



Macdonald Ringette Association

Policy & Procedures Manual



Policy and Procedures Manual

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Policy and Procedures Manual

1.0 Introduction

1.1 Purpose

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

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

1.2 Scope of Policies and Procedures

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

The MRA Policies and Procedures manual applies to the MRA Board and the membership within the Macdonald region as defined in the MRA Constitution and By-Laws.

1.3 Changes to the Policies and Procedures

The Policy and Procedures Manual is intended to be a living document that will change from time to time as required. Changes to the MRA Policies and Procedures are to be presented by a member of the MRA Board to the rest of the Board at an MRA Board meeting to allow for discussion, suggested revisions, and subsequent voting by the Board.

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

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



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2.0 Administration and Operations

2.1 Structural Organization

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

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

The composition duties of the MRA Board and description roles of each director are outlined in the MRA Constitution and By-Laws that are located on the MRA website (www.macdonaldringette.ca).

2.2 Code of Conduct Policy

Code of Conduct Policy

The opportunity for athletes, coaches, officials and volunteers to participate in sport should be one where values of good sportsmanship and citizenship should be prevalent. The MRA Code of Conduct Policy expects all players, guardians, bench staff, and other members of the MRA participating in practices, games or other functions to behave in a socially acceptable manner and to act as a positive role model for all MRA players.

Player Code of Conduct

All players (U14 and older) registered in the Macdonald Association must sign the Player Code of Conduct, and adhere to the code. This Code of Conduct must be signed each year.

See Appendix A for the Player Code of Conduct of the MRA.

Parent Code of Conduct

All parents/guardians of a registered ringette player must sign the Parent Code of Conduct, and adhere to the code. This Code of Conduct must be signed each year.

See Appendix B for the Parent Code of Conduct of the MRA.

Bench Staff Code of Conduct

All members of the bench staff for all teams must sign the Bench Staff Code of Conduct, and adhere to the code. This Code of Conduct must be signed each year.



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



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3.0 Registration

3.1 Registration Time

All players shall register using the online registration process. Registrations will open in June of each year.

3.2 Registration Fees

The registration fees are to be established by the Executive and approved by the Board on an annual basis prior to registration. Registration fees will include all community centre fees.

3.3 Late Registration

All late registrations will be subject to a late registration fee of \$50.00 of the registration fees. No exceptions to late registration fees, unless approved by the MRA board of directors on a case by case basis.

3.4 Refunds

Non-Medical Refunds

Players that withdraw from Macdonald Ringette Association for non-medical reasons are entitled to a refund of their registration fees in accordance with the following and pro-rated accordingly:

- Prior to Evaluations – full refund
- Prior to Team Formation – full refund less evaluation costs
- Prior October 15th – full refund less evaluation costs and insurance costs
- Prior to December 31st – 50% refund less insurance costs
- After December 31st – no refund available

All refunds will be subject to a refund fee of \$50.00.

Medical Refunds

Players withdrawing for medical reasons as a result of injuries whether related to ringette or otherwise will be pro-rated the same as for non-medical refunds.

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The board can consider refunds for medical conditions beyond injuries at its discretion after a written request by the player with supporting medical documentation stating the player is unable to play ringette for medical reasons.

Deadline to Request Refunds

No refunds requests will be considered for medical or non-medical reasons after December 31st

Exclusions to Refund Policy

Players that receive a long-term suspension due to their conduct on or off-ice are not entitled to a refund of their registration fees for any reason whether medical or non-medical.

3.5 Goalie Registration and Incentives

The MRA will provide a \$200 refund at the end of the ringette season for any players that play as a full-time goalie for a team hosted by the MRA and resides within the MRA boundaries. Players that play a part time role (minimum of 4 games) as goalie will receive a \$50 refund at the end the year.

The goalie incentive program is available for goalies playing in the U10 to U14 levels.

3.6 Player Release

All players are required to register with the MRA. In the event MRA cannot host a team at a specific age and/or skill level those players may be transferred to another association to enable those players an opportunity to play. In the event of a transfer MRA will refund the registration costs, less the Community Centre fees, to the player who will then be responsible to pay the registration costs of the other association.

No player releases will occur unless they are approved through the Ringette Manitoba amalgamation process.

3.7 Registering a False Address

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

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

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4.0 Tryouts and Evaluations

4.1 Overview

4.1.1 Purpose

This Guideline is to assist players, parents and members of the Macdonald Ringette Association (MRA) in outlining the processes for the Tryout, Evaluation and Seeding Skate.

4.1.2 Overview of Processes

The evaluation process provides two primary functions.

1. Provides a method of ranking players to create the framework from which to assemble competitive teams within our association.
2. Allows for a determination as to whether sufficient player count and skill level exists within the MRA to host 'A' teams at specific divisions.

Evaluations allow the tryout committee an opportunity to assess the player skill level present within the association allowing for better seeding within the Winnipeg Ringette League (WRL) in the first half of the season.

Tryouts are a method of determining which players will make up the Macdonald 'A' level team at a specific division.

4.2 Initiation

4.2.1 Tryout and Evaluation Committee

The tryout and evaluation process starts shortly after the Annual General Meeting.

After the AGM a Tryout and Evaluation Committee is formed for the next season. The committee consists of a committee chair, the registrar, the coach development portfolio and the player development portfolio. Special care is taken to avoid any conflict of interest as part of the Committee.

All of the Board members are expected to assist during tryouts and evaluations. The Board and committee will avoid conflict of interest at all levels.

4.2.2 Timing

The Evaluation must occur after local association registration, but prior to tryouts and the annual WRL Amalgamation meeting.



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4.2.3 Ice Booking

It is the responsibility of the Tryout and Evaluation Committee Chair or delegate to ensure sufficient ice has been booked to host the tryout and evaluation.

4.2.4 Evaluators

It is the responsibility of the Tryout and Evaluation Committee Chair or delegate to recruit evaluators for the tryouts and evaluations. Evaluators are typically, but not required to be, players from current and past NRL or AA U19 teams. MRA reserves the right to use evaluators from within their association for evaluations and tryouts if needed. The committee will do everything it is power to avoid conflict of interest and ensure certified evaluators are used.

MRA reserves the right to reimburse the evaluators and officials for their time and expenses in accordance with their policies and procedures.

4.2.5 Officials

It is the responsibility of the Tryout and Evaluation Committee Chair or delegate to ensure referees, timekeepers and shot clock operators have been hired, if needed, for tryouts.

4.3 Evaluations

4.3.1 Review of Evaluation Process

After the formation of the Tryout and Evaluation Committee, the chair of the committee will consult with each of the committee members to review and approve the evaluation process. It is the chair's responsibility to ensure that the process used is consistent with the current MRA, WRL and Ringette Manitoba (RM) guidelines.

The committee members are not responsible for evaluating the players. The duties of the committee are to understand the evaluation process and to assist with the coordination of the necessary volunteers, collect/enter data, move players based on the findings of the evaluators and to hear parent concerns during the process. The chair ensures the process is clearly laid out and followed by the committee and reviews the results to ensure they are in alignment with guidelines.

The chair is responsible for reviewing specific cases upon written appeal and to collect suggestions and provide recommendations for improvement in future years.

4.3.2 Team Formation

The formation of teams within its boundaries falls under the authority of the MRA. It is anticipated that the data collected through the evaluation process and the recommendations from the committee will be adopted by the board.



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4.3.3 Completion of Evaluation

The evaluation process typically consists of a single on ice session. The location for evaluations is dependent on ice availability and ice rental cost. Players will be notified by a committee member as to the time and place for evaluations.

4.3.4 Seeding

Once the evaluation process is completed and the teams are formed, but prior to the WRL Seeding meeting, the committee will submit to the board a seeding recommendation for each team.

4.3.5 Seeding Appeal

The WRL is ultimately responsible for the seeding of teams within their league.

In accordance with the WRL Policies, teams are entitled to appeal their seeding prior to the Seeding Appeal meeting. Coaches wishing to appeal are required to do so in writing, stating their grounds for appeal to the MRA board.

The board will in turn determine if said appeal should be forwarded for consideration of the WRL.

4.3.6 Costs

The Evaluation is provided by the MRA at no cost to players. All U10 to U14 players are strongly encouraged to participate.

At the discretion of the board, evaluations may also occur at U16 and U19.

4.3.7 Evaluations

Evaluations are a tool used by the MRA to determine whether sufficient player skill exists at a particular level for there to be an 'A' team in the MRA region. Evaluations are mandatory for any player wishing to try out for an 'A' level team, unless prior written approval has been granted by the Committee.

Eight (8) or more 'A' level players must have been evaluated and be willing to play within a specific division in order for there to be an 'A' team tryout at that level. Under special circumstances the Committee may determine that an 'A' team tryout will be hosted without the eight (8) player minimum.

Evaluations may also be used to determine players for age advancement when necessary. The Committee will make the recommendations to the board.

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4.3.8 Evaluation Results

As the evaluation processes are general in nature, individual results are not made available and are confidential.

4.4 Tryouts

4.4.1 Convenors

The board will assume the role of convenors during the Tryout process, where the Representative(s) will be responsible for a particular age level. It is the Committee Chair or a delegate that makes the assignments of tryout convenors. Care is taken to avoid any and all conflicts of interest.

4.4.2 Roles

As the committee members shall not be responsible for evaluating players trying out for placement on the MRA 'A' teams. The duties of the committee are to understand the tryout process and to assist with the coordination of the necessary volunteers, collect/enter data, select players based on the findings of the evaluators, to notify all participating players and to receive parent concerns during the process.

The chair ensures the process is clearly laid out and followed by the committee, reviews the results to ensure they are in alignment with guidelines, reviews specific cases upon written appeal, collects suggestions and provides recommendations for improvement in future years.

4.4.3 Tryout Process

The tryout process typically consists of three on ice sessions following the Evaluation. The tryouts will be comprised of two (2) skills sessions and one (1) game session, with the exception of U16 and higher in which the tryouts will consist of three (3) game sessions.

The location is dependent on ice availability and ice rental cost. Players will be notified by the Committee as to the time and place for Tryouts.

4.4.4 Timing

The Tryouts must not start before the WRL Amalgamation meeting and must be completed prior to the WRL Seeding Meeting.

4.4.5 Team Size

Team size for all 'A' teams is typically set at fourteen (14) with thirteen (13) skaters and one (1) goalie. A larger team roster may be chosen at the discretion of the Committee and approved by the Board.



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In the case in which a team is composed of multiple associations through amalgamations, the team hosted in MRA must consist of 50% +1 players from MRA, or a minimum of eight (8) players from within the MRA region (e.g. a team of 15 would need 9 MRA players).

4.4.6 Grading System

Players and goalies will be evaluated on their skills and overall game sense during tryouts. The skills will be assessed based on the specific age level.

4.4.7 Interaction with Evaluators

Players, parents, coaches, or others are not permitted to be present within the section of the rink reserved for evaluators, nor should they approach or otherwise communicate with the evaluators during the tryout process.

4.4.8 Dress

To avoid possible influence of the evaluators, players participating in the tryouts are not permitted to wear any team identifying equipment or clothing, such as team pants or jerseys on the ice during tryouts.

4.4.9 Age Advancement

Underage players may try out for 'A' teams.

Selection of an underage player to an 'A' roster is only permitted under the following circumstances: (Both conditions must apply.)

1. No 'A' team within their respective age category exists within the MRA, or in the case where an 'A' team does exist, but has in excess of the number of players required to form the team.
2. The player evaluates in the top 25% of players trying out at the respective level.

4.4.10 Fees

In order to cover the cost of ice rental and evaluators a nominal tryout fee will be charged to each player electing to participate within the tryout process.

The MRA Board will define the tryout fee value and reserve the right to change the tryout fee up to the date of the tryouts.

4.4.11 Injured or Absent Players

Players unable to attend any or all of the evaluation or tryout skates due to injury, but who wish to be considered, must provide a doctor's note to the committee chair before the commencement of the affected session(s).

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1. In the case where one or two tryout sessions are missed due to injury or illness, the evaluation at the end of the attended session(s) will be used.
2. In the case where all tryout sessions are missed due to injury, the committee may in its discretion use the prior year's information in ranking the player.

4.4.12 Team Formation

All players who participate in the tryout process at a particular level are ranked based on their accumulative scores through the tryout process. A minimum of two (2) Board members including the committee chair has the responsibility to select 75% of the team (including one goalie) based on those results. The head coach then selects the remaining 25% of the team from the remaining tryout participants. Any member of the committee, including committee chair, that may be affiliated with a player of a team cannot participate in its formation (i.e. a member whose child is trying out for U14 cannot participate in the formation of the U14 team).

4.4.13 Notice

All players participating in the tryout process will be notified by email within 48 hours of the completion of the final Tryout session.

Players who are successful, but wish to decline play at the 'A' level are required to do so within 24 hours of receiving the notice.

4.4.14 Appeal

Process Appeals of player placement must be made in writing to the Committee chair within 48 hours after the team selection and notification process has taken place.

The grounds for appeal must be clearly stated. Appeals are reviewed by the Committee Members.

Decisions rendered by the Committee members are final.

4.4.15 Tryout Results

Due to the sensitive nature of the information, the results / player ranking associated with the tryout evaluations are the property of MRA and will remain confidential.

4.5 Evaluation & Tryout Closure

4.5.1 Storage of Records

Once tryout and evaluation processes are complete the committee chair must provide to the secretary of the MRA all records associated with the tryout and evaluation process so that they can be stored in confidence for a period of 24 months.



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4.5.2 Adherence to the Code of Conduct

The tryout and evaluation processes can be a stressful part of the season. Therefore, strict adherence to the "code of conduct" must be maintained all times (See Section 2.2 for codes of conduct).

4.5.3 Over-Rulings

At any point in time the MRA board, at their discretion, may overrule any policy in the tryout and evaluation guideline. Any policy overruling by the MRA board must be determined through a majority vote of the board as defined in the Constitution and Bylaws.

4.5.4 Suggestions or Comments

The evaluation and tryout process is an honest effort, utilizing volunteers and/or paid independent third party evaluators who commit many personal hours to ensuring a fair and consistent process for all players.

No process is perfect, and the MRA will look at continuously improving the process for the ultimate enjoyment of the game for all players at all skill levels. Should anyone have a suggestion that may improve the process in future years, these suggestions should be forwarded it in writing to the committee and the Board.

All suggestions and comments are reviewed by the MRA each year and where applicable will be implemented. Positive involvement in this process is a fundamental part to ensuring its success!

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5.0 Equipment

5.1 Player Equipment

Players will be responsible for their supplying their own equipment which includes the following:



Source: Interlake Ringette Association

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5.2 Goalie Equipment

MRA will supply goalie equipment (e.g. goalie pads, goalie stick, blocker, and chest protector) for goalies in R4U through to U14. Players in U12 level and higher are however encouraged to purchase their own set of goalie equipment. Goalie incentive refunds will not be paid to the players/parents until all MRA goalie equipment is returned.

5.3 Team Equipment

Each team will have the following equipment provided by the MRA that must be returned at the end of the season.

- Team set of rings
- First Aid Kit
- Team set of jerseys (home and away)

The equipment will be provided to the head coach at the annual coaches meeting subject to a deposit of \$250 being provided. The deposit will be returned to the head coach upon return of all equipment at the end of the year.

5.4 Team Jerseys

Each team will be provided two sets of jerseys (home and away).

Teams wishing to buy their own set of jerseys must first obtain approval from MRA board. Any jerseys that are bought by teams will use the Wildfire logo according to the requirements in Section 4.7. Name bars shall be in accordance with Section 4.5.

5.5 Name Bars

The name bar shall be placed either at the top or the bottom of the back of the jersey as defined by the coaching staff of each team. The colour of the name bars shall match the colour of the jerseys as defined by the coaching staff of each team.

5.6 Wildfire Apparel

Apparel for all players and teams shall be made available and purchased through the MRA at the beginning of each season.

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5.7 Wildfire Logo

Use of the Wildfire logo, shown below, is for the exclusive of the MRA board of directors.



Any bench staff, players, or parent wishing to use the Wildfire logo must first obtain written approval from the MRA Board of Directors.

Use of the Wildfire logo must adhere to the following:

- Don't alter the shape, proportion, colour or orientation of the logo.
- Provide at least as much padding around the logo as what we've displayed above. This helps our logo appear clean and uncluttered.

To maintain brand integrity, the logo must always be presented clearly and accurately in all applications. The logo should never be distorted, manipulated or altered in any way.

Wildfire helmet stickers must adhere to the use of the official Wildfire logo as defined above.

Finally, if you have any questions about logo usage, contact the MRA Board of Directors.

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6.0 Coaches & Team Managers

6.1 Coaching Selection Procedures

Anyone wishing to coach a team being hosted in MRA will be required to submit a coach's application prior to the team formations. The Coach's applications are provided in Appendix C.

Coaches will be selected based on their experience and level of certification for the desired level of coaching.

6.2 Coaching Certifications

Coaches at each level must have the certifications required by Ringette Manitoba.

Certifications must be submitted by the head coach for all bench staff to the MRA Board of Director's Coach Development Director as well as Ringette Manitoba.

6.3 Expectations of Coaches

Coaches are expected to:

- Provide a fun learning environment for all players
- Be fair and give appropriate guidance to all players
- Be on time and prepared for all practices and games
- Work with and mentor Junior Coaches
- Promote good sportsmanship and lead by example

Coaches may have their own team rules and they should be relayed to players and parents at the beginning of the year.

6.4 Selection of Team Managers

Coaches are responsible for selecting a Team Manager.

6.5 Expectations of Team Managers

The Team Manager is a key role for each ringette team. They are expected to assist the Head Coach as required.

Team Managers at U12A and above are required to obtain the required certifications as defined by Ringette Manitoba. Certifications must be submitted by the head coach to the MRA Board of Director's Coach Development Director as well as Ringette Manitoba.

As per requirements of Ringette Canada, Team Managers are not allowed on the bench at level U16A and above.



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6.6 Coaching Staff Surveys

At the end of the year the MRA will issue a survey to all parents to complete regarding the performance of both the head coach and assistant coach staff. See Appendix D for the Head Coach survey and Appendix E for the Assistant Coach survey.

6.7 Junior / Apprentice Coaches

All junior and apprentice coaches are to be assigned by the Coach Development Director. Junior and apprentice coaches are to have the appropriate Ringette Manitoba applications / paperwork completed prior to be assigned to teams.



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7.0 Player & Parent Expectations

7.1 Team / Player Commitment

The game of ringette is a team game and as such each player must be committed to the team. This commitment, at a minimum, requires all ringette players to attend all team functions, practices, and games, unless the player is excused by the head coach. Head coaches will have a set of team rules that all players are expected to abide by.

Competitive teams (i.e. A level teams) will have a higher commitment level (both financially and schedule based) than B or C level teams. The MRA Frequently Asked Questions (FAQ) Question Document enclosed in Appendix F provides guidance for commitment on A teams.

7.2 Volunteer Duty

From time to time parents and players will be expected to volunteer at events hosted by either the MRA, WRL, or RM. Volunteer duties will be shared throughout all teams hosted in the MRA.

7.3 Fundraising

Association Wide Fundraising

At time to time, the MRA will hold fundraising events to offset the costs of ringette in our association. Players and parents are expected to participate in fundraising activities.

Team Fundraising

Teams can fundraise individually to help offset costs of the ringette season. If so, parents of each team will be expected to actively participate.

7.4 Playing Time

MRA expects fair play time throughout the year.

Coaches may consider preferential play time in certain game situations outlined in their team rules and expectations.



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8.0 Technical Development

8.1 Player Development

MRA may hold skills development clinics throughout the year to help improve the ringette skills of all our players. Players are encouraged to register and participate in the clinics.

8.2 Goalie Development

MRA may hold goalie clinics throughout the year to help improve the skills of our goalie. Goalies are encouraged to register and participate in the clinics.

8.3 Coach Development

From time to time, the MRA will host coaching clinics to help coaches with certifications throughout the year.

The Coach Development Director will host a coach's meeting at the beginning of the year to review expectations and provide guidance to coaches.

8.4 Officials Development

From time to time, the MRA will hosts officiating clinics throughout the year to help improve and develop both officials and minor officials in MRA.



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9.0 Sponsorship & Player Funding

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

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

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

The amount of funding available for players and or teams will be based on the financial capacity of the MRA in each given year.

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



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10.0 Insurance

Ringette Manitoba carries Third Party Liability Insurance, which covers the Ringette Manitoba, all sub or local Associations, Coaches, Managers, Trainers, Officials, Sponsors, Volunteers, and all persons associated therewith, while involved in the activities of the Ringette Manitoba.

If incidents occur that require the use of the insurance coverage, players are expected to contact Ringette Manitoba to obtain respective coverage / benefits.



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11.0 Complaints, Grievances, and Discipline

Issues Regarding the Macdonald Ringette Association

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

Issues Regarding the Winnipeg Ringette League

When there is a complaint and/or questions regarding and not limited to WRL Policy and procedure, operations, city playoffs, or officiating; it is mandated that the complaint and/or question be brought forward to their MRA Town Convenor or MRA WRL Representative. Once aware the MRA Town Convenor or MRA WRL Representative will bring it forward to the MRA President and Board of Directors.

Issues Regarding Ringette Manitoba

When there is a complaint and/or questions regarding and not limited to Ringette Manitoba Policy and procedure, operations, provincials, officiating; it is mandated that the complaint and/or question be brought forward to their MRA Town Convenor. Once aware the MRA Town Convenor will bring it forward to the MRA President and Board of Directors.

Player Discipline

Player Discipline is dealt on team by team basis by coaching staff.

If coaches require additional support beyond previously established team rules, a request to the MRA Board will initiate a review process to consider further player discipline.

If a player being disciplined beyond previously established team rules has concerns, a request to the MRA Board can be made for support prior to approaching Ringette Manitoba or Winnipeg Ringette League.

Resolution of Issues

The MRA Board of Directors will act as a board of appeal to any disputes within the MRA.

Disputes must be brought to and presented to the MRA Board of Directors in person or via proxy.



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MRA will designate a subcommittee consisting of at least 3 board members, of which 2 must be executive members. No Board member with a conflict of interest shall participate on the subcommittee or be involved with a vote, if required.

The designated board subcommittee will meet with all parties and establish a path forward and timeline for resolution

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



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12.0 Conflict of Interest & Confidentiality

12.1 Conflict of Interest Policy

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

Board Member Obligation

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

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

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

Disclosing Conflict of Interest

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

Reporting a Conflict of Interest

Any individual who is of the view that another individual who is a member of the MRA Board of Directors may be in a position of conflict of interest, shall report this matter to the MRA President and/or Vice President. Complaints must be signed and in writing. Anonymous complaints may be accepted upon sole discretion of the MRA President and Vice President.

Resolving Conflict of Interest Complaints

Upon receipt of a complaint, the MRA Board of Directors will determine whether or not a conflict of interest exists, provided that the alleged person has been given notice of

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complaint and the opportunity to submit their side with evidence, if available, and to be heard at a meeting.

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

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

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

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

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

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

12.2 Confidentiality Policy

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

Confidential Information includes but is not limited to the following:

- Personal information collected and retained by the MRA such as name, address, e-mail, telephone numbers, date of birth and financial information.
- MRA intellectual property and proprietary information related to the programs, fundraisers, business affairs of the MRA including procedures, business methods, forms,



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policies, marketing and development plans, financial information and information that is not generally or publicly known, etc.

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

12.3 Privacy Policy

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

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

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



APPENDIX A

PLAYER CODE OF CONDUCT FORM



Macdonald Ringette Association

Player Code of Conduct

I hereby pledge to participate with a positive attitude and be responsible for my participation by following this Code of Conduct:

- I will respect teammates, coaches, game officials, opponents, parents and facilities and will conduct myself as a responsible individual.
- I will, in conjunction with my teammates and coaches, establish personal and team goals.
- I will have the required equipment.
- I will be dressed in my equipment prior to participating in practices and games at a time determined by coaching staff.
- I will contact my coaches if I am unable to attend games/practices and advise them with as much notice as possible.
- I understand that players will be assigned positions and line mates by the coaches.
- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will dedicate myself to develop good sportsmanship, teamwork and discipline on and off the ice.
- I will respect the game of Ringette and its rules and will do my very best to play within those rules at all times.
- I understand that there are team rules and will do my very best to abide by those rules.
- I will refrain from using profanity or negative gestures to my fellow teammates, coaches, opponents, game officials and parents.
- I will do my very best to listen and learn from coaches.
- I will work hard and give full effort during practices and games.
- I will treat teammates, coaches, officials and fans with respect regardless of race, sex, creed, or ability and will expect to be treated accordingly.
- I will encourage my parents to be involved with the team in some capacity because it is important to all the players.
- I will remember that playing on a Ringette team is an opportunity to learn and have fun.

Player Name

Team Name

Player Signature

Date



APPENDIX B

PARENT CODE OF CONDUCT FORM



Macdonald Ringette Association

Parent Code of Conduct

I hereby pledge to provide positive support, care and encouragement for my child participating in MRA Ringette by following this Code of Conduct:

- I will respect coaches, players, opponents, officials and program administrators. I will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- I will remember that my child plays for her own enjoyment.
- I will remember that children learn best by example. I will applaud good play by both my child's team and their opponents.
- I will show respect for the opposing team, because without them there would be no game or competition.
- I will not have unrealistic expectations. I need to remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game or practice.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide positive support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I understand that coaches are volunteers and are out there for the players.
- I will support the team rules that will be set forth by the coaches at the beginning of the season.
- I will insist that the team abide by the rules set forth by Ringette Canada, Ringette Manitoba, the Winnipeg Ringette League, the Macdonald Ringette Association and by Tournament Committees.
- I will do my very best to make the season fun for each player.
- I will ask my child to treat other players, coaches, fans and officials with respect.
- I promise to help the players enjoy their Ringette experience; volunteering where needed, being a respectful fan, providing transportation, or whatever I am capable of doing.

Player Name

Team Name

Parent Name (Print and sign)

Date

Parent Name (Print and sign)

Date



APPENDIX C

COACH APPLICATION FORM



Macdonald Ringette Coach Application

Season: _____

A Coach Application **B Coach Application**

Applicant Information:

Name: _____

DOB: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Occupation: _____

TEAM SELECTION:

1st Choice: _____

Do you have a child playing ringette at this level? Yes No

Name: _____ DOB: _____

Child's Last level of play: _____

Position Played: Forward: Defense: Goalie:

In your assessment, is the child capable of playing at this level? Yes No
 In what portion of the team do you feel your child will rate? Upper Middle Lower

2nd Choice: _____

Do you have a child playing ringette at this level? Yes No

Child's Last level of play: _____

Position Played: Forward: Defense: Goalie:

In your assessment, is the child capable of playing at this level? Yes No
 In what portion of the team do you feel your child will rate? Upper Middle Lower

Coaching Experience: (list in order, start with most recent)

Year	Association & Team Name	Age Group	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Philosophy: (Briefly describe your coaching philosophy)

(A Coach Applications only): Describe your Season Plan and provide an example of a lesson plan for a practice. List how you would develop the team from the beginning of the season to the end. Include what aspects you would look for in overall player development. (If more space is needed please add an attachment)

Certifications: (from the Ringette Manitoba database)

Coach Level: _____

Year: _____

Respect in Sport: Yes No

Year: _____

MED(in class) Yes No

Year: _____

MED (online) Yes No

Year: _____

Other Courses Attained:

Year: _____

Year: _____

Year: _____

Year: _____

Year: _____

What is the highest level of ringette that you have played? _____

Playing Experience *(start with most recent):*

Year	Association Name	Team Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ringette Related References:

Name: _____ Phone: _____ Cell Phone: _____

Name: _____ Phone: _____ Cell Phone: _____

Name: _____ Phone: _____ Cell Phone: _____

Child Abuse Registry: *All successful coaching applicants will be subject to a child abuse registry check*

Signature confirms that all information provided as part of this application is true and accurate

Applicant Signature

Date

Submit completed application to:

Director of Coaching Development
coachdev.macringette@gmail.com



APPENDIX D

HEAD COACH SURVEY



Macdonald Ringette Association

Head Coach Survey

Season: _____

1. **Overall** – Please rank the performance of the head coach of your daughter’s team?
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

2. **Ringette Knowledge** – Was the head coach knowledgeable about the sport, demonstrated through his/her actions both on and off the bench, while applying the knowledge through balancing skill development and team concepts.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

3. **Practices** – were the necessary skills taught for improvement, practices well planned and organized using the ice efficiently while making it challenging and fun.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

4. **Communication and Feedback with Parents** – Did the head coach communicate effectively with parents regarding practices and games, were they approachable and clear about their season expectations, and provide feedback regarding your child’s abilities and progress.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

5. **Communication and Feedback with Player** – Did the head coach communicate effectively with the players regarding practices and games, were they approachable and clear about their season expectations, and provide feedback regarding abilities and progress.

- Excellent
- Above Average
- Good
- Below Average
- Needs Improvement

6. **Bench and Support Staff Management** – Did the head coach work well and engage with their bench and support staff, using their staff to the best of their ability, while acting in a professional and respectful manner towards each other.

- Excellent
- Above Average
- Good
- Below Average
- Needs Improvement

7. **Team Environment** – Did the head coach foster a “win together, lose together environment” that was inclusive for all players, by respecting your child as a person and a player and adhering to RESPECT IN SPORT.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

8. **Sportsmanship/Role Model** - Did the head coach set a good example of sportsmanship and demonstrate it through his/her actions both on and off the bench, manage fair play, and show respect to opposing teams and officials.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

9. **Player Growth** - Did the head coach encourage the love of the game and provide an environment to which your daughter improved and developed skills for the desired next level of play.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

10. Would you like your daughter to play for this head coach again in the future?

- Yes
- No



APPENDIX E

ASSISTANT COACH SURVEY



Macdonald Ringette Association

Assistant Coach Survey

Season: _____

1. **Overall** – Please rank the performance of the assistant coaches of your daughter’s team?
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

2. **Ringette Knowledge** – Were the assistant coaches knowledgeable about the sport, demonstrated through their actions both on and off the bench, while applying the knowledge through balancing skill development and team concepts.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

3. **Practices** – were the necessary skills taught for improvement, practices well planned and organized using the ice efficiently while making it challenging and fun.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

4. **Communication and Feedback with Parents** – Did the assistant coaches communicate effectively with parents regarding practices and games, were they approachable and supportive about the season expectations, and provide feedback regarding your child’s abilities and progress.
 - Excellent
 - Above Average
 - Good
 - Below Average
 - Needs Improvement

5. **Communication and Feedback with Player** – Did the assistant coaches communicate effectively with the players regarding practices and games, were they approachable and supportive about the season expectations, and provide feedback regarding abilities and progress.

- Excellent
- Above Average
- Good
- Below Average
- Needs Improvement

6. **Head Coach and Support Staff Management** – Did the assistant coaches work well and engage with their head coach and support staff, work well and engage with the other assistant coaches to the best of their ability, while acting in a professional and respectful manner towards each other.

- Excellent
- Above Average
- Good
- Below Average
- Needs Improvement

7. **Team Environment** – Did the assistant coaches foster a “win together, lose together environment” that was inclusive for all players, by respecting your child as a person and a player and adhering to RESPECT IN SPORT.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

8. **Sportsmanship/Role Model** - Did the assistant coaches set a good example of sportsmanship and demonstrate it through his/her actions both on and off the bench, manage fair play, and show respect to opposing teams and officials.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

9. **Player Growth** - Did the assistant coaches encourage the love of the game and provide an environment to which your daughter improved and developed skills for the desired next level of play.

- Excellent
- Above Average
- Good
- Below Averaged
- Needs Improvement

10. Would you like your daughter to play for these assistant coaches again in the future?

- Yes
- No



APPENDIX F

FREQUENTLY ASKED QUESTIONS (FAQ)



Frequently Asked Questions (FAQ) Question:

Question: What is “A” Ringette?

“A” Ringette involves tryouts from U12-U19. It is fast, competitive and requires more commitment than club ringette.

Question: What is the financial commitment?

The financial commitment will vary amongst the A teams and the age level. There are some basic costs such as provincial fees, extra practice ice, dryland training and mandatory team wear for both players and coaches that are standard, but other costs are team decisions.

Additional variable costs:

- The number of tournaments, both home and away, that a team decides to participate in.
- The types of away tournaments they may attend (driving vs. flying). (Families may choose to use Airmiles or points to decrease the expense when flying.)
- The additional type of training that a team may want to add to their own program (power skating, etc.).
- Additional team bonding functions or optional team apparel.
- Number of players on the team which will split all shared costs.
- Coaching costs (e.g. Team Jacket, accommodations, flights) are covered by the team.
- Each team has the option to help offset the costs by doing team fundraising.
- Team will participate in 3-5 tournaments, one being out of town.

Question: What is the time commitment?

Like the financial commitment, this could vary from team to team and between age levels. A good guideline is as follows:

- 2 to 3 weekly ringette sessions (ice and dryland) of 60 to 90 minutes each
- 16 games league games
- Practice and League game days will vary depending upon ice availability
- Practice and dryland schedules are provided as soon as they are available, to try and avoid conflicts with other commitments
- Poor attendance commitment may lead to decreased playing time

“A” Ringette Timelines:

- August Preconditioning Camps are available please look for them and take advantage of them
- September – Tryouts, teams are announced, first team meeting
- October – Preseason training and tournament
- February – Provincials for U16A and U19A
- March/April – WRL Playoffs, Provincials for U14A, Western Canadian Ringette Championships (WCRC’s) (U16 and U19) for eligible teams. Westerns is a three-day competition plus two travel days.

Question: Who organizes the tryouts?

Tryouts are organized by the Local Association A Tryout committee. The Macdonald Ringette Association committee consists of the Committee Chair, Player Development portfolio, Coach Development portfolio, and

Registrar. All Board Members are expected to assist during tryouts and evaluations. The Board and committee will avoid conflict of interest at all levels.

Question: What if our association does not have enough players that want to try out for A? Or what if we do not have the skill level to host an A team?

Macdonald Ringette Association conducts evaluations to ensure the association has enough ranked A players at each age level. In the event our association does not have enough players, they will work with other associations and amalgamate to make a team. Depending on the number of players MRA may or may not host the team. You will be notified after amalgamations the decision made and where the tryouts will be hosted.

Question: When is the A Tryout registration?

Tryout notification at the latest after the WRL/RMB amalgamation meetings. U16A-U19A tryouts can begin as early as the first week of September. U12A-U14A tryouts can begin as early as the second week of September. All players wishing to play A must register directly with the association hosting the tryouts.

Question: Are there camps available to players wishing to try-out for A?

Most associations will host a pre-tryout conditioning camp prior to the tryouts to give all returning, as well as any newcomers, the chance to get in condition. Please check your email or the MRA website for dates/times. If you cannot make the MRA camps please do not hesitate to take advantage of other Association camps. It is important to be conditioned before tryouts.

Question: Do I get to see my daughter's evaluation?

At present MRA and our A committee does not allow this. If you would like feedback regarding your daughter's tryout, please request this in writing to the age tryout assignors and they will request a report from the committee. Depending on the number of requests we cannot guarantee the request will be granted.

Question: Can a girl tryout for a position or are they all evaluated as one group and then assigned positions when they are placed on a team?

A player is encouraged to put her position preference on the registration form. Coaches have the discretion to have a player tryout at a different position than indicated. In the end, the coaches will have final say in what position they feel the player would be best suited.

Question: How are the coaches selected for each team?

All coaches wishing to coach at the A level must complete the MRA coaching application once the call for coaches has been made. Coaches applying must have required certifications or a plan to certify by the required timeframe. The local association then conducts individual coaching interviews to select the coach.

Question: How do I get more information on A Ringette?

Another source is to contact your Local Town Convenor and information is located on our Website in our policies and procedures manual.