



Fort Saskatchewan Ringette

Policies and Procedures

ISSUED: March 2014
REVISED: March 2020



FORT SASKATCHEWAN RINGETTE ASSOCIATION

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FORT SASKATCHEWAN RINGETTE ASSOCIATION

Preface

The purpose of the Fort Saskatchewan Ringette Association (FSRA) is to provide the sport of ringette to the community of Fort Saskatchewan in an organized manner. In addition to that, it is the FSRA's aim to provide a sporting experience for children that is based on the values of fairness, excellence, inclusion, and fun.

The FSRA is a member of the Fort Saskatchewan Minor Sports Association (FSMSA) that operates under its umbrella and obeys its policies and procedures.

As the FSRA is a member of the FSMSA as well as Zone 5 Ringette and Ringette Alberta, it shall govern itself within the Policies and Procedures of these three organizations. In the event that there is any sort of contradiction or gap between the FSRA's policies and those of the other three organizations, the policies of the larger organizations will apply.

The following policies are a compilation of all the business motions that have been made and accepted by the Executive Board of the FSRA. The purpose of this compilation is to maintain the Policies and Procedures of the FSRA.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE APPOINTMENT

POLICY #: 1100

Created: May 15, 2018	Last updated: December 18, 2018	Approved: December 18, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To explain the rules regarding the appointment of positions on the Executive Board required for the continued operation of the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board.

3.0 Terms

Executive Board – The governing body of the FSRA that is staffed by volunteers and/or paid employees that is responsible for overseeing administrative affairs, maintaining integrity, and protecting the interests of its members and participants.

Annual General Meeting (AGM) – A meeting held once a year by the FSRA Executive Board that is open to only members who are in good standing. These meetings, like all FSRA meetings, are governed by Robert's Rules of Order.

Good Standing – “Member in Good Standing” is defined as an individual or family member that has no disciplinary grievances either lodged or pending against them, no history of disciplinary measures and no outstanding fees owed to any of the sports under FSMSA.

4.0 Policy

4.1 Executive positions necessary for the continuance of the FSRA shall be nominated and elected by members in attendance at the AGM. These positions include the:

- President;
- Secretary;
- Treasurer;
- Registrar;
- Ice Allocator;
- Referee in Chief; and
- Director of Player/Coach Development.



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4.2 Other functional executive positions that are required for the smooth and effective operation of the FSRA (though not necessarily for its continuance) are the:

- Vice President;
- Tournament Coordinator;
- Public Relations Director;
- Zone 5 Representative;
- Division Coordinators;
- Fund Raising Director;
- Equipment Director; and
- MSA Representative.

4.3 If any of the Executive positions listed above become vacant, or the minimum amount of positions are not elected at the AGM, the remaining Board members shall attempt to fill these positions as quickly as possible with the approval of current Executive.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: MEMBERSHIP

POLICY #: 1200

Created: May 15, 2018	Last updated: June 4, 2018	Approved: November 25, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how one becomes a member of the Fort Saskatchewan Ringette Association (FSRA) as well as the requirements and responsibilities of the FSRA membership.

2.0 Scope

This policy applies to every parent or guardian of any participant of the FSRA, as well as adults who are recognized members of Ringette Alberta.

3.0 Terms

Membership – Automatically acquired by an adult who is either a parent or guardian to a minor who is registered to play in the current season or who is a recognized member of Ringette Alberta registered with FSRA.

4.0 Policy

- 4.1 All members must participate in the functioning of the FSRA by openly and actively participating, organizing, coordinating, directing, managing, or coaching within the program. Members must volunteer and fulfill a minimum number of hours or pay the participation fee as set by the Executive Board.
- 4.2 All members must abide by all applicable policies, procedures, and guidelines as set out by the FSRA, as well as rules and requirements of Ringette Alberta, Zone 5, and the Fort Saskatchewan Minor Sports Association (FSMSA).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: CODE OF CONDUCT

POLICY #: 1300

Created: May 11, 2018	Last updated: December 18, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the standard of acceptable behaviour that the Fort Saskatchewan Ringette Association (FSRA) expects of its paid employees, members, and participants and to help foster an environment that supports the core values of teamwork, integrity, respect, safe and fun communities, excellence, human development, and fairness.

2.0 Scope

This policy applies to all spectators, members, participants, officials, parents or guardians, players, team officials, paid employees, volunteers, and executive board members of the FSRA.

3.0 Terms

Harassment – Comments or conduct towards an individual or group that can be seen as racist, sexist, offensive, abusive, degrading, or malicious by a reasonable observer.

Sexual Harassment – Unwelcome sexual advances or behaviour that is sexual in nature.

4.0 Policy

- 4.1 Anyone in violation of the rules and guideline outlined in this policy will be subject to discipline as determined by the FSRA Executive Board (see Policy #1310).
- 4.2 All paid employees, members, participants, team staff, and players of the FSRA are expected to show good sportsmanship, leadership, and appropriate levels of propriety when interacting with members, participants, officials, opponents, and spectators whether they are part of the FSRA or not.
- 4.3 It is the responsibility of every spectator, paid employee, member, participant, official, parent or guardian, player, team official, volunteer, and executive board member of the FSRA to ensure that all rules are followed and adhered to both in letter and in spirit.



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- 4.4 Harassment and sexual harassment are not acceptable, and all paid employees, members, and participants of the FSRA have a responsibility to discourage and report this behaviour. This includes treating everyone with respect regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status; ensuring everyone gets an equal chance to participate within the FSRA; and discouraging discriminatory practices. For more information on how the FSRA encourages equality, please see Ringette Alberta's Inclusion Policy (#25.0).
- 4.5 If a paid employee, member, or participant of the FSRA believes that another paid employee, member, or participant is violating this code of conduct, he or she must submit a formal written complaint to the Executive Board. Public criticism of any other players, team staff, officials, organizers, volunteers, employees, or other members or participants of the FSRA will not be tolerated. For more information about submitting a complaint, see the Discipline and Complaints Policy (#1310)
- 4.6 All adult paid employees, members, and participants of the FSRA must take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with FSRA events. All paid employees, members, and participants must adhere to the provincial legal requirements for controlled substances based on their current location.
- 4.7 Members, participants and employees will abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods that will affect the ringette performance or experience of themselves or other participants.
- 4.8 All paid employees, members, and participants of the FSRA are expected to respect not only the FSRA's property and equipment but those of others. This includes rental equipment and dressing rooms, arenas, and other facilities inside and outside of Fort Saskatchewan.
- 4.9 Paid employees, members, and participants are strictly forbidden from using their power or authority to coerce or influence anyone into engaging in inappropriate activities.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DISCIPLINE AND COMPLAINT

POLICY #: 1310

Created: May 17, 2018	Last updated: June 13, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the steps to be taken when there is a violation of the expected standards of behaviour of the Fort Saskatchewan Ringette Association (FSRA). These standards are specified in the Code of Conduct Policy (#1300). These are used to create an environment based on the values of fairness, integrity, and open communication.

2.0 Scope

This policy applies to all members, participants, officials, parents and/or guardians, players, team officials, paid employees, volunteers, and Executive Board members of the FSRA. It applies to any discipline matters that may occur during the day to day activities of the FSRA, including competitions and practices.

3.0 Terms

Case Manager – An unbiased FSRA representative who has been assigned to investigate reported violations in the Code of Conduct. His or her duties include:

- Determining if the complaint is within the FSRA's jurisdiction (cannot be appealed);
- Determining the nature of the infraction;
- Appointing and providing administrative and logistical support to a panel; and
- Determining the format of the hearing.

Minor Infraction – An incident that does not meet the FSRA's standards of acceptable behaviour, but does not directly harm anyone. Such infractions are usually dealt with informally by an unbiased person with authority over the situation, such as a coach, official, staff member, or Executive Board member.



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Major Infraction – An incident that does not meet the FSRA’s standards of acceptable behaviour that causes or has the potential to cause harm to others, the FSRA, or the sport of ringette. These infractions can include, but are not limited to:

- Repeated minor infractions;
- Intentionally damaging property or mishandling FSRA monies;
- Physical abuse;
- Endangering the health of others;
- Disregard for bylaws, policies, and procedures;
- Intentionally damaging the image or reputation of an individual, the FSRA, or the sport of ringette;
- Any kind of harassment; and
- Abuse of alcohol and drugs, including use or possession by a minor.

4.0 Policy

- 4.1 Anyone may report an incident of unacceptable behaviour to the current Division Coordinator. The complaint must be signed, in writing, and sent within fourteen business days of the alleged incident. Any complaints filed after this limit must have a valid excuse in writing, and will be accepted on a case-by-case basis.
- 4.2 Upon the receipt of a complaint, the Executive Board will assign a Case Manager to investigate the situation. The Case Manager will inform all parties involved whether or not the incident is being treated as a major or minor infraction. All affected parties will be given the opportunity to provide information.
- 4.3 An appropriate person with the proper authority (a coach, official, etc.) is allowed to take immediate and informal action in response to a minor infraction in addition to the sanctions outlined within this policy.
- 4.4 In the case of Minor Infractions, consequences can include, but are not limited to:
- A verbal or written warning or apology;
 - A service or other contribution to the FSRA;
 - The removal of certain privileges or participation for a certain amount of time; or
 - Suspension from the current FSRA event.
 - These consequences can be applied individually or in combination. All minor infractions will be recorded by the Case Manager and kept by the current Division Coordinator. Should this individual have repeated minor infractions in file, they may be considered a major infraction by the Executive Board.



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4.5 Major infractions will be dealt with according to the steps outlined in this policy unless a dispute resolution procedure in a contract or other written agreement takes precedence. If a major infraction occurs during a competition, an appropriate person with proper authority may deal with it, though this does not replace further consequences by the FSRA.

4.6 If a major infraction requires a panel to resolve, the Case Manager will appoint a panel consisting of three non-biased individuals from the FSRA. The Case Manager will determine the format of the panel's hearing provided that:

- The time and place of the hearing is given to all parties in advance;
- Copies of documents the parties wish the panel to examine are given to all parties in advance;
- Parties may bring their own legal counsel at their own expense;
- The panel can request any other individual participate and give evidence; and
- Decisions are made by majority vote.
- The hearing will proceed regardless of whether or not all parties are present.

4.7 After hearing the matter, the panel will decide whether or not an infraction has occurred, and what consequences should be applied if one has. The panel's written decision, with reasons included, will be sent to all affected parties, the Case Manager, and the Executive Board. This decision will be considered a matter of public record unless decided otherwise by the panel. Cases involving minors will not be disclosed to the public.

4.8 Consequences for major infractions will take effect immediately and can include, but are not limited to:

- A verbal or written reprimand or apology;
- A service or other contribution to the FSRA;
- Removal of certain privileges of membership;
- Suspension from some or all activities for a designated amount of time;
- The withholding of prize money;
- The payment for the cost of repairs to damaged property;
- The suspension of funding from the FSRA; or
- Expulsion.
- The consequences can be applied individually or in combination. As with minor infractions, all infractions will be recorded by the Case Manager and kept by the current Division Coordinator.



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4.9 Outside of minor and major infractions, the following acts are criminal offenses and will result in expulsion from the FSRA or removal from competitions, programs, activities, and events:

- Child pornography;
- Sexual offenses;
- Physical or psychological violence;
- Assault or battery; or
- The trafficking of illegal drugs.

4.10 The processes described in this policy are confidential involving only the parties, the Case Manager, and the panel. Once an investigation begins, none of the parties are permitted to disclose confidential information about the investigation to anyone not involved until the matter has concluded.

4.11 All decisions made by the panel or Case Manager can be appealed according to the Appeals Policy (#1330).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SUSPENSION

POLICY #: 1320

Created: May 17, 2018	Last updated: June 13, 2018	Approved: December 18, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules for handling suspensions given to a player of the Fort Saskatchewan Ringette Association (FSRA) by an official, as well as guidelines for the length of suspensions.

2.0 Scope

This policy applies to the registered participants of the FSRA and to their behaviour during practices or games.

3.0 Terms

Suspension – A discipline administered to players for misconduct during a game. Multiple suspensions are cumulative. Players who are under suspension are not allowed to participate in a set number of games and are not permitted in the playing area, including the locker and or change rooms. If the season ends before the suspension is completed, it carries over to the next season. In the case of an appeal, the suspension remains in effect until the appeal process is over.

4.0 Policy

- 4.1 Where Ringette Canada, Ringette Alberta, or League Policies dictate a suspension of an FSRA participant for a rule transgression and officials determine that transgression takes place, suspension will be implemented by the Coach in consultation with the League/Category Director as a matter of routine. A participant may be suspended for acts described in a written complaint as described in the Discipline and Complaints Policy (#1310).
- 4.2 If a player violates the FSRA Code of Conduct Policy (#1300), but the incident is not covered by Ringette Canada or Ringette Alberta Policy, games officials, coaches, or team officials must immediately report the incident to the League/Category Coordinators who will bring it to the attention of the disciplinary committee.
- 4.3 It is the responsibility of the affected player and his or her coach to ensure that the suspension is carried out.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: APPEALS

POLICY #: 1330

Created: May 21, 2018	Last updated: June 13, 2018	Approved: December 18, 2018
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules relating to the process of challenging the decisions made by the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies to any paid employee, member and participant who has been affected by a decision made by the FSRA Executive Board. Specifically, decisions relating to conflict of interest, eligibility, player selection, discipline, membership, or any other matter deemed appropriate by the FSRA Executive Board.

This policy does not apply to decisions made by a group external to the FSRA (Zone 5, Ringette Alberta, etc.), matters of employment, commercial matters, matters of budget or budget implementation, infractions involving doping offenses, the rule of ringette, matters relating to the substance or content of the FSRA Policies and Procedures, disputes arising in competitions with their own appeal policies, and any decisions made under this policy.

3.0 Terms

Appeal – An official request made in writing to the FSRA Executive Board to re-examine one of its decisions. The appeal must contain detailed reasons for the appeal, the appellant's contact information, the name of the respondent, any evidence that supports the reasons, the remedy requested, and a \$250 appeal fee made payable to the FSRA.

Appellant – An individual who has been affected by a decision made by the FSRA Executive Board and has sent in an official appeal request.

Respondent – The paid employee, member, participant, or official of the FSRA who has made the decision that the Appellant would like appealed.



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Appeals Officer – A neutral FSRA representative who has been assigned to investigate the appeal. His or her duties include:

- Determining if the appeal falls under the jurisdiction of this policy;
- Determining if the appeal was brought forward in a timely manner;
- Determining if the appeal was brought on permissible grounds;
- Appointing a panel to hear the appeal;
- Determining the format of the appeal process;
- Coordinating the administrative and procedural aspects of the appeal;
- Providing any required administrative assistance or logistical support to the panel; and
- Providing any other required support.

4.0 Policy

4.1 Individuals who wish to request an appeal on one of the FSRA's decisions must do so within fourteen business days of learning of the decision in question.

4.2 Decisions can only be appealed on the following grounds:

- The Respondent did not have the authority to make the decision;
- The Respondent failed to follow appropriate procedures;
- The Respondent was influenced by bias;
- The Respondent failed to consider relevant information in the decision-making process, or
- The Respondent made a decision contrary to his or her own Policies and Procedures.
- The Appellant must be able to prove these grounds beyond a reasonable doubt.

4.3 After receiving the Appeal, the Appeals Officer, as assigned by the FSRA Executive Board, must first determine if the Appeal falls within this policy's jurisdiction, or if there are enough grounds to begin the Appeal process. If the answer to either question is no, the Appeals Officer will inform the affected parties in writing and state the reasons why. This decision cannot be appealed.

4.4 If the Appeal is within the FSRA's jurisdiction, and there are sufficient grounds to proceed, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator at the appellant's expense. If this is not an option, the appeal will be heard by a panel consisting of three non-biased individuals from the FSRA appointed by the Appeals Officer.



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4.5 Hearings in front of a panel may be in person, by phone, by web conference, by written submission, or any combination of the above. The format of the hearing will be determined by the Appeals Officer and panel provided that:

- The time and place of the hearing is given to all parties in advance;
- Copies of documents the parties wish the panel to examine are given to all parties in advance;
- Parties may bring their own legal counsel at their own expense;
- The panel can request any other individual to participate and give evidence; and
- If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.

4.6 After the hearing, the panel must send the written decision to all concerned parties. The panel may decide to:

- Reject the appeal and keep the decision as is;
- Uphold the Appeal, make note of any errors and notify the parties involved in the original decision; or
- Uphold the Appeal but vary the decision.
- The final decision is binding.

4.7 The panel's decision will be a matter of public record. A written copy of the decision with specified reasons will be distributed to all involved parties and the FSRA Executive Board. If time is of the essence, the panel may give a verbal summary of the decision over the phone with the written copy of the decision to be distributed later.

4.8 The appeal process is confidential, concerning only the affected parties, the Appeals Officer, and the panel. Once the process is initiated, and until a written decision has been released, none of the involved parties will disclose confidential information relating to the appeal to any person not involved in the proceedings.

4.9 If the Appellant is successful in his or her appeal, the \$250 appeal fee will be reimbursed. Otherwise the appeal fee is non-refundable.

4.10



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: LOCKER AND OR CHANGE ROOMS

POLICY #: 1340

Created: July 27, 2018	Last updated: March 4, 2020	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes
Version #1	April 11 th 2021	Addition of this policy as per FSMSA policy #4218

1.0 Purpose

To outline the Fort Saskatchewan Ringette Association's (FSRA) rules and regulations regarding providing supervision in locker and or change rooms, and the standards of behaviour in the locker and or change room expected from players, parents, and officials of FSRA in accordance with FSMSA policy #4218.

2.0 Scope

This policy applies to all members, officials, parents, players, team officials, paid employees, volunteers, and Executive Board members. It applies to locker and/or change rooms that are located on premises accessed by the FSRA, or on property that a team is visiting as a representative of the FSRA. It is the responsibility of the coaching staff to ensure that this policy is followed.

3.0 Terms

Electronic Recording Devices – Any electronic device or portions of a device that is capable of taking still pictures, sound recordings, or video recordings.

Two Deep Method – A method of supervision in which two adult supervisors must be present at all times, but must wait outside the locker and or change room within hearing distance while player are changing and showering.

4.0 Policy

- 4.1 Any inappropriate conduct, threats, harassment, abuse (including the use of profanity), disruptive behavior, criminal offences, or discrimination in the locker and or change rooms is strictly prohibited as of Code of Conduct Policy (#1300)
- 4.2 Any and all FSRA Representatives must treat all locker and or change rooms with respect, including locker and or change rooms not on property leased by FSRA. Each team must ensure that the locker and or change room is clean before leaving and will be responsible for any damages and or vandalism.



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- 4.3 Players are not to be left unsupervised in a facility leased by FSRA, including locker and or change rooms. Players must be supervised using the Two Deep Method, especially when the players are changing or showering. This includes leaving a parent or guardian alone with his or her child in the locker and or change room.
- 4.4 In the event of treating an injury in the locker and or change room, the Two Deep Method must apply to medical personnel as well.
- 4.5 In the cases of teams with both boys and girls, the following dress code must be enforced: male players cannot undress to less than a minimum of shorts when female players are present; female players cannot undress to less than a minimum of shorts and a tee shirt when male players are present. If there is only one locker and or change room facility, male and female players will change and shower in shifts, with the most represented gender going first.
- 4.6 If separate facilities are available to co-ed teams, male and females players will make use of them to change to the minimum requirements above.
- 4.7 Parents and or Guardians are discouraged from entering the locker and or change room. However, in the event a player needs assistance changing into or out of his or her uniform due to age, injury, or disability, the parent must let the coach know in advance that he or she will be coming in to assist the player. In the case of age, parents, and guardians are encourage their children to dress independently as soon as possible.
- 4.8 Coaches, using the Two Deep Method, are allowed to ask parents and guardians to leave the locker and or change room immediately before and after a game or practice so that they might speak to players without distraction. In addition, coaches may bar entry to parents and guardians of older of older children at their discretion.
- 4.9 Recording functions of electronic devices are NOT permitted to be used for any reason inside the locker and or change room. Should an individual be required to use the recording function of an electronic device, the person using it must leave the locker and or change room prior. For more information on the rules governing the use of electronic devices in the locker and or change rooms, see the Electronic Recording Devices Policy (#1345).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ELECTRONIC RECORDING DEVICES

POLICY #: 1345

Created: July 27, 2018	Last updated: March 4, 2020	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes
Version #2	April 11 th 2021	Changed to reference FSMSA policy #4219

1.0 Purpose

To outline the Fort Saskatchewan Ringette Association's (FSRA) rules and regulations regarding the use of electronic recording devices in the locker and/or change rooms accessed by the FSRA in accordance with FSMSA Policy #4219

2.0 Scope

This policy applies to all members, officials, parents, players, team officials, paid employees, volunteers, and Executive Board members. It applies to locker and/or change rooms that are located on premises accessed by the FSRA, or on property that a team is visiting as a representative of the FSRA. It is the responsibility of the coaching staff to ensure that this policy is followed.

3.0 Terms

Electronic Recording Devices – Any electronic device or portions of a device that is capable of taking still pictures, sound recordings, or video recordings.

4.0 Policy

- 4.1 All players, parents, and FSRA Representatives are expected to follow the Locker and/or Change Room Policy (#1340) and the Social Media Policy (#1350) in regard to the use of electronic recording devices. Use of an electronic recording device for the purpose of cyber bullying or abuse of any kind will not be tolerated.
- 4.2 Electronic recording devices are not permitted to be used for any reason inside the locker and/or change room. If such a device must be used, the person using it must leave the locker and/or change room first.
- 4.3 Any instance of an individual caught using the recording portions of an electronic device in a locker and/or change room will be reviewed by the FSRA Executive Board and may be punishable by suspension, expulsion, and/or referring the matter to local policing authorities.



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4.4 For instructional purposes, only coaches are permitted the use of smartphones, tablets, and electronic devices with video playback capabilities in the locker and/or change rooms.

4.1 Music may be played in the locker and/or change room by a player who has been designated by the coaching staff, provided that the volume is kept to a level that is not disruptive to the facility and the music is turned off at the coaching staff's request.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SOCIAL MEDIA

POLICY #: 1350

Created: May 14, 2018	Last updated: December 18, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To educate paid employees, members, and participants of the Fort Saskatchewan Ringette Association (FSRA) in regards to interactions on social media and the level of conduct that is expected of them.

2.0 Scope

This policy applies to the paid employees, members, and participants of the FSRA. It is applicable to all postings these individuals make on social media, including those made on their personal accounts in reference to the FSRA.

3.0 Terms

Social Media – The collection of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. This includes but not limited to current sites such as Facebook, Twitter, Instagram, and YouTube.

Cyber Bullying – The act of using electronic media for the purposes of bullying another individual. This can include inappropriate, slanderous, malicious, harassing, racist, sexist or hurtful comments, pictures or videos.

Spam – An inappropriate or irrelevant message sent via digital media to a large number of recipients. It can also involve sending commercial messages without the recipients consent, using false or misleading info online in the promotion of products and services, illegally collecting personal information through electronic means, and collecting email addresses without consent.

4.0 Policy

- 4.1 All paid employees, members, and participants are expected to obey the FSRA Code of Conduct (#1300) in using social media. Cyber bullying or abuse of any kind will not be tolerated and will result in consequences to be determined on a case by case basis through a Disciplinary Panel. This also applies to any statement that is untrue or intentionally misleading, in violation of another's copyright, or detrimental to the reputation of the FSRA.



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- 4.2 The FSRA's official social media accounts are intended only to tell inspiring stories about our teams and players, inform our community, and report our successes. All postings should be polite and courteous.
- 4.3 Retweeting, reblogging, and otherwise reposting content made by another user is permissible, provided that it is made clear where the content comes from, and that the reposted content does not violate this policy.
- 4.4 FSRA paid employees, members, and participants are expected to protect their personal information, as well as that of others. In addition, official social media accounts must be protected by never revealing passwords, and logging out of official social media accounts after use on a computer used by another individual.
- 4.5 The FSRA has the right to monitor its own social media posts and posts made about it. It can remove inappropriate posts found through this monitoring, and block certain people from using its accounts if deemed necessary by the FSRA Executive Board. In the event that a paid employee, member, or participant makes a post on their personal account that violates this policy, the FSRA can ask that it be removed. Failure to comply with this request could result in disciplinary action.
- 4.6 A social media account set up under the FSRA's name on any social media platform including but not limited to Facebook, Twitter, Instagram, or YouTube must have prior consent. If a paid employee, member, or participant feels that the FSRA should create a new social media channel, he or she must first seek approval by contacting the FSRA President.
- 4.7 In the event that a paid employee, member, or participant of the FSRA should find themselves in an aggressive conversation online in their capacity as a representative of the association, they must respectfully disengage in a manner that reflects well on the association.
- 4.8 The creation and distribution of spam is not only forbidden by this policy, but also illegal. Individuals may bring a right to private action in court against anyone they feel is spamming them. As such, any instances of a paid employee, member, or participant of the FSRA who knowingly engages in the creation or distribution of spam could be subject to disciplinary action.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ANNUAL GENERAL MEETING

POLICY #: 1401

Created: May 21, 2018	Last updated: March 4, 2020	Approved: December 18, 2018
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Ver no.	Effective Date	Significant Changes
Version #2	April 11 th 2021	Small changes in wording to 4.2 and 4.5

1.0 Purpose

To outline the requirements that the Fort Saskatchewan Ringette Association (FSRA) must uphold when holding an Annual General Meeting (AGM).

2.0 Scope

This policy applies to the general membership of the FSRA and its yearly AGM, not the AGM of any larger organization that the FSRA belongs to.

3.0 Terms

Annual General Meeting (AGM) – A meeting held once a year by the current FSRA Executive Board. Any member in good standing is welcome to attend and vote on any motion being presented at the meeting.

4.0 Policy

- 4.1 The Executive Board of the FSRA shall call at least one AGM per season to be held on or before April 30 each year.
- 4.2 Items on the docket for voting will include the nomination and subsequent election of officers and major revisions or changes to Policies and Procedures. Each member in attendance shall receive one vote, with the President or acting President being able to cast a tie-breaking vote.
- 4.3 There will be time set aside in each AGM for the assembled members to have an open discussion period.
- 4.4 Notice of the AGM must be published on social media at least two weeks in advance. The published advertisement must include the time, date, location, and any invitation to members or would-be members.
- 4.5 The AGM will be chaired by the president and will start no later than 7:00 PM.



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- 4.6 Normal business is not to be conducted at the AGM.
- 4.7 FSRA Members may petition with a written request for any topic they wish to add to the agenda at least fourteen days in advance.
- 4.8 The agenda for the AGM must be finalized at least seven days in advance of the AGM. FSRA members shall receive the agenda with copies posted and available at the FSMSA office for the general public.
- 4.9 All meetings shall have minutes taken and published. The minutes shall show all pertinent business transacted during the meeting.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: OPERATING CONSTRAINTS

POLICY #: 1405

Created: May 21, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the relationship the Fort Saskatchewan Ringette Association (FSRA) has with other Ringette or Minor Sport Organizations.

2.0 Scope

This policy applies to all members, participants and Executives of the FSRA.

3.0 Terms

Fort Saskatchewan Ringette Association (FSMSA) – A non-profit organization that provides Minor Sport programs to youth in Fort Saskatchewan.

Ringette Alberta (RAB) – A provincial entity that provides Ringette programs to the entire province of Alberta.

Zone 5 Ringette – One of the six geographical zones mandated by RAB.

4.0 Policy

- 4.1 The FSRA is a member of the FSMSA and operates under its umbrella and obeys its policies and procedures. An executive member of the FSRA will be appointed as a liaison between it and the FSMSA and represent the FSRA at every board meeting held by the FSMSA.
- 4.2 The FSRA must maintain membership and be an active member of the Zone 5 Ringette Association. The FSRA will be represented by two Executive members at every Zone 5 Ringette meeting.
- 4.3 Zone 5 Ringette is a member of Ringette Alberta. Because the FSRA is a member of Ringette Alberta, the FSRA President and one appointed Executive member will attend all annual and semi-annual meetings of Ringette Alberta.



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4.4 As the FSRA is a member of these three organizations, it shall govern itself within the Policies and Procedures of the FSMSA, Zone 5 Ringette, and Ringette Alberta. In the event that there is any sort of contradiction or gap between the FSRA's policies and those of the other three organizations, the policies of the larger organizations will apply.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE MEETING

POLICY #: 1450

Created: May 21, 2018	Last updated: November 25, 2019	Approved: December 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements the Fort Saskatchewan Ringette Association (FSRA) must uphold when holding an Executive Meeting.

2.0 Scope

This policy applies only to the Executive membership of the FSRA and its Executive Meetings. It does not apply to the Executive Meetings of any organizations that the FSRA may belong to.

3.0 Terms

Executive Meeting – A meeting held for the Executive members of the FSRA. Its purpose is to ensure the smooth operation of the ringette program through discussion, and occasionally the passage of business motions to pass new Policies and Procedures. These meetings, like all FSRA meetings, are governed by Robert's Rules of Order.

Motion Form – A form used to pass a motion at an Executive Meeting. See Appendix.

4.0 Policy

- 4.1 At the call of the President, the Executive members of the FSRA must meet a minimum of six times during the regular season, and as required in the off-season.
- 4.2 All motions shall be written legibly by the mover on an FSRA Motion Form bearing the mover and seconder's signatures and the date.
- 4.3 All executive voting positions have the right to cast one vote on any or all motions except for the President or acting President who will only cast the deciding vote in the event of a tie.
- 4.4 A minimum of seven days' notice must be given in order to initiate any discussion or to make changes to the Policies and Procedures at the Executive Meeting.



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- 4.5 All meetings shall have minutes taken and published. The minutes shall show all pertinent business transacted during the meeting.
- 4.6 All Executive Members will provide information on their current executive position to incoming position holders. This includes recommendations, or budgets to be handed to the next position holder.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE POSITIONS

POLICY #: 1500

Created: May 23, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To provide a brief description of each of the positions that comprise the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board. It is not intended to serve as an exhaustive list of the roles and responsibilities of each of the Executives. For more information on the responsibilities of a specific Executive member, please see each position's corresponding policy.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 The President's role is to provide guidance to the overall running of the FSRA as well as the ringette program in general. He or she must also help to set policy and serve as a decision-making representative to other organizations.
- 4.2 The Vice-President is the chair of the Grievance, Disciplinary, and Specific Team Request Committees. He or she is also responsible for learning and understanding the functions necessary to take on the president's position.
- 4.3 The Past President must mentor the incoming President in his or her functions in the organization, as well as chair the nomination and election of Executive Officers at each Annual General Meeting. If no Past President is elected, a FSRA member will be designated with the executive approval.
- 4.4 The Secretary's role is to take and publish minutes at meetings and to distribute the agenda for each meeting.



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- 4.5 The Treasurers role is primarily responsible for maintaining the FSRA's financial records and budget, with the FSMSA.
- 4.6 The Registrar's role is to administer the FSRA's registration program and assist new registrants.
- 4.7 The Ice Allocators role is to administer the ice allocations and ice schedule and serve as a liaison between the FSRA and the city of Fort Saskatchewan.
- 4.8 The Zone 5 Representatives roll is to serve as liaison between the FSRA and Zone 5 Ringette and attend scheduled meetings.
- 4.9 The Referee-in-Chiefs role is to administer the ice officials' program, develop a minor officials program, and represent the FSRA to the Ringette Alberta Officials.
- 4.10 The Fundraising Directors role is responsible for formally developing and administering the FSRA's fundraising program.
- 4.11 The Public Relations role is to ensure the FSRA remains in the public eye and to instituting a program that will ensure greater enrollment.
- 4.12 The Equipment Director role must administer the equipment program, which includes purchasing and maintaining equipment.
- 4.13 The Director of Player/Coach Developments role is responsible for developing the FSRA's athletes as well as ensuring that coaches have the knowledge and tools to be successful.
- 4.14 The Tournament Directors role is to coordinates the annual FSRA tournament.
- 4.15 The MSA Representatives role is the FSRA's liaison to the Fort Saskatchewan Minor Sports Association and is also responsible for attending scheduled meetings.
- 4.16 The Division Coordinators role is to work with Player Coach Development to assist with the evaluation and selection of teams as needed. Elected coordinators will act as a liaison between the assigned divisions and the Association Executive.
- 4.17 The Zone 5 AA Representatives role is the FSRA's liaison with Zone 5 Ringette's AA program. A parent volunteer is assigned by Zone 5 Ringette to attend the FSRA's scheduled meetings during the regular season. This is not a voting position.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PRESIDENT FUNCTIONS

POLICY #: 1601

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the President of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA President.

3.0 Terms

President – The elected leader of the FSRA who may serve for a two-year term. They serve as Chair of the Executive Board. The President will work in harmony with the FSRA Executive Board and Membership to promote the sport of ringette. They must ensure that all Board members follow the Bylaws, Policies, and Procedures of the FSRA, the larger organizations it belongs to, and the obligations imposed by statute or regulation. They have no authority to act outside the Bylaws and Policies of the FSRA.

Annual Operating Budget – Oversee and support treasurer in preparing of annual operating budget

4.0 Policy

- 4.1 The main function of the FSRA President is to guide the FSRA Board, Membership, Policies and Procedures, and other such parameters in the execution of FSRA programs and mandates. He or she must also seek out methods that will instill growth and retention of the FSRA Membership.
- 4.2 The President must ensure that the interests of all ringette players as a whole are looked after. While the President must put the whole before any individual player, they must not intentionally sacrifice the needs of any individual or group.
- 4.3 The President is responsible for maintaining or amending FSRA Policies and Procedures with the agreement of the rest of the Executive Board. For more information on this, see the Amendment Policy (#1700).



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- 4.4 The President must chair all regular and special Executive or General Meetings. The President must set the date and location of all FSRA meetings.
- 4.5 The President will assist the Ice Allocator in negotiations for seasonal, playoff, and tournament ice. They must also support the execution of the Ice Allocation Policies (#5100-5700).
- 4.6 The President must represent the Membership as a whole by evaluating all issues which arise from the concerns or contentions of the Membership and bringing them to the attention of the Executive.
- 4.7 The President will serve as the FSRA representative at Ringette Alberta's Annual General Meetings (AGM) and Zone 5 Ringette's board meetings (if the appointed Zone 5 Representative is not available).
- 4.8 The President must cause to be prepared and/or secure any information requested by the Board, as well as sign all documents as the official representative of the Board.
- 4.9 The President shall work with the FSRA Treasurer to ensure that the FSRA's Financial Policies are being adhered to.
- 4.10 New nominations for President should be selected from current or past FSRA executive.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: VICE PRESIDENT FUNCTIONS

POLICY #: 1602

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Vice President of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Vice President.

3.0 Terms

Vice President – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term.

4.0 Policy

- 4.1 The Vice President will assist all other Executive members in the execution of their roles.
- 4.2 The Vice President will serve as Chair of the Grievance, Disciplinary, and Specific Team Request Committees.
- 4.3 The Vice President will help organize the Year-End Banquet as well as coordinate the first meeting of the Year-End Banquet Committee.
- 4.4 The Vice President is responsible for learning the duties and functions of the President of the FSRA.
- 4.5 The Vice President shall perform the duties of the President in the event that the President is either absent or unable to do so.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PAST PRESIDENT FUNCTIONS

POLICY #: 1603

Created: May 23, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Past President of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Past President.

3.0 Terms

Past President – A former President of the FSRA Executive Board who has served all of their eligible terms. The Past President can serve in an advisory capacity to the current FSRA President.

4.0 Policy

- 4.1 The Past President's primary function is to ensure that the current Executive Members are not deviating from FSRA Policies and Procedures while executing their duties.
- 4.2 The Past President will serve as chair in the event that the President or Vice President is absent or unable to fulfill their duties.
- 4.3 The Past President must serve as Chair for the annual nomination and elections of Executive Members of the FSRA at the AGM. In the event the Past President absent or unable to fulfill this role, an FSRA member can be selected by the FSRA executive board
- 4.4 The Past President shall serve as a non-voting member of the Executive Board.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SECRETARY FUNCTIONS

POLICY #: 1604

Created: May 23, 2018	Last updated: June 26, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Secretary of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Secretary.

3.0 Terms

Secretary – An elected member of the FSRA Executive Board who may and who performs secretarial services for the Executive Board as requested.

Minutes – A written record of the subject matter of a meeting that notes the date, time, and attendees. The record includes resolutions, reports, financial statements, motions and any proposed or agreed upon changes to Bylaws, Policies, and Procedures.

4.0 Policy

- 4.1 The Secretary's primary function is to attend all Executive and general Meetings and take the minutes.
- 4.2 The Secretary shall distribute the draft of the previous meeting's minutes to the President seventy-two hours prior to the next meeting. The final minutes are to be distributed to all Board members for review within forty-eight hours of the next scheduled meeting.
- 4.3 In addition to taking the minutes at each meeting, the Secretary must maintain an up-to-date record of minutes and correspondence.
- 4.4 The Secretary must also maintain an up-to-date version of the Policies and Procedures.
- 4.5 The Secretary shall maintain, or cause to be maintained, the files and records of the FSRA to be passed on to future officers. He or she shall also ensure the security and confidentiality of all such files and records.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TREASURER FUNCTIONS

POLICY #: 1605

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Treasurer of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Treasurer.

3.0 Terms

Treasurer – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They are responsible for monitoring financial statements and records in collaboration with the FSMSA.

4.0 Policy

- 4.1 The Treasurer must assist FSMSA to maintain an up-to-date record of the FSRA's bank account. This includes preparing and providing copies of income and disbursement reports.
- 4.2 The Treasurer must maintain an accurate record of funds/expenses submitted to the FSMSA Office Manager.
- 4.3 The Treasurer will establish an annual operating budget overseen by the FSRA President by supplying the Executive Board with the projected income and expenses for the next fiscal year. This budget will be presented to the FSRA executive board for approval. This budget also is presented to the FSMSA board for approval.
- 4.4 The Treasurer shall present an annual up-to-date financial statement of the affairs of the FSRA at the Annual General Meeting.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: REGISTRAR FUNCTIONS

POLICY #: 1606

Created: May 24, 2018	Last updated: June 26, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Registrar of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Registrar.

3.0 Terms

Registrar – An elected member of the FSRA Executive Board may serve for a minimum of a two-year term. They act as the liaison between parents and guardians of potential FSRA participants and the FSMSA Office Manager.

4.0 Policy

- 4.1 The Registrar is the first contact for new and current ringette players and is responsible for insuring they receive accurate and appropriate information.
- 4.2 The Registrar manages player registration with the support of the Fort Saskatchewan Minor Sports Association (FSMSA). The Registrar must abide by all appropriate Registration Policies (#8600 & #8650).
- 4.3 The Registrar is also in charge of initiating, collecting, and maintaining player and team staff registration information with Ringette Alberta, and must adhere by its guidelines and deadlines.
- 4.4 The Registrar must ensure that accurate and proper records (including the registrant's name, address, postal code, phone number, birthdate, age, Alberta Health Card number, and names of parents and guardians) are maintained and that registrants' information is distributed to the appropriate recipients. This includes sending registration lists to coaches and Executive members to facilitate team selection and sending copies of Ringette Alberta Team Registration forms to team staff so they can facilitate tournament participation.



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4.5 The Registrar will deal with hardship cases by forwarding them to the FSMSA Office Administrator.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ICE ALLOCATOR FUNCTIONS

POLICY #: 1607

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Ice Allocator of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Ice Allocator.

3.0 Terms

Ice Allocator – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. The Ice Allocator's duty is to supply FSRA teams with practice and competition ice in collaboration Zone 5 Ringette and the city of Fort Saskatchewan.

Ice Users Meeting – A meeting among minor sport associations that use the ice in Fort Saskatchewan. The city provides usable ice and ensures that it is allocated appropriately between minor sport organizations.

FSRA Webmaster – An assigned volunteer position held by an FSRA member. He or she is responsible for managing and maintaining the FSRA website and monitoring Executive Board email accounts.

4.0 Policy

- 4.1 The Ice Allocator is responsible for supplying the FSRA webmaster with current practice and game schedules to be posted on the website.
- 4.2 The Ice Allocator must work together with the President to plan for the requirements of the next season and notify the City of Fort Saskatchewan before the first Ice Users Meeting occurs. The Ice Allocator must attend this meeting to negotiate for the ice needed next season.
- 4.3 The Ice Allocator is responsible for allocating available ice time as set out in the Ice Allocation Policies (#5100-5700).



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- 4.4 The Ice Allocator must administer the ice to reduce the city levies and administration fees for any notified ice cancellations, as well as the full charge for cancellations without notification.
- 4.5 The Ice Allocator must also maintain contact with the Fort Saskatchewan bookings in order to stay aware of any surplus ice that has become available.
- 4.6 Ice Allocator shall review ice invoices with the FSRA Treasurer from the City of Fort Saskatchewan to ensure accurate billing.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ZONE 5 REPRESENTATION

POLICY #: 1608

Created: May 25, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities for the Fort Saskatchewan Ringette Association's (FSRA) Executive Board in regard to representing the Association to Zone 5 Ringette.

2.0 Scope

This policy only applies to the FSRA Zone 5 Representative.

3.0 Terms

Zone 5 Representative – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They serve as the liaison between the FSRA and Zone 5 Ringette.

Zone 5 Ringette – A geographical boundary that the FSRA falls within.

Black Gold League – A Ringette league that the FSRA is registered to participate in.

4.0 Policy

4.1 The Zone 5 Representative must attend all scheduled Zone 5 Ringette meetings as well Black Gold League meetings.

4.2 The Zone 5 Representative must exercise their voting privileges in the best interests of the FSRA.

4.3 The Zone 5 Representative will serve as the liaison to Zone 5 Ringette in regards to any issues, questions, and complaints that may arise between the two organizations.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: REFEREE IN CHIEF FUNCTIONS

POLICY #: 1609

Created: May 25, 2018	Last updated: July 17, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes
Version #2	April 11 th 2021	To make the RIC position a non voting board position.

1.0 Purpose

To outline the roles and responsibilities of the Referee in Chief (RIC) of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA RIC.

3.0 Terms

Referee in Chief (RIC) – An elected member of the FSRA Executive Board who serves for a minimum two- year term. The RIC is a non-voting board position. The RIC is responsible for all FSRA registered officials. The RIC is also responsible for answering any questions coaches have regarding ringette officiating or officials' calls.

Maximum Allowable Level of Refereeing – The level at which an individual is allowed to referee as the senior referee in a game. If serving in the junior role, a referee can referee in a game one level higher.

Intro to Evaluations Clinic – A clinic provided by Ringette Alberta by invitation only. The purpose of this clinic is to train officials serving as RICs in supporting and mentoring junior officials. A RIC who has not taken this clinic may not evaluate any FSRA officials.

4.0 Policy

4.1 At the first Executive meeting following the end of season AGM, the RIC must prepare and present the payment fee schedule for referees for the upcoming season. Fees must match the mean wages of Zone 5 Ringette employees and should allow for tournament and outside refereeing.

4.2 The RIC will attend all Zone 5 Ringette RIC meetings to discuss current Zone 5 Ringette bylaws and rules, and the level of referee competence.



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- 4.3 The RIC must coordinate with the FSRA Registrar to create a roster of active referees for the season to be submitted to Ringette Alberta.
- 4.4 The RIC should limit the number of referees to one and a half per team, encourage good referees by scheduling them for an adequate number of games per month (at least two if possible), encourage regional-level referees to work at tournaments outside of the community, and assign a senior and a junior official to each game.
- 4.5 The RIC must conduct evaluations on referees to assess their individual performance and to establish each referee's maximum allowable level of refereeing. If the RIC has not successfully completed the community Intro to Evaluations Clinic, they must assign an external evaluator to conduct the evaluations.
- 4.6 The RIC will use or review the evaluation sheet twice a year to determine the current level of competency of each official and then implement a development plan to further the official's professional growth.
- 4.7 The RIC must work with the FSRA Treasurer and with the Fort Saskatchewan Minor Sports Association (FSMSA) to identify any discrepancies discovered in the monthly invoice sent by the Northern Alberta Ringette Referee's Association (NARRA).
- 4.1 The FSRA RIC schedules the officials for the yearly FSRA tournament and submits the invoice to the FSMSA for payment of officials.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FUNDRAISING DIRECTOR FUNCTIONS

POLICY #: 1610

Created: May 25, 2018

Last updated: March 4, 2020

Approved: January 22, 2019

Ver no.	Effective Date	Significant Changes
Version #2	April 11 th 2021	Addition of 4.6 All association and team fundraising activities must be approved by the Fundraising Director to ensure they are legal and in accordance with AGLC rules.

1.0 Purpose

To outline the roles and responsibilities of the Fundraising Director of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Fundraising Director.

3.0 Terms

Fundraising Director - An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They facilitate fundraising efforts and events, submits grant applications, and follows licensing requirements

4.0 Policy

- 4.1 The Fundraising Director's primary function is to proactively seek out practical fundraising initiatives and to oversee their execution.
- 4.2 The Fundraising Director must coordinate volunteers from the FSRA to staff all fundraising events and track their hours of work to ensure they have met their volunteer hour requirements.
- 4.3 The Fundraising Director must also attain sponsorship agreements for the FSRA by establishing communication with prospective sponsors explaining details and what FSRA can do for them. Establishing a commitment by August 15th and getting a full commitment by August 30th. The Fundraising Director is then responsible to notify the Treasurer of those committed sponsors.



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- 4.4 The Fundraising Director must maintain the sponsorship agreement once it has been established.
- 4.5 The Fundraising Director must maintain complete records of all fundraising activities, licenses, applications, and reports. The Fort Saskatchewan Minor Sports Association (FSMSA) shall be used as a reference and shall complete forms and or reports as required by the Alberta Gaming and Liquor Commission Board as pertaining to the FSMSA's Alberta Corporate Registries and or Canada Revenue Agency official numeric identification.
- 4.6 All association and team fundraising activities must be approved by the Fundraising Director to ensure they are legal and in accordance with AGLC rules.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PUBLIC RELATIONS FUNCTIONS

POLICY #: 1611

Created: May 25, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Public Relations Director of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Public Relations representative.

3.0 Terms

Public Relations – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. He or She will inform the community about FSRA sponsored activities and events.

4.0 Policy

- 4.1 Public Relations must work with the Registrar to plan and implement an annual media blitz prior to the registration dates. The advertisements must be highly visible.
- 4.2 Public Relations must implement a plan to increase public awareness of the sport of ringette on a continual basis.
- 4.3 Public Relations will promote registration through activities that include but are not limited to announcements, schedules to schools posters and pamphlets posted throughout the community, media announcements, scheduling at least two Come Try Ringette events per year and participation in community events.
- 4.4 Public Relations must annually re-establish media contact and understanding. Public Relations should then inform the Team Managers of these arrangements and of the parameters to follow in order to publish articles and game scores.



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4.5 Public Relations is in charge of coordinating the taking of annual team photographs and recommending a plan of action to the Executive Board. This includes contacting the photographer and negotiating the best package possible, establishing dates and times for each team, ensuring photographs for sponsorships are properly framed, personally organizing retakes if necessary, ensuring coaches receive copies of the photographs, ensuring a photograph is printed for the arena picture, and following up with both the teams and the photographer.

4.6 The Public Relations (PR) Executive Member will work with the FSRA Treasurer to present the PR budget within the annual operating budget.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EQUIPMENT COORDINATOR FUNCTIONS

POLICY #: 1612

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Equipment Director of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Equipment Director.

3.0 Terms

Equipment Director – An elected member of the FSRA Executive Board who organizes and maintains equipment for the FSRA. They may serve for a minimum of a two-year term.

4.0 Policy

- 4.1 The Equipment Director must work within approve annual operating budget, as set by FSRA executive.
- 4.2 The Equipment Director must distribute uniforms and equipment to team coaches at the beginning of the season and collect them at the end of the season.
- 4.3 The Equipment Director is responsible for purchasing all crests, numbers, and sponsor bars for the team uniforms and negotiating a reasonable price for them.
- 4.4 The Equipment Director must take an inventory of first aid kits, team bags, uniforms, and equipment prior to the start of the season, and replenish them as needed. An inventory report must be issued to the Executive Board and the Fort Saskatchewan Minor Sports Association (FSMSA).
- 4.5 The Equipment Director is responsible for maintaining all equipment in a reasonable condition and removing any unneeded or unsafe items. This maintenance includes arranging for repairs or alterations to uniforms and other equipment within the allotted budget. The Equipment Director will work with the FSRA Treasurer to present the Equipment budget within the annual operating budget.



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- 4.6 The Equipment Manager is responsible for arranging the contents of the FSRA equipment room so that it can be accessed for extra equipment needs.
- 4.7 The Equipment Manager must make equipment available for clinics, tournaments, and for the selection of teams. The Equipment Manager must also arrange for the sale or disposal of old or used equipment (with FSMSA approval) to possibly raise funds for new equipment.
- 4.8 The Equipment Manager will consult with the PR executive member for the maintenance and display of the trophy case and its contents, the picture collage, and banners. The Equipment Manager must also purchase new banners when necessary.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DIRECTOR OF PLAYER/COACH DEVELOPMENT FUNCTIONS

POLICY #: 1613

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Director of Player/Coach Development of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Director of Player/Coach Development.

3.0 Terms

Director of Player/Coach Development – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They are responsible for developing the FSRA's athletes as well as ensuring that coaches have the knowledge and tools to be successful.

Preseason Player Clinic – A clinic that takes place before player evaluations or team selections to give players a chance to sharpen their skills.

Annual Goaltenders Clinic – A clinic that takes place before player evaluations or team selections to give goaltenders a chance to sharpen their skills.

4.0 Policy

4.1 The Director of Player/Coach Development must request applications for the required coaching positions for the coming season. They must do this while following the Coaching Application Policy (#3100).

4.2 Using the Coach Selection Policy (Policy #3200), the Director of Player/Coach Development must select coaches from among the total applicants and submit those selections to the Executive Board usually by September for consideration.

4.3 The Director of Player/Coach Development will meet with the coaches as necessary, with one meeting at the beginning of the season to make the FSRA's desires clear.



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- 4.4 The Director of Player/Coach Development will serve as the liaison between the coaches and the Executive Board and ensure that the Board hears the coaches concerns. In turn, the Director of Player/Coach Development must keep the coaches apprised of all Ringette Canada, Ringette Alberta, Zone 5 Ringette, and FSRA rules and procedural changes which affects the players or the game.
- 4.5 The Director of Player/Coach Development must encourage higher-level coaches to mentor lower-level coaches.
- 4.6 The Director of Player/Coach Development must coordinate the annual preseason player clinic. The Director must work with the Ice Allocator to get the required ice for these clinics.
- 4.7 The Player/Coach Development will work with the FSRA Treasurer to present a contract and any other additional camps/clinics.
- 4.8 Player/Coach Devolvment will ensure that all outside contracts are presented to the FSRA executive board for approval. The approved contract will then be submitted to the FSMSA.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TOURNAMENT COORDINATOR FUNCTIONS

POLICY #: 1614

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Tournament Coordinator of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Tournament Coordinator.

3.0 Terms

Tournament Coordinator – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They coordinate the annual FSRA Diamond Ring home tournament.

4.0 Policy

- 4.1 The Tournament Coordinator's primary responsibility is to coordinate all aspects of the FSRA's Diamond Ring tournament.
- 4.2 The Tournament Coordinator must maintain fiscal responsibility for the expenditures and revenue of the tournament by working with the FSRA Treasurer, to keep complete and accurate books and issuing a post-tournament financial statement.
- 4.3 The Tournament Coordinator will have the option to utilize a Tournament committee if they shall choose.
- 4.4 The Tournament Coordinator with the assistance of Tournament Committee may hold a meeting as required to:
 - Decide on a tournament budget for Executive Board approval;
 - Decide how to collect business donations,
 - Decide how to secure major sponsors, with the support of FSRA Fundraising;
 - Decide how to select and notify teams for the tournament;
 - Draft and finalize the ice schedule and submit it to the Referee-In-Chief;
 - Coordinate the volunteer sign-up schedule;
 - Decide how to produce and distribute coaches' packages; set up grievance committee



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: MSA REPRESENTATIVE FUNCTIONS

POLICY #: 1615

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the MSA Representative of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA MSA Representative.

3.0 Terms

MSA Representative – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term and represents the FSRA within the Fort Saskatchewan Minor Sports Association (FSMSA)

4.0 Policy

4.1 The MSA Representative will attend all meeting of the FSMSA and represent the FSRA's interests.

4.2 The MSA Representative will assist in all matters shared by the FSRA and FSMSA.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DIVISION COORDINATORS FUNCTIONS

POLICY #: 1617

Created: May 28, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Division Coordinators of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to both of the FSRA Division Coordinators.

3.0 Terms

Division Coordinators – Two elected members of the FSRA Executive Board who may serve for a minimum of 2 a 2 year term and are responsible for assisting the evaluation process at their level using as needed using the Player Selection and Evaluation Policies (Policies #2110-2400). One is elected to look after the Active Start, U10, and U12 levels, and the other is responsible for the U14, U16, and U19 levels. Divisions will be divided based on the association needs with the executive approval. Neither of the coordinators can be the parent of a child competing in any of their levels and both of them must be able to be objective with coaches and parents at their level.

“A” Team – A higher level team for players of a higher skill level in a particular age group at level U12 and above.

4.0 Policy

- 4.1 The Division Coordinators will work with the Director of Player/Coach Development and coaches if the numbers dictate upward or downward movement of players in order to meet roster number requirements.
- 4.2 If there aren't enough players at any level, the appropriate Division Coordinator will work together with the coaches and Director of Player/Coach Development to determine if it is in the best interest of the players to cooperate with another association.



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- 4.3 During camp sessions or the first evaluation, the Division Coordinator will hold a meeting or meetings to introduce him or herself to the parents at the levels he or she is coordinating and to explain his or her role to the parents. The Coordinator will explain to the team that issues that can not be resolved with the team staff can be brought forward to him or her. If a parent approaches the Division Coordinators with a concern, he or she must conduct an impartial investigation
- 4.4 The Division Coordinators must work together with the coaches in selecting the players that will make up the teams.
- 4.5 The Division Coordinator and Director of Player/Coach Development will present the compiled evaluations to the Coach of the “A” team and facilitate the selection of players for that team.
- 4.6 If the teams are to be tiered the same, the final decision on player selection will fall on the individual coaches. Should the coaches prove unable to arrive at an amicable decision, the Division Coordinator will have the final say.
- 4.7 If the majority of parents on a team feel that the selections are questionable, then those parents can request the President to set a meeting in which the coaches and or Division Coordinators will briefly explain the reason for the team selections and answer specific questions.
- 4.8 After the above mentioned investigation, the Division Coordinator must report his or her findings to the Executive Board, and the Board’s subsequent decision to all concerned parties. If no conflict exists, the concern will be noted by the Executive Board, but no further action will be taken. If conflict does exist, the Executive Board will consider the manner with regard to the Discipline and Complaints Policy (Policy #1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: AMENDMENT

POLICY #: 1700

Created: May 29, 2018	Last updated: March 4, 2020	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that must be followed in the process of amending the Policies and Procedures of the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board. It only applies to the process of amending the FSRA's Policies and Procedures.

3.0 Terms

Amendment – The process by which one of the FSRA's Policies or Procedures may be altered.

4.0 Policy

- 4.1 Updates or changes to the FSRA's Policies and Procedures can only come about following the acceptance of a business motion that has been made at one of the FSRA's Executive meetings. Any rewrite or new addition must be put before the Executive Board for review and discussion prior to the motion to place them.
- 4.2 The business motion must clearly indicate the section of the Policies and Procedures that needs to be amended. The motion must be clearly worded enough so that the full intent of the motion is stated.
- 4.3 New or updated Policies and Procedures that have been presented and approved by the Executive Board will be presented at the AGM for members to vote on to become permanent. Changes to the Policies and Procedures will then be found on the FSRA webpage.



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- 4.4 The Policies and Procedures may be updated without notice if there is a conflict with the Fort Saskatchewan Minor Sports Association, Zone 5 Ringette, Ringette Alberta, or Ringette Canada, or if additional clarification or detail is required.
- 4.5 Minor changes to FSRA Policies and Procedures can be carried out by the President or Secretary. Minor changes are such things as typos, spelling, and or formatting errors. If members note such an error they can email the President so that it can be fixed.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PRIVACY

POLICY #: 1800

Created: May 31, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the principles and guidelines that the Fort Saskatchewan Ringette Association (FSRA) follows in gathering, using, and disclosing personal information gathered from clients in accordance with Alberta's Personal Information Protection Act (PIPA).

2.0 Scope

This policy applies to all paid employees, members, and participants of the FSRA and any of the personal information that is collected, used or disclosed during any commercial activity related to the FSRA. The FSRA Executive Board is free to interpret any ambiguous provision of this policy except where provided by PIPA.

3.0 Terms

Personal Information Protection Act (PIPA) – Provincial legislation that governs how companies and non-profit organizations in the private sector collect, use, and disclose personal information from their clients and employees.

Personal Information – Information that can be used to identify a specific individual. This can include an individual's name, personal email address, home address and phone number, age, sex, marital or family status, an identifying number, financial information, and educational history.

Privacy Officer – A paid employee of the Fort Saskatchewan Minor Sports Association.

Implied Consent – By providing the FSRA with their personal information, individuals are implying consent for the information to be used and disclosed for the reasons described in this policy.

4.0 Policy

4.1 A paid employee, member, or participant of the FSRA must not:

- Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;



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- Knowingly place themselves in a position where they are obligated to disclose personal information;
- Disclose personal information to family members or friends;
- Derive any personal benefit from personal information acquired in the course of his or her duties; or
- Accept any gift that could be misconstrued as being given in anticipation of or recognition for the disclosure of personal information.

4.2 The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints.

4.3 FSRA will collect personal information for reasons that include, but are not limited to:

- Receiving communications such as newsletters and e-letters;
- Communications between employees, members, and participants regarding the management of activities and events;
- Database entry;
- Determining eligibility or age groups;
- Implementing the FSRA's screening program;
- Promoting the sale of merchandise;
- Medical emergencies;
- Registering a player;
- Selecting teams;
- Purchasing equipment, manuals, and other products;
- Publishing content on the FSRA website, displays, trophies, and in communication with the media;
- Determining membership demographics and program wants and needs; and
- Managing insurance claims and investigations.

4.4 The FSRA will seek consent from individuals when personal information is used for a commercial purpose not identified above. This consent will be documented as to when and how it was received.

4.5 While the FSRA will attempt to lawfully obtain consent during collection and prior to disclosing personal information whenever possible, it may collect information without consent when reasonable to do so and when permitted by law. The FSRA can also not receive consent from a minor (below the age of 18) or an individual who is ill or mentally incapacitated and must receive consent from a parent, guardian, or someone with power of attorney.



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- 4.6 The FSRA will not, as a condition of a product or service, require an individual to consent to the collection, use, and disclosure of personal information beyond what is required to fulfill the purpose of that product or service.
- 4.7 Consent can be written or implied. In determining the form of consent to use, the FSRA will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified use of personal information by completing an application form, checking off a check-box, or giving written or oral consent. An individual may withdraw their consent in writing at any time. The FSRA will inform the individual of the consequences of withdrawing consent.
- 4.8 The FSRA does not need consent to collect an individual's personal information if:
- It is within the individual's best interests;
 - Collection of information is required for an investigation into a breach of law;
 - The information is for journalistic, artistic or literary purposes; or
 - The information is publicly available.
- 4.9 The FSRA does not need consent to use an individual's personal information if:
- The FSRA has reason to believe the information could be useful in an investigation into a breach of law;
 - There is an emergency that threatens the individual's life, health, and security;
 - It is publicly available; or
 - The use is clearly in the individual's best interests and consent is not readily available.
- 4.10 The FSRA does not need consent to disclose an individual's personal information if:
- It is to the FSRA's lawyer;
 - It is to collect a debt the individual owes the FSRA;
 - It is to comply with a subpoena, warrant, or court order;
 - It is to an investigative body identified by PIPA or a government institution that has lawfully requested the information for the purposes of an investigation into a breach of law;
 - It is to an investigative body identified in PIPA or a government institution and the FSRA believes the information concerns a breach of law;
 - There is an emergency that threatens the individual's life, health, or security (the FSRA will inform the individual of the disclosure);
 - It is to an archival institution;
 - It has been twenty years since the individual's death, or 100 years since the record was created;



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- The information is publicly available; or
- Otherwise required by law.

4.11 Personal information can only be retained for as long as is reasonably necessary to enable participation in the FSRA, to maintain accurate historical records and or as may be required by law. Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

4.12 Personal information will be accurate, complete and as up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

4.13 Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification. Employees will be made aware of the importance of maintaining personal confidential information and may be required to sign confidentiality agreements.

4.14 The FSRA will make available:

- The name or title, and address of the Privacy Officer;
- The means of gaining access to personal information the FSRA holds;
- A description of the type of personal information the FSRA holds, as well as a general account of its use;
- A copy of this policy; and
- Third parties in which personal information is made available.

4.15 Upon written request, and with assistance from the FSRA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed. Sufficient information must be given to confirm the individual's identity before this information can be released

4.16 Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.



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4.17 An individual may be denied access to his or her personal information if:

- The information is prohibitively costly to provide;
- The information contains references to other individuals;
- The information cannot be disclosed for legal, security, or commercial proprietary purposes; or
- The information is subject to solicitor-client or litigation privilege.

In the event of a refusal the FSRA will inform the individual of the reason and the associated provisions of PIPA and applicable provincial privacy legislation.

4.18 In the event that an individual is not satisfied with a decision made under this policy, an appeal can be made as of the FSRA's Appeal Policy (#1330), with the Privacy Officer taking the place of the Appeals Officer.

4.19 All files and written materials relating to confidential information will remain the property of the FSRA and upon termination of involvement/employment with the FSRA or upon request of the FSRA, the FSRA paid employee, member, or participant will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon such request.

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

4.21 A breach of any provision in this policy may give rise to discipline in accordance with the FSRA's Discipline and Complaints Policy (#1310) or legal recourse.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SCREENING

POLICY #: 1850

Created: June 4, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that govern the Fort Saskatchewan Ringette Association's (FSRA) screening process for paid employees, members, and participants, and to ensure that the association fulfills its legal responsibility to provide a safe and secure environment for participants in its programs, activities, and events.

2.0 Scope

This policy applies to all paid employees, members, and participants of the FSRA in designated categories who pose a risk to harm the FSRA and its paid employees, members, and participants.

3.0 Terms

Designated Categories – Positions that work closely with players and hold significant trust and authority within the FSRA. These can include individuals in paid staff positions, all Executive members, persons who accompany FSRA teams to events or competitions, and coaches and team staff.

Criminal Record Check – Criminal Record Checks (CRC) including a Vulnerable Sector Check (VSC). A CRC is a check of records as maintained by the Canadian Police Information Center. CRCs can be applied for through any local police detachment. Any individual in a designated category will be screened through a CRC and if need be, a Screening Disclosure Form (see Appendix) will be filed with the CRC.

Screening Committee – An ad-hoc committee of at least three individuals assigned by the Executive Board to process and review CRCs and Screening Disclosure Forms and make decisions regarding the appropriateness of placing individuals in a designated category. They are involved in decisions of eligibility involving individuals who have been screened. They may consult with independent experts such as lawyers and police.



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Relevant Offences – If imposed in the last five years, a relevant offence includes:

- A violation or offence involving use of a motor vehicle;
- Trafficking or possession of illegal drugs; or
- Conduct against public morals.

If imposed in the last ten years, this includes all forms of assault or battery.

If imposed at any time, this includes:

- The possession, distribution or sale of any child-related pornography;
- Any violation or offence involving a minor or minors; or
- Any violation or offence involving theft or fraud.

4.0 Policy

- 4.1 An individual entering into a designated category who requires a CRC can obtain this document by visiting the Fort Saskatchewan Minor Sports Association (FSMSA) office. The completed document is to be returned to the office for review.
- 4.2 A Screening Disclosure Form or CRC is valid for a maximum of three years, though the FSRA can shorten this to one year at its discretion. However, the FSRA may provide a written request with reasons asking an individual in a designated category to provide a Screening Disclosure Form to the Screening Committee for review and consideration.
- 4.3 An individual who has been convicted without pardon of a relevant offence will not knowingly be placed in a designated category. However, if the Screening Committee believes that the convicted individual can occupy a designated category without adversely affecting the safety of the FSRA or its players through the imposition of appropriate terms and conditions, the screening committee may approve an individual's placement in a designated category.
- 4.4 If an individual working in a designated category subsequently receives a conviction for a relevant offence, he or she must inform the Screening Committee immediately.
- 4.5 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the FSRA in the future, or from submitting a new CRC, Screening Disclosure Form, and letter of good standing if required.
- 4.6 If an individual working in a designated category has been screened and approved by the FSRA, the association will confirm such approval and not require a second screening while the first is still valid.



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- 4.7 The Screening Committee will retain no copies of Screening Disclosure Forms or CRC any longer than the period for which they are valid. The Screening Committee will return all written records of communication with individuals whose Screening Disclosure Forms or CRCs indicate a relevant offence, as well as copies of its decisions and reasons to the FSMSA office. These records will be maintained on the individual's file in a confidential manner and will not be disclosed to others except as required by law.
- 4.8 Failure or refusal to participate in the screening process will result in the individual being declared ineligible for a staff or volunteer position.
- 4.9 If an individual in a designated category provides falsified or misleading information during the screening process, he or she will immediately be removed from his or her position and may be subject to further discipline in accordance with the Discipline and Complaint Policy (#1310).
- 4.10 Decisions made by the Screening Committee are final and binding and will take effect upon notice being sent via email to the individual's last known email address to be registered with the FSRA.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: CONFLICT OF INTEREST

POLICY #: 1900

Created: June 6, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules and regulations that govern how paid employees, members, and participants of the Fort Saskatchewan Ringette Association (FSRA) will conduct themselves in matters relating to real or perceived conflict of interest as well as how the FSRA will make decisions in situations where conflict of interest may exist.

2.0 Scope

This policy applies to any paid employee, member, or participant of the FSRA.

3.0 Terms

Conflict of Interest – A situation where a paid employee, member, or participant of the FSRA has a real, potential, or perceived interest that is incompatible with those of the FSRA. This results in the real or perceived incompatibility between the individual's private interests and his or her duties to the FSRA. This can include, but is not limited to, using FSRA equipment or property for activities not associated with the FSRA, or engaging in any activity in which an individual has a real or perceived advantage because of his or her position in the FSRA.

4.0 Policy

- 4.1 Any individual who wishes to hold a decision-making position, such as an Executive Board member, within the FSRA must declare his or her professional interests and any other potential conflicts of interests prior to being declared eligible for such a position. Failure to do so will result in disciplinary action as described in this policy.
- 4.2 If an individual of the FSRA becomes aware that a real or perceived conflict of interest may exist, he or she must immediately disclose this conflict to the FSRA President or Acting President.
- 4.3 Any individual who suspects that a paid employee, member, or participant of the FSRA is in a position of conflict of interest may report this matter in writing to the FSRA Executive Board. Such a complaint must be signed.



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4.4 Upon receipt of the complaint, the Executive Board will hold a meeting to determine whether or not a conflict of interest exists and what actions should be taken if it does. The alleged individual will be invited to present evidence and speak on his or her behalf, though the meeting will proceed with or without him or her. The individual may choose to waive the meeting, in which case the Executive Board will determine the appropriate actions.

In the event a real or perceived conflict of interest exists, the following consequences can be applied by the Executive Board either individually or in combination:

- Removal or temporary suspension of certain responsibilities or decision-making authority;
- Removal or temporary suspension from a designated position;
- Removal or temporary suspension from certain teams, events, and or activities;
- Expulsion from the FSRA; or
- Other actions that the Executive Board deems appropriate.

4.5 Failure to comply with a consequence decided upon by the Executive Board will result in automatic suspension of involvement with the FSRA until such time as compliance occurs.

4.6 In some cases, the Executive Board may decide that a case of alleged conflict of interest is serious enough to warrant the suspension of designated activities pending a meeting and decision.

4.7 Decisions and transactions involving conflict of interest that have been disclosed by an individual can be considered and acted upon by the Executive Board provided that:

- The nature and extent of the individual's interest has been fully disclosed to the decision making body, and this disclosure has been recorded in the minutes;
- The individual does not participate in discussions on the matter giving rise to the conflict of interest;
- The individual abstains from voting on the proposed decision or transaction;
- The individual is not included in the determination of quorum for the proposed decision or transaction; and
- The decision or transaction is in the best interests of the FSRA.

4.8 Any decision made in accordance with this policy may be appealed in accordance with the Appeals Policy (#1330).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TEAM/PLAYER EVALUATION

POLICY #: 2100

Created: June 19, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) evaluates its players.

2.0 Scope

This policy applies to the FSRA during the player evaluation process. It does not apply to registration, or the team selection process.

3.0 Terms

Work Ethic – A measure of whether or not a player forechecks, backchecks, digs into corners and doesn't give up, gets involved with battles for the ring, is cooperative, listens to coaches, and maintains a positive attitude.

Ringette Sense – A measure of a player's ability to anticipate plays, switch positions, go into zone, cover for fallen teammates, maintain good positioning in the offensive zone, recognize breakaway opportunities, get open, not panic under pressure, and to use boards effectively.

Tier – Different skill-based categories that players are placed in based on their ratings. A higher tier indicates players of a higher skill level.

4.0 Policy

- 4.1 Players will be evaluated based on their overall skating ability (forwards, backwards, and overall agility), ring control, passing and shooting, work ethic, ringette sense, aggressiveness, and their determination. They will be given an overall rating on the Player Evaluation Form (see Appendix) based on the individual ratings in the above categories.
- 4.2 All of the ratings will be tabulated and scaled from highest to lowest. Players that choose not to participate in the evaluation will be placed in a lower tier.
- 4.3 Situations where the FSRA seeks players from an alternate association or in the event of a new registrant will be dealt with on a case by case basis.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: UPPER TIER PLAYER SELECTION

POLICY #: 2210

Created: June 19, 2018	Last updated: February 17, 2019	Approved: February 19, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To highlight how the Fort Saskatchewan Ringette Association (FSRA) selects players for the upper tier teams.

2.0 Scope

This policy applies to the FSRA Executive Board.

3.0 Terms

Upper Tier Teams – The team or teams that are of the highest skill level in their specific age division.

Team Selection Committee (TSC) – A committee of three individuals selected by the Director of Player/Coach Development and/or Division Coordinator and approved by the Executive Board. One of these individuals must be the Director of Player/Coach Development or Division Coordinator. The committee is responsible for all upper tier team player selections for the year the committee was formed.

Bubble Players – The group of similarly ranked players that do not fit in to the top 70% or the bottom 40% of players. The upper tier coach may select these players for their team at their discretion.

4.0 Policy

4.1 After the evaluation process described in the Team/Player Evaluation Policy (#2100), upper tier team coach will make their selections and present them to the TSC.

- The TSC will use the following guidelines in its review of the selections:
- The top 70% of the evaluation rankings will be placed on the upper tier team.
- The remaining 30% of players chosen to go on the upper tier team should come from the “bubble” players. This will vary based on the size of the upper tier team in question and the pool of players trying out.
- There should be no players selected from the bottom 40% of the evaluation.



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- 4.2 If the coach's selections agree with the above guidelines, the TSC will approve the team selections.
- 4.3 If the coach's selections do not agree with the above guidelines, the TSC will request that the coach justify the selections that do not conform with the guidelines. The TSC will have the opportunity to interview the players selected by the upper tier coach.
- 4.4 If the coach does not agree with the TSC's recommendations, they may make a formal appeal to the FSRA Executive Board during an emergency Executive Meeting. The Executive Board's decision is final and may not be appealed.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SAME TIER PLAYER SELECTION

POLICY #: 2220

Created: June 20, 2018	Last updated: February 19, 2019	Approved: February 19, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) must follow when selecting players for multiple teams in the same tier.

2.0 Scope

This policy applies to the FSRA Executive Board.

3.0 Terms

Prospective Teams – Teams that have been tentatively formed following the evaluation process but not yet finalized.

Team Selection Committee (TSC) – A committee of three individuals selected by the Director of Player/Coach Development and or Division Coordinator and approved by the Executive Board. One of these individuals must be the Director of Player/Coach Development or Division Coordinator. The committee is responsible for all upper tier team player selections for the year the committee was formed.

Policy

- 4.1 Player evaluation will proceed as described on the Team/Player Evaluation Policy (#2100) with rankings being provided.
- 4.2 Whenever there are a sufficient number of registered players to comprise two or more teams of the same tier in the same age division, every effort should be made to make the teams equal in terms of number and skill level. Doing so may involve upward or downward movement from other tiers in order to meet number requirements.
- 4.3 The Director of Player/Coach Development and or the Division Coordinator will supervise a team selection draft.
- 4.4 The coaches will come up with prospective team rosters among themselves. If there is a disagreement between the coaches, the Director of Player/Coach Development and/or the Division Coordinator will step in to find a solution agreeable to all parties.



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4.5 Once chosen the prospective teams will play two games, if deemed necessary by the TSC to ensure equality.

4.6 Adjustments can be made to balance the teams further if required.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PLAYER SPECIAL REQUESTS

POLICY #: 2230

Created: June 20, 2018	Last updated: July 23, 2018	Approved: February 19, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) adheres to when a player has a special request, as well as to limit these requests and ensure they do not interfere with the FSRA's goals of creating balanced teams.

2.0 Scope

This policy only applies to the placement of players within non-upper tier teams.

3.0 Terms

Special Requests – When a player would like to be placed on a particular team with another player and/or coach.

4.0 Policy

- 4.1 Special requests are generally not encouraged, though the FSRA does recognize that they may occur at times.
- 4.2 Each player is limited to one special request per season.
- 4.3 Requests must be submitted at the time of registration prior to the evaluation process described in the Team/Player Evaluation Policy (#2100). Exception will be given to new registrants that wish to join after the season has commenced.
- 4.4 Each request must be signed by the parent or guardian of the player or players involved in the request. No further requests will be considered from the player in question.
- 4.5 Each special request will be taken into consideration by the FSRA Executive Board. However, this does not guarantee that the request will be granted. The FSRA's main goal is to provide equal and balanced teams.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ASSOCIATION AFFILIATION

POLICY #: 2300

Created: June 21, 2018	Last updated: August 9, 2018	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) follows in regard to allowing teams to receive FSRA players from the same age level or lower and handling those players.

2.0 Scope

This policy applies to the FSRA in situations when there are not enough players available to fill a team's roster. It is meant to serve as a supplement for Ringette Alberta's Player Affiliation Policy.

3.0 Terms

Affiliation – The act of filling the roster of a ringette team with players from another team. The purpose is to help field a team with insufficient numbers or to replace players who have fallen ill or become injured and cannot be used to increase the competitiveness of the team.

4.0 Policy

- 4.1 After teams are formed and before the start of the season, each team's coaching staff forms an affiliate list of a maximum of five players from teams of the same age level or one level below. The parents and/or guardians of each player must be spoken to before a player can be added to the list. That list is then submitted to Ringette Alberta by the Registrar.
- 4.2 If sufficient numbers are not available to form a team, the coaching staff of the affected team may ask the players on that team's affiliate list to fill the vacancy on that team. This will be done only after all player movement from upper and lower levels within the FSRA is complete.
- 4.3 There is no guarantee that the affiliate player will participate in any games or practices with his or her affiliate team as that decision is up to the coach. Since affiliate players do not pay an extra fee to be affiliated, they do not have the same rights and privileges of the higher-level team.



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- 4.4 The FSRA coaches are responsible for sharing and picking affiliates from the available pool of players. It is recommended that the coaches select affiliates from more than one team when possible.
- 4.5 Bringing the affiliate to games and practices will be at the affiliate team's coaching staff's discretion, though permission must be obtained from the affiliate player's parent and or guardian and head coach.
- 4.6 An affiliate player can serve on a maximum of two teams: his or her own, and one affiliate team. The affiliate player's first loyalty will be with his or her own team, and can only attend games, practices, or tournaments with the team he or she is affiliated with if he or she will not miss a game, practice, or tournament with his or her own team.
- 4.7 An affiliate will not be brought up to play at the expense of a full-time player. However, a coach can bring an affiliate in order to bring the team's numbers up to the level required by Ringette Alberta. In those cases, the affiliate is entitled to the same amount of ice time as the other players at the coach's discretion.
- 4.8 While the FSRA recommends that affiliates are rotated for each game, it is up to the discretion of the affiliate team's coaching staff.
- 4.9 Failure to comply with this policy will result in discipline as per the Discipline and Complaint Policy (#1310). Any disputes that have been caused by an affiliation request must be brought to the attention of the President.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PLAYER RELEASE/ACCEPTANCE

POLICY #: 2400

Created: June 21, 2018	Last updated: February 17, 2019	Approved: February 19, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the Fort Saskatchewan Ringette Association's (FSRA) rules regarding player release/acceptance registrations.

2.0 Scope

This applies to the Executive Board of the FSRA.

3.0 Terms

Player Release – A request by a player to leave the FSRA to play for another association.

Player Acceptance – Receiving a player from another association who wishes to play for the FSRA.

4.0 Policy

4.1 The FSRA will assess player release/acceptance registrations on a yearly basis.

4.2 Individual player releases will be dealt with on a case by case basis. Player releases will be made in accordance with the guidelines of Ringette Alberta.

4.3 All player requests must be made in written form to the FSRA Executive Board.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: COACHING APPLICATIONS

POLICY #: 3100

Created: June 21, 2018	Last updated: August 9, 2018	Approved: February 19, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) follows in accepting coaching applications.

2.0 Scope

This policy applies to individuals who wish to apply for a coaching position.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 Applications for all coaching positions are to be made annually by a specific date as determined by the Director of Player/Coach Development.
- 4.2 Applications for a coaching position can only be made by individuals who are at least eighteen years old. These individuals do not necessarily need to be members of the FSRA.
- 4.3 All coaching application forms will include a current criminal record check.
 - Ideally, all applicants shall possess and have demonstrated the following:
 - A coaching certification;
 - Previous ringette coaching experience;
 - Good organizational skills;
 - Good communication skills;
 - Dedication of personal time to team commitments; and
 - Appreciation and respect for both the sport of ringette and the FSRA.
- 4.4 The FSRA shall strive to complete coaching selections for the upper tier teams prior to early registration. The date of early registration will be decided by the Executive Board.



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4.5 Application forms shall be made available at the registration desk during player registration, at the Fort Saskatchewan Minor Sports Association Office, or on the FSRA website at fortsaskringette.com.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: COACH SELECTION

POLICY #: 3200

Created: June 22, 2018	Last updated: August 9, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) selects coaches from the available applicants.

2.0 Scope

This policy applies to the FSRA Executive Board during the coach selection process.

3.0 Terms

Coaching Matrix – A form that rates coaches based on their levels of certification, ringette coaching experience, past evaluations, and experience teaching the applicable age level.

Interview Committee – An ad hoc committee formed in case an interview is necessary. The committee will consist of the Director of Player/Coach Development and two more interviewers who have been approved by the FSRA Executive Board. The committee will determine the criteria for the interview.

4.0 Policy

- 4.1 After the due date for coaching applications has passed, the submitted applications shall be reviewed using a Coaching Matrix in order to find the most qualified candidates.
- 4.2 If two or more applications are received for the same level and are approved, an interview will be conducted and an interview committee will be formed. If the candidates are equal in all other aspects, the female will be selected.
- 4.3 From this review, the Director of Player/Coach Development shall produce a list of recommended persons to fill the coaching positions for the coming season. The Executive Board will make the final selection.
- 4.4 If no prospective coach applies for a particular division or level, the Executive Board will appoint a coach from the FSRA membership at the advice of the Director of Player/Coach Development.



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4.5 For the AA Coach selection for U14 and up, the A coach for the respective age level will be given first right of refusal. If they decide not to accept the position, the rest of this policy will apply.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE FAIR PLAY CODE

POLICY #: 4100

Created: June 17, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the minimum standards of behaviour that members of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board are expected to abide by.

2.0 Scope

This policy applies only to Executive Members of the FSRA. It is to be observed in tandem with the Code of Conduct Policy (#1300).

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 Executive Members are to ensure that all players are safe and will be given the same chance to participate, regardless of gender, ability, ethnic background, or race.
- 4.2 All members of the Executive Board will do their utmost to ensure that the FSRA does not become primarily an entertainment for the spectator.
- 4.3 The Executive Board will ensure that all equipment and facilities are safe and match the players' ages and abilities.
- 4.4 Executive Members will keep in mind the age and maturity level of all FSRA's participants when considering program development, rule enforcement, and scheduling.
- 4.5 The appropriate Executive Board members must ensure that the Coaches and Officials become certified and can promote fair play as well as the development of good technical skills.



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- 4.6 Executive Members must have a current Criminal Record Check on file in accordance with the Screening Policy (#1850). Should a Criminal Record Check not be completed by October 15th of the current season, the Executive member will be suspended until a valid Criminal Record Check is provided.
- 4.7 Violation of the above standards may result in a review by the FSRA as per the Discipline and Complaints Policy (#1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PARENTS' FAIR PLAY CODE

POLICY #: 4200

Created: June 17, 2018	Last updated: July 24, 2018	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the minimum standards of behaviour that the spectators, parents, and guardians of Fort Saskatchewan Ringette Association's (FSRA) participants are expected to abide by.

2.0 Scope

This policy applies only to the spectators, parents, and guardians of participants of the FSRA. It is to be observed in tandem with the Code of Conduct Policy (#1300).

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 FSRA participants play ringette for their own enjoyment, not for the enjoyment of their parents and guardians. Parents and guardians are not to force their children to participate in the FSRA's activities.
- 4.2 Parents and guardians must encourage their children to abide by the FSRA's rules and to resolve conflicts without resorting to hostility or violence.
- 4.3 Parents and guardians should teach their children that doing one's best is just as important as winning so that no participant will feel defeated by the outcome of the game.
- 4.4 Spectators, parents, and guardians will lead by example by applauding good plays or performances by both teams and by not yelling at or ridiculing any child for making mistakes or losing a game.
- 4.5 Spectators, parents, and guardians must respect the decisions of game officials. They must also show respect and appreciation for coaches and team staff.
- 4.6 Spectators, parents, and guardians must support and participate in all efforts to remove physical and verbal abuse from ringette games.



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4.7 Violation of the above standards may result in a review by the FSRA as per the Discipline and Complaints Policy (#1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PLAYERS' FAIR PLAY CODE

POLICY #: 4300

Created: June 17, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the minimum standards of behaviour that participants of the Fort Saskatchewan Ringette Association (FSRA) are expected to abide by.

2.0 Scope

This policy applies only to participants of the FSRA. It is to be observed in tandem with the Code of Conduct Policy (#1300).

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 Players must abide by the rules of ringette and maintain the spirit of the game. This includes refraining from fighting or engaging in verbal abuse with players from either team, spectators, officials, or coaches; respecting one's opponents; being a team player; and encouraging other players to do the same.
- 4.2 Players should keep in mind that winning isn't everything. Having fun, improving one's skills, making friends, and accomplishing one's goals are just as important in the eyes of the FSRA.
- 4.3 Players are expected to acknowledge all good plays and performances, regardless of which team made them. This includes not ridiculing a player for a mistake, regardless of which team he or she is on.
- 4.4 Coaches and officials are there to assist players. Players are expected to accept their decisions and respect them.
- 4.5 Players must immediately report any medical problems to the team staff that limit his or her ability to travel, train, or compete.



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- 4.6 Players are to participate and appear on time to all competitions, practices, training sessions, events, activities, or projects.
- 4.7 Players must properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
- 4.8 Players must adhere to the relevant rules and requirements regarding clothing and equipment. For more information regarding this, please see the Locker and or Change Room Policy (#1340), and the Equipment Policy (#7100).
- 4.9 Violation of the above standards may result in a review by the FSRA as per the Discipline and Complaints Policy (#1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: COACHES' FAIR PLAY CODE

POLICY #: 4400

Created: June 17, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the minimum standards of behaviour that coaches of the Fort Saskatchewan Ringette Association (FSRA) are expected to abide by.

2.0 Scope

This policy applies only to FSRA coaches. It is to be observed in tandem with the Code of Conduct Policy (#1300).

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 Coaches must be reasonable when scheduling practices and keep in mind that players have other obligations.
- 4.2 Coaches must teach players to play fairly and respect the rules, officials, and opponents. This includes encouraging them to take responsibility for their own behaviour, performance, and decisions.
- 4.3 Coaches must ensure that all of their players receive reasonable and equitable instruction, support, and playing time. They must accept and promote the players' personal goals and refer them to other team staff and sport specialists as appropriate. Coaches must provide players and their parents or guardians with the information necessary to be involved in the decisions that affect the player.
- 4.4 Players play ringette to have fun and must be encouraged to have faith in themselves. To this end, coaches must be generous with praise and set a good example. They must also be sure not to ridicule or yell at players for making mistakes and playing poorly.



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- 4.5 Coaches must ensure that facilities are safe and match the players' ages and abilities. Coaches must select activities and establish controls that are suitable for the age, experience, ability, and fitness level of players, including educating players as to their responsibilities in contributing to a safe environment.
- 4.6 Coaches must obtain proper training and make a continuous effort to upgrade their coaching skills.
- 4.7 Coaches must work in cooperation with officials for the benefit of the game.
- 4.8 Coaches must educate players about the dangers of drugs and performance-enhancing substances and in no way condone their use.
- 4.9 Coaches must not engage in an intimate or sexual relationship with a player who is under the age of 18 and or be in a position that the coach has power, trust, or authority over them.
- 4.10 The Two Deep method discussed in the Locker and or Change Room Policy (#1340) must be obeyed at all times during sanctioned events and activities whenever at least one player is present.
- 4.11 An open and observable environment should be maintained for all interactions between adults and players. One-on-one meetings in private places should be avoided.
- 4.12 A coach must never invite an athlete to his or her home without permission from a parent or guardian. Nor should a coach intervene in a player's personal matters that are outside the coach's jurisdiction.
- 4.13 Coaches must keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons.
- 4.14 Any medical attention or therapy (such as a rubdown or massage) administered to a player must be done by a licensed medical professional with the Two Deep method in effect.
- 4.15 Coaches must have a current Criminal Record Check on file in accordance with the Screening Policy (#1850).
- 4.16 Violation of the above standards may result in a review by the FSRA as per the Discipline and Complaints Policy (#1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: OFFICIALS' FAIR PLAY CODE

POLICY #: 4500

Created: June 19, 2018	Last updated: August 15, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the minimum standards of behaviour that officials of the Fort Saskatchewan Ringette Association (FSRA) are expected to abide by.

2.0 Scope

This policy applies only to officials of the FSRA. It is to be observed in tandem with the Code of Conduct Policy (#1300).

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 Officials must ensure that every player has a reasonable opportunity to perform to the best of his or her ability within the limits of the rules.
- 4.2 Officials must prevent or put an end to any situation that threatens the safety of the players.
- 4.3 Officials must maintain a healthy atmosphere and environment for competition. This includes forbidding the intimidation of any player by word or action. Officials will not tolerate any unacceptable conduct towards players, coaches, themselves, other officials, and spectators.
- 4.4 Officials are required to be consistent and objective in calling all infractions and violations regardless of his or her personal feelings toward a team or individual player.
- 4.5 Officials must serve as a teacher and role model to fair play, especially with younger participants. This means that the official must be open to discussion and contact with players and coaches during the game. Officials must lead by example by showing respect and consideration for different points of view.



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- 4.6 Officials must obtain proper training and make a continuous effort to improve their officiating skills.
- 4.7 Officials must work in cooperation with coaches and other minor officials for the benefit of the game.
- 4.8 Officials over the age of 18 must have a current Criminal Record Check on file in accordance with the Screening Policy (#1850).
- 4.9 Violation of the above standards may result in a review by the FSRA as per the Discipline and Complaints Policy (#1310).



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ICE AGREEMENT

POLICY #: 5100

Created: June 12, 2018	Last updated: June 25, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the basis of the agreement between all of the minor ice user groups in Fort Saskatchewan, including the Fort Saskatchewan Ringette Association (FSRA) and Fort Saskatchewan Minor Hockey (FSMH) regarding the sharing of ice.

2.0 Scope

This policy applies to the Ice Allocator of the FSRA.

3.0 Terms

Schedule – How much ice time each of the ice using associations in Fort Saskatchewan are entitled to per week.

Flooding Times – Times when the Zamboni is on the ice.

4.0 Policy

4.1 Many schedule changes are required to satisfy all ice users' needs and may affect the available ice time for that day or week. These changes can arise from special events that include, but are not limited to:

- Figure Skating Fun Meet
- Carnival
- City events – assemblies, parents, etc.
- FSRA and FSMH jointly sponsored promotions
- Other ice users increased share
- Chiefs or Hawks extra ice

4.2 A loss of ice caused by any of the events described above will be shared by both the FSRA and FSMH at the approximate ratio that ice is allocated.



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- 4.3 Extra ice made available during the Schedule period will be shared by minor ice user groups equitably.
- 4.4 The allocation of ice as per the Schedule will start at the beginning of the season. The city advises all minor ice user groups when ice will be available at designated rinks in a timely manner.
- 4.5 Ice hours outside the times defined by the schedule are available to all minor ice user groups through communication with the City.
- 4.6 Although desirable and non-desirable ice slots are not defined on the Schedule, the Schedule as a whole is agreed to be equitable by all parties.
- 4.7 All minor ice user groups will work together with the City for the consideration of tournaments, provincial, and special events.
- 4.8 A no show of ice could potentially result in a fee from the city, and may be passed onto the offending team once reviewed by the Executive.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ICE SCHEDULE

POLICY #: 5200

Created: June 13, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules relating to the Fort Saskatchewan Ringette Association's (FSRA) ice schedule.

2.0 Scope

This policy applies to the Ice Allocator of the FSRA.

3.0 Terms

Ice Schedule – A schedule of the ice that has been made available to the FSRA as per the Ice Agreement Policy (#5100).

4.0 Policy

4.1 Once the Black Gold League (BGL) schedule has been finalized an integrated ice schedule will be provided to the FSRA web master by the Ice Allocator as soon as possible.

4.2 After receiving the schedule, the web master will post it on the FSRA website in a timely manner. A RAMP email will be sent out to the FSRA membership informing them of the ice schedule being posted.

4.3 Questions regarding the ringette schedules are to be directed to the Ice Allocator.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DEVIATION FROM ICE SCHEDULE

POLICY #: 5300

Created: June 14, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules relating to deviations from the Fort Saskatchewan Ringette Association's (FSRA) ice schedule, as well as what happens when a team fails to use the scheduled ice.

2.0 Scope

This policy applies to the Ice Allocator of the FSRA.

3.0 Terms

Deviations – Any change to the agreed upon ice schedule. These can include, but are not limited to:

- Swapping time slots with another team;
- Waiving use of the scheduled ice for any reason;
- Postponing, rescheduling, or canceling a game or practice; or
- Scheduling a game in a practice slot.

4.0 Policy

4.1 Any and all deviations from the ice schedule must be coordinated no less than five business days before the fact with the Ice Allocator.

4.2 Failure to coordinate through the Ice Allocator rests solely on the Team Staff.

4.3 Failure to use scheduled ice will result in the Team Staff being held personally responsible. They may even be fined the current dollar value of the ice slot.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ICE ALLOCATION TO TEAMS

POLICY #: 5400

Created: June 14, 2018	Last updated: June 25, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) allocates scheduled ice to its teams.

2.0 Scope

This policy applies to the Ice Allocator of the FSRA.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 The ice is set aside for the association by the City. The City holds an Ice Users meeting five times a year in which the FSRA will be represented by the President and Ice Allocator.
- 4.2 The FSRA's teams, levels, and home game slots must be provided to the Black Gold League Ice Allocator upon request.
- 4.3 That period of time from the end of the preseason clinic to the start of league scheduled games shall be allocated in the same percentages of proportioning that will be applied to the balance of the season practice ice.
- 4.4 Ice that is required for practices beyond the first weekend in March shall be allocated on an as-needed basis.
- 4.5 Allocation of scheduled practice ice shall be done in an equitable manner as per Ringette Canada's Standards of Play based on the FSRA's allocated ice permits. As a norm, FSRA strives to have all teams practice at least once a week.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PROVINCIAL AND PLAYOFF ICE

POLICY #: 5600

Created: June 15, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) will allocate ice for provincial and playoff games.

2.0 Scope

This policy applies to the Ice Allocator of the FSRA. It only applies to provincial and playoff games, not practices.

3.0 Terms

Provincial Games – A game played in a year-end provincial tournament hosted by Ringette Alberta.

Playoff Games – A game played in a year-end provincial tournament that is meant to be a preface to the Ringette Alberta provincial finals.

4.0 Policy

- 4.1 The association hosting the provincial playdown and playoff games is responsible for assigning on-ice officials.
- 4.2 The coaches of each participating teams must immediately inform their respective Ice Allocator of the game results, whether it is a win or a loss.
- 4.3 Ringette Alberta shall schedule all games for the appropriate teams.
- 4.4 The team Statistician shall inform the Black Gold League (BGL) Statistician of the result of all games being reported.
- 4.5 Ice that is not required for a provincial or playoff game shall either be considered for a practice slot for a team still in contention, or be returned to the City as unneeded ice.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SELECTION OF ICE OFFICIALS

POLICY #: 6100

Created: June 26, 2018	Last updated: August 15, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) selects ice officials for the games it hosts.

2.0 Scope

This policy applies to the Referee-in-Chief (RIC) of the FSRA as well as the Referee Assigner of the Northern Alberta Ringette Referee's Association (NARRA).

3.0 Terms

Senior Official – The more experienced of the two ice officials presiding over a game who has been certified as senior according to the National Officiating Certification Program's (NOCP) ranking system. His or her role is to guide and mentor the junior official while maintaining control of the game.

Junior Official – The less experienced of the pair of officials presiding over the game. His or her role is to learn from the senior official while maintaining control of the game.

4.0 Policy

- 4.1 The RIC will select and assign a pair of officials for a scheduled or rescheduled game as advised through the NARRA Referee Assigner either verbally or through the ice schedule created by Zone 5. Unscheduled/exhibition games are assigned based on notifications from the team managers to the RIC, for divisions U14B and below.
- 4.2 The RIC must ensure that both officials are competent based on the NOCP guidelines.
- 4.3 Typical of officials is one senior official and one junior official.
- 4.4 Two junior officials can preside over the same game provided that they both have demonstrated competency at the level of the game.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TRAINING OF OFFICIALS

POLICY #: 6200

Created: June 27, 2018	Last updated: August 15, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the standards of training that the Fort Saskatchewan Ringette Association (FSRA) expects of its officials that preside over its hosted games.

2.0 Scope

This policy applies to all of the FSRA-registered officials that preside over FSRA-hosted games.

3.0 Terms

Fundamental Training – Training which is deemed by Ringette Alberta and Ringette Canada as being necessary to officiate at a specific level. It includes level 1, 2, 3, and 4 training and applicable refresher courses every other season. This training is based on the official's current National Officiating Certification Program's (NOCP) ranking.

4.0 Policy

- 4.1 All officials shall attend, participate, and pass the fundamental training provided by Ringette Alberta. Training is to be completed prior to the start of the season or before an official steps on the ice for his or her first game of the season.
- 4.2 All officials shall have fundamental training specific to their level as given by Ringette Alberta. Once training is completed, officials will submit their receipt to the FSRA for reimbursement, and to alert the association of their passing the course.
- 4.3 Failure to take or pass this training will disallow the individual from officiating in any FSRA-hosted game. The official will also not be reimbursed the cost of the course.
- 4.4 All officials shall take refresher training specific to their level during rule-change years. Failure to take or pass this training will disallow the individual from officiating in any FSRA-hosted game.
- 4.5 New FSRA officials are guaranteed three on-ice sessions during an FSRA-hosted game with a mentor or senior official.
- 4.6 Each FSRA official should be evaluated once a season to maintain his or her NOCP ranking



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FAILURE OF OFFICIALS TO APPEAR

POLICY #: 6300

Created: June 27, 2018	Last updated: August 15, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the penalties that the Fort Saskatchewan Ringette Association (FSRA) uses to discipline officials who do not appear at their assigned games.

2.0 Scope

This policy applies to FSRA-registered officials.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 If an ice official fails to appear at a scheduled game they will not be paid for that game.
- 4.2 If an on-ice official fails to appear at a scheduled game twice, they will be removed from the approved officials list for the balance of the season. They will be put back on the list at the beginning of the next season.
- 4.3 Four or more non-appearances over two seasons shall result in the official in question being removed entirely from the list of approved officials. Officials who have been removed from the list must interview successfully again, complete level 1 training again, and there must be a vacant position.
- 4.4 Officials with less than four non-appearances after two seasons must have one season with perfect attendance to have the non-appearances expunged from their record.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EVALUATION OF OFFICIALS

POLICY #: 6400

Created: June 28, 2018	Last updated: August 15, 2018	Approved: February 18, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) Referee-in-Chief (RIC) will schedule evaluations for its registered officials.

2.0 Scope

This policy applies to the RIC and FSRA-registered officials.

3.0 Terms

Formal Evaluation – The main purpose of the evaluation is to bring the official's attention to strong areas that must be maintained, as well as areas which require improvement. The secondary purpose is to give the RIC a record of the official's abilities so he or she can select the best official for a given situation. These evaluations are submitted to Ringette Alberta, who then submits the data to Ringette Canada.

Evaluator – An individual who is trained by Ringette Alberta to assess an official's competency. They do not work for the FSRA, though Zone 5 Ringette does compensate them for their services.

Informal Evaluation – A feedback concept defining strengths and weaknesses that is not submitted to Ringette Canada.

4.0 Policy

- 4.1 On a seasonal basis (including tournaments and regular season games), all officials shall undergo at least one formal evaluation.
- 4.2 Evaluations will be scheduled by FSRA RIC for U14B and lower divisions and by the NARRA assignor for U14A and above.
- 4.3 The evaluation shall be conducted by an evaluator and shall adhere to Ringette Alberta's forms and guidelines for evaluations.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

4.4 Evaluators will submit evaluations to the RIC for their records. If an evaluation occurs outside of FSRA RIC assignments, officials being evaluated should provide a copy to the FSRA RIC.

4.5 Informal evaluations and discussion should be done on an ongoing basis.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EQUIPMENT

POLICY #: 7100

Created: June 25, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules of usage and ownership of equipment used by the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies to the FSRA in regards to equipment that it uses in its day-to-day business. It does not apply to facilities used by the FSRA or equipment owned and/or used by any other minor sport association other than the FSRA. It is the responsibility of the Equipment Manager to ensure that this policy is followed.

3.0 Terms

Equipment – All tangible goods purchased by the FSRA. It is not limited solely to uniforms.

4.0 Policy

- 4.1 In the event of the FSRA's dissolution, the FSMSA would take physical possession of all of the FSRA's equipment.
- 4.2 All players of the FSRA are expected to properly care for all equipment provided by the FSRA.
- 4.3 Outside of game jerseys and training equipment, players are expected to provide their own equipment. This includes, all attire and protective equipment, practice jerseys, skates, and ringette sticks.
- 4.4 All players must wear FSRA provided jerseys and FSRA approved pants.
- 4.5 Shoulder pads will be required to be worn by all players until the age of 18.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PURCHASING EQUIPMENT AND SUPPLIES

POLICY #: 7200

Created: June 25, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that the Fort Saskatchewan Ringette Association (FSRA) follows regarding the purchasing of equipment.

2.0 Scope

This policy applies to the FSRA Equipment Manager in purchasing equipment or services necessary for the day-to-day running of the FSRA. Other members of the Executive Board may make purchases on the Equipment Manager's behalf, with their permission.

3.0 Terms

No terms to define

4.0 Policy

- 4.1 Purchases of normal operating supplies and services may be procured by the FSRA Equipment Manager as needed.
- 4.2 All purchases must be covered by a completed invoice or receipt and given to FSMSA.
- 4.3 All purchases over the yearly approved budget must be approved by a vote at an Executive Meeting.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: PROVINCIAL HOSTING

POLICY #: 8100

Created: July 2, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules regarding how the Fort Saskatchewan Ringette Association (FSRA) can apply to host the Provincial Championships of Ringette Alberta.

2.0 Scope

This policy applies to the FSRA Executive Board in regards to hosting the Provincial Championships.

3.0 Terms

Provincial Championship – Known as Provincials, an annual tournament governed by Ringette Alberta and hosted by one of the associations under its umbrella. More information and rules can be found in Ringette Alberta's Provincial Championships Technical Manual.

Provincial Committee – A committee formed of members of the association of FSRA.

4.0 Policy

4.22 The FSRA Executive Board will apply to host Provincials at the agreed level(s)



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: BANNERS IN THE SPORTSPLEX

POLICY #: 8200

Created: July 2, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules regarding the procurement and display of banners in the Sportsplex Arena by the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies to the FSRA Executive Board in regards to the display of banners.

3.0 Terms

Banners – A long strip of cloth that is given to an FSRA team to commemorate its victory in a championship. These are awarded to victories in Provincials and any level beyond that.

4.0 Policy

- 4.1 Banners will only be procured and installed in the Sportsplex if the team in question achieves a championship win at the highest level possible for that division.
- 4.2 Procurement of any other banners will be dealt with on an exception basis and must be approved by the FSRA Executive Board.
- 4.3 All banners procured to mark team achievements will be presented at the year-end banquet regardless of whether they are for a championship or for an exception granted by the Executive Board.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: DISCLOSURE OF PLAYER HEALTH

POLICY #: 8300

Created: July 2, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the rules that parents and/or guardians of participants of the Fort Saskatchewan Ringette Association (FSRA) are to follow in regards to disclosing any health concerns that the participant may have.

2.0 Scope

This policy applies to parents and/or guardians of participants of the FSRA after team assignment.

3.0 Terms

Player Health Form – A form to be filled out by the player's parent and/or guardian (see Appendix). It includes information such as relevant medications (including whether or not the player carries or administers their own medicine), allergies, and previous injuries.

Team Med Box – A container used for carrying first aid supplies as well as the health information of each player.

4.0 Policy

- 4.1 Parents and/or guardians must fill out and sign the Player Health Form and hand it in to the Team Manager after being assigned to a team.
- 4.2 The Player Health Form will be treated as confidential information under the Privacy Policy (#1800).
- 4.3 The Player Health Form must be kept in the team med box should it need to be referred to during team activities including practices and games.
- 4.4 These documents are destroyed at the end of the season.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: AWARDS

POLICY #: 8400

Created: July 2, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To describe the award offered by the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies to the FSRA as a whole.

3.0 Terms

Glen Rose Memorial Volunteer Recognition Award – An award established to honour Mr. Glen Rose who died in a tragic car accident in 1999 and to recognize a volunteer who mirrors his outstanding volunteer achievements.

4.0 Policy

- 4.1 The FSRA presents the Glen Rose Memorial Volunteer Recognition Award annually to an exceptional volunteer working within the FSRA.
- 4.2 Nominations for this award are submitted to the Executive Board before March 31st. Nominations must include the nominee's name, and a short explanation as to why they deserve the award.
- 4.3 The Executive Board then discusses the nominees and votes on a winner at the March Executive Meeting.
- 4.4 The Vice President prepares a plaque and/or trophy with the winner's name. This will be stored in the Sportsplex display case.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FEES

POLICY #: 8500

Created: July 2, 2018	Last updated: March 4, 2020	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes
Version #2	April 11 th 2021	Title change from "Teams" to Fees

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) handles the payment of its fees, including late fees, refunds, and what to do with Non-Sufficient Funds Cheques (NSF Cheques).

2.0 Scope

This policy applies to the FSRA Executive Board and the Fort Saskatchewan Minor Sports Association (FSMSA) Office Administrator.

3.0 Terms

Non-Sufficient Funds Cheques (NSF Cheques) – A cheque given to the FSRA that has been returned by a banking institution.

Registration Fee – A fee charged for registration into the ringette program.

Participation Hours – The minimum number of hours an FSRA member is required to volunteer to the FSRA as described in the Membership Policy (#1200).

Early Registration Rate – A decrease in fees that is awarded for attending the FSRA Annual General Meeting.

Administration Fees – The non-refundable fees charged on an annual basis to the Minor Sport programs to operate the FSMSA Office.

4.0 Policy

4.1 Registration fees, participation hours, and additional fees (e.g. late registration) are set each season by the Executive Board prior to early registration.

4.2 First time FSRA registrants are eligible for the Early Registration Rate regardless of when registration occurs in that season.



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4.3 A late registration fee of \$100 will be applied to any returning participant who registers after August 15th.

4.4 The FSRA will only refund a percentage of the registration fee. Any additional administration fees from the FSMSA Office are the responsibility of the registrant and will be deducted at that time. Refund rates are as follows:

- Withdraw by August 31 – 90% of registration fee refunded;
- Withdraw by September 15 – 70% of registration fee refunded;
- Withdraw by November 15 – 50% of registration fee refunded; and
- Withdraw after November 15 – No refund.

The parent and/or guardian of a participant of the FSRA who is seeking a refund must contact the Registrar in writing.

4.5 NSF cheques will be handled by the FSRA Registrar and/or Treasurer. Payment must be made in full plus any Bank Service Charges by the next season registration. Failure to do so will result in denial of registration with no second cheque being accepted.

4.6 Hardship cases will be escalated to the FSMSA Office Administrator.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: REGISTRATION

POLICY #: 8600

Created: July 3, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements that the membership of the Fort Saskatchewan Ringette Association (FSRA) is expected to adhere to when registering participants for ringette.

2.0 Scope

This policy applies to the FSRA association as a whole. It is meant to serve as a supplement for Ringette Alberta's Registration Policy.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 No player, will participate in any FSRA activities until he or she has completed registration. This includes filling out all forms and paying all fees by October 31st.
- 4.2 Any registration received after October 31st will be put on a waiting list and may be accepted on a case-by-case basis.
- 4.3 Registration dates and deadlines will be clearly advertised on social media well in advance by the FSRA Public Relations representative.
- 4.4 The FSRA will maintain records of all teams and registrants and forward them to Ringette Alberta before the deadline as described in Ringette Alberta's Critical Date schedule.
- 4.5 Any changes to the roster or documentation of any paid employee, member, or participant of the FSRA must immediately be reported to Ringette Alberta.
- 4.6 Any participant who is transferring to the FSRA from another association or province must have the proper release forms sent to Ringette Alberta.
- 4.7 Participants who withdraw may be subject to a administration fee



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: REGISTRATION ELIGIBILITY

POLICY #: 8650

Created: July 4, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the requirements that a potential participant must meet in order to participate in the Fort Saskatchewan Ringette Association (FSRA).

2.0 Scope

This policy applies to all potential participants who seek to play ringette under the FSRA.

3.0 Terms

Resident Player – A participant whose parents and/or guardians live within the geographical boundaries of Fort Saskatchewan. If a player has played with the FSRA last season, they are considered a resident player.

Import Player – A non-resident player who wishes to play under the FSRA. These players are not eligible for registration without the approval of the FSRA President, Vice President, and Registrar.

4.0 Policy

4.1 The FSRA has the following age divisions:

- Active Start
- U10
- U12
- U14
- U16
- U19
- Open

The age limits of each group are decided upon by Ringette Alberta and Ringette Canada



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- 4.2 Import players will be considered only after all returning and resident players have been placed on a team.
- 4.3 Import players who wish to play for the FSRA must complete proper FSRA membership forms. Priority of import players will go first to participants who reside in Zone 5, and those who have played under the FSRA before.
- 4.4 Import players who register for the FSRA but do not make any teams must return to their home association.
- 4.5 The FSRA reserves the right to deny registration to anyone not within the boundaries of Fort Saskatchewan.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FUNDRAISING

POLICY #: 8700

Created: July 6, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the standards and practices that the Fort Saskatchewan Ringette Association (FSRA) follows in regards to fundraising activities.

2.0 Scope

This policy applies to the executive board of the FSRA. It covers all fundraising activities at every phase including planning, execution, and the spending of proceeds.

3.0 Terms

Alberta Gaming and Liquor Commission (AGLC) – A Provincial Government organization that is responsible for the regulation of alcoholic beverages and gambling within Alberta. It administers licenses for any non-profit organization (NPO) that wishes to engage in gambling activities such as bingo, casinos, raffles and pull-tickets.

Donor/Sponsor – An individual, company, or organization that contributes funds to the FSRA or one of its teams as the result of fundraising activities.

Bank Accounts – An account in a banking institution into which proceeds from fundraising activities are deposited. They can be specific to the FSRA team, designated AGLC casino accounts, or a general Fort Saskatchewan Minor Sports Association (FSMSA) account.

4.0 Policy

- 4.1 The FSRA or any of its individual teams may engage in any fundraising activity to offset operational costs and maintain lower fees, provided it is in adherence to this policy, the FSRA Code of Conduct, and is in no way unlawful. All proceeds and receipts for expenses from the event must be reported to the FSMSA Office via the MSA Representative.



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- 4.2 If the FSRA or one of its teams wishes to raise money using a form of legalized gambling (bingo, charity casino, pull-tickets, or raffles), the FSRA or that team must register for the appropriate license from the AGLC, abide by their rules and regulations, and submit required AGLC financial reports. Receipts must be retained for audit purposes. The FSMSA Office shall be informed of all AGLC licence applications and approvals.
- 4.3 If the FSRA or its team is unable to spend the monies received from the legalized gambling activity within the time limits outlined by the AGLC, or if the FSRA disbands from the FSMSA, all funds will be dispersed as per AGLC regulations. These funds will not be included in the general accounts of the FSMSA.
- 4.4 The FSRA and all of its teams must inform all sponsors and/or donors how their contributions will be used. If a donor places restrictions on the donation, those restrictions will be honored as long as the restrictions are detailed in writing, and do not conflict with the FSRA's policies.
- 4.5 Upon request, the FSRA shall provide an official receipt for the donation stating the date and the amount of the contribution, along with any official Canada Revenue NPO information required.
- 4.6 After each event, all proceeds must be deposited into the appropriate bank account. An accurate record of the event including expenses and proceeds must be reported to the FSMSA Office either directly or via the MSA Representative.
- 4.7 Funds can only be used for the purpose of supporting FSRA activities, such as rental fees of a venue or facility, purchasing equipment and uniforms, and transportation to away games and tournaments. No portion of the fundraising proceeds may be distributed to any individual.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TRAVEL

POLICY #: 8800

Created: July 9, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the standard of behaviour that the Fort Saskatchewan Ringette Association (FSRA) expects of its teams while travelling for away games or tournaments, as well as how insurance covers travelling.

2.0 Scope

This policy applies to all paid employees, members, and participants of the FSRA in regards to travelling outside the boundaries of Fort Saskatchewan. This includes travelling, the games themselves, and lodging.

3.0 Terms

Ringette Alberta Insurance – An insurance plan that Ringette Alberta provides to all of the organizations that exist underneath its umbrella. It covers injuries incurred at Ringette Alberta sanctioned events by participants, team staff, officials, Executive Board Members, and volunteers.

Two Deep Method – A lone personal member should never be in the dressing room with players at any time, and especially when they are showering or changing two(2) adults should be present together.

4.0 Policy

4.1 All travel expenses, including gas, food, and lodging, are the responsibility of the team. Funds for these expenses can be raised in accordance with the Fundraising Policy (#8700).

4.2 Any Ringette Alberta sanctioned game, practice, or event, whether home or away, is covered under Ringette Alberta Insurance.

4.3 Players must not ride in a coach's vehicle without permission from a parent or guardian.

4.4 Coaches and team staff must observe the Two-Deep Method, as well as maintain an open and observable environment when conducting room checks or attending team meetings.



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- 4.5 Regardless of gender, the team staff must not share sleeping arrangements with an FSRA player member unless it is the parent, guardian, sibling, or spouse of the player in question.
- 4.6 Players can only share sleeping arrangements with each other if they are the same gender or are in the same age division.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: OPEN RINGETTE

POLICY #: 8900

Created: July 27, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the Fort Saskatchewan Ringette Association's (FSRA) rules concerning the formation and operation of Open Ringette Teams.

2.0 Scope

This policy applies to Competitive and Recreational Ringette Teams. It applies to all league, exhibition, tournament, play down, and Provincial Championship games unless specifically stated otherwise in this policy.

It does not apply to National Ringette League Teams as they are governed by their own framework under the National Ringette League.

3.0 Terms

Open Ringette Team – A ringette team that does not have an age restriction and is open to young adults (18 and over) seeking a higher level of competition.

Competitive Ringette – A division of Open Ringette that favors competition and the desire to win. It is available in three skill levels: Open A, Open B, and Open C. All three divisions are entitled to attend the Ringette Alberta Provincial Championships, but only Open A can attend the Western Canadian Ringette Championships.

Recreational Ringette – A division of Open Ringette that favors social interaction through a recreational environment. It is not able to attend Provincial Championships.

Playdowns – A tournament held to determine which teams are eligible to enter the Provincial Championships.

4.0 Policy

4.1 If registration is sufficient, the FSRA will host Open Ringette Teams. These teams shall receive the same level of support as FSRA Community Teams.

4.2 Open Ringette Teams registered with the FSRA are expected to abide by the FSRA's Policies and Procedures unless otherwise stated by this policy.



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- 4.3 Regardless of how many games the Open Ringette Team intends to play, all teams participating in an FSRA sanctioned event should be registered with the FSRA.
- 4.4 All members of team staff that will be on the Open Ringette Team's player bench must be registered on that team as staff members. Players in Competitive teams may also be assistant coaches, and players in Open B and C teams can even be that team's head coach. Player coaches must assume the same level of responsibility as non-player coaches.
- 4.5 Competitive team participants must be registered as a full-time player on only one team at a time. However, participants are free to substitute on any team of the same level or higher, provided they abide by the Association Affiliation Policy (#2300).
- 4.6 Recreational team participants can play on any team at any time, provided they are registered as a Recreational player. Recreational players under the age of 18 must abide by the Association Affiliation Policy (#2300). They can affiliate to only one team, either Recreational or Competitive, at a higher level.
- 4.7 Teams wishing to participate in Provincial Championships must participate in Playdowns; as defined jointly by Ringette Alberta and the applicable Leagues. Teams must submit their commitment to attend to Ringette Alberta by the specified deadline. Late submissions will not be accepted.
- 4.8 Teams shall compete in Playdowns and Provincial Championships at the same level of competitive play in which they participated during League play.