



**LRA
General Operating Policies**

**Lethbridge Ringette Association
Revised May 2022**

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Section 1 – Intent

- 1.1 The policies and procedures herein contained are intended to act as principles in administering the ongoing activities of the LRA. While they are not intended to be absolute in nature or rigid in their application, they do outline a working framework that will be applied unless a change in policy direction is made.

Section 2 – General

A. Operating Constraints

- 2.1 For the purpose of enabling players to participate in Ringette, the Association is a member of:
- a. The Zone 1-2 Ringette Association (hereafter referred to as Zone 1-2)
 - b. Calgary Ringette League (hereafter referred to as CRL)
 - c. Ringette Alberta
 - d. Ringette Canada (through the elected or appointed representatives of Ringette Alberta)
- 2.2 In the case that statements or references made in this document conflict with Bylaws of the Association or the Bylaws, Policies, Procedures, or Rules, or any other governing document of Zone 1-2, CRL, Ringette Alberta, or Ringette Canada, those higher-level constraints should apply.

B. Amendments

- 2.3 The Operating Policies contained herein and other Policies of the LRA may be modified at LRA Board meetings or any meeting called to include modification said Policies as part of its agenda. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of Zone 1-2, CRL, Ringette Alberta, or Ringette Canada or if additional clarification or detail is required.

C. Objectives

- 2.4 The objectives of the LRA are as follows:
- a. To promote, administer, and develop the recreational sport of ringette.
 - b. To teach fair play and sportsmanship with an emphasis on the enhancement of good character and citizenship.
 - c. To provide entertainment and fun for participants.
 - d. To provide competition for all players desiring to participate in Ringette, giving due consideration to their individual capabilities and interests.
 - e. To exercise supervision and direction over its members, including players, coaches, officials, parents and spectators.
 - f. To ensure that all members have the opportunity of presenting and having their views heard.
 - g. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
 - h. To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for ringette.
 - i. To provide individuals with the framework for a lifelong commitment to physical fitness and a healthy lifestyle.

D. Website

- 2.5 The LRA website is www.lethbridgeringette.ca. Information available on the website includes, but is not limited to:
- a. Registration information
 - b. Bylaws
 - c. Policies
 - d. Forms
 - e. Meeting Minutes
 - f. Notice to Members
 - g. Notice of Meetings
 - h. Bingo dates
 - i. Contact information for members of the Board

E. Form of Communication

- 2.6 The primary method by which the Association will communicate information to the Members is via the website. Other methods may be utilized as listed below:
- a. mobile applications utilized by the Association including but not limited to TeamSnap and Ramp;
 - b. Email to appropriate individuals;
 - c. Written letter to appropriate individual; and
 - d. Verbal communication from executive members.

Section 3 - Code of Conduct

- 3.1 The LRA's Code of Conduct is contained in a separate policy document. This section describes what is generally expected of all Members and Players. The LRA supports the concept of **Zero Tolerance**.
- 3.2 The LRA Directors expects committee members, team officers, and program participants to exhibit qualities of good sportsmanship and decorum consistent with the levels of propriety towards committee members, game officials, opponents, and spectators.
- 3.3 Membership and participation in the activities of the LRA are privileges, not rights. All members and Players shall abide by the Bylaws and Policies of the LRA and any similar documents set forth by Ringette Canada, Ringette Alberta, CRL, and Zone 1-2.
- 3.4 All members and Players shall respect all Members, Players, Parents, Officials, Fans, Team Personnel, and Volunteers of the LRA or any entity that the Association represents or is represented by. Any inappropriate conduct, threats, harassment, or abuse (including the use of profanity) directed at such individuals or groups **will not be tolerated**.
- 3.5 All Members, Players, and fans of the LRA shall respect the game of Ringette and shall behave in such a manner so as to not make a travesty of the game.
- 3.6 In the instance when a male is required to be in a dressing room or at a ringette-related activity/event they shall be accompanied by an adult female (18 years of age or older).
- 3.7 The LRA will not tolerate obscene, abusive, or obnoxious behavior by Team Personnel, Players, Parents, or Fans.
- 3.8 General parents and fans are not permitted in the dressing rooms except, as expressly permitted by the respective team's Head Coach.
- 3.9 Standards of behavior consistent with LRA Code of Conduct, Ringette Alberta, Ringette Canada, and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards.
- 3.10 Conduct that violates the LRA Code of Conduct may be subject to sanctions pursuant to LRA policies related to discipline.

Section 4 - Suspension on Financial Grounds

- 4.1 Members can be suspended on Financial Grounds and therefore no longer be entitled to privileges or powers in the LRA. Members suspended for this reason cannot:
- a. Vote in any meeting or executive meeting;
 - b. Be involved in any way as a Player or in a Team Personnel position;
 - c. Be appointed to, or perform any of the duties of any appointed position in the LRA; and
 - d. Be elected to or perform any duties of an Executive Member position.

- 4.2 The Member (if 18 years or older) or any Player that the Member is financially responsible for is not permitted to participate in any practice, game, or event sponsored by the LRA. The suspension will end when the arrears have been paid to the LRA.

Section 5 - Neglect of Duty

- 5.1 Any person not fulfilling the duties of a position (elected, selected, appointed) within the LRA can be removed from the role. While the LRA understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must be accepted. Removing persons from their positions is not desirable, but may be necessary. There are additional considerations for team personnel.
- 5.2 When it is believed that a person is neglecting their duties, a completed "Neglect of Duty" Form can be submitted for Executive approval. If approved, the neglecting person will be warned in writing. A second approved submission in the same Fiscal Year will:
- Result in removal of the person from a selected or appointed position.
 - Result in a "Request for Resignation" Form being completed and issued if the person is in an elected position. If this person refuses to resign, a Special Resolution will be formed to have the person removed from the position.
- 5.3 Persons removed from positions for Neglect of Duty retain their rights as members should they still qualify as a Member without the position.

Section 6 - Removal of Team Personnel

- 6.1 Team Personnel are entrusted with the instruction, care, and supervision of Players, or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and LRA, they can be removed from their position. When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner they will inform the person in writing that a corrective action is required by a specified date. If the desired result is not achieved a "Team Personnel Removal" Form will be completed and submitted for Executive approval.
- 6.2 If a parent (or Player 18 years or older) believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt to reach resolution within the Team. If resolution cannot be achieved, the Director of Coaching will assist process. If resolution still cannot be achieved then the Director of Coaching will submit a "Team Personnel Removal" Form for Executive approval.

Section 7 – Registration

A. General

- 7.1 Each player shall pay fees based on requirements as determined on an annual basis by the Board of Directors. Special circumstances will be presented to and voted upon by the Board of Directors.
- 7.2 No player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association by completing the designated form and paid the Registration fee by the date specified, as registration is the mechanism by which Players become insured through Ringette Alberta. (The exception to this would be "Bring a Friend" publicity style events, which are by, default, insured by Ringette Alberta).

B. Withdrawal

- 7.3 Withdrawal "**with cause**" shall be:
A substantial reason preventing a registrant from playing ringette in the LRA (e.g. family relocation).
- 7.4 The determination of "**with cause**" is made by the LRA Board of Directors. This decision is final and not subject to appeal.

7.5 Withdrawal for all other reasons shall be deemed "**without cause**".

C. Withdrawal and Registration Refund

7.6 Withdrawal for any reason before the players are assigned to teams will result in a full refund of the registration fee, less a \$50.00 administration fee.

7.7 Withdrawal for any reason after team formation and before the start of the Chinook tournament will result in a 50% refund of registration fees.

7.8 After the start of the Chinook Tournament, there is no refund for withdrawal "**without cause**".

7.9 Withdrawal "**with cause**" after the start of the Chinook Tournament until December 31 will result in a 25% refund of the registration fee.

7.10 After December 31, there is no refund for withdrawal for any reason.

7.11 All notifications of withdrawal must be sent in writing to the Secretary of the LRA. Where applicable, justification for "**with cause**" withdrawal must be provided.

D. Prolonged absence due to Injury

7.12 Any LRA athlete who sustains an injury while playing ringette, and as a direct result of said injury is prevented from playing for a period of 30 days or greater, will be eligible for a credit towards registration the following season.

7.13 The credit will be applied as follows: The player will receive a credit for 1/6 of their total registration fee for each full month of absence. Beyond 30 days, absence for a portion of a month will be prorated accordingly.

7.14 Documentation of the injury, and confirmation that it prevents the player from participating in ringette for the claimed period of absence, must be obtained from a physician. The player/family is responsible for any cost associated with procuring this letter.

E. Registration Refund if Season Cancelled by LRA

7.15 The intent of this provision is to address refunds of registration fees when the ringette season has been cancelled by the LRA. For example, if a public health emergency requires the LRA to cancel the ringette season, this policy would apply to the refund of registration fees.

7.16 If no ice time is used, a full refund (minus administrative costs) will be issued.

7.17 If less than one month of ice is used, a refund of 75% (minus administrative costs) will be issued.

7.18 If more than one month but less than two months of ice is used, a refund of 50% (minus administrative costs) will be issued.

7.19 If more than two months but less than four months of ice is used, a refund of 25% (minus administrative costs) will be issued.

7.20 Once 4 months of ice time has been used, no refunds will be issued.

7.21 Ice time used is calculated from the first day a participant's age group is permitted to skate as a member of the LRA.

Section 8 - Playing Up and Down

A. Process For Requesting Player Movement

8.1 If a player/parent/guardian of a registered LRA member feels that they or their child may be better placed at an age division that differs than the natural birth year, they must do so by completing the Player Movement Request Form which is available on the LRA website. **All players requesting to move must complete the form, for all age divisions, and whether the request is to play up or down.** The form must be submitted no later than 11:00 pm on August 15th of the upcoming ringette season. For each request, the Director of Player Development will interview the Player, the Player's parents, and other persons deemed appropriate (e.g. former coaches). The interviews, along with consideration of the feasibility of the requested move and any other relevant factors (which include but are not necessarily limited to such things as Calgary Ringette League, Ringette Alberta, and Ringette Canada rules), will be formulated into a recommendation as to whether the requested move should be considered. If requests are considered valid, a Player Movement Committee (PMC) shall be struck by the Director of Player Development. This committee shall consist of the Director of Player Development, the coach of the team the player wishes to move to, and at least one other person with demonstrated ringette knowledge Example: former coach. Committee members shall have no conflict of interest to said player.

B. Playing Up or Down Divisions

8.2 If the request is to **play down** and the Player Movement Committee approves, the move will be permitted. The Director of Player Development will advise the overage player's Head Coach an "Overage Player Request" will need to be submitted to Ringette Alberta for Divisions U12 and above.

8.3 Players requesting to **move up** a division, must submit a \$100.00 cheque, payable to the Lethbridge Ringette Association. This is for all levels except players registered in Active Start requesting a move to U10. Players that are requesting to move up a division, must attend evaluations for the age level they would like to move to. In order to be considered for placement on the higher team, the player must be able to contribute to the team's competitiveness and develop their overall skills at the higher level.

8.4 If the request is to **play up** and the PMC accepts the recommendation of the Director of Player Development, an evaluation process will occur. *The \$100 cheque is only cashed if an evaluation occurs. If the initial decision of the Director of Player Development and/or the PMC is to deny the request to play up, the cheque is returned.*

8.5 Evaluation of individual player attributes include but are not limited to:

- a. Player maturity (i.e. age, socially);
- b. Ringette experience (standard of previous playing levels);
- c. Ringette skills, decision making ability / game sense;
- d. Athleticism, speed, and development potential; and
- e. Work Ethic: Is the player hard working – consistently makes effort in games & practices.

8.6 The following conditions apply to playing up:

- a. If approved, the Player movement is only valid for the one year only;
- b. The PMC will look at all Division player numbers to determine viable teams at each Division prior to a Player Evaluation Process;
- c. The PMC monitors the evaluation and determines placement; and
- d. The results of the Player evaluation will be presented to the LRA Board as appropriate as per the recommendations of the PMC.

C. Association Needs

8.7 In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.

8.8 The PMC and/or the LRA Board reserves the right to place players in a division that is more in line with their skill level and not necessarily in alignment with their age group or, recommend development opportunities to allow the player to play in the desired level. This is adhering to Ringette Alberta's implementation of Long

Term Athlete Development (LTAD), and the principle of “meaningful competition” embodied by the Universal Athlete Assessment (hereafter referred to as UAA).

Section 9 - TEAM FORMATION

A. Team Formation Procedure

- 9.1 UAA evaluations will take place. Players will be notified in advance of evaluations and therefore players missing an evaluation without extenuating circumstances, or prior written notification to the Player Development coordinator, will receive the lowest possible ranking for the missed evaluation.
- 9.2 Ensure adequate numbers of players on a team:
 - a. Determine the permanent movement (up or down as allowed by Ringette Alberta) of any registered individual in an age division that does not have the minimum number of players to form a team.
 - i. The minimum number of players to consider forming a team at that age division level is 7.
 - ii. This movement will occur prior to UAA evaluations.
 - b. An age division with a minimum of 8 players will be filled to a maximum of 12 players through player movement (up or down as allowed by Ringette Alberta) or as directed by the Team Selection and Player Evaluation Committee (TSC):
 - i. Players with no team in their age division, if moved, are included in the minimum number of 8 in the division in which they are moved. Otherwise, the minimum number of players must be made up of players from that age division.
 - ii. Players from an age division above or below will be asked to fill the team to a maximum of 12 players or as directed by the TSC. Players will be asked to move after UAA evaluations.
- 9.3 For divisions U10 and above there will be a UAA evaluation at the beginning of the season. The TSC will evaluate all players in the divisions in question (see description of Team Selection and Player Evaluation Committee composition in LRA Bylaws).
 - a. For U10, the UAA evaluation is to assist with tiering purposes (Step 1/2/3), and for making recommendations for player movement up or down.
 - b. For U12 and up, the UAA evaluation is to tier the teams, and to place teams in appropriate divisions as required by Ringette Alberta guidelines. It will also be used to make recommendation for player movement up or down.
 - c. The Conditioning Camp practices will include skills, UAA testing, and games.
 - d. If a division needs more players to field a viable team, the appropriate number of players from the top 3rd of the seeding will be asked to play up. If no one volunteers, the Board will meet with the parents of the lower division to encourage volunteers.
 - e. Determining the tier of each team will be based on the regulations set out by Ringette Alberta and the TSC recommendations.
 - i. For 1st year Active Start and U10 players, the Board will consider any requests to play with a referring friend.
 - ii. Requests to be on a specific team will otherwise not be accepted by the Board.
 - iii. Extenuating or unforeseen circumstances may be brought before the Board on an individual basis.
 - iv. A member of the Board will be present during the splitting of the teams to ensure that the data from the TSC evaluation is used.
- 9.4 If an A team should be formed:
 - a. The TSC will select 2/3 of the team from the top seeded players.
 - b. The coach of the A team will select the rest of the players to form the team
 - c. The team will have a minimum of 9 players and a maximum of 12 players or as directed by the TSC.

9.5 If a player registers after the teams have been formed, the player will be evaluated according to their physical skating, ring handling abilities, and game play/knowledge (see Section 9B). Based on the player's ringette evaluation and the overall complexion of the LRA teams, the player will be designated to a team as directed by the TSC and/or the Director of Player Development.

B. Team/Player Evaluation

9.6 Whenever there are sufficient numbers of registered players, to comprise two or more teams, there must be a minimum of 9 players per team. Numbers may dictate upward or downward movements in order to meet the player number requirements.

a. Those players shall be subjected to an on ice UAA testing and game simulation for the purpose of determining the physical skating, ring handling abilities, and game play/knowledge of each player, in order to tier out the teams.

b. Players that choose not to participate shall be placed in the lower tier.

9.7 Each player will be put through UAA tests at which time they will be given a score. The scores will be tabulated and then scaled from highest to lowest.

9.8 The TSC is responsible for the evaluation process. They will use the guidelines provided to them by the LRA.

C. Player Affiliation

9.9 Affiliation means that a player may be called up from their regular team in an association to play at a higher team in the same association on an "as needed" basis.

9.10 Lethbridge Ringette Association teams are bound by Ringette Alberta rules for affiliation.

9.11 Before a team can take affiliate players, the coach of that team must consult with the parents of the selected player, the player and the coach of the team concerned.

9.12 The intention of affiliates is not to strengthen a team, but rather to replace injured or missing players, and/or bring the number of players up to a viable team. The affiliate's main responsibility is to her own team's schedule (practice, league games, exhibition games, play-offs, tournaments, etc.).

9.13 The affiliation rules are in place to help promote fair play. Fair for opposing teams, the affiliating team and the affiliate's team. Affiliates will not be given ice time at the expense of a regular team players. However, if it is known in advance that an affiliate player(s) will be required and that practicing with the team will be of benefit to the player and team beforehand, then notification and approval from the sending and receiving coaches is required prior to practicing. Affiliates must fulfill their practice, game (league, exhibition, play-offs), fundraising or dry land responsibilities with their regular team regardless of any needs or requests of the affiliating team.

9.14 It is expected that all LRA coaches will abide by this policy.

D. Goaltender Development Policy - The LRA goaltender development policy has been created to be in alignment with RAB policy as outlined in RAB Member Policy Requirements 27.4.4.

9.15 **At U12 and up:**

a. Players may register as full-time goalie.

b. Should a declared full-time goalie wish to play as a player, the decision to approve the request will be at the discretion of the coaching group (includes U 12).

9.16 **Children's Ringette (U12 & down):**

a. There will be no full-time goalies at U 10.

b. At U12 no individual will play goal more than 75% of the total games played by their team on or before December 31st and 75% after December 31st. A declared full-time goalie does not need to play out as a player when they are not playing as a goalie.

- c. At U 10, no individual will play goal more than 25% of the total games played by their team on or before December 31st and 25% after December 31st.
- d. Coaches are expected to track and comply with the LRA and RAB policy.

Section 10 - Team Personnel

A. Team Personnel Screening

- 10.1 All Team Personnel will be subject to the LRA Screening Policy.

B. Team Personnel and Team Staff

- 10.2 Team Personnel are any Members involved in the instruction, care, or supervision of Players, or in the operation or management of the Team. Team Staff are positions according to Ringette Alberta rules. The Team Staff must consist of at least one Head Coach and one Assistant Coach. All U19 and under teams must comply with the Ringette Alberta Gender Equity Clause whereby one qualified coach must be a female 18 years of age or older. The Team Staff may be comprised of:

- a. Head Coach
- b. Assistant Coaches
- c. Manager
- d. Trainer
- e. Junior Coach

- 10.3 Certification requirements for Team Personnel positions at all age levels and tiers are defined by Ringette Alberta. All LRA on-ice personnel must have completed the minimum coaching certification (CSI –Community Sport Initiation) for U12 and above. For Active Start and U10, “Ice Assistants” will only be designated with approval of both the Head Coach and Director of Coaching.
- 10.4 Junior coaches will be assigned by the Director of Coaching. The decision to place each junior coach will be based on a discussion with junior coaches regarding their preferences, the experience of the junior coach, and the needs of each team.
- 10.5 Coaching groups will be formed through a collaborative discussion between the qualified coaches in a division and the Director of Coaching. The final decision regarding coaching groups will be made by the Director of Coaching based on the needs of each team and its players.

C. Coaching Philosophy

- 10.6 The coaching philosophy of the LRA is to ensure the health and well-being of every player, mass participation, a fun atmosphere, no intentional body contact, equal opportunity, sportsmanship recognition, goodwill and friendship.
- 10.7 It is up to the coach to help players develop respect for themselves and each other. Sportsmanship values, fair treatment of all players, adherence to rules and knowledge of their own abilities and the ability of opponents help to develop this respect.
- 10.8 The LRA prides itself on its attempts to pursue excellence in competition while maintaining the opportunity to participate in every game regardless of ability.
- 10.9 LRA Team Personnel are expected to review and abide by the LRA Code of Conduct and the Ringette Alberta Code of Conduct for Coaches

D. Player Evaluation

- 10.10 All player evaluations shall be done according to the LRA prescribed process.

E. Player Positions

- 10.11 All Active Start and U10 players should be given the opportunity to play every position. For all other Divisions, position placement is at the discretion of the Team Personnel.

F. Team Finances

- 10.12 Each team is expected to establish an independent bank account for the purpose of managing revenue and expenses specific to the individual team through the course of the season. A volunteer treasurer from each team shall be appointed. All LRA team bank accounts are to be established at the main branch of Scotiabank in Lethbridge, as per the LRA’s partnership agreement with Scotiabank. At the conclusion of the season, all LRA team bank accounts are to be closed.

Section 11 – Tournament Policy

- 11.1 All ringette tournaments held under the jurisdiction of the LRA will be organized by the Director or Tournaments (Director of Fund Development) and/or a designate director and committee. All Ringette Alberta policies regarding eligibility for players and Team Personnel apply.
- 11.2 Any player or Team Personnel who is under suspension within the LRA, Ringette Alberta, or any other ringette organization sanctioned by Ringette Canada, is ineligible to participate in any LRA tournament.
- 11.3 The Code of Conduct and ZERO TOLERANCE policy applies to all individuals associated with, or participating in, an LRA Tournament. This applies to all athletes, Team Personnel, family members etc. The

Tournament Grievance Committee reserves the right to remove any family member, player, coach, or team from a tournament for behavior in transgression of this policy.

- 11.4 All tournaments must be run in a cost-recovery manner, such that all expenses are covered by revenue.
- 11.5 The Board of Directors, in conjunction with the Director of Tournaments, will set entry fees each year for the Bridge Battle Tournament, as well as the sponsorship requirement for each LRA team. Should revenue for the Bridge Battle Fall Tournament exceed expenses, the profits are held by the LRA to be used as deemed necessary for programming, capital purchases, and other operating costs. Sharing or distribution of tournament profits with individual teams is done at the discretion of the Board alone. Any profits will be redistributed based on association needs.

Section 12 - Directors and Their Duties

- 12.1 In accordance with Article 6 of the LRA Bylaws, the Board of Directors consists of the President, the Vice President, the Secretary, the Treasurer, the immediate Past President (the "Executive Officers") and up to 15 additional Directors as provided by the within Operating Policies.

The duties and responsibilities of the various Executive Officers are set out at section 6.9 of the LRA Bylaws. The duties and responsibilities of the following Directors are as follows:

- 12.2 **Registrar.** The Registrar shall:
 - a. attend board meetings;
 - b. be responsible for making all necessary registration arrangements for players, team staff, and Board of Directors;
 - c. register all players, affiliates, team staff, and appropriate Board of Directors with the Provincial Association and Ringette Canada;
 - d. communicate with Ringette Alberta in regard to listing LRA tournament(s) on the Ringette Alberta website;
 - e. be responsible for email notification of registration to all members;
 - f. be responsible for collection of registration financial obligations;
 - g. maintain updated list of team players and team staff;
 - h. provide Board Members with a list of all players upon registration closing;
 - i. respond to questions regarding registration and member profiles;
 - j. set up and maintain tournament registration; and
 - k. assist the treasurer where applicable.
- 12.3 **Referee-in-Chief.** The Referee-in-Chief shall:
 - a. attend board meetings;
 - b. prepare annual budget;
 - c. be responsible for all officials in the LRA including the advancement of their skill levels;
 - d. organize referee clinics;
 - e. be responsible for the scheduling of officials;
 - f. handle all officiating disagreements arising from regular LRA hosted games.
 - g. set up evaluations for officials in the LRA;
 - h. approve all payments for referees;
 - i. be aware of rule changes and refresher years;
 - j. schedule referees for local tournaments;
 - k. be able to seek out of town referees from other associations for games/tournaments;
 - l. ensure all new regulations and changes are brought to coaches and referee's attention; and
 - m. be responsible for setting up shot clock training for appropriate divisions.

- 12.4 **Director of Equipment.** The Director of Equipment shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. be responsible for all equipment and uniforms of the LRA;
 - d. purchase new uniforms or equipment as required for replacement or new teams with approval from the Board of Directors;
 - e. be responsible for the cleaning, maintaining and repairing of equipment and uniforms whenever required;
 - f. provide Board of Directors with an inventory of equipment and proposed equipment replacement plans; and
 - g. be responsible to allocate equipment to teams at the beginning of the season and to ensure equipment is returned at end of season.
- 12.5 **Director of Fundraising.** The Director of Fundraising shall:
- a. attend board meetings;
 - b. ensure that sufficient volunteers for required LRA events (including but not limited to, tournaments, highway clean up, casino);
 - c. organize LRA Raffles including Cash for Christmas Raffle Tickets (AGLG license, printing, distributing, cash reconciliation);
 - d. work with Tournament Director (and subcommittees) to ensure volunteer requirements are met to host these events;
 - e. form a subcommittee to assist in other fundraising activities within the LRA;
 - f. lead the volunteer requirement committee on behalf of the LRA to ensure that events have adequate volunteers and families are contributing their volunteer hours; and
 - g. prepare annual budget for fundraising.
- 12.6 **Director of Coaching.** The Director of Coaching shall:
- a. attend board meetings;
 - b. call for applications to fill coaching positions and designate coaching groups for each team;
 - c. be available to all coaches to discuss ice allocation, player issues, coaching requirements, etc.;
 - d. assist with the development of the LRA practice schedules;
 - e. organize the setup of coaching clinics;
 - f. assist in the resolution of team problems and act as a liaison with team managers;
 - g. ensure safe and healthy practices are being conducted;
 - h. ensure team staff qualifications are complete as per Ringette Alberta and LRA policies and communicate information to LRA registrar;
 - i. collect criminal record checks of all Team Personnel; and
 - j. coordinate necessary venues and presenters for a LRA coaching clinic, when feasible.
- 12.7 **Director of Promotions.** The Director of Promotions Shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. chair the Promotions Committee meetings;
 - d. be responsible for promoting the LRA in the community through a variety of sources and events;
 - e. act as the liaison between the LRA and the media;
 - f. coordinate advertising for LRA registration and LRA hosted tournaments in conjunction with Registrar and Tournament Director;
 - g. organize all Come Try Ringette events for the LRA (usually two per year);
 - h. be responsible for administration of the LRA's presence on social media;
 - i. coordinate team photos (in conjunction with the board);
 - j. actively maintain relationship with Lethbridge Sports Council for event promotion, association awareness, etc.; and

- 12.8 **Director of Tournaments.** The Director of Tournaments shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. chair tournament committee meetings and form subcommittees that include 1) Raffle Coordinator, 2) Volunteer Coordinator, 3) Awards / Player Swag Coordinator, 4) Admin / Documentation Coordinator;
 - d. communicate with interested teams;
 - e. work with the Ice Administrator to setup tournament schedules;
 - f. apply for Ringette Alberta sanctioning and file necessary reports;
 - g. provide event financial report; and
 - h. be listed as tournament contact.
- 12.9 **Director of Ice Administration.** The Director of Ice Administration shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. oversee the administration of LRA ice booking contracts (acquisitions, revisions, and cancellations) with the City of Lethbridge;
 - d. assist with the development of LRA Practice schedules;
 - e. meet with the City of Lethbridge to plan special event ice;
 - f. advise the Referee-in-Chief of game bookings regarding leagues or other events (e.g. exhibition games) requiring LRA Referees;
 - g. review all tournament schedules and advise of any improvements to maximize ice usage, flood schedule, or ice slot cancellations to which could provide any cost savings;
 - h. work with the City of Lethbridge to contract ice for:
 - i. games
 - ii. practices
 - iii. tournaments
 - iv. playdowns
 - v. clinics
 - vi. special events;
 - i. responsible for keeping an organized up to date schedule of all ice booked;
 - j. work with other ice users to facilitate sharing of ice and efficient use of facilities and equipment;
 - k. send ice contracts to the Treasurer;
 - l. send schedules to concession manager;
 - m. provide ice to Chinook League and Zone 2 for scheduling;
 - n. liaise with the Tournament Director to plan tournament ice and schedules;
 - o. provide practice schedule to teams;
 - p. work with the Director of Player Development to plan and schedule evaluations; and
 - q. provide ice budget to Board for review.
- 12.10 **Director of Player Development.** The Director of Player Development shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. coordinate development including: Power Skating Sessions, Goalie development clinics, General skills clinics;
 - d. chair the Team Selection and Player Evaluation and committee;
 - e. assist with the development of the LRA Practice schedules;
 - f. manage player/team selection process as per LRA Policy;
 - g. manage player movement as per LRA Policy;
 - h. set up and run the conditioning camp in early September;
 - i. help and support coaches on ice with player development;
 - j. set up and manage goalie clinics and support goalie development; and
 - k. prepare annual budget for conditioning camp, clinics, and costs that fall under play development role.

- 12.11 **Director of Sport Development.** The Director of Sport Development shall:
- a. monitor and assess the efficacy of the associations program structure/best practices;
 - b. ensure fairness and excellence in the associations programming in ringette;
 - c. monitor implementation of long-term athletic development in the association as a whole;
 - d. promote continual Association program improvement;
 - e. ensure optimal development of coaches and athletes of all ages, interests and abilities;
 - f. liaison with the open teams; and
 - g. support the Director of Player Development with the creation of teams and ensure there are no conflicts of interest.
- 12.12 **Director of Information Technology.** The Director of Information Technology shall:
- a. attend board meetings;
 - b. prepare annual budget;
 - c. be responsible for maintenance of the LRA website including domain names;
 - Home Site www.lethbridgeringette.ca
 - Tournament Site www.lethbridgeringettetournaments.com
 - upload to website all applicable information as requested
 - keep websites current, professional, and easy to browse
 - d. maintain budgets for any IT related transactions;
 - e. manage Association and team communication through RAMP;
 - f. co-ordinate with Director of Ice Administration to liaison with company of current ice scheduling software and importing/exporting data;
 - g. assist the Registrar (if required) and manage all profiles after registration;
 - h. tournament responsibilities – labels – correct rosters – enter league games – game sheets ;
 - i. be responsible for administrating login levels on RAMP (access);
 - j. be responsible for updating and maintaining @Lethbridgeringette.ca email addresses; and
 - k. be a liaison with any Director requiring IT assistance.
- 12.13 **Members-at-Large.** Members-at-Large shall:
- a. attend board meetings;
 - b. be a Director of the LRA Board without portfolio;
 - c. have all voting rights accorded to other Board members;
 - d. have a term of 1-2 years;
 - e. be encouraged to consider nomination for a role of Officer or Director with portfolio by the end of their term; and
 - f. serve on standing committees or ad-hoc committees as appointed by the President and approved by the Board.

Section 13 – Volunteer Policy

- 13.1 **Importance of Volunteers.** Volunteering of time, resources and ideas is critical to the sustainability of LRA as a non-profit organization. The LRA volunteer policy requires that a parent/guardian of a player or player if over the age of 18, must complete volunteer shifts to meet 5 volunteer credits per season to a maximum of 10 per family. The policy applies to players registered in U 10 to U 19 divisions. This policy does not apply to players registered in the Open Divisions (see 13.10). The LRA Board of Directors is responsible to identify and define what constitutes Association-related volunteer activities. Volunteer opportunities will be available throughout the year for parents/guardians of players and players over the age of 18 to fulfill their hours.

- 13.2 **Association-Related Volunteer Activities.** The current list will be updated and include the following:
- a. shifts at the Bridge Battle Tournament (November),
 - b. shifts at any Competitions hosted by the LRA,
 - c. Casinos; and
 - d. any other activity declared by the LRA to be an Association-related volunteer activity.
- 13.3 **Volunteer Cheques.** One undated volunteer cheque in the amount of \$250 will be required for each player, to a maximum of \$500 / family. This cheque will be collected by Team Managers within 2 weeks of team formation. All cheques will be submitted to the Director of Fundraising the same week. If a player's cheque has not been received, that player will not be allowed on the ice until their cheques have been received. If you are not able to provide a cheque, you will be required to pay an upfront bond.
- 13.4 **Tracking Association-Related Volunteer Time.** The Director of Fundraising will keep track of those parents/guardians of players and players over the age of 18 who volunteer their time to the Association.
- 13.5 **Failure to Meet Volunteer Commitments.** If a parent/guardian of a player or player over the age of 18 has not met their volunteer commitments, their cheque(s) will be cashed by the LRA at the end of each season. Failure to meet volunteer commitments includes being late to an assignment that hinders volunteer activities; and not being able/qualified to work the shift the individual has signed up for.
- 13.6 **No shows/ Last minute cancellations.** Once a parent/guardian of a player or player over the age of 18 has signed up to a volunteer activity they are responsible to fulfill that commitment. If a parent/guardian of a player or player over the age of 18 has signed up to complete a volunteer activity and fails to show up for that activity without providing 48 hours' notice they will be deemed to have not met their volunteer commitment and their volunteer cheque will be cashed immediately.
- 13.7 **Volunteer Exemptions.** The Board is responsible to determine what exemptions are allowed for volunteer obligations. In recognition that Board members and Head Coaches already volunteer time towards Association-Related Volunteer Activities in excess of the time commitment required under this Policy, board members and head coaches are exempt from any further Association-Related Volunteer Activities. This exemption can be revoked or expanded at the discretion of the Board.
- 13.8 **Volunteer Buy-out.** Buyouts will not be considered an option. A buyout may be allowed for extenuating circumstances at the discretion of the board.
- 13.9 **Team-Related Volunteer Activities.** Individual teams also require parents to contribute time and resources to support games, tournaments, and team-specific costs such as team swag or team gatherings. It is also expected that parents/guardians of players or players if over the age of 18 will volunteer for team-related volunteer activities which **do not count towards Association-related volunteer hours**. Team-related volunteer hours include the following:
1. Time/Score Keeper.
 2. Penalty Box person.
 3. Shot Clock (U12 and up).
 4. Team based fundraising activities such as bottle drives to support tournament participation or team gatherings.
 5. Any other activity declared by the LRA to be a Team-related volunteer activity.
- 13.10 **Open Players Registered Through LRA**
 Open players registered through LRA will be required to complete volunteer credits. The volunteer credits required will be determined by the board before October 1st. Credits may be assigned on a per team or pre player basis. Opportunities may be provided that are not offered on the general list of association volunteer activities. Volunteer cheques will not be required.

Appendix - Forms

Form A: Lethbridge Ringette Association Complaint Form

Nature of Complaint:	
(use reverse if necessary)	
For Lethbridge Ringette Association Executive Use Only	
Received By: _____	Date: _____
Is Submission Valid ? _____	Date: _____
Submitter Notified? _____	Date: _____
Below is applicable only if the Submission is valid	
Named Members (if any) informed? _____	Date: _____
Appeals (if any) received by: _____	Date: _____
Actions Taken:	
(use reverse if necessary)	
Submitter Notified?	Date: _____

Form B: Lethbridge Ringette Association Player Movement Request Form
Must be submitted by 2300h August 15

Applications to Play Up require a \$100 cheque deposit made out to the Lethbridge Ringette Association. Mail cheque to Lethbridge Ringette Association, PO Box 1792 Lethbridge AB T1J4K4. A cheque is not required for requests to move from Active Start to U10, nor for requests to Play Down.

Player Name: Age Division: Requested Division:
Justification:
Submitted by: _____ Signature: _____ Date: _____
For Ringette Association Executive Use Only
Received by: _____ Date: _____
Results of Evaluation – Request to Play Up or Play Down
Evaluation Results: _____ Date: _____
Decision: _____ Date: _____

Team Personnel Named: _____

Team: _____

Justification:

(use reverse if necessary)

Submitted by: _____

Signature: _____

Date: _____

For Lethbridge Ringette Association Executive Use Only

Received by: _____

Date: _____

Is Submission Valid? _____

Date: _____

Submitter Notified? _____

Date: _____

Below is applicable only if the Submission is valid

Decision:

Date: _____

Submitter Notified ? _____

Date: _____

Member Name: _____

Justification:

(use reverse if necessary)

Submitted by: _____ Date: _____
Signature: _____

For Lethbridge Ringette Association Executive Only

Received by: _____ Date: _____
Is Submission Valid? _____ Date: _____
Submitter Notified? _____ Date: _____

Below is applicable only if the Submission is valid

Decision: _____ Date: _____

(use reverse if necessary)

Submitter Notified? _____ Date: _____

Nature of Neglect:

(use reverse if necessary)

Submitted by: _____

Signature: _____

Date: _____

For Lethbridge Ringette Association Executive Only

Received by: _____

Date: _____

Is Submission Valid? _____

Date: _____

Submitter Notified? _____

Date: _____

Below is applicable only if the Submission is valid

Named Member(s) informed? _____

Date: _____

Actions Taken:

Date: _____

(use reverse if necessary)

Submitter Notified?

Date:

Form F: Lethbridge Ringette Association Screening Disclosure Form

Please print (for identification purposes only):

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____

GENDER: _____ Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?
Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by Lethbridge Ringette Association's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Age When Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes _____ No _____

If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Age When You Allegedly Committed the Crime: _____

Further Explanation: _____

Certification

The answers on this Form are truthful, accurate and complete.

Signature: _____

Date: _____