



**LRA
Policies and Procedures**

**Lethbridge Ringette Association
Revision August 2020**

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Section 1 – Intent

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

For the purpose of enabling players to participate in Ringette, the Association is a Member of:

- The Zone 1-2 Ringette Association (hereafter referred to as Zone 1-2)
- Calgary Ringette League (hereafter referred to as CRL)
- Ringette Alberta
- Ringette Canada (through the elected or appointed representatives of Ringette Alberta)

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. Amendment

The Policies and Procedures herein contained may be modified at LRA Board meetings or any meeting called to include modification 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

1. To promote, administer, and develop the recreational sport of ringette.
2. To teach fair play and sportsmanship with an emphasis on the enhancement of good character and citizenship.
3. To provide entertainment and fun for participants.
4. To provide competition for all players desiring to participate in Ringette, giving due consideration to their individual capabilities and interests.
5. To exercise supervision and direction over its members, including players, coaches, officials, parents and spectators.
6. To ensure that all members have the opportunity of presenting and having their views heard.
7. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
8. To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for ringette.
9. To provide individuals with the framework for a lifelong commitment to physical fitness and a healthy lifestyle.

D. Website

The LRA website is www.lethbridgeringette.ca. Information available on the website includes, but is not limited to or constrained by:

- Registration information
- Bylaws
- Policies
- Forms
- Meeting Minutes
- Notice to Members
- Notice of Meetings
- Bingo dates
- Contact information for members of the Board

E. Form of Communication

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:

- TeamSnap
- Email to appropriate individuals
- Written letter to appropriate individual
- Verbal communication from executive members

Section 3 - Code of Conduct

The LRA supports the concept of **Zero Tolerance**. This section describes what is expected of all Members and Players.

1. 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.
2. 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. 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**.
4. 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.
5. 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).
6. The LRA will not tolerate obscene, abusive, or obnoxious behavior by Team Personnel, Players, Parents, or Fans.
7. General parents and fans are not permitted in the dressing rooms except, as expressly permitted by the respective team's Head Coach.

8. As such, 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.

Such sanctions maybe applied to any player, team official, parent, or committee member and will take the form of:

- A. A written reprimand
- B. A suspension
- C. An expulsion
- D. A combination of the above

The LRA, through its elected or appointed officials, has the authority to discipline any player, team official, parent, or committee member. The President shall ensure that each disciplinary incident is:

- A. Dealt with by a committee considered the Grievance Committee and as outlined in Section 4 Complaint and Disciplinary Policy. The Grievance Committee shall consist of the Vice President, acting as Chair for the committee, as well as the Director of Player Development and the Director of Coaching. In a conflict of interest with one of the committee members or if absent, the President shall appoint another person to participate with the committee.
- B. Treated fairly and that consistency is maintained across divisions/categories.
- C. The right of appeal is extended.
- D. Handled in such a way that the integrity and stature of all persons are respected.

STANDARD SUSPENSIONS:

Where the Ringette Canada, Ringette Alberta, CRL or Zone 1-2 policies dictate a suspension of team staff or players for a rule transgression and game officials determine, by write up, that such a transgression took place, the suspension will be implemented by the Director of Coaching in consultation with the League/Director as a matter of routine.

NON-STANDARD SUSPENSIONS:

When incidents occur that contravene LRA bylaws or policies and are not covered by Ringette Canada and/or Ringette Alberta Policy, game officials, coaches, and team officials may report the incident to the LRA Grievance Committee for their dispensation. Incidents shall be reported to the chair of the Grievance Committee, the Vice President, in writing and signed by the complainant(s), within 48 hours of the incident happening.

APPEAL:

Should a coach, player, team official, committee member, or parent feel that the LRA Grievance Committee has not satisfactorily resolved the issue, an appeal may be registered by a written letter to the LRA Secretary, accompanied by a \$100.00 appeal fee. The secretary will assure that the matter is placed on the agenda for the next LRA executive meeting and inform the President and respective Grievance Committee members of its receipts.

The LRA shall provide up to thirty minutes of meeting time for the person(s) making the appeal. If requested in writing, the affected member(s) may be present at the meeting to issue their appeal in person.

A discussion of the case shall take place in committee of the whole, which shall render its decision by motion. A simple majority shall suffice.

If the appeal to the LRA results in endorsement of the decision of the Grievance Committee or an increase in penalty, the fee shall be forfeited. If the appeal to the LRA results in overruling the Grievance Committee's decision or lesser penalty than that imposed, the entire \$100.00 shall be refunded.

Section 4 – Complaint and Disciplinary Policy

The Complaint and Disciplinary Committee shall consist of the Vice President, Director of Coaching and Director of Player Development. Excluding Team related issues, concerns, or problems, anyone may raise a formal complaint by submitting in written form and signed by the complainant(s), within 48 hours of the incident to which lead to the complaint(s) to the Vice President. At the discretion of the Grievance Committee, the steps that maybe followed include, but are not necessarily limited to or constrained by:

1. The Grievance Committee will meet within 48 hours of the Vice President receiving the official complaint(s) and determine any such sanctions, if any, that may be implemented. The Grievance Committee shall then notify the Executive within 24 hours of its recommendation(s) and any sanctions that may be implemented. The Executive shall vote on the Grievance Committee recommendation(s) within 24 hours of receiving such recommendations. The President shall immediately notify the affected member(s) on the submitted complaint in writing.
2. All complaints submitted to the Grievance Committee will be considered valid and shall be dealt with by the Grievance Committee as outlined. Complaints must be in the form of writing, submitted to the Vice President and must be signed by the complainant(s).
3. The Member(s) named on the Complaint(s) have the right to present an appeal either verbally or in writing which shall be requested in writing, signed and submitted to the Secretary as outlined in Appeals.
4. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final with no appeals permitted. If the Executive are aware of an incident that does not allow the outlined time frame to be followed, the Executive may vote, majority rule, that the affected member(s) be placed on immediate suspension from any and all Ringette related activities, until such time that the Executive may address the complaint.
5. The President will inform the submitter(s) of the actions taken.

Section 5 - Suspension on Financial Grounds

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:

- Vote in any meeting or executive meeting.
- Be involved in any way as a Player or in a Team Personnel position.
- Be appointed to, or perform any of the duties of any appointed position in the LRA.
- Be elected to or perform any duties of an Executive Member position.
- 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 6 - Neglect of Duty

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.

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. Persons removed from positions for Neglect of Duty retain their rights as members should they still qualify as a Member without the position.

Section 7 - Removal of Team Personnel

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.

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 8 - Registration

A. General

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.

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

Withdrawal "**with cause**" shall be:

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

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

C. Withdrawal and Registration Refund

1. 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.
2. Withdrawal for any reason after team formation and before the start of the Chinook tournament will result in a 50% refund of registration fees.
3. After the start of the Chinook Tournament, there is no refund for withdrawal "**without cause**".
4. Withdrawal "**with cause**" after the start of the Chinook Tournament until December 31 will result in a 25% refund of the registration fee.
5. After December 31, there is no refund for withdrawal for any reason.
6. 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

1. 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.
2. 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.
3. 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

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.

1. If no ice time is used, a full refund (minus administrative costs) will be issued.
2. If less than one month of ice is used, a refund of 75% (minus administrative costs) will be issued.
3. If more than one month but less than two months of ice is used, a refund of 50% (minus administrative costs) will be issued.
4. If more than two months but less than four months of ice is used, a refund of 25% (minus administrative costs) will be issued.
5. Once 4 months of ice time has been used, no refunds will be issued.
6. 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 9 - Playing Up and Down

A. Process For Requesting Player Movement

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

1. 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.
2. 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.

3. 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.*
4. Evaluation of individual player attributes include but are not limited to:
 - Player maturity (i.e. age, socially).
 - Ringette experience (standard of previous playing levels).
 - Ringette skills, decision making ability / game sense.
 - Athleticism, speed, and development potential.
 - Work Ethic: Is the player hard working – consistently makes effort in games & practices.
5. The following conditions apply to playing up:
 - If approved, the Player movement is only valid for the one year only.
 - The PMC will look at all Division player numbers to determine viable teams at each Division prior to a Player Evaluation Process.
 - The PMC monitors the evaluation and determines placement.
 - 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

1. In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.
2. 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 10 - TEAM FORMATION

A. Team Formation Procedure

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.

1. 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
 - The minimum number of players to consider forming a team at that age division level is 7.
 - 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 Committee (TSC).
 - 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.

- Players from an age divisions 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.
2. For divisions U10 and above there will be a UAA evaluation at the beginning of the season. A Team Selection Committee (TSC) will evaluate all players in the divisions in question (see description of TSC composition in LRA Constitution).
 - 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.
 - For 1st year Active Start and U10 players, the Board will consider any requests to play with a referring friend.
 - Requests to be on a specific team will otherwise not be accepted by the Board.
 - Extenuating or unforeseen circumstances may be brought before the Board on an individual basis.
 - 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.
3. If an A team should be formed
 - The TSC will select 2/3 of the team from the top seeded players.
 - The coach of the A team will select the rest of the players to form the team
 - The team will have a minimum of 9 players and a maximum of 12 players or as directed by the TSC.
 4. 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 10-B). 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

1. 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.

- 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.
 - Players that choose not to participate shall be placed in the lower tier.
2. 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.
 3. The TSC is responsible for the evaluation process. They will use the guidelines provided to them by the LRA.

C. Player Affiliation

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

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

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.

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).

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.

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

Section 11 - Team Personnel

A. Team Personnel Screening

All Team Personnel must obtain a Criminal Record Check. All Criminal Record Checks will be valid for a period of two years. It is expected that Ringette Alberta will in the future establish guidelines for Team Personnel.

B. Team Personnel and Team Staff

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:

- Head Coach
- Assistant Coaches
- Manager
- Trainer
- Junior Coach

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.

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.

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

The coaching philosophy of the LRA is to ensure the healthy and well being of every player, mass participation, a fun atmosphere, no intentional body contact, equal opportunity, sportsmanship recognition, goodwill and friendship.

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.

The LRA prides itself on its attempts to pursue excellence in competition while maintaining the opportunity to participate in every game regardless of ability.

LRA Team Personnel are expected to review and abide by the Ringette Alberta Code of Conduct for Coaches

D. Player Evaluation

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

E. Player Positions

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

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 12 – Tournament Policy

1. All ringette tournaments held under the jurisdiction of the LRA will be organized by the Director or Tournaments and/or a designate director and committee. All Ringette Alberta policies regarding eligibility for players and Team Personnel apply.
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.
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.
4. All tournaments must be run in a cost-recovery manner, such that all expenses are covered by revenue.
5. The Board of Directors, in conjunction with the Director of Tournaments, will set entry fees each year for the Chinook Tournament, as well as the sponsorship requirement for each LRA team. Should revenue for the Chinook 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 that are shared will be distributed equally between all teams participating in the Chinook Tournament

Section 13 – Screening Policy

13.1 Purpose

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services. The Lethbridge Ringette Association is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. This Policy is one of several policy tools that the Lethbridge Ringette Association will use to fulfill its commitment to provide a safe environment and to protect its members and participants from harm. The purpose of screening is to identify individuals within the Lethbridge Ringette Association or its members who may pose a risk to its members and participants.

13.2 Applicability

This policy applies to all persons in 'designated categories' who pose a risk of harm to the Lethbridge Ringette Association or to its members or participants. This includes, but is not limited to, team staff of minor teams as well as directors that handle finance of the association.

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Lethbridge Ringette Association. Such designated categories include:

- All board members;
- LRA Member youth team head, assistant coaches, on-ice assistants and team staff; and,
- Coaches and team staff of any other teams that Members deem to have vulnerable participants or require screening for other reasons.

13.3 **Principles**

- 13.3.1 LRA will manage the screening process for board members and any persons appointed to be a coach, assistant coach or on-ice assistant.
- 13.3.2 At least two persons shall be involved in the decision on eligibility of those who have been screened.
- 13.3.3 Contents of records checks, and screening disclosures shall be kept strictly confidential among persons on the Screening Committee.
- 13.3.4 Any notices that persons are not eligible for a position as a result of records checks or screening disclosures shall not divulge the relevant violation/offence(s).
- 13.3.5 Records checks shall be provided by law enforcement or other government agency.

13.4 **Requirements**

13.4.1 **Timelines**

Screening Disclosure Forms and records checks are valid for three years. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a Screening Disclosure Form (see **Appendix F**) to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

13.4.2 **Fees**

The Lethbridge Ringette Association is responsible for the cost of police checks.

- 13.4.3 Individuals in designated categories will be screened using a record check and Screening Disclosure Form (see **Appendix F**). There will be no exceptions.
- 13.4.4 An individual will not knowingly be placed in a designated category who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of Ringette Alberta, an athlete or member of Ringette Alberta, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.
- 13.4.5 If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Member screening committee.
- 13.4.6 Nothing in this policy will prevent an individual from re- applying for a staff or volunteer position with Lethbridge Ringette Association at some point in the future, and submitting a new PIC, VSC (as defined in 13.6(a)) and Screening Disclosure Form and letter of good standing, if required.
- 13.4.7 If a person has been screened and approved by a Lethbridge Ringette Association screening committee, the Lethbridge Ringette Association board will confirm such approval and not require a second screening while the first screening is valid.

13.4.8 **Screening Committees**

- 13.4.8.1 The implementation of this policy for the Lethbridge Ringette Association is the responsibility of the Screening Committee of the Lethbridge Ringette Association; a committee of 2 persons appointed by the Lethbridge Ringette Association Board of Directors. The Board of Directors may, in its sole discretion, remove any member of the Screening Committee. Quorum for the Screening Committee will be two (2).
- 13.4.8.2 The Lethbridge Ringette Association shall designate at least two individuals who have the responsibility to implement this policy. These individuals will constitute the Screening Committee for the Member association.
- 13.4.8.3 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Lethbridge Ringette Association Board of Directors.

13.4.8.4 The Screening Committee is responsible for receiving and reviewing all PICs, VSCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Lethbridge Ringette Association programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

13.4.9 Records

The Screening Committee will retain no copies of Screening Disclosure Forms or records checks, longer than the period they are valid. The records will be retained for 3 years and then they will be destroyed unless required by law or direction from the Board of Directors. The Screening Committee may retain written records of communication and with individuals whose Screening Disclosure Forms or records checks indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

13.4.10 Compliance and Consequences

13.4.10.1 Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.

13.4.10.2 If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position(s) and may be subject to further discipline in accordance with the Lethbridge Ringette Association's Discipline Policy (see Section 4 Disciplinary Policy).

13.4.10.3 The decisions of the Screening Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the Lethbridge Ringette Association.

13.4.10.4 All individuals in designated categories, as defined in this Section 13, are required to advise the Screening Committee if they have been charged or convicted of any relevant offences defined at section 13.6(b) after their Screening Disclosure Form has been submitted and Records Check completed.

13.5 References:

Section 4 Disciplinary Policy

13.6 Definitions:

The following terms have these meanings in this Policy:

(a) Records Check

- i. A Police Information Check (PIC) A check of records as maintained by the local police force and the Canadian Police Information Center (CPIC); and/or,
- ii. Vulnerable Sector Check (VSC) A check for criminal activity relating to vulnerable sectors of the community including youth and completed by the RCMP using fingerprint identification where necessary. VSC's can be applied for through any local police force other than the RCMP; or,
- iii. Any combination of the above.

(b) Relevant Offences:

For the purposes of this Policy, a relevant offence is any of the following offences for which pardons have not been granted:

- i. If imposed in the last five years:
 1. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or,
 2. Any violation/offence for trafficking and/or possession of drugs and/or narcotics;
 3. Any violation/offence involving conduct against public morals.
- ii. If imposed in the last ten years:
 1. Any violation/offence of violence including but not limited to, all forms of assault; or
 2. Any violation/offence involving a minor or minors.

- iii. If imposed at any time:
 1. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 2. Any sexual violation/offence involving a minor or minors; or
 3. Any violation/offence involving theft or fraud.
- (c) Screening Committee: a committee of at least two individuals appointed by the Directors of an association who will process the records checks and screening disclosure forms.

Section 14 - Directors and Their Duties

14.1 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:

14.2 **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, 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; and
- h. provide Board Members with a list of all players upon registration closing.

14.3 **Referee-in-Chief.** The Referee-in-Chief shall:

- a. attend board meetings;
- b. be responsible for all officials in the LRA including the advancement of their skill levels;
- c. organize referee clinics;
- d. be responsible for the scheduling of officials;
- e. handle all officiating disagreements arising from regular LRA hosted games.
- f. set up evaluations for officials in the LRA;
- g. approve all payments for referees;
- h. ensure all new regulations and changes are brought to coaches and referee's attention; and
- i. be responsible for setting up shot clock training for appropriate divisions.

14.4 **Director of Equipment.** The Director of Equipment shall:

- a. attend board meetings;
- b. be responsible for all equipment and uniforms of the LRA;
- c. purchase new uniforms or equipment as required for replacement or new teams with approval from the Board of Directors;
- d. be responsible for the cleaning, maintaining and repairing of equipment and uniforms whenever required;
- e. provide Board of Directors with an inventory of equipment and proposed equipment replacement plans; and
- f. be responsible to allocate equipment to teams at the beginning of the season and to ensure equipment is returned at end of season.

14.5 **Director of Fundraising.** The Director of Fundraising shall:

- a. attend board meetings;
- b. ensure that sufficient volunteers are present for bingos;
- c. act as the representative for the LRA at all Winners Bingo Association meetings;
- d. organize and distribute bingo schedules to team managers.;
- e. provide bingo schedule to web master for LRA website;

- f. form a subcommittee to assist in other fundraising activities within the LRA; and
- g. ensure there are sufficient volunteers present for LRA Casino duties.

14.6 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. promote the use of LRA and Ringette Alberta resources;
- f. organize the setup of coaching clinics;
- g. assist in the resolution of team problems and act as a liaison with team managers;
- h. ensure safe and healthy practices are being conducted;
- i. direct team managers to the Zone 1-2 and Calgary Ringette League contact lists;
- j. ensure team staff qualifications are complete as per Ringette Alberta and LRA policies and communicate information to LRA registrar; and
- k. collect criminal record checks of all Team Personnel.

14.7 Director of Promotions. The Director of Promotions Shall:

- a. attend board meetings;
- b. chair the Promotions Committee meetings;
- c. be responsible for promoting the LRA in the community through a variety of sources and events;
- d. act as the liaison between the LRA and the media;
- e. coordinate advertising for LRA registration and LRA hosted tournaments in conjunction with Registrar and Tournament Director;
- f. organize all Come Try Ringette events for the LRA;
- g. be responsible for administration of the LRA's presence on social media; and
- h. make arrangements for team photos and present proposed dates to the Board who will vote to determine when annual LRA photos will occur.

14.8 Director of Tournaments. The Director of Tournaments shall:

- a. attend board meetings;
- b. chair tournament committee meetings;
- c. communicate with interested teams;
- d. be responsible for setting up tournament schedules;
- e. apply for Ringette Alberta sanctioning and file necessary reports;
- f. provide event financial report; and
- g. be listed as tournament contact.

14.9 Director of Ice Administration. The Director of Ice Administration shall:

- a. attend board meetings;
- b. oversee the administration of LRA ice booking contracts (acquisitions, revisions, and cancellations) with the City of Lethbridge and Vulcan;
- c. assist with the development of LRA Practice schedules;
- d. attend the City of Lethbridge ice user's meetings;
- e. advise Zone 1-2, Calgary Ringette League and Ringette Alberta schedulers of all available game ice, playdown ice, and provincial championship 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. be responsible for requesting ice for special functions (clinics, provincials, benefit games, tournaments, etc.);
- i. be responsible for providing the City of Lethbridge and Vulcan with game and practice schedules to ensure dressing rooms are appropriately assigned; and
- j. be responsible for providing City of Lethbridge and Vulcan with game schedule to ensure concessions are available at home games.

- 14.10 **Director of Player Development.** The Director of Player Development shall:
- attend board meetings;
 - coordinate development including: Power Skating Sessions, Goalie development clinics, General skills clinics;
 - chair the Player Evaluation and Team Selection committee;
 - assist with the development of the LRA Practice schedules;
 - manage player/team selection process as per LRA Policy;
 - manage player movement as per LRA Policy; and
 - set up and run the conditioning camp in early September.
- 14.11 **Director of Sport Development.** The Director of Sport Development shall:
- monitor and assess the efficacy of the associations program structure/best practices;
 - ensure fairness and excellence in the associations programming in ringette;
 - monitor implementation of long-term athletic development in the association as a whole;
 - promote continual Association program improvement; and
 - ensure optimal development of coaches and athletes of all ages, interests and abilities.
- 14.12 **Director of Information Technology.** The Director of Information Technology shall:
- attend board meetings;
 - be responsible for maintenance of the LRA website;
 - ensure the domain name www.lethbridgeringette.ca is renewed as required;
 - manage Association and team communication software for the LRA and be the liaison to company of current LRA software;
 - manage ice scheduling software for the LRA and co-ordinate with Director of Ice Administration to liaison with company of current ice scheduling software and importing/exporting data formats;
 - assist the Registrar with registration and roster creation on current LRA software;
 - be responsible to distribution of Association wide emails and announcements, and/or designate to another Board member;
 - be responsible for updating and maintaining @Lethbridgeringette.ca email addresses; and
 - be a liaison with any Director requiring IT assistance.
- 14.13 **Member-at-Large.** Members-at-Large shall:
- attend board meetings;
 - be a Director of the LRA Board without portfolio;
 - have all voting rights accorded to other Board members;
 - have a term of 1-2 years;
 - be encouraged to consider nomination for a role of Officer or Director with portfolio by the end of their term; and
 - serve on standing committees or ad-hoc committees as appointed by the President and approved by the Board.

Section 15 – Volunteer Policy

- 15.1 **Importance of Volunteers.** Volunteering of time, resources and ideas is critical to the sustainability of LRA as a non-profit organization. In order to have a successful organization, the LRA requires that a parent/guardian of a player or player if over the age of 18, must complete 2 volunteer shifts of approximately 5 hours per shift on Association-related volunteer activities per player per season.

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 payers over the age of 18 to fulfill their hours.

- 15.2 **Association-Related Volunteer Activities.** The current list will be updated and include the following:
- Working a 5-hour bingo shift;
 - 5-hour shifts at the Chinook Tournament; and
 - If so designated by the LRA, 5-hour shifts at the Bridge Battle Tournament or any Provincial Competitions hosted by the LRA; or

- d. Any other activity declared by the LRA to be an Association-related volunteer activity.
- 15.3 **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:
- a. Time/Score Keeper;
 - b. Penalty Box person;
 - c. Shot Clock (U12 and up);
 - d. Team based fundraising activities such as bottle drives to support tournament participation or team gatherings;
 - e. Any other activity declared by the LRA to be a Team-related volunteer activity.
- 15.4 **Volunteer Cheques.** Two undated volunteer cheques in the amount of \$200 will be required for each player. 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.
- 15.5 **Tracking Association-Related Volunteer Time.** The Directors of Fundraising and Tournaments will keep track of those parents/guardians of players and players over the age of 18 who volunteer their time to the Association.
- 15.6 **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 (i.e., bingo); and not being able/qualified to work the shift the individual has signed up for.
- 15.7 **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.
- 15.8 **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 by the Board in extenuating circumstances.
- 15.9 **Volunteer Buy-out.** Parents not wishing to volunteer can elect a buyout of \$150 per volunteer obligation. The LRA Board reserves the right to limit the number of buy-outs. Buy-out priority will be granted in the order received.

Form A: Lethbridge Ringette Association Complaint Form

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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:	

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(use reverse if necessary)

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: _____