

Interlake Ringette Association



Policy and Procedures Manual

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1.0 Introduction

1.1 Purpose

The purpose of the policy and procedures manual for Interlake Ringette Association (IRA) and its members is to:

- Provide guidance for the actions of the IRA and its membership;
- Use it to reference an existing policy when issues arise or when a process is unknown;
- Assist with member recruitment;
- Provide continuity and consistency in decision making for the IRA when there is a change in the Board of Directors;
- Set a positive direction for the organization by taking a proactive approach to current and future issues;
- Review existing programs and services to ensure the program needs are met;
- Help avoid conflict and the potential for misunderstanding.

1.2 Scope of Policies and Procedures

The IRA follows the policies of the Ringette Manitoba and Winnipeg Ringette League (WRL) unless specifically stated within this document.

The IRA Policies and Procedures manual applies to the IRA Board and the membership within the Interlake region.

It is the expectation of the IRA that the Local Clubs within the IRA abide by the Policies and Procedures outlined and apply them within their own Policy and Procedures Manuals.

1.3 Changes to the Policies and Procedures

Changes to the IRA Policies and Procedures are to be presented by a member of the IRA Board to the rest of the Board at an IRA Board meeting to allow for discussion, suggested revisions and subsequent voting by the Board.

The proposed changes should be presented in writing by outlining the current Policy or Procedure, the proposed changes, and the rationale for the changes.

Any approved changes will result in the IRA Policies and Procedures Manual to be updated and posted on the IRA website.

2.0 Administration and Operations

2.1 Structural Organization

The structure of the IRA is such that the decision making process for policies and other decisions includes the entire Board. Input from the membership within the IRA on decisions is at the discretion of the Board.

Members within the IRA have impact on decisions at the Annual General Meeting (AGM). This includes the voting on new Board members and changes to the Constitution and By-laws.

The composition of the IRA Board and their roles are outlined in the IRA Constitution and By-Laws that can be located on the IRA website (www.interlakeringette.com) .

2.2 IRA Meetings

Minutes and records of decision of IRA meetings are kept filed on the IRA electronic file and will not be available for the public to view.

The current IRA Board members will have access to the IRA electronic file in order to be able to refer to past minutes and records of decision.

2.3 Financial Management

2.3.1 Annual Budget

A copy of the annual budget will be made available to the membership at the annual general meeting.

2.3.2 Expense Management

The Treasurer of the IRA will provide a financial update at each Board meeting.

Any initiatives or purchases requires the review of the board before the use of the IRA funds is completed. Voting by the board on purchases is required. Non budgeted items in excess of \$200 requires a Board vote. Those items will be reported at the next IRA board meeting.

All IRA cheques will always require two signatures. Signers will typically be the Treasurer, President, Vice-President and Secretary. When there is a change in these positions, the Board member leaving is to be immediately removed as a signer and new member added.

Two separate bank accounts will be maintained. The National account and the Operations account. The intent of the National account is to provide funding for sponsorships and the Operations account for administrating the rest of the IRA program.

It is required that the IRA ensure that the annual operational costs are covered by the income that is received throughout the year.

2.3.2 Folding of the IRA

In the event of the folding of the IRA, all accumulated funds shall be placed in trust for a period of five years. If the association has not been revived after the five years the funds in trust shall be forwarded to Ringette Manitoba to be used for the future promotion of the sport.

2.3.3 Bingo Volunteering and Rotation

The casinos in Manitoba can offer an opportunity for members of sport associations to volunteer at their paper Bingo's. The casino then provides payment to the associations to be used towards their respective sporting association.

In the event that the IRA is presented with an opportunity to volunteer at a Bingo at one of Provincial Casinos the IRA reserves the right to have the IRA board members volunteer at the Bingo in order to raise funds for the IRA or offer the volunteer opportunity to each active ringette association within the IRA.

The associations within the IRA will be offered the bingo based on a rotation.

The Board will receive a set percentage per bingo unless motioned and passed by the IRA.

2.4 Donation Request Policy

2.4.1 Player Donation Requests

The IRA, upon written request from a player, reserves the right to financially assist any past or present player from the Interlake region who makes a World, National, Canada Winter Games or Western Team, or an official team that represents the Province or Country as designated by Ringette Manitoba or Ringette Canada .

The source of the funding will be from the IRA National account only.

The IRA expects that the player seeking a donation to have contributed back to the IRA by coaching, mentoring, volunteering, or in some other manner that the board deems appropriate.

The amount given to each player is dependent on the contribution that the players make back into the IRA. Funding requests by players at the A and AA levels must give back to the IRA ringette community by volunteering a minimum of 5 hours a season in order to be considered for funding.

Funding listed below is cumulative (e.g. If a player volunteers but not contributes to the program in a paid position, they would receive \$100; if they volunteer and officiate, \$125; if they only officiate, \$75).

Domestic or Out of Province Play

\$50 if currently in good standing with the IRA

+ \$50 if actively contributing to IRA/CC programs as a volunteer

+ \$25 if actively contributing to IRA/CC programs in a paid position (i.e. timekeeper, official, shot clock operator). Player must be certified in the paid position.

International Play

\$50 if currently in good standing with the IRA

+ \$300 if actively contributing to IRA/CC programs as a volunteer

+ \$50 if actively contributing to IRA/CC programs in a paid position (i.e. timekeeper, official, shot clock operator). Player must be certified in the paid position.

+ \$100 if Team Canada

The IRA reserves the right to vary the amount of financial assistance given on an application by application basis, if deemed appropriate.

2.5 Code of Conduct Policy

The opportunity for athletes, coaches, officials and volunteers to participate in sport should be one where values of good sportsmanship and citizenship should be prevalent.

The IRA Code of Conduct Policy expects all players, guardians, bench staff, and other members of the IRA participating in practices, games or other functions to behave in a socially acceptable manner and to act as a positive role model for all IRA players.

It is the expectation that the Local Clubs within the IRA ensure that Player and Parent and Bench Staff Codes of Conducts are completed each year by all of its players, guardians, and bench staff.

2.5.1 Player and Parent Code of Conduct

All players (U14 and older) registered in the Interlake and their parents/guardians must sign the Player and Parent Code of Conduct, and adhere to the code. This Code of Conduct must be signed each year.

See Appendix A for the Player and Parent Code of Conduct of the IRA.

2.5.2 Bench Staff Code of Conduct

The Bench Staff Code of Conduct has been developed to remind everyone that is a member of the coaching staff of the responsibilities and to act with integrity and respect. This Code of Conduct must be signed each year.

Refer to the Ringette Manitoba website (<http://ringettemanitoba.ca>) for a current copy of the Bench Staff Code of Conduct.

3.0 Registration and Team Formation

The Interlake Ringette Association player fees is \$25 dollars.

3.1 Registering a False Address

Any player registering with a false address must appear before the Interlake Ringette Association Board to provide an explanation.

The Board reserves the right to discipline the player by any means deemed appropriate (ex. Fine, suspension, termination of season, etc).

3.2 Level of Play

Any player within the Interlake wishing to play at a level not offered by their local club may seek release to play at the ringette association closest to the player that is offering such a level.

If no local ringette club offers the desired level, the IRA president, or designate, shall attempt to locate a club for the player to try out with. Should said player fail to make roster of that team the player must return to their local club/association for placement.

Exception to above shall be in players attempting to play at the AA level that may continue tryouts until they are deemed closed, whereupon unsuccessful candidates must return to local club/association for placement.

3.3 Community Colors

Communities with established colors that drop out of league play will be protected for a period of two (2) seasons.

Colors protected:

- St. Andrews: Blue/Red/White
- Selkirk: Red/White and Teal/White
- Stonewall: Blue/White/Yellow
- Warren: Black/Gold
- Inactive Colors (subject to reactivation)
 - Teulon: Red
 - Lundar: Maroon/Grey

3.4 Team Composition and Placement

In the interest of the IRA A-level teams a sub-committee shall be formed, charged with selecting coaches and evaluators, booking ice sessions and conducting the tryouts and evaluation as per the IRA *Tryout and Evaluation Guideline*.

The IRA will help facilitate the formation of teams other than A teams (R4U and B/C levels) when more than one local community is involved. In the event the communities cannot come to an agreement on how the teams will be formed or placement, the IRA Board will provide the final ruling.

3.5 Registration

The registration of the teams will occur based on the determination of the home club (i.e. U12A players will register within the SRA if that is determined to be their home rink).

The payment and any fees paid will be based on the policies of home club.

3.6 Jersey Number Selection

Interlake residing players will get first choice on jersey number selection. Players with longest history of playing on Interlake teams will get first choice amongst the players. If there are ties, then coaches can decide tie breakers.

3.7 Goalie Registration and Incentives

The IRA will provide \$100 towards registration and/or camps for players that play as a full-time goalie within the Interlake and resides in the Interlake.

3.8 Scheduling of Officials and Score Keepers

All communities within the IRA must schedule certified time keepers and scorekeepers for all home game, tournaments, WRL playoffs and MRA provincial games.

4.0 Safety

The safety of all participants is extremely important to the Interlake Ringette Association.

All participants in the Interlake region are to apply safety concepts to all on and off-ice activities.

All players are to conform to the equipment requirements indicated in the playing rules of Ringette Canada.

Players are not allowed on the ice without a coach or on-ice assistant.

Only players and parents who are on a team's official roster as player, coach, assistant, coach, manager, trainer or on-ice assistant are permitted to be on the ice at any time.

All teams in the Interlake region are required to have first aid kits on hand.

5.0 Competition and Events

5.1 Game Conduct

The IRA reserves the right to ban/limit the use of noise making devices at any ringette event hosted by an Interlake Association. This shall include but is not limited to league games, provincials, and tournaments.

5.2 Volunteering Requirements of Provincial/National Event

In the event of an Interlake Club hosting a provincial/national event such as the Bunny Jamboree, Provincials, Westerns or Nationals. All ringette hosting communities not directly participating in the event are obligated to send volunteers to said event. The ratio shall be set at 2 man hours per team that the communities not directly involved have. i.e. (Y) is hosting provincials, (x) has 3 teams total and so must contribute 6 hours of volunteer time to (Y). The hosting community may decline any/all help.

6.0 Technical Development

6.1 Coaching Development

6.1.1 Coaching Camps

In the interest of coach and player development a sub-committee may be formed with IRA board members and non-board members to help set up Interlake wide seminars (speakers), skating, and sport specific camps to benefit all current season players and coaches within the Interlake.

6.1.2 Coaching Certification

All coaches are required to complete all the required certifications prior to the deadline as outlined by Ringette Manitoba.

6.1.3 Coaching Certification Reimbursement

The IRA will review each request received from Interlake Ignite coaches seeking reimbursement for costs of completing the certification.

6.2 Officiating Development

6.2.1 Officiating Certification

All officials must complete all required courses as outlined by Ringette Manitoba.

6.3 Athletes and Sport Development

The IRA strives to provide avenues in which an athlete can participate in ringette at their highest possible level.

The IRA will look to provide players with opportunities to improve their physical skills and mental knowledge of the game year round while encouraging fun, fitness and friendship.

6.3.1 Player Contributions

Any player who leaves to play at the AA or National Ringette League (NRL) levels can contribute time or effort back to the IRA or at the local community clubs to assist with practices/camps/evaluations, mentoring, coaching or assistant coaching.

6.3.2 Player Clinics

In the interest of player development a sub-committee may be formed to include IRA board and non-board members to help set up Interlake wide seminars (speakers), skating, and sport specific camps to benefit all current season players and coaches within the Interlake.

7.0 Complaints, Grievances, and Discipline

The IRA board reserves the right to act as a board of appeal to any disputes within the Interlake Ringette Association.

Disputes must be brought to and presented to the IRA board in person or via proxy. Emails and letters regarding the dispute may be discussed but cannot be voted on.

Process for resolution will be such that all parties will be invited to speak; any board members in conflict may attend but cannot vote. Upon completion of all presentations, parties involved, including board members in conflict must leave and a vote will be held. Communities/clubs in violation of constitution are subject to all sanctions and penalties as voted by the board.

Should a dispute or concern arise that requires immediate resolution, an emergency meeting may be conducted via conference, telephone, or email.

When there is a complaint or questions regarding and not limited to IRA policy and procedures, operations, evaluation and try out process, provincial hosting, provincial playoffs, officiating, players, team formation and coaches it is mandated that the complaint or question be brought forward to the IRA board.

When there is a complaint and/or questions regarding and not limited to MRA policy and procedure, operations, provincials, officiating, players, teams, and coaches it is mandated that the complaint, question be brought forward to the IRA community rep first before proceeding to MRA. Once the IRA community rep is aware they will bring it forward to the IRA President and Board.

When there is a complaint and/or questions regarding and not limited to WRL Policy and procedure, operations, provincials, officiating, it is mandated that the complaint and/or question be brought forward to their IRA community rep. Once aware the IRA community rep will bring it forward to the IRA president and Board.

Consequences for not following above complaint process will include and not limited to the community being fined \$100.00 for each incident where the process is not followed.

8.0 Risk Management

8.1 Conflict of Interest Policy

The duty of all board members is to be impartial and fair in rendering decisions in accordance with the board's mandate as set out in the Interlake Ringette Association Constitution and By-laws and Policy and Procedures Manual.

8.1.1 Board Member Obligation

If a board member stands to gain financially from a decision being made by the board, the board member shall disclose and absent himself/herself from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting.

If a board member, their child, or his/her local association stands to significantly or substantially gain an advantage or significantly or substantially receive a benefit as a result of a decision to be made by the board, the board member will disclose and absent himself/herself from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting.

If there is doubt as to a board member's ability to be impartial and fair, the board member shall disclose it and the remaining board members shall, by majority vote, determine whether the board member shall disqualify himself/herself from the discussion and remove himself/herself from the proceedings without voting.

8.1.2 Disclosing Conflict of Interest

At any time that a member of the IRA Board becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board immediately.

8.1.3 Reporting a Conflict of Interest

Any individual who is of the view that another individual who is a member of the IRA Board may be in a position of conflict of interest, shall report this matter to the IRA President and Vice President

Such complaint must be signed and in writing. Anonymous complaints may be accepted upon sole discretion of the IRA President and Vice President.

8.1.4 Resolving Conflict of Interest Complaints

Upon receipt of a complaint, the IRA Board will determine whether or not a conflict of interest exists provided that the person to be alleged has been given notice of complaint and the opportunity to submit their side with evidence, if available, and to be heard at a meeting.

After the meeting the IRA Board will determine whether a real or perceived conflict of interest exists and, if so, what appropriate actions will be imposed.

Where the individual accused of the real or perceived conflict of interest acknowledges the facts, they may waive the meeting, in which case the IRA Board will determine the appropriate actions.

If the individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.

The IRA Board may apply the following actions singly or in combination for confirmed conflicts of interest, depending on the severity of the situation:

- a) Removal or temporary suspension of certain responsibilities or decision making authority.
- b) Removal or temporary suspension from a designated position
- c) Removal or temporary suspension from certain teams, events and/or activities within the IRA
- d) Expulsion from the IRA
- e) Other actions as may be considered appropriate for the conflict of interest

Failure to comply with an action as determined by the IRA Board will result in automatic suspension of participation/involvement and/or membership in the IRA until such a time as compliance occurs.

8.2 Confidentiality Policy

The IRA board members will ensure the protection of confidential information that is proprietary to the IRA by making all individuals are aware that there is an expectation to act at all times appropriately and consistently with this policy.

Confidential Information includes but is not limited to the following:

- a) Personal information collected and retained by the IRA such as name, address, e-mail, telephone numbers, date of birth and financial information.
- b) IRA intellectual property and proprietary information related to the programs, fundraisers, business affairs of the IRA including procedures, business methods, forms, policies, marketing and development plans, financial information and information that is not generally or publicly known, etc.

Any breach in the Confidentiality Policy may give rise to discipline as determined by the IRA Board.

8.3 Privacy Policy

The IRA Board will ensure that the information collected and the way it is collected, uses, retains, discloses and disposes is done in a fashion that maintains the privacy of the player.

The IRA Board will review and respond according to any access requests, corrections and complaints according to this policy.

The IRA will ensure that the Board can identify the purpose of collecting the information.

Appendix A: Parent and Player Code of Conduct



Interlake Ringette Association

Interlake Ringette Association is committed to providing a sport environment in which all individuals are treated with respect and dignity in an environment free from discrimination and harassment. Fair Play is an important part of Interlake Ringette and as such, all parents/guardians and players (U14 and older) are asked to review and sign the following:

Parents and Player Code of Conduct

1. I will never force an unwilling player to participate in sports and encourage all players to be positive at all times. I will always remember that playing sports is for the enjoyment of the player, not the parent.
2. I will emphasize Team Spirit and will encourage my child/teammates to always play by the rules. An honest effort is as important as a victory.
3. I will never ridicule, criticize or yell at any child/teammate for making a mistake, particularly during competition. I will show respect and applaud for the team and their opponents.
4. I will support all efforts to remove verbal and physical abuse from any sporting activities. I will condemn the use of any violence.
5. I will respect the Officials and never question their judgment or honesty in public.
6. I will maintain a high standard and appreciation for the sport, emphasize skill development, and ensure to have my child/teammates ready for games and practices on time.
7. I will recognize the value and importance of team volunteers and volunteer Coaches. I will respect their decisions and not question their judgment or honesty in public.
8. Parents who are not official bench staff are not permitted to approach the players or the coaches at any time during games.

I understand that if I do not follow this parent/guardian and player code of conduct I may be suspended or asked to leave the arena during practices and games at the discretion of the coach, Official, or the Interlake Ringette Association.

Player's Name: _____ Date: _____

Parent/Guardian Signature : _____

Parent/Guardian Signature: _____

Player Signature (if U14 or older): _____