



# Fort Saskatchewan Ringette Association

## Policies and Procedures

---

**Issued:** March 2014

**Revised:** April 2023

**Next Proposed: 2023 AGM**

**Version Control Template**

Version Number	Modifications Made	Date Modified	Status
1.0	<ul style="list-style-type: none"> <li>- Policies issued</li> </ul>	March 2014	Approved
2.0	<ul style="list-style-type: none"> <li>- Policies revised and updated</li> </ul>	March 2020	Approved
3.0	<ul style="list-style-type: none"> <li>- Policies reordered and regrouped</li> <li>- Policies Renumbered:               <ul style="list-style-type: none"> <li>- Membership #1200 is now #1000</li> <li>- Executive Positions #1500 is now #1200</li> <li>- Executive Board #1450 is now #1300</li> <li>- Annual General Meeting #1401 is now #1400</li> <li>- Amendment #1700 is now #1500</li> <li>- Code of Conduct #1300 is now #1600</li> <li>- Discipline and Complaint #1310 is now #1610</li> <li>- Suspension #1320 is now #1620</li> <li>- Appeals #1330 is now #1630</li> <li>- Locker and/or Change Rooms #1340 is now #1640</li> <li>- Electronic Recording Devices #1345 is now #1645</li> <li>- Social Media #1350 is now #1650</li> <li>- Privacy #1800 is now #1700</li> <li>- Screening #1850 is now #1750</li> <li>- Conflict of Interest #1900 is now #1800</li> <li>- Fees #8500 is now #2000</li> <li>- Registration #8600 is now #2050</li> <li>- Player Evaluation #2100 is now #3000</li> <li>- Team Formation #2210 is now #3100</li> <li>- Special Requests #2230 is now #3200</li> <li>- Player Movement #2440 is now #3300</li> <li>- Player Affiliation #2300 is now #3400</li> <li>- Player Release/Acceptance #2400 is now #3500</li> <li>- Coaching Application #3100 is now #5000</li> <li>- Coaching Selection #3200 is now #5100</li> <li>- Ice Schedule #5200 is now #6000</li> <li>- Deviation from Ice Schedule #5300 is now #6100</li> <li>- Ice Allocation to Teams #5400 is now #6200</li> <li>- Provincial and Playoff Ice #5600 is now #6300</li> <li>- Equipment #7100 is now #7000</li> <li>- Purchasing Equipment #7200 is now #7100</li> <li>- Awards #8400 is now #8000</li> <li>- Fundraising #8700 is now #8100</li> <li>- Travel #8800 is now #8200</li> <li>- Disclosure of Player Health #8300 is now #4000</li> <li>- Open Ringette #8900 is now #9000</li> </ul> </li> <li>- General Terms added to the document and removed from individual policies. This effectively changed the numbering in most policies, in many cases moving section 4.0 to become 3.0 for example.</li> <li>- Addition of policies:               <ul style="list-style-type: none"> <li>- 1217 - Webmaster</li> </ul> </li> </ul>	March 2022	Approved April 10, 2022

	<ul style="list-style-type: none"> <li>- 1218 - Social Media Coordinator</li> <li>- 1219 - Volunteer Coordinator</li> <li>- 3300 - Player Movement</li> <li>- 3600 - Goaltender Development</li> <li>- Removal of policies: <ul style="list-style-type: none"> <li>- 1405 - Operating Constraints</li> <li>- 2220 - Same Tier Player Selection</li> <li>- 4100 - Executive Fair Play Code superseded by 1600- Code of Conduct</li> <li>- 4200 - Parents' Fair Play Code superseded by 1600- Code of Conduct</li> <li>- 4300 - Players' Fair Play Code superseded by 1600- Code of Conduct</li> <li>- 4400 - Coaches' Fair Play Code superseded by 1600- Code of Conduct</li> <li>- 4500 - Officials' Fair Play Code superseded by 1600- Code of Conduct</li> <li>- 5100 - Ice Agreement</li> <li>- 6100 - Officials Selection</li> <li>- 6200 - Training of Officials</li> <li>- 6300 - Failure of Officials to Show</li> <li>- 6400 - Evaluation of Officials</li> <li>- 8200 - Banners</li> <li>- 8650 - Registration Eligibility</li> </ul> </li> <li>- Alignment of policies (titles, language)</li> </ul>		
4.0	<ul style="list-style-type: none"> <li>- Definitions updated as per inquiries from the 2022-23 Season.</li> <li>- Refund policy added to registration for athletes successfully completing external try out.</li> <li>- Added 8300 - Non-Parent Team Staff Reimbursement Policy.</li> <li>- Added 1600 - Business Reimbursement Policy</li> <li>- 1000 - Removed Team Volunteering Opportunities from non team function roles. Intent is to have all volunteer hours open to all members of FSRA. Remove team volunteer</li> <li>- 1100 - Moved the Vice President to even year elections in the event that the Vice President were to desire to run for President. Added BGL Representation to the responsibilities of the Vice President.</li> <li>- 1300 - Added Volunteer Coordinator, strengthened requirements of electronic voting.</li> <li>- 3000 - Player Evaluation: <ul style="list-style-type: none"> <li>- Removal of request for evaluation scores with the current practice of using Team Genius.</li> <li>- Added sections 3.11 through 3.16 for Goaltender Evaluation</li> <li>- Added sections 3.20 through 3.22.3 for incomplete evaluations.</li> </ul> </li> <li>- 3100 - Team Formation: <ul style="list-style-type: none"> <li>- Ensured application to all players and team formation.</li> <li>- Added criteria for player selection in the event of small player pool</li> </ul> </li> <li>- 3500 - Coaching Applications: <ul style="list-style-type: none"> <li>- Requires that applications are received prior to the</li> </ul> </li> </ul>	April 2023	Proposed

	<p>deadline in order to be eligible for volunteer hours.</p> <ul style="list-style-type: none"> <li>- Application requires CRC to be submitted with it.</li> <li>- Added Policy 5200 - Team Staff Selection Policy for roles other than the head coach.</li> <li>- 6100 - Deviations From Ice Schedule: <ul style="list-style-type: none"> <li>- Added clauses as to how to ensure accountability and transfer of cost in the event there is a deviation from ice schedule.</li> </ul> </li> <li>- 7000 - Equipment <ul style="list-style-type: none"> <li>- Addition of clauses to encourage timely reporting of damaged equipment and encourage accountability to respect equipment.</li> </ul> </li> <li>- 9000 - Open Ringette creation of Version 2.0 <ul style="list-style-type: none"> <li>- Major revisions and removal of duplicate information held with other bodies outside the interest or jurisdiction of FSRA.</li> </ul> </li> <li>- Exchanged instances requiring deposit or post dated cheque with bond.</li> <li>- Minor revision to Policies: <ul style="list-style-type: none"> <li>- 1000 - Membership Policy</li> <li>- 1100 - Executive Appointment Policy</li> <li>- 1200 - Executive Positions Policy</li> <li>- 1300 - Executive Board Meeting Policy</li> <li>- 1500 - Amendment Policy</li> <li>- 1600 - Code of Conduct</li> <li>- 1610 - Discipline and Complaint</li> <li>- 1640 - Locker and/or Change Rooms</li> <li>- 1650 - Social Media</li> <li>- 2000 - Fees</li> <li>- 2050 - Registration</li> <li>- 3000 - Player Evaluation</li> <li>- 3100 - Team Formation</li> <li>- 3300 - Player Movement</li> <li>- 3400 - Player Affiliation</li> <li>- 3500 - Player Release / Acceptance</li> <li>- 5000 - Coaching Applications</li> <li>- 5100 - Head Coach Selection Policy</li> <li>- 6100 - Deviations from Ice Schedule</li> <li>- 6200 - Ice Allocation to Teams</li> <li>- 7000 - Equipment</li> <li>- 8100 - Fundraising &amp; Bingo</li> </ul> </li> <li>- Updated Page Numbers in the index</li> </ul>		

<b>Definitions</b>	<b>6</b>
<b>General Provisions</b>	<b>11</b>
Mission Statement	11
Values	11
<b>FSRA POLICIES</b>	<b>12</b>
1000 - MEMBERSHIP POLICY	12
1100 - EXECUTIVE APPOINTMENT POLICY	14
1200 - EXECUTIVE POSITIONS POLICY	16
1300 - EXECUTIVE BOARD MEETING POLICY	18
1400 - ANNUAL GENERAL MEETING POLICY	20
1500 - AMENDMENT POLICY	22
1600 - BUSINESS REIMBURSEMENT POLICY	23
<b>CODE OF CONDUCT, SAFETY, AND DISCIPLINE</b>	<b>25</b>
1600 - CODE OF CONDUCT	25
1610 - DISCIPLINE AND COMPLAINT	28
1620 - SUSPENSION	31
1630 - APPEALS	32
1640 - LOCKER AND/OR CHANGE ROOMS	34
1645 - ELECTRONIC RECORDING DEVICES	36
1650 - SOCIAL MEDIA	37
1700 - PRIVACY	39
1750 - SCREENING	42
1800 - CONFLICT OF INTEREST	44
<b>REGISTRATION AND FEES</b>	<b>46</b>
2000 - FEES	46
2050 - REGISTRATION	48
<b>PLAYERS</b>	<b>50</b>
3000 - PLAYER EVALUATION	50
3100 - TEAM FORMATION	53
3200 - SPECIAL REQUESTS	55
3300 - PLAYER MOVEMENT	56
3400 - PLAYER AFFILIATION	58
3500 - PLAYER RELEASE/ACCEPTANCE	60
3600 - GOALTENDER DEVELOPMENT	62
4000 - DISCLOSURE OF PLAYER HEALTH	64
<b>TEAM STAFF</b>	<b>65</b>
5000 - COACHING APPLICATIONS	65
5100 - HEAD COACH SELECTION POLICY	66

5200 - TEAM STAFF SELECTION	67
<b>ICE SCHEDULE &amp; ALLOCATION</b>	<b>68</b>
6000 - ICE SCHEDULE	68
6100 - DEVIATION FROM ICE SCHEDULE	69
6200 - ICE ALLOCATION TO TEAMS	70
6300 - PROVINCIAL AND PLAYOFF ICE	71
<b>FSRA EQUIPMENT</b>	<b>72</b>
7000- EQUIPMENT	72
7100 - PURCHASING EQUIPMENT AND SUPPLIES	74
<b>OTHERS</b>	<b>75</b>
8000 - AWARDS	75
8100 - FUNDRAISING & BINGO	76
8200 - TRAVEL	78
8300 - NON-PARENT TEAM STAFF REIMBURSEMENT	79
9000 - OPEN RINGETTE	81
<b>APPENDICES - POSITION DESCRIPTIONS</b>	<b>82</b>
1201 - PRESIDENT FUNCTIONS POLICY	82
1202 - VICE PRESIDENT FUNCTIONS POLICY	84
1203 - PAST PRESIDENT FUNCTIONS POLICY	86
1204 - SECRETARY FUNCTIONS POLICY	87
1205 - TREASURER FUNCTIONS POLICY	88
1206 - REGISTRAR FUNCTIONS POLICY	89
1207 - ICE ALLOCATOR FUNCTIONS POLICY	90
1209 - REFEREE IN CHIEF FUNCTIONS POLICY	91
1210 - FUNDRAISING DIRECTOR FUNCTIONS POLICY	92
1211 - PUBLIC RELATIONS COORDINATOR FUNCTIONS POLICY	94
1212 - EQUIPMENT DIRECTOR FUNCTIONS POLICY	95
1213 - PLAYER/COACH DEVELOPMENT DIRECTOR FUNCTIONS	96
1214 - TOURNAMENT DIRECTOR FUNCTIONS POLICY	98
1215 - MSA REPRESENTATIVE FUNCTIONS POLICY	100
1216 - DIVISION COORDINATORS FUNCTIONS	101
1217 - WEBMASTER FUNCTIONS POLICY	102
1218 - SOCIAL MEDIA COORDINATOR FUNCTIONS POLICY	104
1219 - VOLUNTEER COORDINATOR FUNCTIONS POLICY	105

# Definitions

<b>Affiliation</b>	The act of filling the roster of a ringette team with players from another team on a temporary basis. 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.
<b>Annual General Meeting (AGM)</b>	A meeting held once a year by the current FSRA Executive Board for its general membership to elect new members of the Executive Board, review the year, present FSRA's financial accounts, and address any concerns. Attendance is open to any member in good standing. All members in good standing are eligible to vote on any motion being presented at the meeting.
<b>Annual Operating Budget</b>	Statement of expected revenues and expenses over a 12 month period.
<b>Appeals Officer</b>	FSRA Vice President assigned to investigate the appeal. Their duties include: <ul style="list-style-type: none"><li>• Determining if the appeal falls under the jurisdiction of this policy;</li><li>• Determining if the appeal was brought forward in a timely manner;</li><li>• Determining if the appeal was brought on permissible grounds;</li><li>• Appointing a panel to hear the appeal;</li><li>• Determining the format of the appeal process;</li><li>• Coordinating the administrative and procedural aspects of the appeal;</li><li>• Providing any required administrative assistance or logistical support to the panel; and</li><li>• Providing any other required support.</li></ul>
<b>Appellant</b>	An individual who has made an official appeal and who has been impacted by a decision made by the FSRA Executive Board.
<b>Black Gold League (BGL)</b>	Black Gold League is composed of Ringette Associations from Provincial Sport Zones 4, 5, 6, 7, and 8 of Central and Northern Alberta. FSRA is a member registered to participate in this league. BGL operates within the membership leagues of Ringette Alberta (RAB).
<b>Bond</b>	Deposit held in trust as compensation in case of a failure to meet a membership obligation or offset the cost of damage to loaned property of FSRA.
<b>Bullying</b>	Verbal, social, physical, cyber actions with the intent to harm, intimidate, abuse, harass, or coerce another member. A member who is subject to the bullying does not have to be present for bullying to occur, such as in the case of defamation and slander.
<b>Case Manager</b>	An unbiased individual appointed by the Executive Board to investigate reported violations of the Code of Conduct. This individual shall not have had any prior involvement either directly or by way of correspondence or conversations with the matter under complaint. They have the overall responsibility to implement this policy in a timely manner. Their duties may include: <ul style="list-style-type: none"><li>• Determining the nature of the infraction;</li><li>• Determining if the infraction is within FSRA's jurisdiction (cannot be appealed);</li><li>• Appointing and providing administrative and logistical support to a panel;</li><li>• Determining the format of the hearing; and</li><li>• Determining the implementation of the sanctions, if applicable.</li></ul>
<b>Coaching Matrix</b>	A form that rates coaches based on their levels of certification, ringette coaching experience, past evaluations, and experience teaching the applicable age level.

<b>Competitive Ringette</b>	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.
<b>Conflict of Interest</b>	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.
<b>Cyber Bullying</b>	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.
<b>Designated Categories</b>	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 and persons in control of team funds.
<b>Deviations</b>	Any change to the agreed upon ice schedule. A deviation for the purpose of ice schedule is limited to a single on ice event or time slot. These can include, but are not limited to: <ul style="list-style-type: none"> <li>● Swapping time slots with another team;</li> <li>● Waiving use of the scheduled ice for any reason;</li> <li>● Postponing, rescheduling, or canceling a game or practice; or</li> <li>● Scheduling a game in a practice slot.</li> </ul>
<b>Donor/Sponsor</b>	An individual, company, or organization that contributes funds, time or materials to the FSRA or one of its teams as the result of fundraising activities.
<b>Electronic Recording Devices</b>	Any electronic device or portions of a device that are capable of taking still pictures, sound recordings, or video recordings.
<b>Emergency Meeting</b>	An ad hoc meeting held outside of the standing regular meetings for a time sensitive subject requiring action or decision by the Executive Board members.
<b>Executive Board</b>	The governing body of the FSRA is made up of elected or appointed volunteers and/or paid employees and is responsible for overseeing day-to-day operations, maintaining integrity, and protecting the interests of its members.
<b>Executive Board Meeting</b>	A regular meeting held for the Executive Board members of the FSRA to ensure the smooth operation of FSRA's ringette program through information sharing, discussion, and decision-making.
<b>Fort Saskatchewan Minor Sports Association (FSMSA)</b>	The governing body for local youth sports in Fort Saskatchewan, including ringette, baseball, fastball gymnastics, hockey, judo, lacrosse, and soccer.
<b>FSRA</b>	Fort Saskatchewan Ringette Association
<b>Goaltender - Full Time</b>	An athlete who does not play any other position aside from goaltender for the declared season.
<b>Goaltender - PartTime</b>	An athlete who plays in the goaltender position and any other position(s) on a regular basis.
<b>Good Standing</b>	An individual or family member that has no disciplinary grievances either lodged or pending against



them, no history of unresolved or unfulfilled disciplinary measures and no outstanding fees owed to any of the sports under FSMSA. **Only members in good standing can attend and vote at meetings, run for elected positions, vote in elections or serve as delegates to events.**

<b>Harassment</b>	Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offense or humiliation to or from a member that adversely affects a person's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.
<b>Ice Users Meeting</b>	A meeting attended by the City of Fort Saskatchewan and representatives of associations or organizations that use the ice facilities provided by the city. The city provides the sum of usable ice and ensures that it is allocated equitably between members of the Ice Users Committee.
<b>Implied Consent</b>	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.
<b>Import Player</b>	A non-resident player who resides in another municipality with a local ringette association but who wishes to participate in play under the FSRA's ringette program.
<b>Interview Committee</b>	An ad hoc committee formed in case an interview is necessary. The committee will consist of the Player/Coach Development Director and two more interviewers who have been approved by the FSRA Executive Board. The committee will determine the criteria for the interview.
<b>LTAD / ADM</b>	Long-Term Development Model is a multi-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity. FSRA refers to LTAD synonymous with the term Athlete Development Model (ADM) as defined by Ringette Canada as the pathway for the ringette experience.
<b>Major Infraction</b>	Incidents that do not meet FSRA's code of conduct for standards of acceptable behavior that cause or have the potential to cause harm to others, the FSRA, or the sport of ringette. Repeated minor infractions by the same individual may be combined and considered a major infraction by the Executive Board. These infractions can include, but are not limited to: <ul style="list-style-type: none"><li>● Repeated minor infractions;</li><li>● Intentionally damaging property or mishandling FSRA monies;</li><li>● Pranks, jokes or other activities that endanger the safety of others, including hazing;</li><li>● Physical abuse;</li><li>● Endangering the health of others;</li><li>● Disregard for bylaws, policies, and procedures;</li><li>● Intentionally damaging the image or reputation of an individual, the FSRA, or the sport of ringette;</li><li>● Any kind of harassment; and</li><li>● Abuse of alcohol and drugs, including use or possession by a minor.</li></ul>
<b>Member</b>	All paid employees, parents, guardians, team staff, and players of the FSRA.
<b>Minor Infraction</b>	A single incident that does not meet FSRA's standards of acceptable behavior, but does not directly harm anyone, FSRA, or the sport of ringette. 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.
<b>Minutes</b>	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.

<b>Motion Form</b>	A form used to pass a motion at an Executive Meeting.
<b>Playdowns</b>	BGL end of season game play is held to determine which teams are eligible to enter the Provincial Championships, as a preface to the Ringette Alberta provincial finals. May also be referred to as Session 3, Championships, Windups, or any other verbiage as defined by Black Gold League Ringette.
<b>Player Acceptance</b>	Receiving a player from another association who wishes to play for the FSRA.
<b>Player Health Form</b>	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.
<b>Player Release</b>	A request by a player to leave the FSRA to play for another association.
<b>Prospective Teams</b>	Teams that have been tentatively formed following the evaluation process but not yet finalized.
<b>Provincial Championship</b>	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.
<b>Provincial Committee</b>	A committee formed of members of the association of FSRA for the purpose of hosting the Provincial Championships.
<b>Resident Player</b>	A player participant whose parents and/or guardians live within the geographical boundaries of Fort Saskatchewan or live in adjacent communities where there is not a local ringette association. If a player has played with the FSRA last season, they are considered a resident player.
<b>Respondent</b>	The member of FSRA who has made the decision that the Appellant is appealing.
<b>Ringette Alberta (RAB)</b>	A provincial sport organization who holds membership under Ringette Canada and who provides oversight to Ringette programs overseeing the entire province of Alberta.
<b>Rule of Two Method</b>	A method of supervision in which two adult supervisors must be present at all times, preferably with at least one of the two with an active NCCP certification. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. There may be exceptions in emergency situations.
<b>Sexual Harassment</b>	Behavior characterized by the making of any unwelcome and/or inappropriate sexual remarks or physical advances in a professional or social situation.
<b>Special Meeting</b>	A meeting held outside of the standing regular meetings for the Executive Board members to focus discussion and action on one particular subject that requires more time than permitted as an agenda item in a standing regular meeting.
<b>Suspension</b>	Discipline administered for misconduct where participation in FSRA sanctioned events is not permitted until the end of the suspension. Suspension of a member may be the result of discipline levied by FSRA, BGL or RAB.
<b>Team Medical Box</b>	A container used for carrying first aid supplies, blank game sheets, game rings, as well as the health information of each player.
<b>Team Selection Committee (TSC)</b>	A committee of three individuals selected by the Player/Coach Development Director and/or Division Coordinator and approved by the Executive Board. One of these individuals must be the Player/Coach Development Director or Division Coordinator. The committee is responsible for all higher level team player selections for the year the committee is formed.
<b>Team Status</b>	Regular communication between the Head Coaches of all teams and the Director of

**Update**

Player / Coach Development. The update shall include the following updates:

- Individual player development status
- Season Plan
- Practice strategies
- Game strategies
- Improvement opportunities

**Volunteer Hours**

The minimum number of hours an FSRA member is required to volunteer to the FSRA as described in the Membership Policy (#1000).

# General Provisions

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 FSRA's aim to provide a sporting experience for children and youth that is based on the values of fairness, excellence, inclusion, and fun.

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

FSRA is a member of FSMSA, participating in the Black Gold ringette league, within the BGL ringette boundary as set by Ringette Alberta. In addition to the information contained in this document, FSRA shall operate in accordance with the rules, regulations, procedures, and bylaws of:

- Fort Saskatchewan Minor Sports Association (FSMSA)
- The Black Gold League
- BGL Ringette (BGL)
- Ringette Alberta (RAB)
- Ringette Canada

In the case of discrepancy between the information herein contained and that of a higher governing body, the directives of the latter shall 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.

Nothing contained in this policy precludes the pursuance of criminal or civil prosecution or liability.

## Mission Statement

FSRA is committed to promoting and providing a safe environment in order to give all the players, coaches, referees and parents every opportunity to enjoy the game of ringette and to help them to achieve their maximum potential as participants in this sport, while at all times promoting a sense of fair play. FSRA is committed to making every athlete's ringette experience a safe and rewarding one, regardless of their age or ability.

## Values

- We inspire excellence in ringette and for the love of the game
- We teach our players to have a winning attitude and to be modest in victory and gracious in defeat
- We treat each other with respect and work and act as a team
- We put our player's development above all else

# FSRA POLICIES

## 1000 - MEMBERSHIP POLICY

Created: May 15, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	November 25, 2018	Created and approved
2.0	April 10, 2022	<ul style="list-style-type: none"><li>• Updated definition of membership</li><li>• Addition of authority of the Executive Board to determine fees and volunteer requirements</li><li>• Addition of definition of active individuals</li><li>• Addition of resignation requirements in writing</li><li>• Addition of process to remove a member</li><li>• Addition of non-remuneration clause for members</li><li>• Addition of members' rights to attend meetings</li><li>• Addition of clause 4.9 to scope the volunteer requirements</li></ul>
2.1	February 16, 2022	<ul style="list-style-type: none"><li>• Remove tournament volunteer opportunities from 3.7.3 and add to 3.7.2</li><li>• Removed Cheque and replaced with Bond</li></ul>

### 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 any coaches or players aged 18 and over, and other adults who are recognized members of Ringette Alberta.

### 3.0 Policy

- 3.1 All members must abide by all applicable policies, procedures, and guidelines of FSRA, as well as rules and requirements of Ringette Alberta, BGL, and the Fort Saskatchewan Minor Sports Association (FSMSA).
- 3.2 Members may withdraw their membership any time in written communication to the Registrar. At the discretion of the Executive Board, it will be determined if any volunteer fees will be refunded upon review of volunteer commitments completed.
  - 3.2.1 The Registrar, Division Coordinator and Fundraising Director will review the appropriate information and provide a motion to the Executive Board to either approve or deny the refund of any amount of volunteer fees at the next scheduled executive meeting. Information to be considered could be but is not limited to:
    - Volunteer commitments completed prior to withdrawal
    - Activities of the member that would have benefitted from volunteering of other members prior to

- withdrawal. IE: participation in Diamond Ring Tournament, amount of ice time consumed, etc.
  - Payment arrangement commitments from the member
  - Circumstance for withdrawal
- 3.3 The Executive Board may, by a 60% majority vote of standing voting Executive Board members, expel a member for non-payment of fees or contravening the bylaws or other directives of the FSRA.
- 3.4 No member shall receive any remuneration for his/her services, unless authorized at any Executive Board meeting.
- 3.5 All members have the right to attend Executive Board, general or special meetings.
- 3.6 Membership fees and volunteer bond requirements shall be set by the Executive Board prior to each season.
- 3.7 All members must participate in the functioning of FSRA through volunteer opportunities for the benefit of the association and of their team
- 3.7.1 The Executive Board will determine the annual requirement for volunteer hours and the amount for the volunteer hour post-dated bond prior to registration.
  - 3.7.2 All members must provide a post dated bond to be held in trust until the completion of the season
  - 3.7.3 Association volunteer hours may include, but are not limited to, bingos, casinos, Executive Board membership, coaching, managing, Diamond Ring tournament volunteering, etc.
  - 3.7.4 Team volunteer hours may include, minor officials, team treasurer, statistician, jersey parent, spectator liaison, media liaison, etc.
- 3.8 Members who do not fulfill the minimum number of required volunteer hours established by the executive board for a season by the end of the season, at the discretion of the Executive Board, must pay the volunteer fee in full as set by the Executive Board.

# 1100 - EXECUTIVE APPOINTMENT POLICY

Created: May 15, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 18, 2018	Created and approved
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>• Addition of who may be nominated</li> <li>• Addition of term information including: length of term, maximum consecutive terms,</li> <li>• Addition of term vacancies and replacements</li> <li>• Addition of removing members from positions</li> <li>• Addition of which positions are elected or appointed even or odd years</li> <li>• Addition of Core and Functional Executive Positions</li> <li>• Removal of the criteria to have had no disciplinary measures history in order to be a member in good standing.</li> </ul>
2.1	February 16, 2022	<ul style="list-style-type: none"> <li>• Separation of 3.3.1 into two separate points</li> <li>• Movement of Vice President to Even Year Elections</li> <li>• Removal of BGL Representative</li> <li>• Addition to 3.6 to clarify voting rights of the president.</li> <li>• Addition of voting rights to 3.7</li> <li>• Addition of 3.8 to provide clarity that appointed positions will not be eligible for voting privilege.</li> </ul>

## 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 to the elected and appointed members of the FSRA Executive Board.

## 3.0 Policy

- 3.1 Any member who is 18 years of age or older and is considered a member in good standing may be nominated for or appointed to a position on the Executive Board.
- 3.2 Members are elected or appointed to the Executive Board for terms of two (2) years and no member may serve more than 3 consecutive terms in the same position. If a member assumes a position through appointment by the Board due to vacancy, they assume the balance of the term of the person they replaced.
- 3.3 The office of any member of the Executive Board will be vacant automatically if the person holding the position:
  - 3.3.1 Without reasonable explanation as determined by the Board through a majority vote, fails to attend three (3) consecutive scheduled meetings of the Board;
  - 3.3.2 Fails to attend less than the majority of scheduled meetings between subsequent AGMs, will be cause for the position to be up for re-appointment in the subsequent year with voting at the next AGM;
  - 3.3.3 Is found by a court to be of unsound mind;

- 3.3.4 Becomes an employee or contractor of the Association or an employee or contractor of a Member of the Association;
  - 3.3.5 Upon the Member's death;
  - 3.3.6 Upon losing their status as a Member;
  - 3.3.7 Commits a serious breach of trust.
- 3.4. Executive Board Members may be removed by Special Resolution requiring 75% vote at any regular or Annual General meeting, provided the Executive Board Member has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote. At this time a replacement for the person removed shall be elected to serve the remainder of the term.
- 3.4.1 The Executive Board may, by 75% vote, remove a Director or Officer who, in the opinion of the Executive Board has or is being remiss or neglectful of duty or by conduct tending to impair their contributions and/or discretion as a member of the Executive Board.
- 3.5 If any of Executive Board Member positions become vacant, or the minimum number 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 the current Executive Board.
- 3.6 Core Executive positions are mandated by Ringette Alberta for the continuance of the FSRA shall be nominated and elected by members in attendance at the AGM. These positions have full voting rights with the exception of the President.
- 3.7 Supplementary executive positions are required for the effective operation of the FSRA and are elected by expression of interest at the AGM or appointed by decision made by the Core Executive Positions. These positions have full voting rights.
- 3.8 Positions appointed by the Executive Board do not possess voting rights.

	Odd Year Election	Even Year Election
Core Executive Positions as mandated by Ringette Alberta and voted by the membership	<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• Registrar</li> <li>• Player/Coach Development Director</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Secretary</li> <li>• Ice Allocator</li> <li>• Vice President</li> </ul>
Supplementary Executive Positions voted by the membership	<ul style="list-style-type: none"> <li>• Public Relations Coordinator</li> <li>• Division Coordinator (x2)</li> <li>• Equipment Director</li> </ul>	<ul style="list-style-type: none"> <li>• Tournament Director</li> <li>• Fundraising Director</li> <li>• MSA Representative</li> <li>• Division Coordinator (x1)</li> </ul>
Positions appointed by the Executive Board	<ul style="list-style-type: none"> <li>• Referee in Chief</li> <li>• Website Coordinator</li> <li>• Social Media Coordinator</li> <li>• Volunteer Coordinator</li> </ul>	



# 1200 - EXECUTIVE POSITIONS POLICY

Created: May 23, 2018	Last updated: April 10, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	May 23, 2018	<ul style="list-style-type: none"><li>Created and approved</li></ul>
1.1	March 12, 2019	<ul style="list-style-type: none"><li>Reviewed and approved</li></ul>
1.2	April 10, 2022	<ul style="list-style-type: none"><li>Removal of 3.17 BGL AA Representative</li></ul>
1.3	February 16, 2023	<ul style="list-style-type: none"><li>Removal of 3.8 BGL Representative</li><li>Addition of BGL tasks to Vice-President's Role</li><li>Clarification of tournaments and championships in 3.14</li></ul>

## 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 in the Appendix.

## 3.0 Policy

- 3.1 The President's role is to provide guidance to the overall running of the FSRA as well as the ringette program in general. They must also help to set policy and serve as a decision-making representative to other organizations.
- 3.2 The Vice-President is the chair of the Grievance and Disciplinary Committees. They are also responsible for learning and understanding the functions necessary to take on the President's position. Attend Scheduled BGL meetings and act as liaison between the League and FSRA.
- 3.3 The Past President must mentor the incoming President in their 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.
- 3.4 The Secretary's role is to take and publish minutes at meetings and to distribute the agenda for each meeting.
- 3.5 The Treasurer's role is primarily responsible for maintaining FSRA's financial records and budget, with the FSMSA.
- 3.6 The Registrar's role is to administer the FSRA's registration program and assist new registrants.
- 3.7 The Ice Allocator's role is to administer ice allocation, distribution of ice within the association, and serve as a liaison between FSRA and the City of Fort Saskatchewan or other entities providing ice time to FSRA members.
- 3.8 The Referee-in-Chief's role is to administer the ice officials' program, develop a minor officials program, and represent FSRA to the Ringette Alberta Officials.
- 3.19 The Fundraising Director's role is responsible for formally developing and administering FSRA's fundraising and sponsorship programs.
- 3.10 The Public Relations Coordinator's role is to ensure FSRA remains in the public eye and to institute a

program that will promote ringette in Fort Saskatchewan

- 3.11 The Equipment Director's role is to administer the equipment program, which includes purchasing, distributing, maintaining inventory, and arranging repair of equipment.
- 3.12 The Director of Player/Coach Development's role is to be responsible for the development of FSRA's athletes and coaches as defined by Ringette Canada's Athlete Development Matrix and the Coaching Association of Canada's coaching pathways. This includes ensuring that appropriately qualified coaches are present for every team taking the ice.
- 3.13 The Tournament Director's role is to successfully organize and deliver any wind up, league championship, provincial championship and/or tournament hosted by FSRA.
- 3.14 The MSA Representative's role is to serve as the liaison between FSRA and the Fort Saskatchewan Minor Sports Association.
- 3.15 The Division Coordinators' role is to serve as the liaison between members and the Executive Board.
- 3.16 The Webmaster is responsible for overseeing the addition of content by updating and uploading information to FSRA's official website.
- 3.18 The Social Media Coordinator is responsible for overseeing and updating FSRA's social media presence on all FSRA social media accounts which may include but are not limited to(Facebook, Twitter, Instagram, Tik Tok, YouTube, etc).
- 3.19 The Volunteer Coordinator's primary function is to manage FSRA's volunteer requirements of its members.

# 1300 - EXECUTIVE BOARD MEETING POLICY

Created: May 21, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	May 23, 2018	Created and approved
1.1	December 18, 2019	Reviewed and approved
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Change in title to Executive Board Meeting Policy</li> <li>● Addition of ad hoc, emergency and special meetings to the scope</li> <li>● Removal of reference to Robert's Rules of Order</li> <li>● Addition of the term Emergency Meeting</li> <li>● Addition of the term Special Meeting</li> <li>● Declaration of positions with voting rights, without voting rights and tie-breaking vote procedure</li> <li>● Addition of membership approval of changes to Policies and Procedures</li> <li>● Addition of acceptable electronic voting process</li> </ul>
2.1	February 16, 2023	<ul style="list-style-type: none"> <li>● Removal of 3.8.8 BGL Representative</li> <li>● Addition of 3.3.1 and 3.3.2 to clarify electronic voting</li> <li>● Addition of 3.8 to clarify required votes to pass</li> <li>● Addition of 3.9 to define quorum</li> </ul>

## 1.0 Purpose

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

## 2.0 Scope

This policy applies to Executive Board membership of the FSRA and its regular executive board meetings, emergency meetings and special meetings. It does not apply to the Executive Meetings of any organizations that the FSRA may belong to.

## 3.0 Policy

- 3.1 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.
- 3.2 All motions shall be tracked with the motion originator and seconder as presented in the scheduled meeting by being captured in meeting minutes. Meeting minutes will be approved at the next subsequent scheduled meeting. The motion and subsequent result of the vote must be included in the next Executive Board meeting following the vote.
- 3.3 In the case where voting occurs electronically, the motion must be fully written in the body of an email addressed to the Executive Board Members at their FSRA email address and the Executive Board Members must reply with their vote. The motion and subsequent result of the vote must be included in the next Executive Board meeting following the email vote. No other form of electronic voting will be accepted.

- 3.3.1 All votes cast will be public to all members of the executive with the submission of the vote to the Secretary.
- 3.3.2 A minimum of nine affirmative votes is required to pass an electronic motion. A vote will remain open until passing or defeat by majority has occurred.
- 3.4 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. All changes to policies and procedures must be approved at an AGM with 60% of the executive membership in attendance.
- 3.5 All meetings shall have minutes taken and available to all members after they have been approved by the executive board at the next subsequent FSRA meeting. The minutes shall show all pertinent business transacted during the meeting.
  - 3.5.1 Members participating in a meeting have an obligation to confirm to their best effort that the record of the minutes is an accurate representation of the events and resolutions of the preceding meetings referenced.
- 3.6 All Executive Board Members will provide information on their current executive position to incoming position holders. This includes recommendations, key tasks, responsibilities, and budgets to be handed to the next position holder.
- 3.7 All 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.
- 3.8 Motions will be passed with votes to the affirmative to the effect of 51% of the executive present at a meeting attended with quorum.
- 3.9 Quorum for FSRA Executive meetings is defined as nine voting executive members.
- 4.0 The following positions are deemed to have regular voting rights at all Executive Board Meetings unless it is deemed that there is a conflict of interest:
  - 4.0.1 Vice President
  - 4.0.2 Treasurer
  - 4.0.3 Registrar
  - 4.0.4 Director of Player/Coach Development
  - 4.0.5 Secretary
  - 4.0.6 Ice Allocator
  - 4.0.7 Public Relations Coordinator
  - 4.0.8 Division Coordinators
  - 4.0.9 Equipment Director
  - 4.0.10 Tournament Director
  - 4.0.11 Fundraising Director
  - 4.0.12 MSA Representative
- 4.1 The following positions do not have regular voting rights at Executive Board meetings but may be called upon to provide information and expertise:
  - 4.1.1 Webmaster
  - 4.1.2 Referee in Chief
  - 4.1.3 Past President
  - 4.1.4 Social Media Coordinator
  - 4.1.5 Volunteer Coordinator

## 1400 - ANNUAL GENERAL MEETING POLICY

Created: May 21, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	May 21, 2018	Created and approved
1.1	April 11, 2021	Small changes in wording to 4.2 and 4.5
1.2	April 10, 2022	<ul style="list-style-type: none"> <li>• Increase in notice of AGM to membership to 30 days from 2 weeks</li> <li>• Addition of direct email notification to members as a communication method</li> <li>• Addition of a stand alone voting clause</li> </ul>

### 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 FSRA and its yearly AGM, not the AGM of any larger organization that the FSRA belongs to.

### 3.0 Policy

- 3.1 The Executive Board of the FSRA shall call at least one AGM per season to be held on or before April 30 each year.
- 3.2 Agenda items will include the nomination and subsequent election of members to the Executive Board, review and approval of the finances and major revisions or changes to Policies and Procedures.
- 3.3 Votes are determined as one vote per member of the age of majority participating in an AGM.
  - 3.3.1 In the event of a tie, the President or acting President must cast the tie-breaking vote.
- 3.4 There will be time set aside in each AGM for the assembled members to have an open discussion period.
- 3.5 Notice of the AGM must be captured with motions for the meeting to be called in the previous scheduled executive board scheduled meeting minutes, published on social media, and through direct email to members at least 30 days in advance. The published advertisement must include the time, date, location, and any invitation to members or would-be members.
- 3.6 The AGM will be chaired by the president and will start no later than 7:00 PM.
- 3.7 Normal business is not to be conducted at the AGM.
- 3.8 FSRA Members may petition with a written request for any topic they wish to add to the agenda at least fourteen days in advance.
- 3.9 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 Fort Saskatchewan Minor Sports

Association office for the general public.

- 3.10 AGM minutes shall be published and available for public viewing. The minutes shall show all pertinent business transacted during the meeting.
- 3.10 AGM shall have minutes taken and available to all members after they have been approved. The minutes shall reflect all pertinent business transacted during the meeting.
  - 3.10.1 Members participating in a meeting have an obligation to confirm to their best effort that the record of the minutes is an accurate representation of the events and resolutions of the preceding meetings referenced.

## 1500 - AMENDMENT POLICY

Created: May 29, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and approved
1.1	March 4, 2020	Reviewed and approved
1.2	April 10, 2022	<ul style="list-style-type: none"><li>• Addition of the requirement to inform Executive Board members of minor policy changes at a regular standing Executive Board meeting</li></ul>
1.3	February 16, 2022	<ul style="list-style-type: none"><li>• Addition of sharing updated policies with FSMSA to 3.4</li></ul>

### 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 FSRA's Policies and Procedures.

### 3.0 Policy

- 3.1 Amendments to FSRA's Policies and Procedures must be proposed and accepted as a motion at an FSRA's Executive Board meeting for review and discussion prior to the motion to accept the amendments.
- 3.2 The motion to amend a policy must clearly indicate the policy that requires amendment as well as outlining the proposed changes and the full intent of the motion.
- 3.3 New or updated Policies and Procedures that have been presented and approved by the Executive Board must be presented at the AGM for members to accept through a membership vote in order to become permanent.
- 3.4 If an amendment is accepted through vote by the membership, the policy will be updated and made public on FSRA's webpage. Upon acceptance the secretary and MSA Rep will bring forward a copy to FSMSA and ensure the public posting.
- 3.5 The Policies and Procedures may be updated without notice if there is a conflict with the Fort Saskatchewan Minor Sports Association, BGL Ringette, Ringette Alberta, or Ringette Canada, or if additional clarification or detail is required.
- 3.6 Minor changes to FSRA Policies and Procedures can be carried out by the President or Secretary, with notification to the Executive Board and indicated in the minutes of that Executive Board meeting. 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.

# 1600 - BUSINESS REIMBURSEMENT POLICY

Created: May 8, 2022	Last updated: May 8, 2022	Approved:
----------------------	---------------------------	-----------

Ver no.	Effective Date	Significant Changes
1.0	September 2022	Created and approved

## 1.0 Purpose

To provide a framework for the reimbursement of travel expenses incurred in travel solely to the benefit of the Fort Saskatchewan Ringette Association (FSRA).

## 2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board or members completing approved business in representation of interests to the FSRA.

## 3.0 Policy

- 3.1 In order to qualify for reimbursement, there must be a business purpose for representation of FSRA. The benefit must be to the sole advantage of FSRA and no personal gain. Any actual or perceived conflict of interest may be sufficient cause to deny reimbursement. Cost effective options for travel, accommodation and meals are to be selected.
- 3.1.1 Reimbursement will be considered for approved meetings, clinics, conferences and similar activities.
  - 3.1.2 Reimbursement will be completed with the submission of receipts with approval from an executive member with signing authority.
  - 3.1.3 An individual with signing authority may not approve their own reimbursement.
- 3.2 Accommodation claims
- 3.2.1 The actual expense incurred for hotel accommodation will be reimbursed upon submission of receipts.
  - 3.2.2 Reimbursement will be based on reasonable accommodation as required for business based on single occupancy of a standard room.
    - 3.2.2.1 A standard room is defined as the category of the hotel's cheapest room. A standard room includes all kinds of basic facilities such as a table, chair, desk, cupboard, dressing table, television, coffee maker and a private bathroom.
    - 3.2.2.2 A standard room may be furnished with a single king-size bed, or two queen-size beds.
  - 3.2.3 Additional occupancy may be approved at the discretion of the executive director, treasurer or president as appropriate. Additional occupancy rates may require the executive member to accept the difference in cost for the additional occupancy.
    - 3.2.3.1 If there is no additional cost due to occupancy, the FSRA will not endeavor to require the traveling member to accept any cost.
    - 3.2.3.2 Additional occupancy may not detract from the representative member's ability to attend their purpose for travel or affect the representation of the FSRA.
  - 3.2.4 For the purpose of meetings, clinics, and conferences; accommodation at the facility of the event will be the first consideration when booking provided a standard room is available.



### 3.3 Meal Claims

- 3.3.1 Reimbursement for meals shall be made at reasonable cost upon submission of receipts claimed. Reimbursement will be paid in the amount established in the RAB Administration Policy, as per the table of allowable expenses for approved RAB business.
- 3.3.2 Additional costs due to dietary requirements or regional average cost may be approved with valid reason confirmed by the Treasurer and/or Registrar.
- 3.3.4 Requests for reimbursement shall not include any expenses for alcoholic beverages.
- 3.3.5 An individual able to leave home for association business after 8:00 am may not, on the same day, claim an expense for breakfast.
- 3.3.6 An individual able to return home from association business by 6:00 pm may not, on the same day, claim an expense for supper.

### 3.4 Transportation Claims

- 3.4.1 Travel assistance shall only be paid when an authorized individual is traveling on approved association business
- 3.4.2 The actual expense incurred for public transportation by rail, bus or air, shall be reimbursed upon submission of receipts
- 3.4.3 For use of a personal vehicle when traveling on approved FSRA business a per- kilometer rate will be paid in the amount established in the RAB Administration Policy, as per the table of allowable expenses for approved RAB business.
  - 3.4.3.1 Transportation Claims may as well be reimbursed solely on the cost of fuel if receipts are submitted for the cost of fuel upon embarkment and return to the city of Fort Saskatchewan.
- 3.4.4 Reimbursement for travel will not be paid within a 50 km radius of authorized individual's domicile with the exception of necessary multiple trips during one specific event as determined by the President, Vice President or treasurer as appropriate

# CODE OF CONDUCT, SAFETY, AND DISCIPLINE

## 1600 - CODE OF CONDUCT

Created: May 11, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	Dec. 28, 2018	Created and approved
1.1	Jan. 22, 2019	<ul style="list-style-type: none"> <li>Reviewed and approved</li> </ul>
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>Addition of bullying and member to terms</li> <li>Update of the harassment term</li> <li>Removal of the listing of roles to include as members in clauses</li> <li>Update of clause 4.4 by removing information now found in Terms</li> <li>Update clause 4.5 to indicate that any complaints are sent to the complainant's Division Coordinator</li> <li>Addition of clause 5.0 stating any violations of the policy will be subject to the discipline and complaint policy</li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>Edit to 3.6. Addition of formats to receive formal complaints for submission.</li> <li>Addition of 3.12.8 requiring a parents/guardians to complete Respect In Sport for Parents</li> <li>Addition of 3.12.9 to clarify responsibility of ward</li> <li>Addition of 3.13.6 requiring coaching staff to obtain a CRC</li> <li>Addition of 3.13.7 requiring coaching staff to complete Respect in Sport for Activity Leaders</li> <li>Addition of 3.13.8 requiring coaching staff to complete Keeping Girls in Sport</li> <li>Addition of 3.14 requiring managers to complete training and obtain a CRC.</li> </ul>

### 1.0 Purpose

To outline the standard of acceptable behavior that the Fort Saskatchewan Ringette Association (FSRA) expects of its paid employees and members both on and off the ice to help foster an environment that supports the core values of teamwork, integrity, respect, safe and fun sport, inclusive community, excellence, human development, and fairness.

### 2.0 Scope

This policy applies to all members and paid employees of FSRA. This expectation aligns with RAB Policy 14.0 - Code of Conduct, RAB Policy 25.0 - Inclusion, Ringette Canada's Code of Conduct and Ethics, and Ringette Canada's Safe Sport Principles.

### 3.0 Policy

- 3.1 All members and participants will have equal opportunity limited only by their desires, effort and ability. FSRA encourages equal access and chances to participate in their ringette programs by discouraging discriminatory practices. This is accomplished by providing an environment that is safe, understanding and inclusive of all.
- 3.2 All members of FSRA are expected to show respect to others, to display sportsmanship, leadership, and good will when interacting with other members, officials, opponents, and spectators on and off the ice.
- 3.3 It is the responsibility of every member of FSRA to ensure that all rules are followed and adhered to both in letter and in spirit.
- 3.4 Anyone in violation of the rules and guideline outlined in this policy will be subject to discipline as determined by the FSRA Executive Board as per Policy #1610.
- 3.5 Harassment and sexual harassment are not acceptable, and all members of FSRA are responsible to discourage and report this behaviour.
- 3.6 If a member believes that another member has violated this code of conduct, they must submit a formal written complaint to their Division Coordinator as per policy 1620. Public criticism of any FSRA member, officials, volunteers, employees, spectators, participants or any other affiliate of another ringette association will not be tolerated.
- 3.7 All members of FSRA must take reasonable steps to manage the responsible legal consumption of drugs and alcohol at FSRA events. All members must adhere to the provincial legal requirements for controlled substances based on their current location.
- 3.8 Participants will abstain from the use of non-medical and performance enhancing drugs or methods that may affect the ringette performance or experience of themselves or other participants.
- 3.9 All members of FSRA are expected to respect FSRA's property and that of others. This includes rental equipment, dressing rooms, arenas, and other facilities inside and outside of Fort Saskatchewan.
- 3.10 Members are strictly forbidden from using their power or authority to coerce or influence anyone into engaging in morally questionable or criminal activities.
- 3.11 Players and participants are responsible to ensure that:
  - 3.11.1 They 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 and teammates; being a team player; and encouraging other players to do the same.
  - 3.11.2 Having fun, skill improvement, making friends, and accomplishing goals are as important as a win.
  - 3.11.3 They 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.
  - 3.11.4 They respect their coaches, team staff, and officials.
  - 3.11.5 They report any medical problems to the team staff that may limit their ability to travel, train, or compete.
- 3.12 Parents and/or guardians are responsible to ensure that:
  - 3.12.1 Participants play ringette for their own enjoyment, not for the enjoyment of their parents, guardians, or spectators.
  - 3.12.2 Their children or wards abide by the FSRA's rules and they resolve conflicts without resorting to hostility or violence.
  - 3.12.3 Their children or wards understand that doing one's best is as important as winning so that no participant will feel defeated by the outcome of the game.
  - 3.12.4 They lead by example by applauding good plays or performances by both teams and by not yelling at or ridiculing any player for making mistakes or losing a game.

- 3.12.5 They lead by example by respecting the decisions of game officials, coaches and team staff and maintaining the integrity of sport.
- 3.12.6 Spectators they have invited or who attend activities follow this Code of Conduct.
  - 3.12.6.1 If spectators affiliated with the member attending FSRA activities fail to follow this Code of Conduct, the member may be subject to discipline as per the Discipline and Complaint Policy #1610.
- 3.12.7 They respect the commitment to the team, ensuring that their athlete attends practices, team events, and games.
- 3.12.8 They have completed the Respect In Sport for parents certification and provided their certification number to the Registrar.
- 3.12.9 Parents are responsible for the supervision of their wards.
- 3.13 Coaches and Assistant Coaches are responsible to ensure that:
  - 3.13.1 Athletes are taught to play fairly and respect the rules, officials, and opponents. This includes encouraging them to take responsibility for their own behavior, performance, and decisions.
  - 3.13.2 All of their players receive reasonable and fair 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.
  - 3.13.3 Athletes 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.
  - 3.13.4 Facilities and activities are safe and match the players' ages, experience, fitness level and abilities.
  - 3.13.5 They obtain required training and make a continuous effort to upgrade their coaching skills and maintain valid certifications.
  - 3.13.6 They provide a current Criminal Record Check in accordance with the Screening Policy (#1750)
  - 3.13.7 They have completed the Respect In Sport for activity leaders certification and provided their certification number to the Player/Coach Development Director.
  - 3.13.8 They have completed keeping girls in sport certification and provided their certification number to the Player/Coach Development Director.
- 3.14 Managers are responsible to ensure that:
  - 3.14.1 They obtain required training and make a continuous effort to upgrade their skills and maintain valid certifications.
  - 3.14.2 They provide a current Criminal Record Check in accordance with the Screening Policy (#1750).
- 3.15 Executive Members are responsible to ensure that:
  - 3.15.1 All players given the same chance to safely participate, regardless of gender, ability, ethnic background, or race.
  - 3.15.2 The primary focus is ringette and not entertainment for the spectators, parents, or guardians.
  - 3.15.3 All equipment and facilities are safe and match the players' ages and abilities.
  - 3.15.4 The age and maturity level of all FSRA's participants are considered in program development, rule enforcement, and scheduling.
  - 3.15.5 Coaches and officials are certified and can promote fair play as well as the development of strong and appropriate technical skills.
  - 3.15.6 They provide a current Criminal Record Check in accordance with the Screening Policy (#1750).
- 3.16 Any violations of this policy will be subject to the consequence and decisions of the executive as per Discipline and Complaints Policy #1610

## 1610 - DISCIPLINE AND COMPLAINT

Created: May 17, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and approved
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Addition of meetings into the scope of the policy</li> <li>● Addition of implementing sanctions to the scope of the case manager</li> <li>● Addition of pranks, jokes, other activities that endanger the safety of others, including hazing.</li> <li>● Addition of required information in the written complaint</li> <li>● Update of clause 4.3 to inform Division Coordinator of any minor infractions during competition</li> <li>● Update of clause 4.8 to include the payment of sanctions imposed by other bodies</li> <li>● Update of clause 4.9 to include immediate expulsion</li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>● Revision of Scope Statement</li> <li>● Addition of 3.2.1.2 to allow for prompt resolution of conflict.</li> <li>● Addition of 3.5.4 to provide clarity on whom is applying discipline.</li> <li>● Addition of 4.0 to account for the extent of removal and impact when there may be members acting in some capacity on multiple teams.</li> </ul>

### 1.0 Purpose

To outline the steps to be taken when there is a violation of the expected standards of behavior of the members of the Fort Saskatchewan Ringette Association (FSRA). These standards are specified in the Code of Conduct Policy (#1600). 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 of FSRA. It applies to any discipline matters that may occur during the day to day activities of FSRA, including meetings and off ice activities. Complaints stemming from competitions, practices or on ice issues, along with member disagreements may constitute team issues and require team resolution with managers, coaching staff and team members. Nothing contained in this policy precludes the pursuance of criminal or civil prosecution or liability. This expectation aligns with RAB Policy 14.0 - Code of Conduct, RAB Policy 25.0 - Inclusion, RAB Policy 20.0 - Complaints and Discipline. All of the referenced policy will be applied within the powers and ability of FSRA mirroring applicable RAB procedure at the executive level.

### 3.0 Policy

3.1 Anyone may report an incident of unacceptable behaviour to their Division Coordinator.

- 3.1.1 The complaint must include details of the alleged incident, including date, location, person(s) involved, and activities or conversations that are the alleged violation and be signed, in writing.

- 3.1.1.1 The complainant will include phone numbers and e-mail contact information along with hours of availability to be contacted for the purposes of investigation.
  - 3.1.2 The incident report must be received within fourteen business days of the alleged incident.
  - 3.1.3 Any complaints filed after this limit must have a valid excuse in writing, and will be accepted on a case-by-case basis. The decision to accept or not to accept the complaint after this window is at the discretion of FSRA.
- 3.2 Timeliness is of importance and therefore, upon the receipt of a complaint, the Division Coordinator will bring the complaint to the Vice President within 72 hours.
  - 3.2.1 The Vice President will either;
    - 3.2.1.1 Assign a Case Manager without any prior knowledge or bias to the complaint to initiate investigation of the situation within 72 hours of being notified of the violation. Or;
    - 3.2.1.2 Provided there is no conflict of interest and with the approval of the affected parties the Vice President at their discretion may assume the role of the case manager within 48 hours of being notified of the violation.
  - 3.2.2 The Case Manager will inform all parties involved and the Vice President if the incident is being treated as a major or minor infraction.
  - 3.2.3 All affected parties will be given the opportunity to provide information in a timely manner.
- 3.3 When immediate action is required in response to a major or minor infraction within competition, an appropriate person with the proper authority (a coach or attending member of the Executive Board, etc.) is allowed to take immediate action in response to a minor infraction in addition to the sanctions outlined within RAB Policy 20.0 - Complaints and Discipline.
  - 3.3.1 In this instance, the appropriate person with the proper authority becomes the case manager and must inform the appropriate Division Coordinator within 24 hours of the incident and the actions taken.
  - 3.3.2 The Division Coordinator is then responsible to report the incident to the Vice President
- 3.4 In the case of Minor Infractions, consequences may be applied individually or in combination.
  - 3.4.1 All minor infractions will be recorded by the Case Manager and kept by the current Division Coordinator.
  - 3.4.2 Consequences for minor infractions will be issued at the discretion of the Vice President and will follow the outline contained in RAB Policy 20.0 - Complaints and Discipline.
- 3.5 Major infractions will be applied as per the steps outlined within RAB Policy 20.0 - Complaints and Discipline where the perspective of FSRA is applied, unless a dispute resolution procedure in a contract or other written agreement takes precedence.
  - 3.5.1 Consequences for major infractions will take effect immediately
  - 3.5.2 The consequences may be applied individually or in any combination.
  - 3.5.3 As with minor infractions, all infractions will be recorded by the Case Manager and kept by the current Division Coordinator.
  - 3.5.4 Consequences for major infractions will be issued at the discretion of the Vice President and will follow the outline contained in RAB Policy 20.0 - Complaints and Discipline.
- 3.6 A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in the immediate expulsion from FSRA and/or removal from FSRA competitions, programs, activities and events upon the sole discretion of FSRA:
  - 3.6.1 Child pornography;
  - 3.6.2 Sexual offenses;
  - 3.6.3 Physical or psychological violence;
  - 3.6.4 Assault or battery; or

### 3.6.5 The trafficking of illegal drugs.

- 3.7 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 directly involved until the matter has concluded.
- 3.8 All recommendations made by the panel or Case Manager can be appealed as per FSRA's Appeals Policy 1630.
- 3.9 Discipline and suspension of membership does not entitle members to a refund of registration fees or relief of volunteer fundraising obligations that have not been fully completed.
- 4.0 Discipline may result in the declaration of a member to be not in good standing and may result in the member and/or their ward being removed from a team or FSRA as a whole depending on the discipline issued.

## 1620 - SUSPENSION

Created: May 17, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and approved
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>• Change of purpose to include suspensions of non-player exclusive situations</li> <li>• Change of scope to members from players and to FSRA sanctioned events from practices and games</li> <li>• Change of terms “player” and “participant” to “member” to align with the other policies.</li> <li>• Removal of information from Terms to create clause 4.4 which outlines the limits to the areas</li> <li>• Removal of information from Terms to create clause 4.5 which outlines the duration of the suspension and carryover to the subsequent season</li> </ul>

### 1.0 Purpose

To outline the procedures for handling suspensions resulting from member discipline or referee’s rulings given to a member of FSRA as well as guidelines for the length of suspensions for various acts as described in RAB Policy 15.0 - Suspension Policy, BGL Operations Manual Policy 1805 & 1806, or at the discretion of the executive.

### 2.0 Scope

This policy applies to the members of FSRA and to their behavior during FSRA sanctioned events.

### 3.0 Policy

- 3.1 Where the circumstance dictates a suspension of a member for an on ice rule transgression(s) as ruled by the on ice officials, suspension will be implemented in accordance with BGL Operations Policy 1805 - Automatic Suspensions.
  - 3.1.1 Suspension will be administered by the Coach and Team Manager in consultation with the Division Coordinator.
- 3.2 If a member does not honor an awarded suspension, the coaches, and/or team staff must immediately report the incident to the Division Coordinator who will bring it to the attention of the Vice President for additional discipline.
- 3.3 It is the responsibility of the head coach and team manager to ensure that any and all suspensions are carried out and to inform the Vice-President of BGL and FSRA once the suspension has been carried out.
- 3.4 Members who are under suspension are not allowed to participate in a set number of games and are not permitted on the field of play, which includes the locker/dressing rooms, the ice surface and the bench at FSRA sanctioned events, or as determined through discipline issued.
- 3.5 If the season ends before the suspension is completed, the suspension carries over to the next season. In the case of an appeal, the suspension remains in effect until the appeal process has concluded.



## 1630 - APPEALS

Created: May 21, 2018	Last updated: March 2022, 2022	Approved: April 10, 2022
-----------------------	--------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and approved
2.0	April 10, 2022	<ul style="list-style-type: none"><li>• Change of scope to focus on decisions made by the Executive Board and not on the members</li><li>• Addition in scope to include decisions made within the jurisdiction of the Executive Board</li><li>• Addition of the requirement of just cause under the Terms “appeal”</li><li>• Rewording of the term “appellant”</li><li>• Assigning the Vice President as the Appeals Officer</li><li>• Clause 4.2 Addition of conflict of interest as a grounds to appeal</li></ul>

### 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 decisions made by FSRA Executive Board relating to conflict of interest, eligibility, player selection, discipline, membership, or any other decision deemed within the jurisdiction of the FSRA Executive Board.

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

### 3.0 Policy

- 3.1 Individuals who wish to appeal one of FSRA's decisions must submit a written request to appeal within fourteen business days of learning of the decision in question.
  - 3.1.1 The request to appeal must be received by the Vice President, who becomes the Appeals Officer.
  - 3.1.2 The request to appeal must contain detailed reasons for the appeal, the appellant's contact information, the name of the respondent, any evidence that supports the reasons, and the remedy requested.
  - 3.1.3, Any request to appeal must be accompanied by a \$250 appeal fee made payable to FSRA.
- 3.2 Decisions may only be appealed on the following grounds and the Appellant must be able to prove these grounds beyond a reasonable doubt:
  - 3.2.1 The Respondent did not have the authority to make the decision;
  - 3.2.2 The Respondent failed to follow appropriate procedures;

- 3.2.3 The Respondent was influenced by bias;
  - 3.2.4 The Respondent has a conflict of interest in the area of the decision;
  - 3.2.5 The Respondent failed to consider relevant information in the decision-making process, or
  - 3.2.6 The Respondent made a decision contrary to his or her own Policies and Procedures.
- 3.3 After receiving the Appeal, the Appeals Officer must first determine if the Appeal falls within this policy's jurisdiction and if there are enough grounds to begin the Appeal process.
- 3.3.1 If the answer to either question is no, the Appeals Officer will inform the affected parties in writing and state the reasons why the appeal will not be granted.
  - 3.3.2 This decision cannot be appealed.
- 3.4 If the Appeal is within FSRA's jurisdiction, and there are sufficient grounds to proceed, the Appeals Officer may;
- 3.4.1 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.
  - 3.4.2 If this is not an option, the appeal will be heard by a panel consisting of three non-biased FSRA members appointed by the Appeals Officer.
- 3.5 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:
- 3.5.1 The time and place of the hearing is given to all parties, at minimum, 7 calendar days in advance of the hearing;
  - 3.5.2 Copies of documents the parties wish the panel to examine are given to all parties, at minimum, 3 calendar days in advance of the hearing;
  - 3.5.3 Parties may bring their own legal counsel at their own expense;
  - 3.5.6 The panel can request any other individual to participate and give evidence; and
  - 3.5.7 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.
- 3.6 After the hearing, the panel must send the written decision to all concerned parties. The following decisions may be considered and the final decision is binding:
- 3.6.1 Reject the appeal and keep the decision as is;
  - 3.6.2 Uphold the Appeal, make note of any errors and notify the parties involved in the original decision; or
  - 3.6.3 Uphold the Appeal but vary the decision.
- 3.7 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 FSRA Executive Board. If time is of the essence, the panel may give a verbal summary of the decision over the phone directly to the appellant with the written copy of the decision to be distributed by certified mail sent within 7 days of the decision being made.
- 3.8 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. Only the panel's decision will be a matter of public record.
- 3.9 If the Appellant is successful in his or her appeal, the \$250 appeal fee will be reimbursed. Otherwise the appeal fee is non-refundable and is in addition to the fines levied.

## 1640 - LOCKER AND/OR CHANGE ROOMS

Created: July 27, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 11 <sup>th</sup> 2021	<ul style="list-style-type: none"> <li>• Addition of this policy as per FSMSA policy #4218</li> </ul>
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>• Update of Two Deep Method to Rule of Two to reflect current NCCP Guidelines</li> </ul>
1.2	April 2023	<ul style="list-style-type: none"> <li>• Addition of 3.3.1 to require CRC for locker room supervisors</li> <li>• Addition of 3.5.1 to clarify expectations of when mixed genders may be permitted in dressing rooms.</li> </ul>

### 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 behavior in the locker and/or change room expected from players, parents, and officials of FSRA in accordance with FSMSA Code of Conduct policy #1600, and Locker and/or Change Room 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 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 Policy

- 3.1 Any inappropriate conduct, threats, harassment, abuse (including the use of profanity), disruptive behavior, criminal offenses, or discrimination in the locker and/or change rooms is strictly prohibited as of Code of Conduct Policy (#1600)
- 3.2 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.
- 3.3 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 Rule of Two, 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.
  - 3.3.1 Members acting as locker and/or change room supervisors will have a valid Criminal Record Check completed and submitted to FSMSA.
- 3.4 In the event of treating an injury in the locker and/or change room, the Rule of Two must apply to medical personnel as well.
- 3.5 If separate facilities are available to co-ed teams, male and female players will make use of them to change to the minimum requirements above.

- 3.5.1 Sufficient time will be allotted for the mixed genders in the locker and/or change room prior to the start of the game and or practice. This is to be determined by team staff at the team level.
- 3.6 Parents and/or Guardians are discouraged from entering the locker and/or change room.
  - 3.6.1 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.
  - 3.6.2 In the case of age, parents, and guardians encourage their children to dress independently as soon as possible.
- 3.7 Coaches, using the Rule of Two 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 children at their discretion, with a clear explanation as to the reason and intention to the parent/guardian.
- 3.8 Recording functions of electronic devices are not permitted to be used for any reason inside the locker and/or change room.
  - 3.8.1 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.
  - 3.8.2 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 (#1645).

## 1645- ELECTRONIC RECORDING DEVICES

Created: July 27, 2018	Last updated: March 4, 2022	Approved: February 17, 2019
------------------------	-----------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and approved
1.1	April 11 <sup>th</sup> 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 FSRA in accordance with FSMSA Policy #4219

### 2.0 Scope

This policy applies to all members of FSRA. It applies to locker and/or change rooms that are located on premises accessed by FSRA, or on property that a team is visiting as a representative of FSRA.

### 3.0 Policy

- 3.1 All members must follow the Locker and/or Change Room Policy (#1640) and the Social Media Policy (#1650) in regards to the use of electronic recording devices. It is the responsibility of the team staff to ensure that this is followed.
- 3.2 Electronic recording devices are not permitted to be used for any reason inside the locker and/or change room.
- 3.3 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 FSRA Executive Board and may be punishable by suspension, expulsion, and/or referring the matter to local policing authorities.
- 3.4 For instructional purposes, only coaches working within the intents of the rule of two, are permitted the use of smartphones, tablets, and electronic devices with video playback capabilities in the locker and/or change rooms. Any recording capabilities must be disabled during this time.
- 3.1 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.

## 1650 - SOCIAL MEDIA

Created: May 14, 2018	Last updated: December 18, 2018	Approved: February 17, 2019
-----------------------	---------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Created and approved
1.1	April 2023	<ul style="list-style-type: none"> <li>Addition of 3.11 to clarify unacceptable behavior online.</li> </ul>

### 1.0 Purpose

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

### 2.0 Scope

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

### 3.0 Policy

- 3.1 Cyber bullying or abuse of any kind will not be tolerated. This also applies to any statement that is untrue or intentionally misleading, in violation of another's copyright, or action detrimental to the reputation of FSRA. These actions will result in an investigation and subsequent consequences to be determined on a case by case basis through the Discipline and Complaint policy 1610.
- 3.2 FSRA's official social media accounts are intended only to tell inspiring stories about our teams and players, inform our community about FSRA, and report our successes. All postings must be polite and courteous.
- 3.3 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.
- 3.4 FSRA paid employees and members must do their due diligence to protect all personal information.
- 3.5 Official social media accounts' passwords are not to be shared and those entrusted with the responsibility to post out of official social media accounts must log out of the account after use on a shared computer or electronic device.
- 3.6 FSRA reserves the right to monitor its own social media posts and posts made about it in order to remove posts found to be inappropriate .
  - 3.6.1 In the event that a paid employee or member makes a post on their personal account that violates this policy, FSRA may ask that it be removed. Failure to comply with this request may result in disciplinary action.
- 3.7 FSRA reserves the right to remove and block individuals from using its accounts if deemed necessary by FSRA Executive Board.
- 3.8 A social media account set up under FSRA's name on any social media platform must have prior approval of the Executive Board. Members may request a new social media account on a new platform through a written request submitted to the Public Relations Coordinator.
- 3.9 In the event that a paid employee, member, or participant of 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. An account of this interaction must be forwarded to the secretary to capture the circumstance and the messaging provided for review by the Public Relations

Coordinator and Vice President.

- 3.10 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 FSRA who knowingly engages in the creation or distribution of spam could be subject to disciplinary action.
- 3.11 Unacceptable behavior by a FSRA paid employee, member, or participant on their own personal or other social media account or channel will be considered a code of conduct violation. This includes any posts or content targeting FSRA or its members that may be considered:
  - 3.11.1 Bullying, harassment, intimidation, or threatening
  - 3.11.2 Negative or derogatory comments about any member of FSRA, which includes players, parents or guardians, coaches, and managers, as well as members of other ringette associations or leagues and officials.
  - 3.11.3 Inappropriate, derogatory, racist, or sexist comments of any kind
  - 3.11.4 Online activity that is meant to alarm other individuals or to misrepresent fact or truth

# 1700 - PRIVACY

Created: May 31, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Created and approved

## 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. This privacy policy is intended to comply with but not supercede the requirements of FSMSA Privacy policy #4212.

## 3.0 Policy

- 3.1 A paid employee, member, or participant of the FSRA must not:
  - 3.1.1 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;
  - 3.1.2 Knowingly place themselves in a position where they are obligated to disclose personal information;
  - 3.1.3 Disclose personal information to family members or friends;
  - 3.1.4 Derive any personal benefit from personal information acquired in the course of his or her duties; or
  - 3.1.5 Accept any gift that could be misconstrued as being given in anticipation of or recognition for the disclosure of personal information.
- 3.2 The Registrar is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints.
- 3.3 FSRA will collect personal information for reasons that include, but are not limited to:
  - 3.3.1 Receiving communications such as newsletters and e-letters;
  - 3.3.2 Communications between employees, members, and participants regarding the management of activities and events;
  - 3.3.3 Database entry;
  - 3.3.4 Determining eligibility or age groups;
  - 3.3.5 Implementing the FSRA's screening program;
  - 3.3.6 Promoting the sale of merchandise;
  - 3.3.7 Medical emergencies;
  - 3.3.8 Registering a player;
  - 3.3.9 Selecting teams;
  - 3.3.10 Purchasing equipment, manuals, and other products;



- 3.3.11 Publishing content on the FSRA website, displays, trophies, and in communication with the media;
  - 3.3.12 Determining membership demographics and program wants and needs; and
  - 3.3.13 Managing insurance claims and investigations.
- 3.4 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.
  - 3.5 While 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. 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.
  - 3.6 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.
  - 3.7 Consent can be written or implied. In determining the form of consent to use, 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. FSRA will inform the individual of the consequences of withdrawing consent.
  - 3.8 FSRA does not need consent to collect an individual's personal information if:
    - 3.8.1 It is within the individual's best interests;
    - 3.8.2 Collection of information is required for an investigation into a breach of law;
    - 3.8.3 The information is for journalistic, artistic or literary purposes; or
    - 3.8.4 The information is publicly available.
  - 3.9 FSRA does not need consent to use an individual's personal information if:
    - 3.9.1 FSRA has reason to believe the information could be useful in an investigation into a breach of law;
    - 3.9.2 There is an emergency that threatens the individual's life, health, and security;
    - 3.9.3 It is publicly available; or
    - 3.9.4 The use is clearly in the individual's best interests and consent is not readily available.
  - 3.10 FSRA does not need consent to disclose an individual's personal information if:
    - 3.10.1 It is to FSRA's lawyer;
    - 3.10.2 It is to collect a debt the individual owes FSRA;
    - 3.10.3 It is to comply with a subpoena, warrant, or court order;
    - 3.10.4 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;
    - 3.10.5 It is to an investigative body identified in PIPA or a government institution and FSRA believes the information concerns a breach of law;
    - 3.10.6 There is an emergency that threatens the individual's life, health, or security (FSRA will inform the individual of the disclosure);
    - 3.10.7 It is to an archival institution;
    - 3.10.8 It has been twenty years since the individual's death, or 100 years since the record was created;
    - 3.10.9 The information is publicly available; or
    - 3.10.10 Otherwise required by law.
  - 3.11 Personal information can only be retained for as long as is reasonably necessary to enable participation in 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.
  - 3.12 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.
  - 3.13 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.

- 3.14 FSRA will make available upon request of disclosure:
  - 3.14.1 The name or title, and contact information of the Registrar;
  - 3.14.2 The means of gaining access to personal information FSRA holds;
  - 3.14.3 A description of the type of personal information FSRA holds, as well as a general account of its use;
  - 3.14.4 A copy of this policy; and
  - 3.14.5 Third parties in which personal information is made available.
- 3.15 Upon written request, and with assistance from 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.
- 3.16 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.
- 3.17 An individual may be denied access to his or her personal information if any of the following criteria are met. In the event of a refusal, FSRA will inform the individual of the reason and the associated provisions of PIPA and applicable provincial privacy legislation.
  - 3.17.1 The information is prohibitively costly to provide;
  - 3.17.2 The information contains references to other individuals;
  - 3.17.3 The information cannot be disclosed for legal, security, or commercial proprietary purposes; or
  - 3.17.4 The information is subject to solicitor-client or litigation privilege.
- 3.18 In the event that an individual is not satisfied with a decision made under this policy, an appeal can be made as of FSRA's Appeal Policy (#1630), with the Registrar taking the place of the Appeals Officer.
- 3.19 All files and written materials relating to confidential information will remain the property of FSRA and upon termination of involvement/employment with FSRA or upon request of FSRA, 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.
- 3.20 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 FSRA will be owned solely by FSRA, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. FSRA may grant permission for others to use such written material or other works, subject to such terms and conditions as FSRA may prescribe.
- 3.21 A breach of any provision in this policy may give rise to discipline in accordance with FSRA's Discipline and Complaints Policy (#1610) or legal recourse.

## 1750 - SCREENING

Created: June 4, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Created and approved
1.1	April 2023	Added 3.1.1 to ensure the consequence of not completing a CRC is clear.

### 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 FSRA in designated categories who pose a risk to harm FSRA and its paid employees, members, and participants.

### 3.0 Policy

- 3.1 An individual entering into a designated category who requires a Criminal Record Check (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. Unless otherwise stated a completed CRC is due to FSMSA by October 31 of the current season.
  - 3.1.1 Failure to submit or supply a valid CRC may result in the loss of membership privileges and forfeiture of position.
- 3.2 A Screening Disclosure Form or CRC is valid for a maximum of three years, though FSRA can shorten this to one year at its discretion. However, 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.
- 3.3 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 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.
- 3.4 If an individual working in a designated category subsequently receives a conviction for a relevant offense, he or she must inform the Screening Committee immediately.
- 3.5 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with FSRA in the future, or from submitting a new CRC, Screening Disclosure Form, and letter of good standing if required.
- 3.6 If an individual working in a designated category has been screened and approved by FSRA, the association will confirm such approval and not require a second screening while the first is still valid.
- 3.7 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 offense, as well as copies of its decisions and reasons to 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.

- 3.8 Failure or refusal to participate in the screening process will result in the individual being declared ineligible for a staff or volunteer position.
- 3.9 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 (#1610).
- 3.10 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 FSRA.

## 1800 - CONFLICT OF INTEREST

Created: June 6, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Created and approved

### 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 FSRA will make decisions in situations where conflict of interest may exist. Nothing contained in this policy precludes the pursuance of criminal or civil prosecution or liability.

### 2.0 Scope

This policy applies to any paid employee or member(s) of FSRA.

### 3.0 Policy

- 3.1 Any individual who wishes to hold a decision-making position, such as an Executive Board member, within the FSRA must declare their 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.
- 3.2 If an individual of FSRA becomes aware that a real or perceived conflict of interest may exist, they must immediately disclose this conflict to the FSRA President or Acting President.
  - 3.2.1 If the FSRA President or Acting President must disclose their real or perceived potential conflict to the FSRA Vice President.
- 3.3 Any individual who suspects that a paid employee, member, or participant of FSRA is in a position of conflict of interest may report this matter in writing to the FSRA Executive Board. Such a complaint must detail the perceived conflict of interest and be signed.
  - 3.3.1 Contact information must be provided to proceed with subsequent investigation.
  - 3.3.2 The individual declaring the conflict of interest may be required to provide additional information or confirmation of the conflict to support the complaint.
- 3.4 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.
  - 3.4.1 The individual in question will be invited to present evidence and speak on their behalf, though the meeting will proceed with or without them.
  - 3.4.2 The individual may choose to waive the meeting, in which case the Executive Board will determine the appropriate actions.
- 3.5 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:
  - 3.5.1 Removal or temporary suspension of certain responsibilities or decision-making authority;

- 3.5.2 Removal or temporary suspension from a designated position;
  - 3.5.3 Removal or temporary suspension from certain teams, events, and/or activities;
  - 3.5.4 Removal or temporary suspension of the privileges of membership • Expulsion from FSRA; or
  - 3.5.5 Other actions that the Executive Board deems appropriate.
- 3.6 Failure to comply with a consequence decided upon by the Executive Board will result in automatic suspension of involvement with FSRA until compliance.
- 3.6.1 Failure to comply may result in additional discipline in accordance with the Discipline and Complaint Policy #1610.
- 3.7 In some cases, the Executive Board may decide that a case of alleged conflict of interest is serious enough to warrant the immediate suspension of some or all membership privileges pending an investigative meeting and decision.
- 3.8 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:
- 3.8.1 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;
  - 3.8.2 The individual does not participate in discussions on the matter giving rise to the conflict of interest;
  - 3.8.3 The individual abstains from voting on the proposed decision or transaction;
  - 3.8.4 The individual is not included in the determination of quorum for the proposed decision or transaction; and
  - 3.8.5 The decision or transaction is in the best interests of FSRA.
- 3.9 Any decision made in accordance with this policy may be appealed in accordance with the Appeals Policy #1630.

# REGISTRATION AND FEES

## 2000 - FEES

Created: July 2, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Policy Created and Approved
1.1	April 11, 2021	Title change from “Teams” to Fees
1.2	April 10, 2022	<ul style="list-style-type: none"> <li>• Addition of clauses to request alternative payment schedule based on history of payments</li> <li>• Addition of discounts for AGM attendance</li> <li>• Clarification of introductory rate eligibility</li> </ul>
1.3	April 2023	<ul style="list-style-type: none"> <li>• Revision to 3.2 to provide clarity that discounts cannot be combined.</li> <li>• Addition of 3.7.3 to clarify AGM discount eligibility.</li> <li>• Addition of 3.7.2 with qualifying statements 3.7.2.1 to 3.7.2.3; to allow discretionary refunds to athletes who make a higher level team than what FSRA is offering.</li> </ul>

### 1.0 Purpose

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

### 2.0 Scope

This policy applies to FSRA Executive Board and the Fort Saskatchewan Minor Sports Association (FSMSA) Office Administrator. This policy is also to align with RAB Registration Policy 2.0 and will meet all their requirements for the collection of information. This policy is to align with FSMSA Fees and Refunds Policy #2088.

### 3.0 Policy

- 3.1 Registration fees, participation hours, and additional fees (e.g. late registration, processing fees, etc.) are determined and communicated each season by the Executive Board prior to the start of early registration.
- 3.2 First time players registered with FSRA may be eligible for an introductory registration fee which is discounted from the regular registration fee. This discounted fee will be determined by the Executive Board, included in the registration package annually, and cannot be combined with the AGM attendance discount, and cannot be combined with the AGM attendance discount.
- 3.3 A late registration fee of \$100 will be applied to any returning participant who registers after July 15th.
- 3.4 NSF cheques in all cases will be handled by FSRA's Registrar and/or Treasurer.
  - 3.4.1 Payment must be made in full plus any Bank Service Charges by the next season registration.
  - 3.4.2 Failure to resolve will result in denial of registration and membership privileges.
  - 3.4.3 NSF Cheques may result in suspension of the privilege of personal cheque as form of payment in subsequent transactions.

- 3.4.4 The Registrar and/or Treasurer will notify the FSMSA office of the NSF cheque being tendered.
- 3.5 FSRA reserves the right to request an alternative payment schedule and/or methods or payment in full at the time of registration if there is history of untimely, incomplete, or insufficient payment of registration fees.
- 3.5.1 FSRA will not accept future cheques from repeat offenders unless the cheque is certified.
- 3.6 Discounts for families attending the Annual General Meeting are applied to each registered player in each family who attends.
- 3.7.1 The amount of the discount is determined by the Executive Board, communicated at the AGM
- 3.7.2 The discount will be extended to players registered in the divisions of U10 and older who are not eligible for the introductory discounted registration rate.
- 3.7.3 The discount is applicable to all active registrations in U10 and older divisions in each family with a representative attending the AGM.
- 3.7 When player withdrawal is requested after registration has closed for the season, the withdrawal must be made in writing to the Registrar and FSRA reserves the right to refund a percentage of the registration fee. Any additional administration fees from the FSMSA Office or other administration fees are the responsibility of the registrant and will be deducted at that time. FSRA refund rates are as follows, less a processing fee:
- Withdraw by August 31 – 90% of registration fee refunded;
  - Withdraw by September 15 – 75% of registration fee refunded;
  - Withdraw by November 15 – 50% of registration fee refunded; and
  - Withdraw after November 15 – No refund.
- 3.7.1 Upon receipt of a request to withdraw membership in writing, at the discretion of the Executive, in cases where a player can not complete the regular season due to reasons beyond their control, the board can authorize a refund based on the amount of time remaining in the regular season.
- 3.7.2 Upon receipt of a request in writing, at the discretion of the Executive, in cases where a player has successfully completed a tryout with another club at a level of competition that is not offered by FSRA, the registration fee paid by the member will be refunded in full minus any administrative costs incurred either to FSRA or FSMSA provided that appropriate notification was provided prior to team formation.
- 3.7.2.1 Players released to other associations that have not participated in any on-ice sessions with FSRA in the current season, are refunded their full registration fee less an admin fee.
- 3.7.2.2 Only the amount paid by the member will be refunded, in the same manner that the payment was made.
- 3.7.2.3 Discounts or incentives, along with meeting fundraising and volunteer commitments will be retained by FSRA.



## 2050 - REGISTRATION

Created: July 3, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Created and Approved
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Change of date from October 31st to October 8th to align with RAB dates</li><li>• Addition of Active Start late registration fees and restrictions exemption</li><li>• Addition 3.10 of right of refusal for import athletes</li></ul>
1.2	April 2023	<ul style="list-style-type: none"><li>• Removed date from 3.2</li><li>• Edit to 3.7 to ensure the member applicant is responsible to meet RAB deadlines.</li><li>• Edits to 3.8.1 to 3.8.3 to adhere to RAB deadlines.</li><li>• Combined 3.9 and 3.10 into 3.9</li></ul>

### 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 FSRA as a whole. It is meant to serve as a supplement for Ringette Alberta's Registration Policy. This policy is also to align with RAB Registration Policy 2.0 and will meet all their requirements for the collection of information.

### 3.0 Policy

- 3.1 FSRA has the following age divisions with the age limits of each division determined by Ringette Alberta and Ringette Canada:
  - 3.1.1 Active Start
  - 3.1.2 U10
  - 3.1.3 U12
  - 3.1.4 U14
  - 3.1.5 U16
  - 3.1.6 U19
  - 3.1.7 Open
- 3.2 No player or member of team staff will be permitted to participate in any FSRA activities until their registration with FSRA is complete.
- 3.3 Any registration received after registration closes may be put on a waiting list and may be accepted on a case-by-case basis, at the discretion of the Executive Board
- 3.4 Registration dates and deadlines will be clearly advertised in advance of the start of registration by FSRA.
- 3.5 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.

- 3.6 Any changes to the roster or documentation of any FSRA member must immediately be reported to Ringette Alberta by the Registrar.
- 3.7 Any member who is transferring to FSRA from another association must provide Ringette Alberta with the appropriate release forms in the timelines as determined by RAB.
- 3.8 Members registering after teams are registered with Ringette Alberta may be responsible for the RAB fees for roster changes.
  - 3.8.1 Late registration may be considered prior to the RAB roster submission deadline.
  - 3.8.2 No registration will be considered after the RAB roster submission deadline.
  - 3.8.3 Members registering in Active Start may be exempt from late registration fees and restrictions
- 3.9 FSRA reserves the right to deny registration to anyone not in good standing or anyone not residing within the boundaries of Fort Saskatchewan.

# PLAYERS

## 3000 - PLAYER EVALUATION

Created: June 19, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and Approved
1.1	March 12, 2019	Updated
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Addition of breakdown of evaluation process to include:               <ul style="list-style-type: none"> <li>- Components of evaluation,</li> <li>- Positions for evaluation</li> <li>- Universal Athlete Assessment information</li> <li>- Game-Play Evaluation information</li> <li>- Evaluator information</li> <li>- Goaltender Evaluation information</li> <li>- Recordings and Appeals</li> </ul> </li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>● Addition of 3.2.3.1 requiring adequate registration to support multiple teams at those divisions.</li> <li>● Addition of 3.10.1 to provide clarity if an athlete participates in multiple GPE's.</li> <li>● Removal of 3.19.2 due to the current practice of providing evaluation scores through Team Genius program.</li> <li>● Section added for Goaltender evaluation 3.11 through 3.16</li> <li>● Section added for procedure to accommodate incomplete evaluations. 3.20 through 3.22.3</li> </ul>

### 1.0 Purpose

The purpose is to fairly and consistently evaluate athletes and to place each athlete on teams where they will be successful.

### 2.0 Scope

The scope of this policy covers the Fort Saskatchewan Ringette Associations (FSRA) athlete evaluation process

### 3.0 Policy

- 3.1 FSRA will, under the direction of the Director of Player/Coach Development, run an evaluation process that is transparent and free of conflict of interest to allow for all players to have a fair and equitable opportunity to be evaluated.
- 3.2 The evaluation process is composed of two components: the Universal Athlete Assessment (UAA) and Game-Play Evaluation (GPE) however, not all divisions or all players are mandated to complete both components as per the following breakdown:
  - 3.2.1 U10 and U12 athletes must complete both the UAA and the player component of the GPE.

- 3.2.1.1 No U10 or U12 athletes may declare as goaltenders.
- 3.2.2 U14 athletes must complete both the UAA and the player component of the GPE.
  - 3.2.2.1 Athletes at U14 may declare as full time goaltenders, which may exempt those athletes from the UAA component.
- 3.2.3 U16 and U19 athletes must complete the GPE, but there is no UAA requirement for these divisions.
  - 3.2.3.1 GPE will only occur in the event that there is adequate registration to support multiple team formation.

#### Universal Athlete Assessment (UAA)

- 3.3 UAAs will be determined by Ringette Alberta and FSRA will be responsible for delivering the UAA as per RAB's guidelines. The drills may differ by division.
- 3.4 The UAAs will be directed by the Player/Coach Development Director and conducted by the UAA Assessment Team.
  - 3.4.1 Members of the UAA Assessment Team are volunteers who meet the UAA evaluator criteria as defined by Ringette Alberta and who will provide all services for the UAA record keeping.
  - 3.4.2 UAA Assessment Team members may not be at a station where their child is being evaluated in order to avoid any potential conflict of interest.
  - 3.4.3. Division Coordinators will input results and send them to the Player/Coach Development Director in advance of the Ringette Alberta deadline.
- 3.5 UAAs will account for 60% of the athlete's overall evaluation score.

#### Game-Play Evaluation (GPE)

- 3.6 Athletes in each division may participate in up to two (2) GPE sessions. There will be a minimum of two (2) GPE sessions per division.
  - 3.6.1 The teams will be divided equally based on the UAA results.
  - 3.6.2 The teams will have no less than 10 or no more than 15 athletes per team excluding goaltenders.
  - 3.6.3 Where possible, each team will have at least one designated goaltender at U14, U16, and U19 as part of their total number of athletes.
- 3.7 Game positions for athletes will be aligned with Ringette Canada's player development matrix.
  - 3.7.1 Athletes at U10 and U12 will be evaluated in a variety of positions, rotating equally and fairly through all positions.
  - 3.7.2 Athletes at U14 will be evaluated in a variety of positions, rotating equally and fairly through all positions, with the exception of players declaring as goaltenders..
  - 3.7.3 Athletes at U16, and U19 will focus on their declared positions with minimal rotation from their position. Athletes who do not declare a position will be rotated equally and fairly through all positions.
  - 3.7.4 Athletes at U14, U16, and U19 who declare as full time goaltender will only be evaluated as a goaltender.
- 3.8 Shift changes will be controlled to provide fair allocation of ice time between the players.
- 3.9 GPE Evaluators will be independent evaluators, qualified as ringette players and/or coaches, as determined by the Director of Player/Coach Development.
  - 3.9.1 Evaluators will be without bias.
  - 3.9.2 Evaluators will be offered an honorarium for their time, professionalism, and unbiased opinions.
  - 3.9.3 Evaluators will be provided with a skill matrix and/or orientation on the evaluation categories prior to their participation.
- 3.10 GPE will account for 40% of the athlete's overall evaluation score.
  - 3.10.1 GPE score will be the average of all GPE Scores collected for the athlete.

### Goaltender Evaluation

- 3.11 In addition to GPE, goaltenders may also have the opportunity to evaluate in a separate goaltender skill assessment.
- 3.12 If there are more than two athletes declaring as goaltender, either full or part time, in a division, the bench volunteer staff during the GPE will be responsible for ensuring goaltenders receive equal playing in each Game-Play session.
- 3.13 Players declaring as part-time goaltenders will be evaluated as a goalie while attempting to give them a fair evaluation for their time as a skater.
- 3.14 Goaltenders will be evaluated by a Goaltender Evaluator, qualified as a ringette goaltender or goaltender coach.
- 3.15 Goaltender evaluation matrices will differ from player evaluation matrices and will be provided to Goaltender Evaluators accompanied by an orientation
- 3.16 Goaltender skill assessment will account for 60% of their overall evaluation score and GPE 40% of their overall evaluation score.

### Player Rankings

- 3.17 Athlete rankings are determined by the cumulative evaluation score based on all evaluations to date (UAA and GPE scores as well as potentially goaltender skill scores).

### Recording and Appeals

- 3.18 There will be no recording of any on-ice activity during the UAA and GPE processes.
- 3.19 All UAA and GPE scores will be kept confidential until the conclusion of the player evaluation and team formation processes.
  - 3.19.1 Requests for results and analysis of an evaluation result must be made in writing and submitted to the Division Coordinator no later than 48 hours after teams are formed. Inquiries before team formation will not be entertained.

### Incomplete Evaluations

- 3.20 Members must inform their Division Coordinator prior to the commencement of the evaluation activity if their athlete is unable to complete that activity. Failure to do so will result in the assignment of a score of zero in the portion(s) of the evaluation that are not attended. .
- 3.21 Acceptable reasons for an incomplete evaluation activity are emergency, personal illness, and/or injury.
- 3.22 In the case where an athlete is unable to complete their full evaluation scores consisting of one UAA score and up to two GPE scores, the following process will be used to determine an appropriate rank for the player.
  - 3.22.1 Missing UAA: A single make up session to complete UAAs will be scheduled prior to Game Play Evaluation. Eligibility for participation in this session is to be determined by the Division Coordinator and Director of Player Coach Development in compliance with RAB UAA requirements. Failure to attend this session by the athlete will result in a score of zero applied to that portion of the player assessment. Team formation will not be delayed in order to complete this assessment. .
  - 3.22.2 Missing GPE: Failure to attend GPE will result in a score of zero for that portion of the assessment. Completion of one (1) session will result in that score being applied over the average of the two (2) GPE sessions.
  - 3.22.3 Missing Goalie Skill Assessment: A single make up session to complete Goalie Skill Assessment will be scheduled prior to Game Play Evaluation. Eligibility for participation in this session is to be determined by the Division Coordinator and Director of Player Coach Development in compliance with RAB UAA requirements. Failure to attend this session by the athlete will result in a score of zero applied to that portion of the player assessment.

## 3100 - TEAM FORMATION

Created: June 19, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and Approved
1.1	February 19, 2019	Updated
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>Policy name change from “Upper Tier Player Selection” to “Team Formation”</li> <li>Amalgamation of Upper Tier Player Selection and Same Tier Player Selection policies under one title</li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>Edited Purpose to apply to all players and team formations.</li> <li>Addition of 3.2.1 to provide clarity on athlete placement when eligible for a half ice to full ice transition year in the subsequent season.</li> <li>Addition of 3.3 to provide direction of level of competitive play at U16-19 levels.</li> <li>Addition of 3.5.2.1 to modify selection thresholds in instances where there is a small player pool.</li> <li>Addition of 3.5.5 to provide operational clarity.</li> </ul>

### 1.0 Purpose

To highlight how the Fort Saskatchewan Ringette Association (FSRA) selects players and completes the team formation process.

### 2.0 Scope

This policy applies to the FSRA Executive Board.

### 3.0 Policy

- 3.1 Teams will be selected using the rankings generated from the Player Evaluation Process.
- 3.2 Team levels for each division (U10-U14) will be determined using the UAA rankings as per RAB’s guidelines.
  - 3.2.1 Exceptions will be considered for players with one year previous ringette experience where birth year will be considered, along with skill level, in order to allow for one year of full ice play at the U10 level before moving to U12.
- 3.3 Team levels for each division (U16-U19) will be determined using rankings compiled from GPE.
  - 3.3.1 GPE will only occur in the event that there is adequate registration to support multiple team formation.
- 3.4 Team sizes will be determined by the association based on balancing the number of players among the levels in each division accordingly prior to team selection.
- 3.5 Where it has been determined that there will be a higher level team, the following team selection process shall be used:
  - 3.5.1 70% of the team roster will be filled by the top-ranked athletes as per the player evaluation. For example, if a team is of 11 players, the top 8 players in the evaluation rankings will be placed on the

higher-level team.

- 3.5.2 The balance of the higher-level team's roster will be chosen from the remaining players by the Head Coach of the higher-level team; however, unless there are extenuating circumstances, there should be no players selected from the bottom 40% of the evaluation rankings.
  - 3.5.2.1 In the event that there are only two teams being created in a division, there should be no players selected from the bottom 30% of the evaluation rankings.
- 3.5.3 Once the higher-level team's roster has been filled, the Head Coach will present their roster to the Team Selection Committee.
  - 3.5.3.1 If the selections to the higher-level team respects the Team Formation Policy (3100) and selection guidelines, the Team Selection Committee will approve the selections.
  - 3.5.3.2 If the selections are outside of the guidelines in 3.4, the Team Selection Committee will request justifications for the selections and may include interviews with the players as well as coach interviews. Approval by the Team Selection Committee will not be reasonably withheld.
  - 3.5.3.3 The Team Selection Committee's decision based on the justification may be appealed by the Head Coach to the Executive Board, following the standard appeal process.
- 3.5.4 At the U12-U19 divisions, once the roster of the higher-level team has been approved, the next team down in level repeats the process with the remaining players still ranked by their evaluation rankings.
- 3.5.5 At the U10 division teams will be formed by a committee made of the Division Coordinator, the Player/Coach Development Director, and Vice President under the supervision of the President to balance the teams' scores and consider special requests.
- 3.6 If there are multiple teams at one level in a division, the following process will be used:
  - 3.6.1 Where there are a sufficient number of registered players for two or more teams of the same level in the same age division, every effort will be made to ensure equality between the teams in terms of roster size and skill level.
  - 3.6.2 Upward or downward movement from other tiers within a division in order to meet roster requirements may be permitted in order to ensure equality between same tiered teams, at the discretion of the Division Coordinator and of the Vice President, under recommendation from the Director of Player/Coach Development.
  - 3.6.3 Player selection between same tiered teams will be done through team draft supervised by the Player/Coach Development Director and/or the Division Coordinator and players will be drafted by the head coach of each team.
  - 3.6.4 Any disagreement between the coaches, will be resolved by the Player/Coach Development Director and the Division Coordinator.
  - 3.6.5 If deemed necessary by the Director of Player/Coach Development, Vice President, and the Division Coordinator, the prospective teams will play two equalization games to ensure equality between them and will direct changes to the rosters if required.
- 3.7 All rosters (ex. A, B and C teams) will be released in parallel by division once the process and all selections have been completed.

## 3200 - SPECIAL REQUESTS

Created: June 20, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	December 28, 2018	Created and Approved
1.1	February 19, 2019	Updated
1.2	April 10, 2022	<ul style="list-style-type: none"><li>• Scope of special requests defined as movement within a division</li><li>• Addition of clause of adherence to RAB and BGL policies</li></ul>

### 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 FSRA's goals of creating balanced teams.

### 2.0 Scope

This policy only applies to the placement of players within the same level within a division.

### 3.0 Policy

- 3.1 Special requests are generally not encouraged, though FSRA does recognize that they may occur.
- 3.2 Each player is limited to one special request per season.
- 3.3 Requests must be submitted prior to the start of the evaluation process. Special considerations may be given to new registrants who join after the team formation process has ended.
- 3.4 Each request must be submitted by the parent or guardian of the player or players involved in the request. No further requests will be considered.
- 3.5 Each special request will be taken into consideration by the Vice President, the respective Division Coordinator and Director of Player/Coach Development. Consideration is not to be interpreted as guaranteed.
- 3.6 In the situation where the players subject to the special request do not rank at the same level, the upper level player(s) will be given the option to play at the same level as the lower level player(s). Players who do not rank at the upper level will not be given the option to move to the upper tiered team to be placed with the requested coach or player(s).
- 3.7 Any player movement resulting in the fulfillment of the special request must adhere to RAB and BGL policies and best practices on team formation.



## 3300 - PLAYER MOVEMENT

Created: March 1, 2022	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 10, 2022	<ul style="list-style-type: none"> <li>Creation of policy guiding FSRA's position and process on requests and recommendations for player movement outside of their age division, within FSRA's programs.</li> </ul>
1.1	April 2023	<ul style="list-style-type: none"> <li>Edit of 3.7 to become 3.6.1 to ensure that members are aware of the repercussions of their requests.</li> </ul>

### 1.0 Purpose

To define the process to request the movement of a player above or below their division as defined by their biological age and Ringette Alberta's age divisions.

### 2.0 Scope

This policy applies to all player movement (up or down) for all divisions/levels within FSRA. Player movement may be initiated by members but may also be requested by FSRA's Executive Board in the best interest of the association.

### 3.0 Policy

- 3.1 This policy is intended to deter player movement between divisions outside of the Ringette Alberta divisional policy. Exceptions will be considered in rare cases and must meet the criteria outlined in this policy and must adhere to Ringette Alberta and BGL/BGL policies.
- 3.2 Requests to move more than one tier or division higher or lower than the player's appropriate age group will not be allowed.
- 3.3 Player movement requests must be made at registration with communication to the Player/Coach Development Director who will then inform the appropriate Division Coordinators.
- 3.4 For a move up in division requested by a member, the player must evaluate in the top 15% of athletes in the desired division based on the same evaluation criteria applied to all other athletes of that division based on their UAA and GPE scores.
  - 3.4.1 In the case where there are no UAAs, the GPE and/or Goalie Evaluation will be used.
- 3.5 For a move requested by a member to move down a division to be considered, the following criteria must be met:
  - 3.5.1 The player has no or limited playing experience.
  - 3.5.2 There is evidence or it can be substantiated that playing in the age appropriate division will be detrimental to the player's development or confidence.
  - 3.5.3 The athlete must not evaluate above the 50% median with their UAA score when comparing to the lower age division.
- 3.6 For a move requested by a member to move down a division to be approved by the Player/Coach

Development Director and Division Coordinator, it must adhere to Ringette Alberta and BGL Policies.

3.6.1 The requesting members must be informed that if the request is approved, it will allow them to compete in league play but may not necessarily make them eligible to participate in provincials or provincial qualifying, session 3, or tournaments outside of BGL/BGL scope of approval. In these cases, tournament organizers must grant permission for an overage player to compete.

3.7 FSRA recommended player movement to a division may also be considered when there is a need and the following prioritized criteria will be used:

3.8.1 Recommended player movement will only be considered if it is in the best interest of the player's development and of FSRA.

3.8.2 Consideration of recommendations will follow the same guidelines as RAB's Player Affiliation Policy.

3.8.3 These moves will be approved by the Player/Coach Development Director, Division Coordinators, and the affected members.

3.8.4 Members reserve the right to decline the recommended player movement.

3.8 Any approved player movement is valid only for the current season. For each successive season, a new application must be received with the same criteria applied to the request.

## 3400 - PLAYER AFFILIATION

Created: June 21, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Creation and approval
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>Update number of players to affiliate to seven (7)</li> </ul>
2.0	April 2023	<ul style="list-style-type: none"> <li>Edited to reduce redundancy</li> <li>Edited to outline FSRA process in compliance with RAB Player Affiliation Policy 5.0.</li> </ul>

### 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 for games. It is meant to serve as a supplement for Ringette Alberta's Player Affiliation Policy.

### 3.0 Policy

- 3.1 FSRA Head coaches are responsible for selecting up to seven (7) affiliates from more than one team, when possible, after teams are formed and before the start of the season. The affiliate list for each team is then submitted to Ringette Alberta by the Registrar.
- 3.2 Teams select their affiliates from appropriate age divisions and levels are determined by Ringette Alberta's Player Affiliation Policy 5.0 in the following order, where the priority is given to the highest age division and its highest level first:
  - 3.2.1 Top tier team of the oldest age division selects their full list of affiliates first from appropriate teams
  - 3.2.2 The next team to select would be the next highest team in the oldest age division. In the case where there is not another team in the oldest age division, the next selections will be made by the highest level team in the next oldest age division.
  - 3.2.3 If there are multiple teams at the same level of a division, the affiliation from lower level teams would be decided by a draft whereas each team would select one player in each round until such time as their affiliation list is complete. The order of drafting will be determined by a coin flip.
  - 3.2.4 The affiliation to an upper level would be decided first and then affiliates within the same level would be decided. Only teams at U10S1 are permitted to select affiliates from the same level.
- 3.3 The parents and/or guardians of each player must agree for their player to affiliate with a team.
- 3.4 The affiliate list for each team is then submitted to Ringette Alberta by the Registrar.
- 3.5 An affiliate skater may serve on a maximum of two teams: own, and one affiliate team.
- 3.6 At U14 division and above, an affiliate player who is declared as a goalie may serve on a maximum of three

teams: own and two affiliate teams.

- 3.7 There is no guarantee that the affiliate player will participate in any games or practices with their affiliate team as that decision is the coach's.
- 3.8 If sufficient numbers are not available to field a team for specific games or there is desire for the player to attend a practice, the coaching staff of the inviting team may ask the players on their affiliate list to fill the vacancy for that game. They may contact the parents or the head coach of the affiliating player first, as long as the other is also contacted subsequently.
  - 3.8.1 Athletes not affiliated to a roster are prohibited from participating in all other teams' games and practices.
- 3.9 The affiliate player's first loyalty will be with their own team and may only attend games, practices, or tournaments with the team they are affiliated with if there is no conflict with a game, practice, or tournament with their own team.
- 3.10 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.
- 3.11 While FSRA recommends that affiliates are rotated for each game, it is up to the discretion of the affiliate team's coaching staff.
- 3.12 Failure to comply with this policy will result in discipline as per the Discipline and Complaint Policy (#1610). Any disputes that have been caused by an affiliation request must be brought to the attention of the Vice-President.

## 3500 - PLAYER RELEASE/ACCEPTANCE

Created: June 21, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 19, 2019	Creation and approval
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Added responsibility of reviewing the requests to the Executive Committee as established by the Executive Board. The comment consists of the President, Registrar, and Player Coach Development Director</li> <li>● Addition of concept of team viability as factor to consideration</li> <li>● Addition of final decision to be made by Player/Coach Development Director and Division Coordinator</li> <li>● Addition of Import Players guidelines</li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>● Moved 3.6.1 to 3.7</li> </ul>

### 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 Policy

- 3.1 FSRA supports the growth and offering of a competitive stream of ringette and equally wants to see every athlete registered with the FSRA have the opportunity to play at the appropriate level. As such, we will take all necessary precautions and consider all available facts to ensure the best decision is made for both the FSRA and the athlete trying out
- 3.2 Player releases will be made in accordance with the guidelines of Ringette Alberta.
- 3.3 All player requests must be made in written form to the FSRA Executive Committee established by the executive to handle player release and acceptance requests. The committee will consist of at least the President, Registrar and the Player/Coach Development Director and will be made of an odd number of participants to never have a vote result in a tie.
- 3.4 The FSRA will assess player release/acceptance requests individually on a seasonal basis.
  - 3.4.1 Team viability will be determined by the Registrar and the Player/Coach Development Director prior to the review of the release/acceptance request. Provided a team is still viable with sufficient skill and members to provide a competitive team, the request will not be unreasonably withheld.
- 3.5 Final decision and acceptance of import players will be made by the President, Player/Coach Development Director and the Division Coordinator.
- 3.6 Any import player trying out for the FSRA at the top level team in the U14-U19 Divisions, must rank in the top 25% of all players evaluating in the division provided their home association is not providing that level of

competition.

- 3.7 An import player who has an equal level team to play for within their home association must rank in the top 15% of all players evaluating in the final evaluation skate for their respective player division.
- 3.8 Import goalies for U14, U16, and U19 Divisions will be considered on a case-by-case basis.
- 3.9 Any selected import player will be subject to Ringette Alberta Policies with regards to player releases and all applicable principles outlined within those policies.

## 3600 - GOALTENDER DEVELOPMENT

Created: February 2022	Last updated: March 8, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 10, 2022	<ul style="list-style-type: none"> <li>Policy created to align with Ringette Alberta's required policy</li> </ul>

### 1.0 Purpose

The intent of this policy is to outline the context and opportunities offered to athletes in the introduction and development of the goaltender position to help alleviate the problem of a shortage of goaltenders at the older age groups stemming from natural attrition that occurs as athletes age.

### 2.0 Scope

All FSRA teams.

### 3.0 Policy

- 3.1 FSRA will provide, where possible, training opportunities specific to goaltending to players and/or coaches interested in developing goaltending skills.
- 3.2 FSRA will provide appropriately-sized basic goaltending equipment to teams when required so that the cost of the position-specific equipment is not a barrier to players' participation.
- 3.3 FSRA will approach goaltender development in accordance with Ringette Canada's LTAD with training and development opportunities determined by division.
  - 3.3.1 The focus of goaltender training at the Active Start and U10 divisions is to introduce the position and basic skills of goaltending to all players.
  - 3.3.2 The focus of goaltender training at the U12 through U19 divisions is advanced training opportunities to build on position-specific skills and tactics for those players who have indicated an interest in the position.
- 3.4 Athletes in the Active Start, U10 Step 1 and U10 Step 2 divisions will rotate equally through the goaltender position during the season
  - 3.4.1 No more than 25% of an athlete's games in the goaltender position in session one of the BGL season and no more than 25% of an athlete's games in the goaltender position in session two of the BGL season.
    - 3.4.1.1 The 25% sum of games includes a teams participation in tournaments throughout the season in whichever session they fall.
- 3.5 Athletes at the U10 Step 3 and U12 levels who express interest in the position will be given the opportunity to play goaltender.
  - 3.5.1 At U10 Step 3, no athlete shall play more than 50% of the season's games (league, exhibition, tournament, or championship) as a goaltender in either session 1 or session 2 of the BGL season.
  - 3.5.2 At U12, no athlete shall play more than 75% of their games (league, exhibition, tournament, or championship) as a goaltender in either session 1 or session 2 of the BGL season.
    - 3.5.2.1 Where applicable, athletes interested in playing goaltender at U12 will have an equitable division of playing time.
- 3.6 Athletes in the U14 to U19 divisions may declare themselves as full time goaltenders and are not required to

play any other positions if they so choose.

- 3.6.1 Part time goalkeepers must also play at least one other position and may only play goalkeeper if the full time goalkeeper is unavailable to play.
- 3.6.2. Where a team has a full time goalkeeper and multiple part time goalkeepers, the part time goalkeepers may share the time equally when the full time goalkeeper is unable to play.
- 3.6.3 Where a team may have multiple part time goalkeepers and no declared full time goalkeepers, the goalkeeping duties shall be shared equitably as determined by coaches within the timeframe of a league session.
- 3.6.4 Where a team may have multiple full time goalkeepers, the goalkeeping duties shall be shared equitably as determined by coaches within the timeframe of a league session.



## 4000 - DISCLOSURE OF PLAYER HEALTH

Created: July 2, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
-----------------------	------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Created and Approved

### 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 FSRA after team assignment.

### 3.0 Policy

- 3.1 Parents and/or guardians must complete and sign the Player Health Form and hand it in to the Team Manager after being assigned to a team every year.
- 3.2 The Player Health Form will be treated as confidential information under the Privacy Policy (#1700).
- 3.3 The Player Health Form must be kept in the team medical box should it need to be referred to during team activities including practices and games.
- 3.4 These documents are destroyed at the end of the season by the Team Manager.

# TEAM STAFF

## 5000 - COACHING APPLICATIONS

Created: June 21, 2018	Last updated: March 10, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 19, 2019	Policy created and approved
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Change of deadline to submit communicated with registration package</li></ul>
1.2	April 2023	<ul style="list-style-type: none"><li>• Edit to 3.1 to ensure that applications are received prior to the deadline.</li><li>• Edit to 3.3 Coaches will become registered members of FSRA through their RAB registration.</li><li>• Edit to 3.4 to include CRC with Application.</li><li>• Edit to 3.5 to outline that the qualifications may be gained after the application is completed.</li><li>• Remove 3.6</li></ul>

### 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 Policy

- 3.1 Applications for all coaching positions must be submitted each season to the Director of Player/Coach Development prior to the submission deadline. Coaches who do not submit an application by the deadline may not have their hours considered towards their FSRA association volunteers hours.
- 3.2 The deadline to submit all coaching applications will be determined by the Director of Player/Coach and communicated at the same time as the release of the registration package.
- 3.3 Applicants for any head or assistant coaching positions must be eighteen years old or older at the start of the season.
- 3.4 All coaching applications must include a current criminal record check.
- 3.5 All applicants shall possess and have demonstrated the skills and abilities as required for both the position and level for which they are applying. These skills and abilities must be demonstrated in the Coach Application Form for the season.:
- 3.6 Application forms shall be made available at the Fort Saskatchewan Minor Sports Association Office or on the FSRA website at [fortsaskringette.com](http://fortsaskringette.com).

## 5100 - HEAD COACH SELECTION POLICY

Created: June 22, 2018	Last updated: August 9, 2018	Approved: February 17, 2019
------------------------	------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Created and Approved
2.0	April 2023	<ul style="list-style-type: none"> <li>Policy modified to provide additional clarity on the selection process and encourage the mandated application to be submitted prior to the deadlines.</li> </ul>

### 1.0 Purpose

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

### 2.0 Scope

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

### 3.0 Policy

- 3.1 All coaches must complete a coach application and submit it prior to the deadline each season in order for their volunteer hours to be considered for that season. Coaches who do not submit an application by the deadline may not have their hours considered towards their FSRA association volunteers hours.
- 3.2 If no prospective coach applies for a particular division or level, the Executive Board will appoint a coach at the discretion of the Director of Player/Coach Development. In this case, upon accepting the position and completing the required time commitment, their volunteer hours will be considered for the season.
- 3.3 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.
- 3.3 If two or more applications are received for the same level a Coach Evaluation Committee will be struck with a minimum of 3 members and should include the Player/Coach Development Director, the appropriate Division Coordinator and at least one other member of the FSRA Executive without an athlete in the division in question or experience with any applicant. The Coaching Evaluation Matrix will be used to score the candidates based on their application. Average scores will be used to determine final scores.
- 3.4 If multiple candidates are equal in all other aspects,
  - 3.4.1 The female candidate will be given priority in the position.
  - 3.4.2 In the case where there are no female candidates or two female candidates are scored equally, an interview committee will be formed of the members of the Coach Evaluation Committee.
- 3.5 From the review of prospective coaches, the selection committee shall appoint the recommended persons to fill the coaching positions for the current season.

# 5200 - TEAM STAFF SELECTION POLICY

Created: February 4, 2023	Last updated: February 4, 2023	Approved:
---------------------------	--------------------------------	-----------

Ver no.	Effective Date	Significant Changes
1.0	February 4, 2023	Policy Created

## 1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) selects team staff members other than Head Coaches from the available applicants.

## 2.0 Scope

This policy applies to the FSRA Executive Board during the team staff selection process. FSRA believes in the Principle that every athlete at every level deserves qualified team staff and supports in the development of team staff members in their respective roles..

## 3.0 Policy

- 3.1 Team Staff roles are defined by RAB Policy 10.4.3 as the following:
  - 3.1.1 Assistant Coach
  - 3.1.2 Junior Coach
  - 3.1.3 On Ice Helper (or On Ice Assistant)
  - 3.1.4 Manager
  
- 3.3 Unless designated or approved by the Coach Evaluation Committee, members may not hold two Team Staff roles in the same season, either on the same or separate teams.
- 3.4 All members interested in a Team Staff role must complete the application for their role and submit it prior to the deadline each season. Team Staff who do not submit an application by the deadline may not have their hours considered towards their FSRA association volunteers hours.
- 3.5 Applications will be reviewed and approved for suitability by the Evaluation Committee.
- 3.6 Once the Head Coach of each team is named, they will work with the player coach development to select the members of their team staff (assistant coaches, junior coaches, on ice helper, and manager) from the list of candidates who have completed their applications.
- 3.6 All members must complete their required training and professional development courses. Failure to do so may require them to be removed from their position.
  - 3.6.1 If a member of team staff is unable to complete their required training for their position, they must inform their Head Coach of the reason why.
  - 3.6.2 Every effort must be made to complete the training within the timeframe allotted by Ringette Alberta.
- 3.8 Team Staff members may only be credited for their association volunteer hours if they"
  - 3.8.1 Complete their required training
  - 3.8.2 Participate in a minimum of 75% of team activities
  - 3.8.3 Participate in seasonal report cards

# ICE SCHEDULE & ALLOCATION

## 6000 - ICE SCHEDULE

Created: June 13, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	<ul style="list-style-type: none"><li>• Policy created and approved</li></ul>
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Addition of clause 3.4</li></ul>

### 1.0 Purpose

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

### 2.0 Scope

This policy applies to the Ice Allocator, Webmaster and team managers of FSRA.

### 3.0 Policy

- 3.1 Once the Black Gold League (BGL) schedule has been finalized for the teams' games, an integrated ice schedule including practices will be provided to the FSRA webmaster by the Ice Allocator as soon as possible.
- 3.2 After receiving the schedule, the webmaster will post it on the FSRA website within 48 hours of receiving the schedule. Team managers will be informed directly of the ice schedule being posted.
- 3.3 Any and all questions regarding the ringette schedules are to be directed from Team Managers to the Ice Allocator.
- 3.4 Any requests for specific days, times, or locations or any exclusions of those for more than one instance of a team practice will not be accepted.

## 6100 - DEVIATION FROM ICE SCHEDULE

Created: June 14, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	<ul style="list-style-type: none"><li>• Policy created and approved</li></ul>
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Addition of clause 3.2</li><li>• Specification of deviation requests to the Team Managers</li></ul>
1.2	April 2023	<ul style="list-style-type: none"><li>• Addition of 3.2.1 through 3.2.3</li></ul>

### 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 Policy

- 3.1 Any and all deviations from the ice schedule must be coordinated no less than sixteen (16) business days before the fact with the Ice Allocator.
- 3.2 Deviations with less than sixteen (16) business days notice when the scheduled ice time goes unused may have the associated ice costs transferred to the team responsible for its usage.
  - 3.2.1 Transfer of the ice cost will be at the discretion of the Ice Allocator. In consideration of transferring costs will be the:
    - Timeliness of the notification
    - Reason for the deviation from schedule (weather impacting player safety, facility emergency or concern, unsafe ice conditions, team illness, etc.)
  - 3.2.2 The following are unacceptable reasons to deviate from the ice schedule with less than 16 days notice:
    - Reduced Rosters
    - Key Player Absence
    - Coach Absence
    - General lack of interest to travel
  - 3.2.3 Deviation with less than sixteen (16) business days notice does not entitle the team to a makeup or alternate ice allocation. The team will forfeit their scheduled ice entitlement until the next scheduled ice time.
- 3.3 Team Managers are responsible to request the deviation from the ice schedule directly with the Ice Allocator.
- 3.4 Failure to use scheduled ice will result in the Team Staff being held responsible and costs of the ice rental will be transferred to the team.

## 6200 - ICE ALLOCATION TO TEAMS

Created: June 14, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	<ul style="list-style-type: none"> <li>Policy created and Approved</li> </ul>
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>Addition of 3.3, 3.4, 3.5, and 3.6</li> </ul>
2.1	April 2023	<ul style="list-style-type: none"> <li>Removal of chart at 3.3</li> <li>Additional of the role of the allotment of the City's ice on the distribution</li> </ul>

### 1.0 Purpose

To outline the priorities and processes to distribute the City of Fort Saskatchewan's ice times equitably between the FSRA teams.

### 2.0 Scope

This policy applies to the Ice Allocator of the FSRA.

### 3.0 Policy

- 3.1 FSRA participates in the allocation process with the City as part of their Ice Users Committee, with two members of the Executive Board claiming membership on the committee.
- 3.2 With FSRA's allotment of ice from the City of Fort Saskatchewan, FSRA is responsible for providing the Black Gold League ice for game scheduling according to their scheduling requirements and distributing the remaining ice times to FSRA teams for practices.
- 3.3 In an effort to maximize both player development and competitiveness FSRA will use Ringette Canada's Long Term Athletic Development (LTAD) framework and Athlete Development Matrix as guidelines for the distribution of ice to the teams. These guidelines will be used in conjunction with the allotment of ice provided by the City of Fort Saskatchewan and any additional ice secured on behalf of FSRA.
- 3.4 In order to accomplish this fairly and equitably, all available ice slots will be evenly distributed between undesirable and desirable ice to each time, with minimal exceptions. This includes early morning and late evening ice times if presented for use by the City. The proportional distribution of desirable and undesirable ice times will be equal among all teams regardless of team level.
- 3.5 The flexibility of the process will mean that a team could end with multiple ice times one week and only a single the next. All ice allocations are tracked and by the end of the season, all teams should have been allocated their proportionally equitable allotment of ice.
- 3.6 Full ice practices will only be allotted to teams who compete on full ice surfaces. However, not all practices for teams who compete at full ice will be on full ice.
  - 3.6.1 Teams may obtain their own ice at a cost to the team independently and external to the award of ice by FSRA.
    - 3.6.1.1 Ice obtained using 3.6.1 will not be at a cost to FSRA and all costs and agreements will be solely the responsibility of the team.
- 3.7 Towards the end of the season, ice that is not used will either be considered for a practice slot for a team still in contention or be returned to the City as unneeded ice.

## 6300 - PROVINCIAL AND PLAYOFF ICE

Created: June 15, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Creation and Approval
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Change of responsibility to Referee in Chief in clause 4.1</li><li>• Addition of clause 3.2</li></ul>

### 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 Policy

- 3.1 FSRA Referee in Chief is responsible for assigning on-ice officials when FSRA hosts the provincial playdown and playoff games.
- 3.2 BGL is responsible for scheduling all playdown, wind up, and league championship games
- 3.3 RAB is responsible for scheduling all provincial championship games.
- 3.4 The team statistician shall inform the Black Gold League (BGL) Statistician and/or RAB of the result of all games being reported.



# FSRA EQUIPMENT

## 7000- EQUIPMENT

Created: June 25, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy creation and approval
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>• Addition of 3.4 and 3.7</li> </ul>
1.2	April 2023	<ul style="list-style-type: none"> <li>• Edit 3.3 to outline the required equipment by RAB and Ringette Canada</li> <li>• Addition of 3.5 and 3.5.1 to encourage accountability for FSRA equipment.</li> <li>• Addition of 3.8.5 to encourage timely reporting and repair before damage is extensive.</li> </ul>

### 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 FSRA members 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.

### 3.0 Policy

- 3.1 In the event of FSRA's dissolution, FSMSA would take physical possession of all of FSRA's equipment.
- 3.2 All players of FSRA are expected to properly care for all equipment provided by FSRA.
- 3.3 Outside of game jerseys and training equipment, as required by Ringette Alberta and Ringette Canada, players are expected to provide their own equipment. This includes, all attire and protective equipment, practice jerseys, skates, game and practice pants, and ringette sticks.
- 3.4 FSRA will provide to each team, at minimum, the following equipment to start the season:
  - 3.4.1 one set of goalie equipment including: storage bag, goalie pads, goalie stick, chest protector, blocker and glove, alternative-handed or sized stick, blocker, and glove may be provided upon request,
  - 3.4.2 a minimum of 10 rings and ring holder,
  - 3.4.3 two game rings,
  - 3.4.4 one medical box containing first aid kit, small tools, and emergency supplies for ringette purposes, and
  - 3.4.5 one set of pinneys.
- 3.5 It is required that equipment listed in 3.4 be returned to FSRA in comparable condition it was issued in. The team is responsible for the cost to replace any lost or missing items that are not considered to be consumable in nature (ice packs, first aid supplies, helmet repair, tape, etc.)
  - 3.5.1 Consideration for the circumstance of loss will be taken into account when reconciling inventory.
- 3.6 All players must wear FSRA provided jerseys, protective equipment, and FSRA approved pants in

competitions.

- 3.7 Shoulder pads will be required to be worn by all players until the age of 18.
- 3.8 If players are given the responsibility of their game Jersey's between games, members are responsible to:
  - 3.8.1 Provide their team manager with one \$100 bond per jersey issued to each athlete as deposit to ensure the return of the game jerseys in good condition,
  - 3.8.2 Have their jerseys at each competition,
  - 3.8.3 Transport their jerseys in a garment bag to and from competitions, and
  - 3.8.4 Clean and maintain their jerseys as according to care instructions provided by the Equipment Director
  - 3.8.5 Immediately report any permanent damage, which may include but is not limited to rips, tears, cuts, stains, stitching or fabric flaws, to their team manager who is responsible to share that information with the Equipment Director.

## 7100 - PURCHASING EQUIPMENT AND SUPPLIES

Created: June 25, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
------------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Creation and approval
1.1	April 10, 2022	<ul style="list-style-type: none"><li>Added to 3.1 where approval is not required within annual approved budget</li></ul>

### 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 Director 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 Director's behalf, with their permission.

### 3.0 Policy

- 3.1 Normal operating supplies and services may be procured by FSRA Equipment Manager, as needed and without approval from the Executive Board, as long as the costs are within the annual approved budget.
  - 3.1.1 Equipment Director should present a rough budget for their anticipated spending at the first executive meeting after the AGM.
- 3.2 All purchases must be covered by a completed invoice or receipt and given to FSMSA in a timely manner.
- 3.3 All purchases over the yearly approved budget must be approved by a vote of majority at an Executive Board Meeting.

# OTHERS

## 8000 - AWARDS

Created: July 2, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy creation and approval
1.1	April 10, 2022	Addition of 3.1

### 1.0 Purpose

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

### 2.0 Scope

This policy applies to the FSRA as a whole.

### 3.0 Policy

- 3.1 Glen Rose Memorial Volunteer Recognition Award – An award established to honor Mr. Glen Rose who died in a tragic car accident in 1999 and to recognize a volunteer who mirrors his outstanding volunteer achievements.
- 3.2 The FSRA presents the Glen Rose Memorial Volunteer Recognition Award annually to an exceptional volunteer working within the FSRA.
- 3.3 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.
- 3.4 The Executive Board then discusses the nominees and votes on a winner at the March Executive Meeting.
- 3.5 The Vice President prepares a plaque and/or trophy with the winner's name. This will be stored in the Sportsplex display case.

# 8100 - FUNDRAISING & BINGO

Created: July 6, 2018	Last updated: March 22, 2022	Approved: April 10, 2022
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Creation and Approval
2.0	April 10, 2022	Addition of subpoints of 3.1, clause 3.3,
2.1	April 2023	<ul style="list-style-type: none"><li>• Changed wording from cheque or deposit to bond</li><li>• Addition of 3.4</li></ul>

## 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 membership of FSRA. It covers all fundraising activities at every phase including planning, execution, and the spending of proceeds.

## 3.0 Policy

- 3.1 FSRA may engage in any fundraising activity to offset operational costs and maintain lower fees, provided it is in adherence to AGLC's guidelines, this policy, the FSRA Code of Conduct, and is in no way unlawful.
- 3.1.1 All proceeds and receipts for expenses from the fundraising activity must be reported to the FSMSA Office via the MSA Representative by way of the Division Coordinators if the fundraising activity is done by a team.
- 3.1.2 FSMSA Office shall be informed of all AGLC license applications and approvals.
- 3.1.3 If FSRA is unable to spend the monies received from the legalized gambling activity within the time limits outlined by the AGLC, or if 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.
- 3.1.4 FSRA 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 FSRA's policies.
- 3.1.5 Upon request, FSMSA, on behalf of FSRA, shall provide an official receipt for the donation stating the date and the amount of the contribution, along with any official Canada Revenue Non-Profit Organization (NPO) information required.
- 3.1.6 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 by way of the Division Coordinator in the case of team fundraising.
- 3.1.7 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.
- 3.2 Team fundraising activities must follow the AGLC guidelines and relevant FSRA policies.
- 3.2.1 The Division Coordinator must be informed of the fundraising activities prior to the commencement of these activities to confirm any AGLC requirements.
- 3.3 In seasons where FSRA Executive Board has elected to pursue bingo as a fundraising opportunity, it is acknowledged that a significant portion of FSRA's fundraising activities is as part of the Castledowns Bingo

Society and requires the ongoing participation of members in order to fulfill FSRA's commitment to this significant funding source.

3.3.1 Bingo hours for members are mandatory as part of membership volunteer hours.

3.3.2 FSRA Executive Board will determine the required number of bingos to be completed by each member family as part of the registration package for each season.

3.3.3 Members who are unable to complete the required number of bingos in the required timeframe may have their bond cashed.

3.4 Failure to fulfill commitments (no-show or failure to find alternate attendant) after signing up for Bingo results in a fine of 200.00, which moves the member to be not in good standing until the fine is paid.

## 8200 - TRAVEL

Created: July 9, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
-----------------------	---------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Creation and Approval

### 1.0 Purpose

To outline the expectations of FSRA members while traveling for away games or tournaments, as well as how insurance covers traveling.

### 2.0 Scope

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

### 3.0 Policy

- 3.1 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 (#8100).
- 3.2 Any Ringette Alberta sanctioned game, practice, or event, whether home or away, is covered under Ringette Alberta Insurance.
- 3.3 Players must not ride in a coach's vehicle without permission from a parent or guardian.
- 3.4 Coaches and team staff must observe the Rule of Two, as well as maintain an open and observable environment when conducting room checks or attending team meetings.
- 3.5 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.
- 3.6 Players can only share sleeping arrangements with each other if they are the same gender and are in the same age division.

## 8300 - NON-PARENT TEAM STAFF REIMBURSEMENT POLICY

Created: September 28, 2022	Last updated: , 2022	Approved:
-----------------------------	----------------------	-----------

Ver no.	Effective Date	Significant Changes
1.0	April 2023	Policy Created and Approved

### 1.0 Purpose

To provide a framework for the reimbursement of travel expenses incurred in travel solely for the benefit of FSRA Teams by team staff. FSRA recognizes the importance of having positive role models and women involved in the sport of ringette. With this policy FSRA is intending to remove obstacles for athlete emerita to continue to be involved in the sport of ringette through our association and contribute to the success of other athletes.

### 2.0 Scope

This policy applies only to non-parent team staff members of FSRA Team's for the participation of FSRA league play and tournaments for their assigned team athletes in tournaments.

### 3.0 Policy

#### 3.1 Allocation of Cost

3.1.1 FSRA will reimburse up to \$100.00 per day, for league and tournament events requiring overnight stay, of the submitted claims put forward following this policy with the provision that the benefitting team reimburses any amounts over this as agreed to by the majority of the team. This would apply to receipts for all costs related to travel and accommodation for the purpose of supporting our teams and their non-parent staff.

3.1.1.1 Individual or team entertainment/activity will not be considered for reimbursement by FSRA, but may be reimbursed or covered up to the whole amount by the team.

3.1.1.2 Reimbursement will be submitted to FSRA by the team manager and team treasurer providing the submitted receipts to the FSRA treasurer with their approval. FSRA will reimburse the team. The team subsequently reimburses the team staff.

3.2 In order to qualify for reimbursement, there must be benefit to the team determined before the expenditure. The benefit must be to the sole advantage of FSRA and no personal gain. Any actual or perceived conflict of interest may be sufficient cause to deny reimbursement. Cost effective options for travel, accommodation and meals are to be selected.

3.2.1 Reimbursement will be considered for accommodation at the team selected hotel, team events, and meals.

3.2.2 Reimbursement will be completed with the submission of receipts with approval from an executive member with signing authority.

3.2.3 An individual with signing authority may not approve their own reimbursement.

#### 3.3 Accommodation claims

3.3.1 Accommodation will only be considered for reimbursement when the duration of travel is in excess of 1.5 hours or 150 km from the city limits of Fort Saskatchewan.

3.3.1.1 Inclement weather may be reasonable cause to consider reimbursement of accommodation.



3.3.1.2 Completion of scheduled doubleheader (back to back) events may be reasonable cause to consider reimbursement of accommodation when away from Fort Saskatchewan.

3.3.2 The actual expense incurred for hotel accommodation will be reimbursed upon submission of receipts.

3.3.2 Reimbursement will be based on reasonable accommodation as required for business based on single occupancy of a standard room.

3.3.2.1 A standard room is defined as the category of the hotel's cheapest room. A standard room includes all kinds of basic facilities such as a table, chair, desk, cupboard, dressing table, television, coffee maker and a private bathroom.

3.3.2.2 A standard room may be furnished with a single king-size bed, or two queen-size beds.

3.3.2.3 Team Staff may choose to stay in a higher level of accommodation with the excess cost being their sole responsibility.

3.3.2.4 Prior to the reimbursement of claim, the cost of a standard room is required for the same duration of stay.

3.3.3 Additional occupancy may be approved at the discretion of the executive director, treasurer or president as appropriate. Additional occupancy rates may require the executive member to accept the difference in cost for the additional occupancy.

3.3.3.1 If there is no additional cost due to occupancy, the FSRA will not endeavor to require the traveling member to accept any cost.

3.3.3.2 Additional occupancy may not detract from the representative member's ability to attend their purpose for travel or affect the representation of the FSRA.

#### 3.4 Meal Claims

3.4.1 Reimbursement for meals shall be made at reasonable cost upon submission of receipts claimed. Reimbursement will be paid in the amount established in the RAB Administration Policy, as per the table of allowable expenses for approved RAB business.

3.4.1.1 Additional costs due to dietary requirements or regional average cost may be approved with valid reason confirmed by the Treasurer and/or Registrar.

3.4.2 Requests for reimbursement shall not include any expenses for alcoholic beverages.

3.4.3 An individual able to leave home for association business after 8:00 am may not, on the same day, claim an expense for breakfast.

3.4.4 An individual able to return home from association business by 6:00 pm may not, on the same day, claim an expense for supper.

#### 3.5 Transportation Claims

3.5.1 Travel assistance shall only be paid when an authorized individual is traveling on approved team business

3.5.1.1 Non-Parent Team staff are encouraged to carpool and seek out travel arrangements that result in no cost to FSRA or the Team. This would include but not be limited to ride sharing with other coaches, team members, etc. where appropriate in compliance with the rule of two and agreed to by all parties prior to departure.

3.5.2 The actual expense incurred for public transportation by rail, bus or air, shall be reimbursed upon submission of receipts

3.5.3 For use of a personal vehicle when traveling on approved FSRA team business a per- kilometer rate will be paid in the amount established in the RAB Administration Policy, as per the table of allowable expenses for approved RAB business.

3.5.3.1 Transportation Claims may as well be reimbursed solely on the cost of fuel consumed if receipts are submitted for the cost of fuel upon embarkment and return to the city of Fort Saskatchewan.

## 9000 - OPEN RINGETTE

Created: July 27, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
------------------------	------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 17, 2019	Policy Created and Approved
2.0	April 2023	Policy Created and Approved

### 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 made up of adults 18+. 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 Policy

- 3.1 If registration is sufficient and there is available ice, FSRA will host Open Ringette Teams. These teams shall receive the same level of support as FSRA Community Teams.
- 3.2 Open Ringette Teams registered with FSRA are expected to abide by FSRA's Policies and Procedures unless otherwise stated by this policy.
- 3.3 All Open teams participating in an FSRA sanctioned event must be registered with FSRA.
- 3.4 All members of team staff that will be on the Open Ringette Team's player bench must be registered with FSRA.
- 3.5 Open teams with FSRA will play in the Northern Alberta Women's Ringette Association (NAWRA) and must abide by their membership requirements.

# APPENDICES - POSITION DESCRIPTIONS

## 1201 - PRESIDENT FUNCTIONS POLICY

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
-----------------------	--------------------------------	----------------------------

Ver no.	Effective Date	Significant Changes

1.0	January 22, 2019	Policy Created and Approved
-----	------------------	-----------------------------

### 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 Policy

- 3.1 The main function of the President is to guide the FSRA Board, Membership, Policies and Procedures, and other such parameters in the execution of FSRA programs and mandates. They must also seek out methods that will instill growth and retention of the FSRA Membership.
- 3.2 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.
- 3.3 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 (#1500).
- 3.4 The President must chair all regular and special Executive or General Meetings. The President must set the date and location of all FSRA meetings.
  - 3.4.1 The President will chair the AGM as per policy #1400
  - 3.4.2 The President will chair an annual Coaches and Managers meeting after teams have been formed and before league play starts. The purpose of the meeting is to pass on any and all important information that the executives feel coaches and managers must know to have a successful season.
- 3.5 When necessary 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 (#6000-5700).
- 3.6 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.
- 3.7 The President will serve as the FSRA representative at Ringette Alberta's Annual General Meetings (AGM) and BGL Ringette board meetings.
- 3.8 The President must be willing to prepare and/or secure any information requested by the Board, as well as sign all documents as the official representative of the Board.

- 3.9 The President shall work with the FSRA Treasurer to ensure that the FSRA's Financial Policies are being adhered to.
- 3.10 New nominations for President should be selected from the current or past FSRA executive.

## 1202 - VICE PRESIDENT FUNCTIONS POLICY

Created: May 24, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval
2.0	April 10, 2022	Addition of sub points for clauses 3.2 and 3.3

### 1.0 Purpose

To outline the roles and responsibilities of the Vice President of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board. To outline the roles and responsibilities of the Vice President in regard to representing the Association to BGL Ringette within the Black Gold League (BGL).

### 2.0 Scope

This policy only applies to FSRA's Vice President.

### 3.0 Policy

- 3.1 The Vice President will assist all other Executive members in the execution of their roles.
- 3.2 The Vice President will serve as Chair of the Grievance, Disciplinary, and Team Selection Committees.
  - 3.2.1 The Vice President is responsible to report, at their discretion, the instances of grievances, code of conduct violations, and discipline to their selected members of the Executive Board.
  - 3.2.2 The Vice President is responsible to assign Case Managers when appropriate.
  - 3.2.3 The Vice President is responsible to become the Appeals Officer, when appropriate
  - 3.2.4 The Vice President is responsible to ensure that any suspension or disciplinary sanction is followed.
  - 3.2.5 The Vice President is responsible to partake in the Team Selection Process, when appropriate.
- 3.3 The Vice President will organize a Year-End recognition of the season's accomplishments.
  - 3.3.1 The Vice President may decide to form a committee to help deliver the recognition, chairing the committee.
- 3.4 The Vice President is responsible for learning the duties and functions of the President of the FSRA.
- 3.5 The Vice President shall perform the duties of the President in the event that the President is either absent or unable to do so.
- 3.6 The Vice President is required to attend all scheduled RAB meetings as well as Black Gold League meetings representing FSRA.
  - 3.6.1 Proxy or substitution is not permitted for this position to the BGL meetings (section 406 of BGL Operations Manual).
  - 3.6.2 By attending meetings the representative will be required to:
    - 3.6.2.1 Represent FSRA and vote on policy and procedure as presented at these meetings to the level presented by the BGL executive.
    - 3.6.2.2 Provide explanation for league activity.
    - 3.6.2.3 Update the FSRA board of the league activity and changes in policy that affects both on

and off ice activity as presented in the meeting.

3.6.2.4 Provide minutes and updates on deadlines of BGL

3.6.2.5 Confirm invoicing and work with the Treasurer to ensure payment of all League fees and dues prior to deadlines of BGL.

- 3.7 The Vice President must exercise their voting privileges in the best interests of the FSRA on the FSRA Board.
- 3.8 The Vice President will serve as the liaison to BGL Ringette in regards to any issues, questions, and complaints that may arise between the two organizations following the responsibilities represented in section 703 of the BGL Operations Manual for the Association Representative Responsibilities.
- 3.9 Work with the Director of Player/Coach Development, Division Coordinators and other members of the Board regarding the best interests of FSRA regarding BGL team declaration, team retreats and advances, championships/playdowns, etc.
- 3.10 Understand and present interpretation of the policy and procedures as presented through the BGL Operations Manual and any updates that are presented by the league.

## 1203 - PAST PRESIDENT FUNCTIONS POLICY

Created: May 23, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Addition of clauses 3.2 and 3.5</li></ul>

### 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 FSRA's Past Presidents.

### 3.0 Policy

- 3.1 The Past President's primary function is to ensure that the new current Executive Members are not deviating from FSRA Policies and Procedures while executing their duties during the transition to a new executive group. The Past president should be available to help provide guidance and experience to the new executive board should issues or questions arise .
- 3.2 The past president will schedule and chair the first meeting of the new executive elected at the AGM to ensure a smooth transition from outgoing executives and incoming executives.
- 3.3 The Past President will serve as chair in the event that the President or Vice President is absent or unable to fulfill their duties if available.
- 3.4 The Past President should 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 in good standing can be selected by FSRA executive board
- 3.5 The Past President should serve as a non-voting member of the Executive Board with a recommended commitment of 1 year.
- 3.6 The Past President as a non-voting member will not count for or against quorum unless acting as meeting chair at any executive board meeting.

## 1204 - SECRETARY FUNCTIONS POLICY

Created: May 23, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval
1.1	April 10, 2022	<ul style="list-style-type: none"><li>• Addition of responsibility to track attendance at Executive Meetings</li></ul>

### 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 Policy

- 3.1 The Secretary's primary function is to attend all Executive and General Meetings and take the minutes.
- 3.2 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 1 week of the next scheduled meeting.
- 3.3 In addition to taking the minutes at each meeting, the Secretary must maintain an up-to-date record of minutes, attendance and correspondence.
- 3.4 The Secretary must also maintain an up-to-date version of the Policies and Procedures.
- 3.5 The Secretary shall maintain, or cause to be maintained, the files and records of FSRA to be passed on to future officers. He or she shall also ensure the security and confidentiality of all such files and records.



## 1205 - TREASURER FUNCTIONS POLICY

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
-----------------------	--------------------------------	----------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval

### 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 FSRA's Treasurer.

### 3.0 Policy

- 3.1 The Treasurer must assist FSMSA to maintain an up-to-date record of FSRA's bank account. This includes preparing and providing copies of income and disbursement reports.
- 3.2 The Treasurer must maintain an accurate record of funds/expenses submitted to the FSMSA Office Manager.
- 3.3 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.
- 3.4 The Treasurer shall present an annual up-to-date financial statement of the affairs of FSRA at the Annual General Meeting.

## 1206 - REGISTRAR FUNCTIONS POLICY

Created: May 24, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2022	Policy Creation and Approval
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>• 4.1 corrected “insuring” to “ensuring”</li> <li>• Addition of 3.6, 3.7</li> </ul>

### 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 FSRA Registrar.

### 3.0 Policy

- 3.1 The Registrar is the first contact for new and current ringette players and is responsible for ensuring they receive accurate and appropriate information.
- 3.2 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 (#2050).
- 3.3 The Registrar is also in charge of initiating, collecting, and maintaining player and team staff registration information with Ringette Alberta, and must adhere to its guidelines and deadlines.
- 3.4 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.
- 3.5 The Registrar will deal with hardship cases by forwarding them to FSMSA Office Administrator.
- 3.6 Should a discount be given for attending the AGM, the Registrar shall verify that all families that attended the AGM receive this credit.

## 1207 - ICE ALLOCATOR FUNCTIONS POLICY

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
-----------------------	--------------------------------	----------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval

### 1.0 Purpose

To outline the roles and responsibilities of the Ice Allocator of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board. Ice is awarded to the association using the City of Fort Saskatchewan City Winter Ice Allocation Administrative Procedure and distributed to teams as per Ice Allocation to Teams Policy #6200, Ice Schedule Policy #6000 and the BGL Operations Manual.

### 2.0 Scope

This policy only applies to FSRA Ice Allocator.

### 3.0 Policy

- 3.1 The Ice Allocator is responsible for supplying FSRA Webmaster with current practice and game schedules to be posted on the website.
- 3.2 The Ice Allocator must work with the other executive members to plan for the requirements of the next season and notify the City of Fort Saskatchewan before the first Ice Users Meeting occurs.
  - 3.2.1 The Ice Allocator must attend the Ice Users meeting with another executive member to negotiate for the ice needed next season.
- 3.3 The Ice Allocator is responsible for allocating available ice time as set out in the Ice Allocation Policies (#6000-6300).
- 3.4 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.
- 3.5 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.
- 3.6 Ice Allocator shall review ice invoices with FSRA Treasurer from the City of Fort Saskatchewan to ensure accurate billing.

# 1209 - REFEREE IN CHIEF FUNCTIONS POLICY

Created: May 25, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	February 18, 2019	Policy Creation and Approval
2.0	April 11 <sup>th</sup> 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 Policy

- 3.1 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 BGL Ringette employees and should allow for tournament and outside refereeing.
- 3.2 The RIC will attend all BGL Ringette RIC meetings to discuss current BGL Ringette bylaws and rules, and the level of referee competence.
- 3.3 The RIC must coordinate with the FSRA Registrar to create a roster of active referees for the season to be submitted to Ringette Alberta.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 Referees Association (NARRA).
- 3.8 The FSRA RIC schedules the officials for the yearly FSRA tournament and submits the invoice to the FSMSA for payment of officials.

## 1210 - FUNDRAISING DIRECTOR FUNCTIONS POLICY

Created: May 25, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval
2.0	April 11, 2021	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
3.0	April 10, 2022	<ul style="list-style-type: none"> <li>• Removal of Volunteer management and coordination</li> <li>• Addition of Bingo coordination</li> <li>• Addition of clause 3.4</li> <li>• Addition of subpoints to clause 3.7</li> </ul>

### 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 Policy

- 3.1 The Fundraising Director's primary function is to proactively seek out practical fundraising initiatives and to oversee their execution, and ensure they fall within the AGLC guidelines. These may include, but are not limited to bingos, casinos, Oilers 50/50, concessions, events, grants, and sponsorships
- 3.2 All association and team fundraising activities must be approved by the Fundraising Director to ensure they are legal and in accordance with AGLC rules.
- 3.3 The Fundraising Director must maintain complete records of all fundraising activities, licenses, applications, and reports.
  - 3.3.1 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.
- 3.4 The Fundraising Director will provide a monthly report to the executive board with detailed information including but not limited to fundraising activities, sponsorship requirements and the status of those requirements, Bingo report, etc.
- 3.5 The Fundraising Director is responsible for working in conjunction with the Volunteer Coordinator.
- 3.6 The Fundraising Director will coordinate the bingo opportunities for the association which may include:
  - 3.6.1 Obtaining a list from the Registrar of all the players and their families.
  - 3.6.2 Tracking all members' association volunteer hours.
  - 3.6.3 Promoting volunteer opportunities to the members.

- 3.6.4 Collecting all members' volunteer cheques to be held in trust by October 1 of each season.
- 3.6.5 By March 31st of each season, presenting a list of all members unable or unwilling to commit their volunteer hours for that season along with the recommendation to cash their volunteer cheques or to forgive.
- 3.7 The Fundraising Director is responsible for:
  - 3.7.1. Developing a sponsorship plan to be approved annually by the Executive Board by April for the upcoming season. This plan must include existing and anticipated sponsorship commitments, details of the agreements, the levels, etc.
  - 3.7.2 Creating sponsorship packages suitable for the local business and philanthropic communities.
  - 3.7.3 Ensuring all sponsors are offered value for their investment in FSRA.
  - 3.7.4 Draft and have signed the sponsorship agreements.
  - 3.7.5 Maintaining complete records of all sponsors, their commitments, their benefits and the status of all of those.
  - 3.7.6 Identifying and establishing sponsorships for the upcoming season by August 15th.
  - 3.7.7 Liaising with the MSA Representative to ensure taxable receipts are provided to any Sponsors who request one and are qualified to receive one.
  - 3.7.8 Informing the Treasurer of any sponsorship commitments.
  - 3.7.9 Liaising with appropriate members of the Executive Board to ensure proper use of funds. This may include the Treasurer, Equipment Director, Volunteer Coordinator, and Director of Player/Coach Development.
  - 3.7.10 Providing a monthly report to the Executive Board with detailed information including but not limited to sponsor engagement activities, sponsorship requirements and the status of those requirements, etc.

## 1211 - PUBLIC RELATIONS COORDINATOR FUNCTIONS POLICY

Created: May 25, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Policy Creation and Approval
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Changed wording on 4.1 to include advertisement types.</li> <li>● Addition of 3.3 specific to Come Try Ringette event types.</li> <li>● Removal of social media responsibilities</li> </ul>

### 1.0 Purpose

To outline the roles and responsibilities of the Public Relations Coordinator 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 Policy

- 3.1 Public Relations will focus on increasing public awareness of Fort Saskatchewan Ringette Association and the sport of Ringette on a continual basis. This may include liaison with Fort Saskatchewan media sources, community engagement events, facility-level advertisement, and support of team activities across media sources, in support of the Social Media Coordinator role.
- 3.2 Public Relations will work with the Registrar to plan and implement an annual media blitz prior to the registration dates. The advertisements must be highly visible and will utilize a variety of sources to be accessible to a large audience. This may include signage, newspaper, social media, flyers and other.
- 3.3 Public Relations will be the organizer of Come Try Ringette events. These events will serve to promote registration and support community activity. Information about Come Try Ringette events will be shared through appropriate media sources, in conjunction with the Social Media Coordinator.
- 3.4 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.
- 3.5 The Public Relations (PR) Executive Member will work with the FSRA Treasurer to present the PR budget within the annual operating budget.

## 1212 - EQUIPMENT DIRECTOR FUNCTIONS POLICY

Created: May 28, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Creation and Approval
1.1	April 10, 2022	Addition of clause 3.9

### 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 Policy

- 3.1 The Equipment Director must work within the approved annual operating budget, as set by FSRA executive.
- 3.2 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.
- 3.3 The Equipment Director is responsible for purchasing all crests, numbers, and sponsor bars for the team uniforms and negotiating a reasonable price for them.
- 3.4 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).
- 3.5 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.
- 3.6 The Equipment Manager is responsible for arranging the contents of FSRA's equipment room so that it can be accessed for extra equipment needs.
- 3.7 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.
- 3.8 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.
- 3.9 When required, the Equipment Director will collect cheques for holding in trust until jerseys are returned at the end of the season in good condition.



## 1213 - PLAYER/COACH DEVELOPMENT DIRECTOR FUNCTIONS

Created: May 28, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Created and Approved
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>Change of Title</li> </ul>

### 1.0 Purpose

To outline the roles and responsibilities of the Player/Coach Development Director 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 Policy

- 3.1 The Player/Coach Development Director shall compose and release a request for coaching applications to all registered association members prior to the first day of September of the current season start year. They shall ensure compliance to the Coaching Application Policy (#5000) throughout the application process.
- 3.2 The Player/Coach Development Director shall select coaches as per the requirements outlined in the Coach Selection Policy (#5100). If there is a conflict of interest they shall ensure that the requirements of the Conflict of Interest Policy (#1800) are adhered to.
- 3.3 The Player/Coach Development Director shall maintain an open line of communication to all association participants. He/She shall meet with all FSRA head coaches and managers prior to the beginning of the season to review the associations requirements and expectations related to their applicable positions. The Player/Coach Development Director shall also contact all FSRA head coaches at a minimum of once a month for a Team Status Update.
- 3.4 The Player/Coach Development Director shall serve as a liaison between the RAB Coach Development Director and the FSRA coaches. They shall keep the participants apprised to any/all procedural changes that may affect them. The Player/Coach Development Director shall also serve as a liaison between the FSRA coaches and the FSRA Executive Board. If issues arise that cannot be resolved by the Player/Coach Development Director and the applicable participant(s), the Player/Coach Development Director shall present the matter to the FSRA Executive Board for resolution.
- 3.5 The Player/Coach Development Director shall develop a mentorship program at the beginning of every season that pairs new / less experienced FSRA coaches with experienced / high level FSRA coaches. The purpose of the program shall be to ensure that the new / less experienced FSRA coaches have a platform to grow their coaching skills and knowledge base within the FSRA. Note: This program does not replace but rather complements the coaching training requirements set forth by RAB.
- 3.6 The Player/Coach Development Director shall work with the FSRA Ice Allocator to source the required amount of ice time for the annual FSRA preseason conditioning camp. They shall develop the camp drills appropriate for each applicable age group. They shall post the camp drills on the FSRA website and ensure that all individuals running the camp sessions are experienced, knowledgeable and competent to do so.
- 3.7 The Player/Coach Development Director shall present any new or additional participant training opportunities (ex. goalie clinic, power skating) to the FSRA Executive Board for training scope and contract review. If the

training is approved they shall coordinate with the FSRA Treasurer to ensure that the contract is submitted to FSMSA.

# 1214 - TOURNAMENT DIRECTOR FUNCTIONS POLICY

Created: May 28, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Created and Approved
1.1	April 10, 2022	<ul style="list-style-type: none"> <li>● Change in Title</li> <li>● Addition of FSRA-sanctioned tournaments</li> <li>● Addition of subpoints to clause 3.3 and 3.4</li> </ul>

## 1.0 Purpose

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

## 2.0 Scope

This policy only applies to the FSRA Tournament Director.

## 3.0 Policy

- 3.1 The Tournament Director's primary responsibility is to coordinate all aspects of the successful delivery of the annual FSRA Diamond Ring tournament and all FSRA-sanctioned tournaments and championships.
- 3.2 The Tournament Director 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 report.
- 3.3 The Tournament Director will engage a committee of volunteers to deliver the tournament.
  - 3.3.1 The members of the Tournament Committee are eligible for association volunteer hours, as determined by the Tournament Director and the Executive Board.
    - 3.3.1.1 Members volunteering outside of their team volunteer representative may be eligible for
  - 3.3.2 Teams will have one volunteer appointed to participate as a member of the Tournament Committee. This team representative will be responsible for overall tournament coordination in addition to coordinating their team basket and ensuring that additional team volunteer commitments in hosting the tournament are met.
    - 3.3.2.1 Team volunteer commitments do not count towards individual members volunteer commitments.
    - 3.3.2.2 Failure to meet volunteer requirements may result in a team fine at the discretion of the Tournament Director.
- 3.4 The Tournament Director with the assistance of Tournament Committee is responsible for the following areas of focus:
  - 3.4.1 Finances: Includes tournament budget, money handling processes, reporting, deposits
  - 3.4.2 Ice: Includes selection of dates, liaising with the City of Fort Saskatchewan, game scheduling, etc.
  - 3.4.3 Registration: Includes RAB sanction, registration package & fees, software, team selection, etc.
  - 3.4.5 Revenues: Includes raffle baskets, pick-a-player, toonie stick, 50/50, sponsorships, donation collections, etc.
  - 3.4.6 Volunteers: Includes distribution of shifts to teams, building schedule, etc.

- 3.4.7 Field of Play: Includes producing and distributing coaches' packages, communication with the Referee-In-Chief for approvals, scoresheets, results, grievance process and committee, etc.
- 3.4.8 Community Engagement: Includes identifying and liaising with local charitable organizations, determining the best donation format and process, donation logistics, etc.
- 3.4.9 Communications: Includes working with Public Relations, Social Media, and the webmaster to create and share messaging with local media sources, City representatives, etc to promote the tournament through all FSRA communication streams.

## 1215 - MSA REPRESENTATIVE FUNCTIONS POLICY

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
-----------------------	--------------------------------	----------------------------

Ver no.	Effective Date	Significant Changes
1.0	January 22, 2019	Policy Created and Approved

### 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 Policy

- 3.1 The MSA Representative will attend all meetings of the FSMSA and represent the FSRA's interests.
- 3.2 The MSA Representative will assist in all matters shared by the FSRA and FSMSA.

## 1216 - DIVISION COORDINATORS FUNCTIONS

Created: May 28, 2018	Last updated: March 8, 2022	Approved: April 10, 2022
-----------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	March 12, 2019	Policy Created and Approved
2.0	April 10, 2022	<ul style="list-style-type: none"> <li>● Elimination of a specific number of Coordinators, allowing for up to 3</li> <li>● Simplification of the definition of the term “Division Coordinator”</li> <li>● Renaming “A Team” to “Upper Tier” and inclusion of the U10 levels</li> <li>● Addition of the role of liaison to the roles and responsibilities of the Division Coordinators</li> <li>● Division of responsibilities between Player Evaluation, Team Selection, and throughout the season.</li> </ul>

### 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 all FSRA Division Coordinator positions.

### 3.0 Policy

- 3.1 Divisions will be separated amongst the Division Coordinators based on the association’s needs with the executive approval. Division Coordinators cannot be the coordinator of a division in which their child is competing as they must be able to be objective with coaches and parents at their level.
- 3.2 Division Coordinators are responsible to attend monthly Executive Board Meetings and emergency meetings as required. Responsibilities may include:
  - 3.2.1 Submitting the Division Coordinator reports to the Secretary prior to monthly executive meetings for inclusion in the meeting agenda,
  - 3.2.2 Participating in discussions and providing insights where needed, and
  - 3.2.3 Voting on motions put forward by executive members.
- 3.3 Throughout the season, Division Coordinators are responsible for liaising between the Executive Board and with coaches, managers, and parents of the levels assigned to each Coordinator. This may include tasks such as:
  - 3.3.1 Receiving concerns or complaints, conducting investigations and reporting findings to the appropriate members.
  - 3.3.2 Sharing information from members of the Executive Board to team staff in regards to coaching requirements, registration status, team finances, tournament registration, playdown or provincial championship commitment.
  - 3.3.3 Sharing questions or concerns from team staff to the Executive Board in regards to team activities.

- 3.3.4 Ensuring that teams understand AGLC regulation and requirements by ensuring communication with the teams on their fundraising activities with the Fundraising Director and reporting fundraising activities to the MSA Representative for communication to the FSMSA office.
- 3.4 Player Evaluation - The Division Coordinators work with the Player/Coach Development Director to deliver the player evaluation process in a transparent and fair manner. This may include responsibilities such as:
  - 3.4.1 Compiling and/or verifying data to submit to the Director of Player/Coach Development;
  - 3.4.2 Supporting the logistics for evaluation sessions;
  - 3.4.3 Dividing players into teams as equal as possible for the evaluation game;
  - 3.4.4 Communicating to parents of any details of the sessions, the role of the Division Coordinator, and of the player evaluation process.
  - 3.4.5 Participating in the on-ice evaluation sessions as needed (i.e. timing, recording data, verifying transparency of data collection, assisting Player/Coach Development Director with preparation of record sheets, assigning jersey numbers to players, etc.).
  - 3.4.6 Verify the UAA data prepared by the Player/Coach Development Director before submission to Ringette Alberta to ensure accuracy and transparency.
- 3.5 Team Selection - After the last stage of player evaluation, the Division Coordinators will:
  - 3.5.1 Work with the Player/Coach Development Director and Coaches if there is the requirement to move players in order to meet roster number requirements if it is in the best interest of the players to cooperate with another association.
  - 3.5.2 Present the compiled evaluations, along with the Director of Player/Coach Development, to the Coach of the upper tiered team and facilitate the selection of players for that team.
  - 3.5.3 Have the final decision on player selection if the teams are to be tiered the same and the coaches prove unable to arrive at an amicable decision.
  - 3.5.4 If a Head Coach has not been selected for a team, assist with communicating results of the team selection process to players/parents if required.
  - 3.5.5 Conduct and communicate the results of an investigation if a member voices a concern in regards to the player selection process. The results are shared with the complainant as well as with the Executive Board for final decision and may follow the Discipline and Complaints Policy (Policy 1610) if required.

## 1217 - WEBMASTER FUNCTIONS POLICY

Created: March 3, 2022	Last updated: March 3, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 10, 2022	Policy Created and Approved

### 1.0 Purpose

To outline the roles and responsibilities of the Webmaster for Fort Saskatchewan Ringette Association's (FSRA).

### 2.0 Scope

This policy only applies to the FSRA Webmaster.

### 3.0 Policy

- 3.1 The Webmaster is responsible for overseeing the addition of content by updating and uploading information to FSRA's official website.
- 3.2 The Webmaster is responsible for resetting the emails by changing passwords and providing instructions on how to set up FSRA emails while providing limited technical support to board members and website users.
- 3.3 The Webmaster may assist the Executive Board with any tasks that involve the website.
- 3.4 The Webmaster position is appointed to a 2-year term.
- 3.5 The Webmaster is required to maintain a portfolio to the President and Secretary with all usernames and passwords to access FSRA Domain and emails used in the business of the FSRA.



## 1218 - SOCIAL MEDIA COORDINATOR FUNCTIONS POLICY

Created: March 3, 2022	Last updated: March 3, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 10, 2022	Position created and approved

### 1.0 Purpose

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

### 2.0 Scope

This policy only applies to the FSRA Social Media Coordinator.

### 3.0 Policy

- 3.1 The Social Media Coordinator is responsible for overseeing and updating FSRA's social media presence on all FSRA social media accounts which may include but are not limited to(Facebook, Twitter, Instagram, Tik Tok, YouTube, etc).
- 3.2 The Social Media Coordinator is responsible for ensuring equitable representation of all teams and FSRA events on social media. This should be accomplished by publishing FSRA events in the community, game results, team and individual achievements among other initiatives.
- 3.3 The Social Media Coordinator is responsible for growing FSRA's social media base of followers by following best practices in social media.
  - 3.3.1 Social media postings must comply with applicable Privacy Policies, PIPA and FOIP requirements in all their applicability.
- 3.4 The Social Media Coordinator is responsible for creating and maintaining a social media content calendar in conjunction with Public Relations.
- 3.5 The Social Media Coordinator must annually re-establish media contact and understanding and inform Team Managers of these arrangements and of the parameters to follow in order to publish articles and Team reports.
- 3.6 The Social Media Coordinator is appointed to a 2-year term.
- 3.7 The Social Media Coordinator is required to maintain a portfolio to Public Relations and Secretary with all usernames and passwords to access FSRA social media accounts used in the business of the FSRA.

## 1219 - VOLUNTEER COORDINATOR FUNCTIONS POLICY

Created: March 3, 2022	Last updated: March 3, 2022	Approved: April 10, 2022
------------------------	-----------------------------	--------------------------

Ver no.	Effective Date	Significant Changes
1.0	April 10, 2022	Position Creation and approved

### 1.0 Purpose

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

### 2.0 Scope

This policy only applies to the FSRA Volunteer Coordinator .

### 3.0 Policy

- 3.1 Working with the Fundraising Director and other members of the executive, the Volunteer Coordinator's primary function is to manage FSRA's volunteer requirements of its members. This may involve, but is not limited to fulfilling volunteer needs at activities related to Come Try Ringette events, Family Day, Registration Day, Canada Day, Bingos, Diamond Ring Tournament, Oilers' 50/50s, championship tournaments, league finals, concessions, provincial championships, media events, etc.
- 3.2 The Volunteer Coordinator is responsible for tracking members' association volunteer hours and all tasks relevant to this responsibility including but not limited to:
  - 3.2.1 Obtaining a list from the Registrar of all the players and their families.
  - 3.2.2 Tracking all members' association volunteer hours.
  - 3.2.3 Promoting volunteer opportunities to the members. This will include contacting members through Division Coordinators, Team Staffs or directly to inform them of volunteer opportunities in the event that volunteer commitments have not been met.
  - 3.2.4 Collecting all members' volunteer cheques to be held in trust by October 1 of each season.
- 3.3 Prior to registration, the Volunteer Coordinator is responsible for presenting to the executive for discussion and decision on:
  - 3.3.1 The amount of hours required for volunteer commitment for each athlete for the upcoming season
  - 3.3.2 The amount of the volunteer cheque for the volunteer commitment
  - 3.3.3 The requirement of which divisions are going to need to volunteer.
- 3.4 By March 31st of each season, the Volunteer Coordinator must present a list of all members unable or unwilling to commit their volunteer hours for that season accompanied by the recommendation to cash their volunteer cheques or information on why to forgive.
- 3.5 The Volunteer Coordinator will provide a monthly report to the executive board with detailed information including but not limited to monthly volunteer activities, including upcoming and past activities, and any concerns or highlights regarding volunteers.
- 3.6 The Volunteer Coordinator is appointed to a 2-year term.