of program.
- f. Issuance of invitations, team selection and notification to teams that are accepted.
- g. Draft ice schedule and finalize.
- h. Co-ordinate volunteer sign up schedules.
- i. Discuss Officials with Director of Officials.
- j. Produce and distribute Coaches packages.
- k. Set up Tournament Grievance Committee.
- l. Set up Tournament Office.
- m. Advertising & Decorations
- n. Shall co-ordinate all aspects of the Association's annual tournament with the assistance of the committee that consists of mandatory volunteers from each team.
- o. Prepare all Ringette Alberta paperwork for sanctioning of tournament.
- p. Maintain fiscal responsibility for the revenue and expenditures of the tournament and as such must maintain complete and accurate books on such. Issue a post tournament Financial Report to the Board of Directors.
- q. Shall perform other duties as assigned.



## 2.3 APPOINTED DIRECTORS/DIVISION COORDINATORS

### 2.3.1 **Appointed Members (Division Coordinators)**

- a. Shall attend all Board of Directors meetings.
- b. There shall be one Division Co-ordinator for every age division that has a functioning team within the Association.
- c. The Division Co-ordinator will not have any children playing Ringette at the level they direct unless specifically appointed by the Board of the Directors.
- d. Shall be a full voting member of the Board of Directors.
- e. If numbers dictate upward or downward movement of players in order to meet the team player minimum and maximum requirements as per FRA Policies and Procedures, Rules and Regulations, the Division Co-ordinator will work in conjunction with the Director of Evaluations, Coaches and other members of the Team Selection Committee in the team selection process at their level.
- f. After the evaluation process is complete, the Division Co-ordinator will work closely with the Evaluation Director and Coaches to determine at what level each division should be competing in.
- g. Prior to the first evaluation session, the Division Co-ordinator will hold a meeting to introduce themselves to the parents of the level he/she is co-ordinating and to explain the Division Co-ordinator role and the evaluation process if required.
- h. The Division Co-ordinator will make themselves known to all parents at the team level and be approachable with concerns involving all aspects of the team.
- i. When approached by parents, team staff or players with a concern, the Division Co-ordinator would be responsible for conducting an impartial investigation, by talking to applicable parties and may include watching some games within the division they are responsible for.
- j. The Division Co-ordinator must prepare a report once the concern is resolved detailing the concern, the information received and from whom, and the resolution reached. The report will be signed by the interested parties and the Division Coordinator. This report may be reviewed at a later date if a Grievance Committee is established to help resolve the issue.
- k. Responsible to report to the Board of Directors of any situations that cannot be resolved at a team level that which may require further investigation and possible recommendation for disciplinary action as per the FRA Code of Conduct.
- l. Communicate appropriate information disseminated at the Board of Director meetings to the teams within their division. This may include policy changes and/or clarifications.
- m. Bring forward memberships suggestions to adjust Bylaws and or Operating Policies, Procedures and Rules and Regulations.

### 3 GRIEVANCES

---

#### 3.1 APPEALS/GRIEVANCE COMMITTEE

- a. Shall consist of the President of the Association, one other Executive Officer and two other Directors (or designate in the event of a conflict) who have the final authority on the disposition of all grievances or appeals.
- b. The Grievance Committee shall review and obtain pertinent facts of all protests/complaints properly submitted according to the operating policies and procedures and rules and regulations, and to render a just and fair verdict of their findings as quickly as practical under the circumstances.
- c. The Grievance Committee shall investigate the grievance by either calling witness, requesting sworn statements or dealing with the grievance in any manner that in their sole discretion will enable them to reach a just and proper decision. It should not be assumed that a formal hearing or Board of Directors appearance would be held in every case.
- d. The Grievance Committee shall give all individuals concerned adequate and reasonable prior notice of the meeting. These individuals shall have the right at all meetings to be present in person and/or accompanied by a parent and/or guardian.
- e. The Grievance Committee reserves the right to call forward any Member to supply information during the Grievance Review process. Refusal to participate in the Grievance Review or refusal to provide information may result in the suspension of the Member until such time that they cooperate.
- f. Grievance involving player evaluation and/or team selection issues shall first be discussed with the Division Co-ordinator within 7 days of the original incident. If the Division Co-ordinator is unable to provide a resolution, then the concerned party has the right to formally submit their grievance in writing to the Division Coordinator who will then supply a copy of the letter to the FRA President. At that time, a Grievance Committee will be established.
- g. There is a fee of \$200 for submitting a major grievance which must be included with the formal submission. The FRA Board will not review any grievance until the payment has been received and, in the case, where a cheque has been submitted, the cheque has been processed. This fee will be non-refundable if the grievance is found to be un-substantiated.
- h. The Grievance Committee shall render its decision in writing within forty-eight (48) hours following the meeting and forward copies of its decision to all parties involved. A parent and/or legal guardian must make the appeal for a minor person.

#### 3.2 GAME, PLAYER AND/OR PARENT GRIEVANCES

- a. All grievances and/or concerns concerning a game, player, parent and/or coach(es) may be addressed directly through the Head Coach after the 24-hour “cooling off” period has been adhered to. This process should only be followed if the Head Coach requests that parent concerns be addressed directly to them. This contact process will be clearly outlined at each team pre-season meeting involving parents, players and Coaching Staff prior to the first game of the season. Otherwise all grievances shall be addressed with the Division Co-ordinator after the 24-hour “cooling off period has been adhered to.
- b. All grievances must be raised verbally by the parent within 7 days of the incident with the Division Coordinator.
- c. If the parent feels the grievance is major, they must
  - i. submit a letter to their Division Coordinator within 7 days of the incident.
  - ii. This letter shall clearly and concisely convey the grounds for the complaint making reference to any Bylaw, Policy, Procedure, Rules and Regulations that have possibly been violated.
  - iii. The letter must be signed by the parent and hand-delivered to the Division Co-ordinator.
  - iv. There is a fee of \$200 for submitting a major grievance which must be included with the formal submission. The FRA Board will not review any grievance until the payment has been received

and, in the case, where a cheque has been submitted, the cheque has been processed. This fee will be non-refundable if the grievance is found to be un-substantiated.

- v. The Division Coordinator must supply a copy of the grievance letter to the President.
- d. When approached by a parent with a concern, the Division Co-ordinator will be responsible for conducting an impartial investigation, talking to parents, coaches, and other witnesses and may include watching some games within the division they are responsible for.
- e. The Division Co-ordinator will discuss the concerns with the Head Coach. The Head Coach may not be aware of a child's concern, as it is sometimes difficult to be aware of what is happening with all players on a team.
- f. FRA expects the majority of the concerns will be dealt with and resolved at the team level
- g. The Division Co-ordinator will create a confidential report detailing what the grievance was, the information that they received and from whom, and what the resolution was. The Division Coordinator must review this report with all parties involved and obtain their signature. The Division Coordinator must also sign the report and keep it in their Division file. This report may be reviewed by the grievance committee at a later date should circumstance bring the grievance forward again.
- h. If the concern is not resolved with the Division Co-ordinator's and/or by the Head Coach's response, the Division Coordinator will contact the President of the Association to discuss the concerns to help resolve the problem.
- i. If the concern is still not resolved, a Grievance Committee will be established. The Grievance Committee will act as mediators in the dispute. The President will set up a meeting between the interested parties.
- j. The Division Co-ordinator must report to the Board of Directors of any situations that cannot be resolved at a team level that which may require further investigation and possible recommendation for disciplinary action as per the FRA Code of Conduct. (See Flow Chart in Section 3 (4))

### 3.3 APPEALS

- a. Should a coach, player, team official, Board Member or parent feel that the FRA Grievance Committee has not satisfactorily resolved the issue, an appeal may be registered by a written letter to the FRA Secretary/Registrar, accompanied by a \$ 50.00 appeal fee. The Secretary/Registrar will assure that the matter is placed on the agenda of the next FRA Executive/Board Meeting and inform the President and respective Grievance Committee members of its receipts.
- b. The FRA shall provide up to twenty (20) minutes of meeting time for the person(s) making the appeal.
- c. Where the Board of Directors finds a grievance to be baseless, the Board of Directors shall dismiss the appeal.
- d. A discussion of the case shall take place in committee of the whole, which shall render its
- e. decision by motion. A simple majority shall suffice. The decision of the FRA shall be final and shall be rendered in writing and binding on all parties.
- f. If the appeal to the FRA results in endorsement of the decision of the Grievance Committee or an increase in penalty, the fee shall be forfeited. Anyone who ignores the Board of Directors decision may, subject to the Board discretion, face further disciplinary action.
- g. Where the Board of Directors finds there has been a breach of policy or practice, and the appeal to the FRA results in overruling the Grievance Committee's decision or lesser penalty than that imposed, the entire \$ 50.00 shall be refunded and the Board of Directors shall order corrective action taken.
- h. If the problem is still not resolved, the issue will be referred to the Ringette Alberta Zone Director who will determine if a hearing needs to be set up. Any person approaching the Ringette Alberta Zone Director directly will be required to show evidence that they have followed the above procedures before a hearing will be considered.

## 4 CODE OF CONDUCT

---

### 4.1 INTRODUCTION

- a. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character”.
- b. These guidelines have been developed to protect our children, parents, coaches and referees. FRA’s intention is to give the game back to the children/players, by ending all forms of abuse and abusive behaviour and to provide the very best sports experience that FRA has to offer.
- c. This Code for Conduct identifies the standard of behaviour which is expected of all FRA members and participants, and for which the purpose of this policy shall include all players, guardians, parents, grandparents, friends and relatives of players, coaches, trainers, administrators and employees involved in FRA activities and events, whether within our own arena (including the stands, dressing rooms, lobbies and surrounding property of the arena) or away at games at other centres/arenas.
- d. Members of FRA shall refrain from comments or behaviours, whether physical or verbal, which are disrespectful, demeaning, offensive, abusive, or threatening in nature. In particular, behaviour, which constitutes harassment, or abuse towards any other of our members, or members of another center/association, and especially including referees, will not be tolerated, and will be dealt with immediately and definitively as described hereunder. Behaviour shall also include the abusive use of alcohol and non-medical drugs.
- e. FRA is committed to providing an environment in which all individuals are treated with respect. Members and participants of FRA shall conduct themselves at all times in a manner consistent with the values of FRA, which include fun, fitness, friendship, fair play, integrity and mutual respect.
- f. As such, standards of behaviour consistent with FRA Code of Conduct, Ringette Alberta, and Ringette Canada, league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that, from time to time, sanctions may be necessary for behaviour, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, (Coaches/Managers), parent(s), or Board Member and will take the form of:
  - i. A verbal reprimand
  - ii. A written reprimand
  - iii. A suspension
  - iv. An expulsion
  - v. A combination of the above
  - vi. A permanent record of any sanction imposed will be kept on file by FRA.

### 4.2 PARENT CONDUCT

- a. The Executive Officers and Board of Directors via the appropriate flow chart of communication, shall investigate all complaints and shall have the power to enforce any sanctions. Particulars of an incident, when confirmed by the Executive, shall be given to an offending individual(s) in the form of a letter and will indicate corrective action required by the offending individual(s), or any other sanction the Executive deems appropriate to impose. A permanent record of such confirmed incident will be kept on file by FRA.
- b. A second complaint by the same offending individual(s), when confirmed by The Executive Officers and Board of Directors, will result in an automatic three (3) game suspension from the arena stands, but may attend games in the lobby. Particulars of a second confirmed complaint and any sanction The Executive Officers and Board of Directors impose, will also be given to the offending individual(s) in the form of a letter, and will be kept on file.

- c. Ongoing complaints by the same offending individual(s), when confirmed by The Executive Officers and Board of Directors, will result in an automatic suspension and/or expulsion for the remainder of the season. If an offending Parent and/or guardian of a player is expelled from the Association, so too is the player.

#### 4.3 PLAYER CONDUCT

- a. Children are also expected to adhere to certain standards and behaviour consistent with the Code of Conduct and therefore such sanctions may be imposed but not limited to. The sanctions will be defined by the Head Coach and may adhere to the following:
  - i. First Complaint: Verbal Warning - Issued by the Head Coach (Optional Parental Communication)
  - ii. Second Complaint: Suspension for the balance of the game - Issued by Head Coach (Mandatory Parental Communication)
  - iii. Third Complaint: Suspension for three (3) games - Issued by Head Coach with approval by President of the Association and Division Co-ordinator (As in ii) - Mandatory Parental Communication and Agreement to Sanctions.
  - iv. Fourth Complaint: Mandatory meeting with the FRA's President, Division Co-ordinator, Head Coach and Parents and/or Guardians; from which may be assessed, but not limited to, a suspension for the balance of the season.
- b. There will be no refund of program fees for time missed resulting from a disciplinary action of any kind.

#### 4.4 COACHES CODE OF CONDUCT

- a. Treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- b. Be reasonable in the demands on a player's time, energy, enthusiasm and performance.
- c. Keep open lines of communication with the player's parents; inform everyone associated with the team (coaches, players & parents/guardians) of their rights and responsibilities; make known your intentions/philosophies which should include playing time, positions, team goals and objectives from the onset.
- d. Familiarize yourself with your players' personal needs and problems; learn the strengths and weaknesses of your players so that you might place them into situations where they have a maximum opportunity to achieve success; provide all players the opportunity to improve their skills, gain confidence and develop self-esteem. Try to ensure players will receive reasonable and equitable ice time.
- e. Encourage your players to be team players; to respect the rules of the game, the officials, the opponents and the members of the association.
- f. Be concerned with the overall development of your players and to provide a safe playing environment.
- g. Be a positive role model; applaud a good effort in both victory and defeat, and enforce the positive points of the game.
- h. Encourage team spirit and sportsmanship in both victory and defeat. Place the emotional and physical well being of all players of a personal desire to win.
- i. Be knowledgeable in the rules of the sport that you coach and teach these rules to the players.
- j. Remember that you are a youth sports coach and that the game is for the children and not the adults.
- k. Provide a sports atmosphere for the team that is free of drugs and alcohol and refrain from their abuse at all youth sporting events.
- l. Respect and follow the mission statement, the policies and procedures laid out by the Foothills Ringette Association, Ringette Alberta and Ringette Canada.
- m. Disrespect or offensive treatment of any player is unacceptable under all circumstances and violations will be dealt with promptly and swiftly.

- n. The Coach and manager shall be responsible for their own conduct and the conduct of their players at all times and must endeavour to prevent disorderly conduct before, during and after a game, on or off the ice, any place in the arena.
- o. Remember that participants need a coach they can respect. Be generous with praise and set a good example.
- p. I understand that if I don't comply with this Code of Conduct, I may be subject to disciplinary action as deemed appropriate by the FRA Executive Board and such action could include any one or more of the following:
  - i. Written Reprimand
  - ii. Suspension
  - iii. Expulsion

#### 4.5 BOARD OF DIRECTORS CODE OF CONDUCT

- a. Listen carefully and respect the opinions of fellow Board Members.
- b. Respect and support majority decisions made by the Board while in ringette roles other than a Okotoks Ringette Board Member.
- c. Recognize that all authority is vested in the Board only when it meets in legal sessions
- d. Keep well informed about developments relevant to issues that may come before the Board.
- e. Participate in Board meetings and actions.
- f. Bring to the attention of the Board any issues that are felt to have an adverse effect on membership.
- g. Attempt to interpret the needs and actions of the Ringette community.
- h. Refer complaints to the proper chains of command.
- i. Represent all those that the FRA serves, not just a particular geographic area, age division or interest group.
- j. Consider self to be a trustee of the FRA and do the best to ensure that it is well maintained, financially secure, growing and always operating in the best interest of those served.
- k. Always strive for improvement, personally and as an organization.
- l. Declare conflict of interest between individual positions and Board positions and abstain from voting when appropriate.
- m. Board members need to demonstrate ethical and professional conduct to maintain the confidence of the membership.
- n. Board members must be loyal to the interests of the membership over and above any:
  - i. Loyalty to advocacy or interest groups, and memberships on other Boards or staff.
  - ii. Personal interest of any Board members acting as an individual consumer of the organization's services.
- o. Board members are trustees of member confidences and securities. They must avoid any conflict of interest.
  - i. There must be no self-dealing or any or any conduct of personal business or services between Board members and the Association. Exceptions can only occur when there is openness, competitive opportunity and equal access to information.
  - ii. Board members must not use their positions to obtain employment within the Association for themselves or family members.
  - iii. If a Board member is considered for employment, they must temporarily withdraw from deliberation, voting and access to applicable Association information.
- p. Board members must not exert any individual power over the Association except as stated in the Constitution and Bylaws.
- q. Board members do not have any authority to speak for the Association when they interact with staff, the public, the press and other entities unless granted this authority by the whole Board.
- r. Implementation of the Board Code of Conduct

- i. Board members must carry out duties in good faith with a reasonable degree of diligence, care and skill as stated in the Code of Conduct. Failure to comply with the Code of Conduct will be taken seriously according to the following implementation and may result in dismissal or other disciplinary action. If a Board member breaches the Code of Conduct, then, given that the Board has the right to make and enforce its own laws and discipline the offender, the following guidelines will be followed:
  1. Offending Directors may be questioned by the President to ascertain the breach to the Code of Conduct.
  2. The President in the form of a letter being sent outlining the circumstances, the breach and the corrective actions may censure offending Directors.
- ii. Continued offence will result in a motion of censure being brought to the Board. This motion may result in a voluntary withdrawal or upon a vote of the majority; the member shall be removed from all membership and committees.
- iii. In circumstances of extreme nature, the offending member will be removed from office immediately.
- iv. If the offending director is the President, the Vice-President, will take up implementation of the Code of Conduct.

#### 4.6 PARENTS CODE OF CONDUCT

- a. Support your child's desire to play ringette by offering encouragement and by taking a sincere interest in them and their team.
- b. Allow your child to establish their own goals and to play the game for themselves. Your child is playing ringette, not you. Positive reinforcement is the best way to help your child achieve their goals.
- c. Teach your child to play by the rules, and to resolve conflicts without resorting to hostility.
- d. Be positive role models for your child and encourage good sportsmanship by showing respect and courtesy, and by demonstrating positive support for other players, coaches, officials and spectators at every game.
- e. Respect the Referee and his/her authority during games and will never criticize, contradict or interfere with Referees or Coaches at the arena.
- f. Teach your child that doing one's best is as important as winning, so that your child will never feel defeated by the outcome of a game.
- g. Recognize and appreciate the importance of coaches, as they are vital to the development of your child and the sport of ringette. Coaches volunteer their time to make your child's ringette experience a positive one. Communicate with them and support them.
- h. If you have a concern, take time to speak with the Coaches and/or Division Coordinator in an appropriate manner including time and place. Be sure to follow the proper communication lines as noted in the Grievance section of this policy in conjunction with those communications lines outlined by the Coaches. Disrespect or offensive treatment of any coach is unacceptable under all circumstances and violations will be dealt with promptly and decisively.
- i. Ensure your concerns are with respect to the betterment of the team as a whole as well as your child. Observe a 24-hour cool down before voicing contentious issues or concerns. Refrain from coaching from the stands. Let the coach(es) do their job.
- j. Any child who is young enough to normally require adult supervision must be supervised by their parents, or a designated guardian at all times at the arena. Neither coaches nor any team official is responsible for the supervision of any child unless otherwise stated.
- k. Enjoy the game; learn all you can about ringette and VOLUNTEER.
- l. FRA will observe a very low tolerance for inappropriate behaviour or interference on the part of parents or spectators as outlined in this Code and will deal strictly with infractions that come to its attention. If parents or spectators have complaints regarding the officiating during a game, they are to voice these to

the Coach and not to the referee. If necessary, the Coach should then in turn speak with the Division Coordinator. Only the coach may address the referee during a game. Parents must keep in mind that they are spectators only and in no way participants in the game.

- m. The parent(s)' signature(s) constitutes the full agreement of BOTH of the player's parents AND of any other personal guests to abide by the following Code of Conduct at the arena.

#### 4.7 PLAYERS CODE OF CONDUCT

- a. Play for FUN. Be proud of being a Ringette player.
- b. Work hard to improve your skills (listen, ask questions, observe others.)
- c. Be a team player - get along with your teammates. Appreciate the contributions that each player makes to your team.
- d. Learn teamwork, sportsmanship and discipline.
- e. Be on time for practices and games and be both mentally and physically prepared for each practice and game.
- f. Learn the rules (both sport and team) and play by them. Be a good sport. Lose with dignity and win with grace.
- g. Respect your coaches, your teammates, your parents, your opponents and the officials.
- h. Play with the highest level of sportsmanship.
- i. Remember that winning isn't everything - that having fun, improving skills, making friends and doing your best are also important.
- j. Remember that coaches and officials are there to help you. Accept their decisions and show them respect.
- k. Disrespect or offensive treatment of any coach, fellow player or any opponent is unacceptable under all circumstances and violations will be dealt with promptly and decisively by the coaching staff via the appropriate communication channels.

#### 4.8 WHAT IS HARASSMENT?

**(as defined in the Ringette Canada Harassment Policy)**

- a. Harassment can take many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.
- b. In most cases, harassment is an attempt by one person to inappropriately exert power over another person.
- c. Sexual harassment for purposes of the Ringette Canada policy is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - i. submitting or rejecting this conduct is used as the basis for making decisions which affect the individual;
  - ii. such conduct has the purpose or effect of interfering with an individual's performance; or
  - iii. such conduct creates an intimidating, hostile or offensive environment.
- d. Types of behavior which constitute harassment include but are not limited to:
  - i. written or verbal abuse or threats;
  - ii. the display of visual material which is offensive or which one ought to know is offensive;
  - iii. unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
  - iv. leering or other suggestive or obscene gestures;



- v. condescending or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - vi. practical jokes which cause embarrassment, endanger a person's safety or negatively affect performance;
  - vii. unwanted physical contact including touching, petting, pinching or kissing;
  - viii. physical or sexual assault.
- e. Sexual harassment can occur in the form of behavior by males towards females, between males, between females, or as behaviour by females toward males.

## **5 *PLAYER EVALUATIONS***

---

### **5.1 INTRODUCTION**

- a. The purpose of these player evaluation guidelines is to provide a fair impartial mechanism of evaluating the skill and ability of Ringette players, resulting in the subsequent tiering of these players into teams. Evaluations will be based on ice skills and abilities. The results will indicate the skill/playing level of a player, which will help the Team Selection Committee with their recommendations to the Executive Officers and Board of Directors with respect to:
  - i. the number of teams
  - ii. allocation of players to teams
  - iii. player movement between age divisions and/or affiliations

### **5.2 OBJECTIVES IN THE EVALUATION PROCESS**

- a. To provide coaches with the ability and flexibility to build a team based on general coaching philosophies and knowledge of player skills and attitude.
- b. To provide a fair and impartial assessment of a player's total ringette skills during the skating and scrimmage sessions.
- c. To provide uniformity and consistency in the evaluation process such that player and parent/guardian expectations are consistent.
- d. To provide appropriate evaluation documentation.
- e. To form teams where the players can develop and participate equitably in such a manner that the maximum number of players enjoy and have the satisfaction playing ringette during the season.

### **5.3 EVALUATION COMMITTEE**

- a. The Evaluation Committee shall consist of the Director of Evaluations, and 3 or more independent volunteers.

### **5.4 PLAYER EVALUATION PROCESS**

- a. FRA will conduct player evaluations on all players if there are enough players for two or more teams within an age division. All registered players will be evaluated at the beginning of the ringette season. This helps the association establish competitively tiered teams that compete in league games with similarly tiered teams.
- b. The Director of Evaluations along with the evaluation committee will organize the evaluations in each division.
- c. The Director of Evaluations will be responsible for putting forth the recommended process for the evaluations including but not limited to the creation of the evaluation form; evaluation drill plans and arrange for on-ice "coaches" for each of the divisions. This process will be reviewed by and approved by the Executive Officers, Director of Coaching and Director of Sports Development of the Association.
- d. Evaluators will be 4 to 5 independent volunteers consisting of past or present coaches, older players (Belle age or older) from other associations within Zone 2 including the volunteer that will be running the on icedrills/scrimmages. If the other Associations within Zone 2 are unable to provide volunteers, other individuals who have no vested interest in the athletes that are being evaluated but have knowledge and experience in the Sport of Ringette will be utilized.
- e. Players will be notified of their evaluation ice times after the registration date and once all the registrations have been tallied. Please expect to attend 3 to 4 ice times for evaluations. Please arrive 30 minutes prior to the ice time.

- f. All players will be supplied with a jersey upon arriving at each evaluation session. Player names will not be indicated on the evaluation form, only jersey numbers.
- g. Each player will be evaluated a minimum of three (3) times. A player must participate in at least two (2) evaluation sessions, to be considered for an “A” team in any given division. If a player misses all evaluation skates, they will automatically be placed on the “B” team. However, if a player misses the evaluation(s) because of serious illness, injury or family emergency, the Team Selection Committee shall decide whether this player may be selected for an “A” Team.
- h. The evaluation skates will consist on-ice drills and/or scrimmages utilizing the following format: (Evaluators will be briefed by the Director of Evaluations prior to each session, on what to look for and how to complete their evaluation forms.)
- i. FRA Coaches may run the on-ice scrimmages and drills.
- j. It is mandatory for coaches, who have applied to coach, to attend the evaluation sessions, of the division they applied for, so they can provide input, if required, into the team selection process.
- k. Depending on the ice scheduling, the Evaluation Committee will endeavor to have the evaluations completed in the shortest time possible.
- l. After each evaluation session, the evaluation forms will be collected by the Division Co-ordinator and placed in a sealed envelope.
- m. Once all evaluation sessions are complete, the evaluation results will be tabulated and reviewed at a scheduled meeting attended by the Evaluation Committee.
- n. Evaluation forms shall remain confidential and shall not be supplied to the general membership. It shall be unwarranted under any circumstance to disclose player evaluation information to anyone, either during or after the evaluation process, except as may be required to address a grievance.
- o. A member may request to view the evaluation of his/her child and relative placement within the group in the presence of a member of the Evaluation Committee at a mutually agreed scheduled place and time.

## **6 TEAM SELECTIONS**

---

### **6.1 INTRODUCTION**

- a. It is important to remember the purpose of tiering is to provide teams of similar competitive natures, and to avoid unbalanced situations where teams either win all, or none of their games. This type of situation is not healthy for players of either team or for Ringette itself. Winning is fun but winning all your games in your division is just as bad as losing all your games. A good rule of thumb for being seeded properly is the 75/25 rule. If you win more than 75%, or less than 25% of your games, you may be playing below or above your team's ability and should move up or down accordingly. A final note, the game of Ringette is strictly for the self-gratification and enjoyment of the players, not a means for the Coaches and parents/guardians to express their competitive edge at the expense of the players.

### **6.2 TEAM SELECTION COMMITTEE**

- a. The Team Selection Committee shall consist of the following;
  - i. Director of Evaluations
  - ii. Division Co-ordinator(s)
  - iii. Head Coaches
- b. two board members that have no vested interest in that particular division being selected.
- c. Registrar shall be included in the team selection for keeping records while the team selection is underway and publish a list of the team selections.
- d. Should there be a potential conflict of interest between the Director of Evaluations and/or any other position within the Team Selection Committee, the President or Vice-President/Sports Development Director or any other Executive Officer or Director (whichever Executive Officer or any other position does not hold a vested interest) will assume the role of the Director of Evaluations in that particular team selection.

### **6.3 SELECTION OF PLAYERS FOR A TEAM**

- a. Ringette Divisions
  - i. U6 - 5 years of age and under
  - ii. U9 - 8 years of age and under
  - iii. U10 9 years of age and under
  - iv. U12 - 11 years of age and under
  - v. U14 - 13 years of age and under
  - vi. U16 15 years of age and under
  - vii. U19 - 18 years of age and under
- b. Each player is to register in the division appropriate to their age according to Ringette Alberta guidelines as defined as the age on December 31, of the year of registration. No players may be registered in an older age division unless approved by FRA board and compliant to FRA operating procedures. A copy of each registrant's birth certificate must accompany the registration form.
- c. All teams will be categorized by age specific firstly.
- d. Depending on the number of players for each team, the Team Selection Committee may also consider the following when conducting the team selection process:
  - i. Player Affiliations
  - ii. Overage/Underage Players
  - iii. Overall player development (to ensure the continuous progression, growth and development of all players).

#### 6.4 TEAM SELECTION

- a. For U9 and U10 there are no tiering requirements. It is recommended that with more than 1 team in these divisions divide them as equally as possible according to skill level.
- b. All single teams at U12, U14 and U16 will tier A or B. The Retreat and Advance options will be utilized to address any anomalies pursuant to Ringette Alberta guidelines.
- c. In situations where there are 2 or more teams at an age group, teams will be tiered according to R.A.B. guidelines.
- d. The Team Selection Committee of FRA will consider the following general policies and guidelines in conjunction with Ringette Alberta's Tiering and Categorizing of teams:
- e. No team will have more than 16 players or less than 8 players (not including Affiliates) unless approved by the Executive Officers and Board of Directors.
  - i. Consider the budgetary constraints of the Association when forming teams (eg. 2 teams of 16 versus 3 teams of 10 or 11).
  - ii. Consideration of the age group and division level when assigning team (eg. a U19 A team would prefer 3 lines (16 players) due to the speed of the game).
- f. The teams average years of experience is based on all eligible registered and affiliate players for the respective division and level. Overage and underage players do not affect a teams tiering unless the Ringette Alberta Board has approved them. Once eligible, they affect the teams tiering.
- g. Teams must request player eligibility prior to December 31 of the current playing season.

#### 6.5 TWO OR MORE TEAMS AT DIFFERENT LEVELS IN AN AGE DIVISION

- a. Pursuant to Ringette Alberta rules, if FRA has enough players to field additional teams in the U12, U14, U16 and U19 divisions, they will be tiered according to R.A.B. guidelines.

#### 6.6 TEAM SELECTION PROCESS

- a. The team selection committee will draw up the teams based on the Team Selection Process as outlined above in Section 6 B) and C) of the FRA Operating Policy and Procedures & Rules and Regulations. Including but not limited to such considerations involving number of teams in each division, tiering of teams, player affiliates, overage players, etc. The evaluations will be their guidelines along with any special circumstances (eg. Special requests by the registrants) and the past player evaluations will all be considered when drawing the teams.
  - i. When creating equal teams, the teams will be formed by the evaluation committee with possible input from the head coach(s)
  - ii. When creating tiered teams the teams will be initially created by the evaluation committee, based on evaluations, then refined with input from the head coach(s).
  - iii. Special requests made in writing as per registration form will be considered by Team Selection Committee. Not all special requests will be honored.
- b. The Team Selection Committee will be responsible for coming to full concurrence on their recommendations and putting forth these recommendations to the Executive Officers and Board of Directors. The Board will not unreasonably withhold approval of these recommendations. In the event that the Committee does not reach concurrence, they will put forth specific options to the Executive Officers and Board of Directors on which they will vote.
- c. Once the Team Selection process is completed, and the teams have been approved by the Executive Officers and Board of Directors, Division Co-ordinators will notify all players and parents/guardians as to which team they are on and whom their Head Coach is. This information will also be posted at the Arena in the Ringette showcase.

## 6.7 AFFILIATE PLAYERS

- a. Purpose
  - i. Affiliation allows an Association to create a team at a level where there are not enough players for a viable team and allows a team to replace absent, sick, injured or suspended players on a game basis.
  - ii. Will be as per Ringette Alberta criteria for the purpose of supplementing teams with low numbers.
- b. Definition
  - i. Affiliation means that a player can be called up from their regular team to play on a higher-level team within the same Association on an as needed basis.
  - ii. This is conditional on the player, parents/guardian, Coaches and the Board of Directors of the Association agreeing to the affiliation and registering the player with Ringette Alberta in accordance with their respective operation procedures.
- c. Understanding
  - i. It needs to be understood that being an affiliate is a privilege! As such there is no guarantee that the player will participate in any games or practices at the higher level. That will be at the discretion of the higher-level Coach and with the consent of the affiliating player's head coach. The affiliates need to bear in mind that they are not paying an extra fee to be affiliated and hence do not have the same rights and privileges of the higher team.
  - ii. It must be the Coach's responsibility to share and pick affiliates from the available pool of players. It is recommended that Coaches select affiliates from more than one team when possible. Once a player declined an affiliate position with FRA, they have taken themselves out of consideration for another team. The next pick for affiliation is then asked to play. The parent of the player has the right of appeal.
  - iii. Bringing the affiliate to games and practices will be at the upper level coaches discretion along with the consent of the affiliating player's head coach.
  - iv. An affiliate player's main responsibility and loyalty is to his or her own team. If there is a scheduling conflict the player must attend their own ice time.
  - v. An affiliate will not be brought up to play at the expense of a full time player.
  - vi. The choice of using the same affiliate for games is the discretion of the upper level Coach. It is however recommended that affiliates are rotated but it is not mandatory.
- d. Policy
  - i. Affiliation may occur to a team that is one or more levels higher than the team that player is on within the association.
  - ii. Players may not be double carded and affiliated to a third team. NOTE: A player can only be affiliated with one other team besides their regular team.
  - iii. Team registration is to be in accordance with Ringette Alberta operating procedures.
  - iv. When forming teams, the teams will be formed so they are not reliant on affiliates.
  - v. When selecting affiliate players during the team formation process, the coaches should be mindful of whether they are selecting players who are in their first or second year in the lower division.

## 6.8 OVERAGE PLAYER POLICY

- a. Ringette Alberta's goal is to find a place and appropriate age division for players to play and for teams to compete.
- b. An overage player may be allowed to participate at a lower age division.
- c. Requests for overage eligibility must be received by Ringette Alberta via the Zone 2 Director no later than December 1 of the current playing season and a decision will be made by the Ringette Alberta no later than December 20 of the current playing season.
- d. Accompanying the request must be:

Effective: May 15, 2020

- e. Statistical proof of years of experience.
- f. Statistics from games played.
- g. Evidence as to why the exemption is required.

#### 6.9 UNDERAGE PLAYER POLICY

- a. It is FRA's objective to form teams that will endeavor to promote the objectives of the Association by providing an environment and experience that maximizes the entertainment and fun for the participants. Therefore, there may be situations where it may be at the best interests of a child and the association to permanently move (register) players up an age division for the current year only. This can only take place if the following is met:
  - i. It is recommended by the Team Selection Committee.
  - ii. It is approved by the player, parent/guardian and Coaches involved.
  - iii. It is approved by the Board of Directors.

#### 6.10 LATE REGISTRANTS

- a. Players registering in the FRA ringette program after pre-season evaluations are completed will automatically be placed on the "B" tier team of their appropriate age division. Transfer of the "late registrant" to an older age division team or an "A" tier team with their appropriate age division for balancing purposes must be approved by the Board of Directors.

## **7 COACHING SELECTION, EVALUATIONS & RESPONSIBILITIES**

---

### **7.1 COACHING SELECTION**

- a. The selection of coaches shall include the review of all coaching applications submitted. The intent of the review shall be to select the most qualified person for recommendation.
- b. The most qualified shall be defined as those persons having a sound knowledge of the game, applied coaching methodology and as many as the following as possible:
  - i. Willingness to achieve the NCCP Certification needed for the appropriate level as mandated by Ringette Alberta and prior to the deadlines set by Ringette Alberta
  - ii. Coaching Experience.
  - iii. Coaching Credentials - Ringette or Other
  - iv. The ability to skate well.
  - v. The knowledge and ability to teach proper skating techniques.
  - vi. A strong knowledge of and about the game of Ringette.
  - vii. Shown ability of being patient and understanding.
  - viii. Shown good organizational skills.
  - ix. Shown good communication skills.
  - x. Shown willingness to commit personal time.
  - xi. Shown bonafide interest in the sport and coaching.
  - xii. Ability to provide proper guidance & discipline when required. (Age of Coach versus age of Players).
  - xiii. Number of years with same players.
  - xiv. Parent/Player Feedback.
  - xv. Past successes in Ringette.
  - xvi. Personal conduct on and off the ice.
  - xvii. Ability to provide positive reinforcement to players in both practice and game situations.
- c. The Director of Coaching will produce a list of recommended persons to fill the roles of Head Coaches for the coming season in each division. The list shall be presented to the Coaching Selection Committee at the earliest possible time for their review. This list will include all members who indicated an interest in Coaching on the registration forms and/or any non-members who have shown interest via written communication to the Director of Coaching.
- d. The Coaching Selection Committee shall consist of the Director of Coaching, the President of the Association and two other Directors, who have no vested interest in that particular division that the Coach is being selected for
- e. The Coaching Selection Committee will be responsible for coming to a full concurrence on their recommendations and putting forth these recommendations to the Executive Officers and Board of Directors. The Executive Officers and Board of Directors will not unreasonably withhold approval of these recommendations. In the event the Coaching Selection Committee does not reach concurrence, they will put for the options to the Executive Officers and Board of Directors on which they will vote.
- f. The Coaching Selection Committee shall put forth recommendations on: one (1) Head Coach per forecasted team with a ranking of Coaches (1st, 2nd, etc.) if there are multiple Coaching Positions within an age division. This is also to accommodate a possible addition and/or reduction in the number of teams in any age division after the team selection process has been completed.
- g. The Executive Officers and Board of Directors through normal business practice shall either approve or vote on the final selection of coaches individually. Coaching Selections shall be final. Appeals shall be considered via the appeal process as outlined in Section 3 - Grievances.



- h. The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Coaching Selection Committee deem the applicant (or all applicants) unsuitable, they shall then solicit additional applications for consideration. If no suitable coach can be found, then no team shall be formed.
- i. The Head Coaching assignments will be done prior to team selections so that the Head Coaches can participate in the Team Selection process.
- j. The Director of Coaching will use the following method to review coach applications:
- k. The Coaches Evaluation Form will be used to rate the Coaches on levels of certification, experience in coaching, past parent evaluations (if implemented) and previous coaching experience at the age level of application to name a few of the criteria. See also Forms - Coaching Application - Exhibit 2.
- l. If two (2) or more applications are received for the same level, an interview will be conducted with the Coaching Selection Committee of which the criteria for the interviews to be determined by this committee.
- m. If all things being equal, a female applicant will be given priority.
- n. In the absence of a coach(es) for a particular division/level, the Executive Officers and Board of Directors at the advice of the Director of Coaching shall appoint the coach from the membership at large.
- o. In the event that a Coach cannot be found amongst the Adults of the teams in question, than an Adult from another team shall be considered.
- p. In case of conflict of interest, person(s) shall remove themselves from the meeting when necessary.

## 7.2 COACHING APPLICATIONS

- a. Applications are to be submitted to the Director of Coaching by a specific date specified by the Executive and Board of Directors of FRA and shall include the following information:
  - i. A RCMP security check clearance - MANDATORY
  - ii. Your coaching philosophy - including but not limited to: Warm-ups, Practices, Communication (Players and parents), Officials
  - iii. Explain what you can contribute to the team.
  - iv. How does your previous experience prepare you for this position?
  - v. Strengths and weaknesses.
  - vi. Personal Coaching Goals - Short and long term.
  - vii. Past coaching experience - ringette or other.
  - viii. Training & Certification
- b. No Coaching application will be accepted for a Coaching position without a cleared RCMP check completed. Should Ringette Alberta create a new policy prior to the start of any new season, FRA will review this policy.
- c. Submission shall be made by those individuals 18 years or older that are interested in coaching.
- d. Submissions shall be made annually for all coaching positions.
- e. Submissions shall be called for simultaneous with player's registrations by means of public advertisement.
- f. Blank applications shall be made available, prior to submission date, to all interested parties 18 years or older:
  - i. At registration desk during player registration. (REV's)
  - ii. At a public location.
  - iii. From the Director of Coaching.
  - iv. On-line from FRA Website.
- g. After the submission deadline, all applications shall have been reviewed and presented to the Coaching Selection Committee within one (1) week of the deadline for their review and selection process.
- h. All applications received on or before the submission deadline shall be given consideration.

### 7.3 COACHING EVALUATIONS

- a. The Director of Coaching shall be responsible for the preparation, distribution and collection of Coaching Evaluation forms for all FRA Coaches each season.
- b. One (1) month prior to the end of the regular season, Team Managers shall be given Coaching Evaluation Forms and shall ensure player, parent and/or Guardian co-operation in completing and returning these coaches evaluation forms.
- c. All information shall be considered confidential to the Coaching Selection Committee. Summaries of all returned evaluations to be shared with the Coaches involved as prepared by the Director of Coaching. To help ensure confidentiality, evaluation forms will be supplied with return envelopes.
- d. In addition, FRA is in the process of developing an on-line Survey process for the use of Coaching Evaluations.
- e. The Director of Coaching will keep all records of evaluation forms, letters and summaries, which are to be forwarded to the Secretary of the Association for filing in the permanent personnel files. The Coaching Selection Committee shall have access to all evaluation forms from the current and prior years at time of selection.

### 7.4 HEAD COACH'S RESPONSIBILITIES

- a. The Head Coach of each team shall be responsible for selecting their bench staff, including Assistant Coaches, Manager and Trainer (Optional) in accordance with Ringette Alberta Regulations.
- b. The Head Coach must ensure that all team staff, (Assistant Coaches, Managers, Trainers, etc.) are properly qualified and trained to at least the minimum requirements of FRA and Ringette Alberta Regulations.
- c. The Head Coach must ensure that all team staff, (Assistant Coaches, Managers, Trainers, etc.) have a cleared RCMP check completed prior to the first ice time.
- d. Each Head Coach shall inform all players, (and parents depending on the age division), via a team meeting prior to the first game of the season and also in written format, as to the level of commitment expected from the players (including but not limited to, number and duration of weekly on-ice practices, arrival times before practices and games, home and away tournaments, additional roles and expectations of the players and parents/guardians, etc.) Also, the Head Coach shall outline, preferably in writing, the consequences of a player failing to adhere to these expectations.
- e. Head Coaches, without exception, shall be directly responsible and accountable to the Director of Coaching throughout the playing season.
- f. Head Coaches and Managers shall familiarize themselves with the Operating Policies & Procedures and Rules and Regulations of the FRA and shall ensure that activities related to the FRA ringette program are carried out under their care and control in compliance with these policies and procedures.
- g. The Head Coach shall be responsible for the discipline and behavior of the team members before, during and after games and practices, until the team has left the dressing room. This shall apply to any team-related event, including out-of-town tournaments.
- h. The Director of Coaching and Board of Directors of FRA shall retain the right to take whatever action deemed appropriate (warning, suspension or removal) against any Head Coach whose performance has been found unacceptable and who has shown an unwillingness or inability to improve their performance.

## **8 ICE REQUIREMENTS**

---

### **8.1 ICE TIME EXPECTATIONS**

- a. Once evaluations are complete and the teams established, FRA will endeavor to provide players two 1-hour ice times per team per week (typically one practice and one game per week).
- b. The Team Manager communicates information about practice and game times/location to players/parents.

### **8.2 ICE SCHEDULE**

- a. The Ice Coordinator will provide a schedule to the President, Director of Officials, Director of Marketing, Treasurer and Division Coordinators whom will forward the schedule to the Team Managers.
- b. The schedules should be presented in such a way that they are simple and easily understood.
- c. Questions regarding the Ringette schedules are to be directed to the Ice Coordinator.
- d. Questions regarding the ice times in general may be directed to the President.
- e. Ice scheduling will be done in an unbiased manner for the betterment of FRA by the Ice Coordinator. Available ice will be shared equally amongst the teams in a rotation basis to ensure that one team does not receive any more additional ice than another.
- f. Ice Coordinator will adhere to the approved FRA budget when committing to and acquiring ice times and will ensure that FRA is only billed for ice used.

### **8.3 DEVIATION FROM ICE SCHEDULE**

- a. It is of the utmost importance that all ice schedule changes be coordinated through the Ice Coordinator no less than 7 days prior to the desired deviation. This must be communicated from the Head Coaches of each team.
- b. Disruption due to a failure to co-ordinate through the Ice Coordinator rests solely with the Head Coach involved.

### **8.4 FAILURE TO USE SCHEDULED ICE**

- a. The failure to use scheduled ice is for the most part failure to clearly communicate to the ice scheduler well in advance of the slot time.
- b. Such failure to communicate and subsequent failure to use the scheduled slot is a waste of FRA funds as well as poor performance on the part of the players and the sport itself.
- c. Head Coaches will be held personally responsible to provide adequate notice of cancellation of an ice slot and may be fined the current dollar value of the ice slot or an equivalent amount of fund-raising activities.
- d. Three failures of the above nature over a season shall be given negative weight on the record of the Head Coach in question.

### **8.5 ICE ALLOCATION TO TEAMS**

- a. The ice is set-aside for the FRA by the municipalities of Foothills County. The rec committees hold an Ice Users meeting in early Spring. The FRA is represented by the meeting by the Club President and Ice Coordinator.
- b. There is the potential that the older divisions may require additional ice time throughout the season and therefore a higher fee may be assessed.
- c. Pending the growth of the Association and the number of teams requiring ice times, certain divisions may be required to share ice for practice times.

- d. Teams wanting or requiring additional ice over and above their proportionate share, may be required to remit the ice fees and/or reimburse the Association for the costs. This can be coordinated through the Ice Coordinator.
- e. Teams requiring additional ice that is beyond the regular season due to advancement through league playoffs, shall be allocated ice on a needed basis.

## **9 TOURNAMENTS**

---

### **9.1 HOME TOURNAMENT**

- a. Each Ringette Division will have the opportunity to participate in a home tournament either individually or combined with another Division which will compliment the financial and overall best interests of the Association.
- b. Pending the availability and cost of the ice for a tournament, as well as other factors, the FRA Board of Directors, under the recommendation from the Director of Tournaments, will determine the overall structure of the FRA Home Tournament(s).
- c. It is mandated that all Home Tournaments be budgeted and structured to be profitable and not incur any financial losses to the Association.

### **9.2 AWAY TOURNAMENTS**

- a. Pending the forecasted budget and the financial standings of the Association each year, the number of away tournaments, if any, paid by the Association for each new season will be communicated to each team and division.
- b. Should the financial status of the Association not warrant the paying of any outside tournaments, then it will be the financial responsibility of each individual team to fund tournament registration fees.
- c. Tournaments will be determined by coach's recommendations, team consensus and organized through the individual teams.
- d. Teams may attend additional tournaments provided that they are funded either through individual team fund raising, sponsorship, donations and/or proportionate player cost sharing.

### **9.3 PROVINCIAL TOURNAMENTS**

- a. The FRA may agree to fund the registration fees for those teams U14 applying to attend the Provincial Tournament for their respective division. Teams, who do not qualify through Zone playdowns and/or elect to withdraw from the Provincial Tournament, must do so prior to the deadlines imposed by Ringette Alberta and request a refund of the Tournament fees. Teams failing to request refunds after the deadlines as posted by Ringette Alberta, will be required to reimburse the Association for the loss.

### **9.4 ACCOMMODATIONS & TRAVELLING EXPENSES**

- a. The Association is not responsible for any costs associated, including but not limited to, hotel accommodations, traveling expenses, meals & entertainment for any Coaches, Assistant Coaches, Managers, Trainers, Players, Parents or any other Bench Staff associated with any teams registered with the FRA. The only exception will be that FRA may cover the accommodation for coaches that do not have children playing on the team they are coaching, with the following restrictions:
  - i. Maximum of two (2) nights accommodation or one away tournament per season whichever is less.
  - ii. Coaches must share accommodation when and wherever feasible.

# ***10 GAME OFFICIALS***

---

## **10.1 SELECTION OF ICE OFFICIALS FOR A GAME**

- a. The following Ringette Alberta Guidelines will be used to assign officials:
  - i. Levels of Certification
  - ii. Level 1 Officials: officiate within their local association
  - iii. Level 2 Officials: officiate inter-association competition, Regional Playdowns and similar events
  - iv. Level 3 Officials officiate inter-association competition, Regional Playdowns and similar events at a higher level of play
  - v. Level 4 Officials: officiate in the provincial championships
  - vi. *Categories of Certification within Levels...*
    1. *C: U12*
    2. *B: U16 and younger*
    3. *A: All age groups*
- b. The Director of Officials shall select and assign a pair of officials for all scheduled, re-scheduled or unscheduled games, as advised by the Division & Ice Coordinator through the schedule and/or verbally.
- c. In the selection and assignment of a pair of officials for a game, the Director of Officials must ensure that both officials are capable of officiating the level of game as per Ringette Alberta Rules (capable in knowledge, experience and skating ability).
- d. The Director of Officials must also designate which of the two is the Senior Official for that game. This is because the FRA program encourages the pairing of officials to be one Senior in experience with one Junior in experience.
- e. It is recommended that the designated Senior official, shall through the course of the game, discuss procedure and calls with the Junior official, as well as maintaining control of the game.
- f. The objective in pairing a Senior official with a Junior official is to allow the Junior to learn and train with a Senior and thereby give better service to each game and to the sport.
- g. Bunny Level games require only one (1) official and can be either a Senior and/or Junior Official

## **10.2 TRAINING OF OFFICIALS**

- a. Appropriate training shall be that training which is deemed by Ringette Alberta and Ringette Canada as being necessary to officiate at a specific level (community, regional, provincial, national). All officials shall have the fundamental training as given by Ringette Alberta.
- b. All officials shall take refresher training, at their specific level, each year that new rules or rule changes are introduced.
- c. Failure to pass fundamentals will disallow an individual from officiating.
- d. Failure to pass refreshers at the community level will disallow an individual from officiating.
- e. FRA will encourage their 14-year old's and older players to begin their referee training in order to ensure that the Association will continue to have an ongoing growing list of available referees for the Association and within Zone 2.
- f. FRA will endeavor to host a referee clinic a minimum of once every two years under the guidance and direction of Ringette Alberta.

## **10.3 FAILURE OF AN OFFICIAL TO APPEAR**

- a. Upon the occurrence of a game official not appearing to officiate a game as scheduled, without having advised the Director of Officials 24 hours in advance of pending non-appearance, that official shall be penalized by withholding 50% of next scheduled game earnings.
- b. Three (3) or more said non-appearances as described in (A) above, could result in the official being removed from officiating the balance of the current season, including tournaments and exhibition games.

- c. Three (3) non-appearances and having advised the Director of Officials, shall be defined as “unreliable” and be removed from officiating the next two games that he/she were scheduled to officiate.
- d. Continuing non-appearances as described in (A) and (C), could result in the Official being removed from the list of approved officials for FRA.

#### 10.4 PAYMENT TO OFFICIALS

- a. Pursuant to the Officials Payment Schedule, Team Managers will issue payment to the Officials after each game. This payment process may be amended as the Association continues to grow in that the Director of Officials may be required to co-ordinate payments to the Officials.

#### 10.5 EVALUATION OF OFFICIALS

- a. Evaluation of officials will be organized by the Director of Officials and will include but not be limited to: Informal evaluations of all officials’ performance and co-ordinate discussions with the Head of Officials. These evaluations and discussions should be done on an ongoing basis throughout the season.
- b. Any complaints with respect to Officials (Referees), should be directed to the Director of Officials.
- c. Continuous complaints regarding any one Official will be dealt with by the Director of Officials, Head of Officials and the President of the Association.

#### 10.6 MINOR OFFICIALS

- a. The home team is responsible for ensuring that minor officials are available, including game timekeepers, game scorekeeper, penalty box attendants and shot clock operators when required.
- b. Where possible, the home team should provide the game timekeeper and the visiting team should provide the game scorekeeper.
- c. It is recommended that all parents of players on FRA teams take the time to learn how to operate the timekeeping clock in our home arena(s).

# ***11 EQUIPMENT***

---

## **11.1 OWNERSHIP**

- a. All teams will accept full responsibility for all equipment and team jerseys assigned to them at the beginning and during the season. All equipment and jerseys that are issued are the property of the FRA and must be returned at the end of the season. Any equipment and/or jerseys that are not returned are subject to reimbursement to the Association by the individual(s) who were assigned the equipment. In addition, any equipment and/or jerseys, which have been damaged due to abuse or neglect, will be repaired and charged back to the individual(s) who were assigned the equipment.
- b. Equipment is not limited to uniforms or the like; it entails all tangible goods purchased by the Association.
- c. Upon the demise of a team, the FRA would take physical possession of all Association Equipment.
- d. All players are required to purchase and maintain their own mandatory and required equipment as per Ringette Canada Official Rules including but not limited to regulation size ringette stick, all protective equipment including CSA certified helmet, with proper chinstrap affixed, CSA certified Type 5 or Type 6 facial protector, BNQ approved neck protector, hip, tailbone and genital protection.
- e. It is mandatory that all players have their own equipment for practices and games as sharing of equipment during ice times is not allowed.
- f. FRA is responsible for supplying team jerseys for all teams and 1 set of goalie equipment per team up to and including U14.

## **11.2 PURCHASING EQUIPMENT OR SUPPLIES**

- a. All equipment purchases are to be requested and directed to the Director of Equipment of the Association utilizing an Equipment Requisition Form (Section 13 - Forms - Exhibit 5).
- b. Purchases of normal operating supplies and services may be procured as a matter of course; however, they should be coordinated through the Director of Equipment of the Association.
- c. All purchases shall be reported at the Monthly Board of Directors meetings.
- d. A summary of all purchases shall be included in the Director of Equipment Annual report.
- e. The Board of Directors must approve all purchases, which exceed any budgeted amount, or any purchases that exceed the approved budget for the year.

## **11.3 TEAM JERSEYS**

- a. All players must wear Association provided jerseys. Team jerseys are to be worn only at scheduled team events (such as league or tournament games and/or fund-raising events). Team jerseys are NOT to be worn at practices.
- b. All players must wear Association assigned ringette pants (when available), according to the current Association colors at all games except goalies who may wear regular approved hockey pants.
- c. An Equipment Manager from each team must handle all team jerseys.
- d. Name bars for the uniforms are not a requirement, however, should a player wish to have name bars, they can be purchased through the FRA. Please discuss with the Equipment Manager of each individual team.



## ***12 MISCELLANEOUS***

---

### **12.1 TEAM EXPECTATIONS**

- a. Each team will have a coach, assistant coach(es), team manager, trainer (optional), equipment manager, two (2) tournament representative and two (2) fund raising/Casino representatives.
- b. Pursuant to Ringette Alberta Rules and Regulations, all levels must have a properly CSI certified female as a member of the bench staff.
- c. Each team must start their season (before the first game) with a team meeting involving parents, players and coaching staff. The coaching staff will outline the roles and expectations of the players and parents for their particular teams. In addition, all team representatives that have not already been volunteered for will be assigned (eg. Tournament rep, Equipment Manager).
- d. No other persons, other than approved Head Coaches, Assistant Coaches, Team Manager, Trainers or approved designates with appropriate credentials, are allowed on the team benches during game situations. Injured team players are allowed on the bench, however they must be wearing a helmet.

### **12.2 PROVINCIAL HOSTING**

- a. At a minimum, every two years, the Foothills Ringette Association will apply to host Provincials starting at the U14 (alternating between A,, B, C) for the purpose of providing the greatest number of players at the earliest age possible with the opportunity of participating in a Provincial Championship in the hope that it will be a positive experience for the players and consequently increase the possibility of having the players stay in Ringette for a longer period of time.
- b. In the event that Ringette Alberta does not award the host privileges for FRA as per the application, then other levels and other divisions will be considered, as long as FRA has teams registered in those levels and divisions.

### **12.3 BANNERS**

- a. Each team is responsible for the costs associated with creating a team banner.

### **12.4 DISCLOSURE OF PLAYER HEALTH**

- a. Parents/guardians are required to fill out the Player Health Form with signature affixed to the form and submit it with registration. (Section 13 - Forms - Exhibit 4)
- b. A copy of each player's health form must be given to each Head Coach and must be in the Coaches Binder on the Bench at all times.

### **12.5 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**

- a. Parents/guardians are required to fill out the Freedom of Information and Protection of Privacy Act (FOIP) with signature affixed to the form and submit with registration form. (Section 13 - Forms - Exhibit 3)

### **12.6 AWARDS**

- a. Currently, the FRA does not have any annual awards for the players and/or their membership.

### **12.7 PAYMENT OF REGISTRATION FEES**

- a. Registration fees are due and payable at the time of registration. In special circumstances, such as financial hardship cases, it is the discretion of the Secretary/Registrar and Treasurer to allow installment payments of the registration fees, but the full amount must be paid by December 31 of the year of registration with an initial deposit of no less than 25% of the full registration fee must be made on the

date of registration. The FRA will endeavor to provide information from such organizations like Kid's Sport, etc. to assist with the financial obligations to those requiring assistance.

#### 12.8 NSF CHEQUES

- a. NSF cheques will be handled by the Treasurer.
- b. Payment is to be in the full plus a \$ 20 service charge.
- c. A second cheque will not be taken.
- d. All fees outstanding shall be paid in full by December 31 of the registration year. If payment is still outstanding at the next season registration, registration will be denied.
- e. Hardship cases will be dealt with by the Secretary/Registrar and/or the Treasurer and all efforts will be made to protect the confidentiality and sensitivity of the individuals involved.

#### 12.9 REFUND OF REGISTRATION FEES

- a. The refund policy consists of a percentage off of the registration fee only and excludes the fees paid to Ringette Alberta. The breakdown is as follows:
  - i. October 15th - full refund less \$25
  - ii. November 15th - 75% refund less \$25
  - iii. December 15th - 50% refund less \$25
  - iv. After December 15th - no refunds

#### 12.10 SCORE / GAME SHEETS

- a. Game /score sheets must be completed by the coaches and/or managers and signed no later than ten (10) minutes prior to game time. Players' names must be printed neatly in the team lineup. Game sheets must adhere to Ringette Alberta regulations, (eg. all affiliate players must be noted on the score sheet).
- b. The winning team or the home team in the event of a tie, is responsible for submitting a copy of the game sheet to the appropriate Division Coordinator for the League. For teams playing in the Zone 2 league on an exhibition basis during the season, scores must be reported to both the Zone 2 and Zone 2 Division Coordinators for the appropriate division.

## ***13 FORMS***

---

Registration Forms	See website at <a href="http://www.foothillsringette.com">www.foothillsringette.com</a>
Coaching Application Form	
Freedom of Information and Protection of Privacy Act	Included in registration package -see website at <a href="http://www.foothillsringette.com">www.foothillsringette.com</a>
Emergency Medical Form	Included in registration package -see website at <a href="http://www.foothillsringette.com">www.foothillsringette.com</a>
Equipment Requisition Form	Exhibit 5
Parent Survey	Exhibit 6
Year End Coach Evaluation Forms	Exhibit 7

# FOOTHILLS RINGETTE ASSOCIATION

## Coach Application Form

Name: \_\_\_\_\_

Last

First

Address: \_\_\_\_\_

Street Address

City

Postal Code

Telephone: \_\_\_\_\_

Home

Cell

Email: \_\_\_\_\_

Indicate the Position you are applying for:

Head Coach, Assistant Coach, One Ice Assistant Junior Coach	
Division AS, U10, U12, U14, U16, U19, 18+	
Level A, B, C (if applicable)	

Current Level of Certification list date completed

Coach Initiation in Sport e-Module	
CSI Trained	
CSI Certified	
CI Trained	
CI Certified	
Other	

List your previous coaching experience (all sports):

Year	Sport	Age Group/Division	Position Held

**Required with your application:**

Effective: May 15, 2020

- The attached coaching summary.
- RCMP Check- It is mandatory and is to be handed in with the application. Please contact Director of Coaching to get signed letter
- Signed coach Code of Conduct

**Coaching Agreement:**

Coaches play a significant role in the development of all athletes.

Coaches have an impact upon whether the athletes have a positive experience in the sport.

Coaches have a responsibility to show and teach respect to all participants (players, officials, parents and other coaches).

Coaches have a responsibility to set a positive example at all times.

Coaches will attend mandatory Coaches meeting if playing in the Calgary league and with the Foothills Ringette Association.

Each Head Coach must have a preseason team meeting – outlining expectations of coaching and philosophies.

I agree to abide by decisions made by Foothills Ringette Association, in addition to the policies, procedures and bylaws of the Foothills Ringette Association, Zone 3, Ringette Alberta, Ringette Calgary and Ringette Canada. Failure to comply may result in disciplinary action.

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

Please email completed form to the director of Coaching – [coaching.foothillsringette@gmail.com](mailto:coaching.foothillsringette@gmail.com)

# FOOTHILLS RINGETTE ASSOCIATION

## Coach Summary Form

COACHING SUMMARY FOR: \_\_\_\_\_

1. Please explain your coaching philosophy, including but not limited to: warm-ups, practices, communication (parents, players, team staff, officials)
2. Explain what you can contribute to the team
3. How does your previous experience prepare you for this position?
4. What are your strengths and weaknesses?
5. Personal Coaching Goals – short and long Term

FOOTHILLS RINGETTE ASSOCIATION  
RR2 High River, AB T1V1N2

**Criminal Record Check**

Date: \_\_\_\_\_

To whom it may concern:

Name of Volunteer: \_\_\_\_\_

This letter is to verify that the above named individual plans to volunteer with the Foothills Ringette Association in a position working directly with children under the age of 18. Foothills Ringette Association requires each individual holding a volunteer position within our Association to undergo a Vulnerable Sector Check.

Volunteer positions may include: coaching, assistant coaching, team manager and/or serving on the board of directors.

This individual will receive no remuneration or consideration for their volunteer work.

On behalf of the foothills Ringette Association, thank you for providing your continued assistance to us. If you have any questions, please feel to contact me at

Phone: 403-409-3666

Email: [coaching.foothillsringette@gmail.com](mailto:coaching.foothillsringette@gmail.com)

Sincerely,

\_\_\_\_\_  
Rob Padget  
Director of Coaching  
Foothills Ringette Association



## FOOTHILLS RINGETTE ASSOCIATION

### Coaches Code of Conduct

- a. Treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- b. Be reasonable in the demands on a player's time, energy, enthusiasm and performance.
- c. Keep open lines of communication with the player's parents; inform everyone associated with the team (coaches, players & parents/guardians) of their rights and responsibilities; make known your intentions/philosophies which should include playing time, positions, team goals and objectives from the onset.
- d. Familiarize yourself with your players' personal needs and problems; learn the strengths and weaknesses of your players so that you might place them into situations where they have a maximum opportunity to achieve success; provide all players the opportunity to improve their skills, gain confidence and develop self-esteem. Try to ensure players will receive reasonable and equitable ice time.
- e. Encourage your players to be team players; to respect the rules of the game, the officials, the opponents and the members of the association.
- f. Be concerned with the overall development of your players and to provide a safe playing environment.
- g. Be a positive role model; applaud a good effort in both victory and defeat, and enforce the positive points of the game.
- h. Encourage team spirit and sportsmanship in both victory and defeat. Place the emotional and physical well being of all players of a personal desire to win.
- i. Be knowledgeable in the rules of the sport that you coach and teach these rules to the players.
- j. Remember that you are a youth sports coach and that the game is for the children and not the adults.
- k. Provide a sports atmosphere for the team that is free of drugs and alcohol and refrain from their abuse at all youth sporting events.
- l. Respect and follow the mission statement, the policies and procedures laid out by the Foothills Ringette Association, Ringette Alberta and Ringette Canada.
- m. Disrespect or offensive treatment of any player is unacceptable under all circumstances and violations will be dealt with promptly and swiftly.
- n. The Coach and manager shall be responsible for their own conduct and the conduct of their players at all times and must endeavour to prevent disorderly conduct before, during and after a game, on or off the ice, any place in the arena.
- o. Remember that participants need a coach they can respect. Be generous with praise and set a good example.
- p. I understand that if I don't comply with this Code of Conduct, I may be subject to disciplinary action as deemed appropriate by the FRA Executive Board and such action could include any one or more of the following:
  - i. Written Reprimand
  - ii. Suspension
  - iii. Expulsion



# FOOTHILLS RINGETTE ASSOCIATION

## Coaches Code of Conduct

I have received a copy of the FRA Coaches' Code of Conduct and have read it thoroughly. I agree to abide by the FRA Coaches' Code of Conduct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Foothills Ringette Association reserves the right to deal with any player, parent, coach and/or board member not adhering to the FRA Code or Conducts and administer appropriate problem resolution as determined by the FRA appointed Grievance Committee who have the final authority on the disposition of all grievances and appeals.

### Compliance

By your signature, you acknowledge that you have read and agree to abide by this code. This acknowledgement on your behalf constitutes your agreement to conduct yourself in accordance with the letter and the spirit of this code.

# FOOTHILLS RINGETTE ASSOCIATION

## Board of Directors Code of Conduct

- a. Listen carefully and respect the opinions of fellow Board Members.
- b. Respect and support majority decisions made by the Board while in ringette roles other than a Okotoks Ringette Board Member.
- c. Recognize that all authority is vested in the Board only when it meets in legal sessions
- d. Keep well informed about developments relevant to issues that may come before the Board.
- e. Participate in Board meetings and actions.
- f. Bring to the attention of the Board any issues that are felt to have an adverse effect on membership.
- g. Attempt to interpret the needs and actions of the Ringette community.
- h. Refer complaints to the proper chains of command.
- i. Represent all those that the FRA serves, not just a particular geographic area, age division or interest group.
- j. Consider self to be a trustee of the FRA and do the best to ensure that it is well maintained, financially secure, growing and always operating in the best interest of those served.
- k. Always strive for improvement, personally and as an organization.
- l. Declare conflict of interest between individual positions and Board positions and abstain from voting when appropriate.
- m. Board members need to demonstrate ethical and professional conduct to maintain the confidence of the membership.
- n. Board members must be loyal to the interests of the membership over and above any:
  - i. Loyalty to advocacy or interest groups, and memberships on other Boards or staff.
  - ii. Personal interest of any Board members acting as an individual consumer of the organization's services.
- o. Board members are trustees of member confidences and securities. They must avoid any conflict of interest.
  - i. There must be no self-dealing or any or any conduct of personal business or services between Board members and the Association. Exceptions can only occur when there is openness, competitive opportunity and equal access to information.
  - ii. Board members must not use their positions to obtain employment within the Association for themselves or family members.
  - iii. If a Board member is considered for employment, they must temporarily withdraw from deliberation, voting and access to applicable Association information.
- p. Board members must not exert any individual power over the Association except as stated in the Constitution and Bylaws.
- q. Board members do not have any authority to speak for the Association when they interact with staff, the public, the press and other entities unless granted this authority by the whole Board.
- r. Implementation of the Board Code of Conduct
  - i. Board members must carry out duties in good faith with a reasonable degree of diligence, care and skill as stated in the Code of Conduct. Failure to comply with the Code of Conduct will be taken seriously according to the following implementation and may result in dismissal or other disciplinary action. If a Board member breaches the Code of Conduct, then, given that the Board has the right to make and enforce its own laws and discipline the offender, the following guidelines will be followed:
    1. Offending Directors may be questioned by the President to ascertain the breach to the Code of Conduct.
    2. The President in the form of a letter being sent outlining the circumstances, the breach and the corrective actions may censure offending Directors.

- ii. Continued offence will result in a motion of censure being brought to the Board. This motion may result in a voluntary withdrawal or upon a vote of the majority; the member shall be removed from all membership and committees.
- iii. In circumstances of extreme nature, the offending member will be removed from office immediately.
- iv. If the offending director is the President, the Vice-President, will take up implementation of the Code of Conduct.

### **FRA BOARD CODE OF CONDUCT**

I have received a copy of the FRA Board Code of Conduct and have read it thoroughly. I agree to abide by FRA Board Code of Conduct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Foothills Ringette Association reserves the right to deal with any player, parent, coach and/or Board member not adhering to the FRA Code of Conducts and administer appropriate problem resolution as determined by the FRA appointed Grievance Committee who have the final authority on the disposition of all grievances and appeals.

**Compliance**

By your signature, you acknowledge that you have read and agree to abide by this code. This acknowledgement on your behalf shall constitute your agreement to conduct yourself in accordance with the letter and the spirit of this code.

**This form must be signed and returned to Foothills Ringette Association.**

## FOOTHILLS RINGETTE ASSOCIATION

### Parents Code of Conduct

- a. Support your child's desire to play ringette by offering encouragement and by taking a sincere interest in them and their team.
- b. Allow your child to establish their own goals and to play the game for themselves. Your child is playing ringette, not you. Positive reinforcement is the best way to help your child achieve their goals.
- c. Teach your child to play by the rules, and to resolve conflicts without resorting to hostility.
- d. Be positive role models for your child and encourage good sportsmanship by showing respect and courtesy, and by demonstrating positive support for other players, coaches, officials and spectators at every game.
- e. Respect the Referee and his/her authority during games and will never criticize, contradict or interfere with Referees or Coaches at the arena.
- f. Teach your child that doing one's best is as important as winning, so that your child will never feel defeated by the outcome of a game.
- g. Recognize and appreciate the importance of coaches, as they are vital to the development of your child and the sport of ringette. Coaches volunteer their time to make your child's ringette experience a positive one. Communicate with them and support them.
- h. If you have a concern, take time to speak with the Coaches and/or Division Coordinator in an appropriate manner including time and place. Be sure to follow the proper communication lines as noted in the Grievance section of this policy in conjunction with those communications lines outlined by the Coaches. Disrespect or offensive treatment of any coach is unacceptable under all circumstances and violations will be dealt with promptly and decisively.
- i. Ensure your concerns are with respect to the betterment of the team as a whole as well as your child. Observe a 24-hour cool down before voicing contentious issues or concerns. Refrain from coaching from the stands. Let the coach(es) do their job.
- j. Any child who is young enough to normally require adult supervision must be supervised by their parents, or a designated guardian at all times at the arena. Neither coaches nor any team official is responsible for the supervision of any child unless otherwise stated.
- k. Enjoy the game; learn all you can about ringette and VOLUNTEER.
- l. FRA will observe a very low tolerance for inappropriate behaviour or interference on the part of parents or spectators as outlined in this Code and will deal strictly with infractions that come to its attention. If parents or spectators have complaints regarding the officiating during a game, they are to voice these to the Coach and not to the referee. If necessary, the Coach should then in turn speak with the Division Coordinator. Only the coach may address the referee during a game. Parents must keep in mind that they are spectators only and in no way participants in the game.
- m. The parent(s)' signature(s) constitutes the full agreement of BOTH of the player's parents AND of any other personal guests to abide by the following Code of Conduct at the arena.

# FOOTHILLS RINGETTE ASSOCIATION

## Parents Code of Conduct

I have received a copy of the FRA Parents' Code of Conduct and have read it thoroughly. I agree to abide by the FRA Parents' Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Foothills Ringette Association reserves the right to deal with any player, parent, coach and/or Board member not adhering to the FRA Code of Conducts and administer appropriate problem resolution as determined by the FRA appointed Grievance Committee who have the final authority on the disposition of all grievances and appeals.

### **Compliance**

By your signature, you acknowledge that you have read and agree to abide by this code. This acknowledgement on your behalf shall constitute your agreement to conduct yourself in accordance with the letter and the spirit of this code.

**This form must be signed and returned to Foothills Ringette Association.**

# FOOTHILLS RINGETTE ASSOCIATION

## Players Code of Conduct

- a. Play for FUN. Be proud of being a Ringette player.
- b. Work hard to improve your skills (listen, ask questions, observe others.)
- c. Be a team player - get along with your teammates. Appreciate the contributions that each player makes to your team.
- d. Learn teamwork, sportsmanship and discipline.
- e. Be on time for practices and games and be both mentally and physically prepared for each practice and game.
- f. Learn the rules (both sport and team) and play by them. Be a good sport. Lose with dignity and win with grace.
- g. Respect your coaches, your teammates, your parents, your opponents and the officials.
- h. Play with the highest level of sportsmanship.
- i. Remember that winning isn't everything - that having fun, improving skills, making friends and doing your best are also important.
- j. Remember that coaches and officials are there to help you. Accept their decisions and show them respect.
- k. Disrespect or offensive treatment of any coach, fellow player or any opponent is unacceptable under all circumstances and violations will be dealt with promptly and decisively by the coaching staff via the appropriate communication channels.

I have received a copy of the FRA Player's Code of Conduct and have read it thoroughly. I agree to abide by the FRA Player's Code of Conduct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Foothills Ringette Association reserves the right to deal with any player, parent, coach and/or Board member not adhering to the FRA Code of Conducts and administer appropriate problem resolution as determined by the FRA appointed Grievance Committee who have the final authority on the disposition of all grievances and appeals

### Compliance

By your signature, you acknowledge that you have read and agree to abide by this code. This acknowledgement on your behalf shall constitute your agreement to conduct yourself in accordance with the letter and the spirit of this code.

**This form must be signed and returned to Foothills Ringette Association.**

**FOOTHILLS RINGETTE ASSOCIATION**

**Equipment Requisition Form**

Date: \_\_\_\_\_ Team: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Request: (Specify replacement, repaire, new etc)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Team Position: \_\_\_\_\_

Office Use Only

Date Aquired	Vendor	Cost	Authorization

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FOOTHILLS RINGETTE ASSOCIATION

## Parent Survey

Team/Level: \_\_\_\_\_ Name (Optional): \_\_\_\_\_

The following feedback is valued by the Foothills Ringette Association. The information will be reviewed by the board and will be used to help the association improve the Ringette experience for both the players and the parents. A summary will be presented at the Annual General Meeting in June.

Please complete and return to your division coordinator prior to

Ratings 5 – excellent, 4 – good, 3 – average, 2 – fair, 1 – poor

COACH'S NAME:

- 1) How organized was the head coach for Practices, Games, Meetings, etc? 5 4 3 2 1
- 2) How was the head coaches attendance and punctuality? 5 4 3 2 1
- 3) Did the Head coach maintain the appropriate amount of discipline on the ice and in the dressing room? Comments on coaches discipline methods 5 4 3 2 1
  
- 4) How would you rate the Coach's:
  - a) Knowledge of the game and rules? 5 4 3 2 1
  - b) Ability to teach? 5 4 3 2 1
  - c) Level of respect from the players? 5 4 3 2 1
  - d) Level of respect for the players? 5 4 3 2 1
- 5) How would you rate the Coach in the following area's
  - a) Equal ice time for all players? 5 4 3 2 1
  - b) Development of individual skills? 5 4 3 2 1
  - c) Development of team skills? 5 4 3 2 1



- d) Handling Player problems and personalities? 5 4 3 2 1
- e) Handling parent problems and personalities? 5 4 3 2 1
- f) Stressing sportsmanship over winning 5 4 3 2 1
- 6) In general, how do you rate this coach 5 4 3 2 1
- 7) If given the opportunity would you like to have your child coached by this coach next year? Please explain why or why not: Yes No
- 8) Do you feel the Head Coach and Assistant coaches were united team? Please explain your reasons why or why not: Yes No
- 9) Did your child have fun this year? Yes No
- 10) In general how successful would you rate your ringette experience as a parent? 5 4 3 2 1
- 11) In general how successful would you rate your ringette experience for your child? 5 4 3 2 1
- 12) Do you have any suggestions as to how Foothills Ringette could improve the ringette experience for players in the upcoming season?
- 13) Please provide comments on the amount and quality of communication you received this year from the manager, coaches and the board?
- 14) Would you like to volunteer for a position in the association? If so are you interested in a specific position - ie Coach, manager, official, Board member?