

# POLICIES AND PROCEDURES MANUAL



Moncton Ringette Association

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## 1.1 Definitions

The following terms have these meanings in these policies and procedures:

AGM – Annual General Meeting of Members.

Board – the Board of Directors of the MRA.

Member – an individual that meets the MRA’s membership requirements under the MRA Bylaws.

MRA – the Moncton Ringette Association Ltd./Association de Ringuette Moncton Ltée.

Player - an individual that is registered with the MRA for the purpose of playing house league ringette.

RNB – Ringette New Brunswick. 4

## 2.1 Dressing Room

The MRA is committed to protecting the safety and comfort of its Members at all events sanctioned by the MRA. This policy regulates the supervision of minors who participate in MRA events for the purpose of protecting the safety and privacy of Members. The policy addresses the topics of supervision, Player behavior, music, use of recording devices including phones, non-players in the dressing room and males in the dressing room.

The policy applies to all dressing room sessions which are part of MRA scheduled activities. It applies to every dressing room that is occupied by any Members who are under the age of majority including teams from U6 to U19.

In addition to the specific regulations of the dressing room policy, the Player Code of Conduct and the Parent Code of Conduct also apply.

Supervision in the dressing room:

- Players who are under 18 years of age shall be monitored in the dressing room.
- Supervision varies by age of the Player and by the situation, as follows:
- U6 and U8 and U10:
  - Player supervision in the dressing room is the responsibility of the Player's parent or guardian, male or female.
  - Pre-game coaching talk in dressing room may occur in the presence of at least two team staff; one of the adults in room at time of coaching talk MUST be an adult female with required background checks completed.
  - Players are required to abide by a dressing code that requires undergear at all times in the common room.
  - It is recommended that adults do not enter the dressing room alone with any Player that is not their child.

U12 and U14 and U16/19:

- Players shall be monitored in the dressing room by designated adult female supervisors who have the required background checks completed and submitted to MRA and who are approved by team staff.
- Monitoring of the dressing room begins 30 minutes before ice time and ends 15 minutes after ice time.
- Monitoring shall be offered in the form of designated adult female supervisors who will enter the dressing room and monitor the Player behavior at reasonable intervals.

- Dressing room monitors and team staff have the liberty to, and are encouraged to, increase supervision time in the dressing room and/or utilize two designated supervisors in room at the same time should conditions warrant.
- Parents who are not selected as supervisors are not permitted in the change room unless accompanied by a designated female supervisor.
- Male team staff members are only permitted in the dressing room just before and just after ice times for the purpose of team discussion; all Players shall be fully dressed for this time and at least one adult female supervisor shall be present.

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- Male parents and guardians are not permitted in the dressing room at any time.

U8-U19 Male Players:

- Any male Player shall be monitored by a parent in a separate dressing room where facilities permit.
- Where facilities do not permit a separate dressing room, teams with a male Player shall create and abide by a dressing room code of conduct that requires undergear at all times and changing in a separate bathroom cubicle only. Other rules may be put in place by team staff in consultation with all team parents.

Player behavior in dressing room:

- Players shall abide by the Player Code of Conduct at all times, including in the dressing room.
- Players shall behave in ways that are safe. Players shall not climb, jump, or run in the dressing room or other arena areas.
- Players must keep their voices and music at a reasonable volume.
- Players shall leave on all their equipment with the exception of helmet, neck guard, gloves, and skates when a male coach enters the dressing room. Players shall not be dressing or undressing while the coach is talking to the team or while any male coaching staff members are in the dressing room.
- Players shall not use any electronic devices with a camera, such as a cell phone, tablet, or laptop, in the dressing room. Players shall keep any such electronic devices away in a bag or a pocket; electronic devices should not be visible in the dressing room. MRA reserves the right to temporarily confiscate any such devices and/or prohibit any Player from bringing devices into the dressing room. The dressing room supervisor has discretion to take and hold any devices that are visible until end of session – this should be addressed with the Players parents. \* An exception to this may be made at the discretion of the dressing room supervisor for one device to be used to play music. In this case the device shall be covered to prevent the camera from being able to be used.

Choice of music in the dressing room:

Music in the dressing room and for all MRA activities must be age-appropriate and not contain explicit language.

Siblings and Friends in the Dressing Room:

- U6 – U8 – U10: Siblings and friends are permitted in the dressing room, as long as there is space, and the visiting children behave appropriately.
- U12 – U14 – U16/19: Siblings and friends are not permitted in the dressing room.

It is the responsibility of the Head Coach to assign appropriate dressing room supervisor(s) for the team. The Head Coach shall make sure that the volunteers, Players, and parents are aware of the dressing room policy. All dressing room supervisors should have submitted their Vulnerable Sector Check to MRA. The Head Coach shall also make sure the dressing room is monitored by the selected volunteers and, when necessary, advise parents of changes to team supervision standards. The Head Coach is responsible to address any problem behaviors with the Players parents and report concerns to the division coordinator. 6

The dressing room supervisors shall make sure dressing room behavior is in accordance with the dressing room policy and codes of conduct. The dressing room supervisors shall inform the Head Coach of any serious or recurring problem that happens in the dressing room. 7

## 2.2 Supervision of Off-Ice Activities

- • Players who are under 18 years of age should be supervised during any off ice organized team event including pre-game warm up, dryland training, gym ringette, fundraising and any other team activity.
- • MRA recommends at least two team parents be present at all times.
- • Special awareness and consideration should be given to activities in private spaces or isolated public spaces.
- • Teams should discuss supervision for off-ice activities with all team parents and determine roles and responsibilities for each activity as required.
- • It is the responsibility of the parent to provide and/or ensure appropriate supervision of their Player during all off-ice team activities.

## 3.1 Sponsorships and Fundraising

### Sponsorship

A team may seek team sponsorship. The team member who finds a sponsor shall follow this process:

- • Fill out the Team Sponsorship Form;
- • Submit the form to the MRA Vice President for approval; and
- • Upon approval, collect the sponsorship money, and submit it to the team treasurer.

### Fundraising

MRA team fundraising activities must be lawful, and parents must agree on the tactic. For any activities requiring a government-issued license, including any raffles, the team will only undertake that activity once they have obtained a copy of the license and must adhere to the terms of the licence. The following additional regulations apply to fundraising:

- • A team may fundraise only in order to offset the operating expenses of the team. Operating expenses are defined as: a maximum 6 tournaments, tuques, year-end party and year-end gifts, or other expenses as approved by the MRA Board.
- • A team shall fundraise only to the approved maximum budget that applies to the team, less any sponsorship funds.
- • To conduct fundraising activities at events, such as tournaments, a team must get permission from the event organizer.
- • To conduct fundraising activities on private property, a team must get permission from the owner or operator of that property or business.

Sponsorships and fundraising should be allocated for specific purposes to ensure the funds are spent on legitimate team expenditures. Under no circumstances should sponsorships or fundraising funds be paid out to Players and/or their parents. 9

## 3.2 Team Budget and Fees

Based on the planned expenses in the approved team budget, the team treasurer shall collect team fees of an equal amount from each team member to provide operating funds for the team. A team may also pay for operating expenses with sponsorship money and revenue from fundraising.

The MRA has established caps on team fees that may be charged for teams as follows:

- • U10 and below: \$200 per Player based on team composition of 14 or more Players
- • U12 and above: \$250 per Player based on team composition of 14 or more Players



No team shall require team members to pay more than these amounts per Player without specific written authorization from the MRA Treasurer. If a team budget requires higher amounts than the above, a prepared budget must be approved by the MRA Treasurer prior to requesting funds from parents.

All team members shall share equally in the payment of team fees.

A team's budget shall never project a surplus. Any funds left over at the end of the season shall not be refunded to the Players. For this reason, the treasurer must not overcharge Players for team fees or authorize excessive fundraising. The team treasurer shall frequently monitor the status of the team budget to collect funds that cover expenses without leaving any surplus. Any leftover funds can be used in the following ways:

- • To pay for additional team expenses, such as year-end gifts or team parties;
- • To be credited to the Player next year towards team fees;
- • To give to a registered charity; or
- • To give to the MRA.

The team manager/treasurer has the following responsibilities:

- • Prepare a draft team budget in conjunction with the Head Coach;
- • Obtain a minimum of 75% approval from the parents or guardians of team members for the budget and the desired amount of fundraising, if any;
- • Get unanimous approval from parents to use personal bank account to manage team funds, otherwise, set up a separate bank account for the team;
- • May collect team fees in one lump sum at the start of the season, but must provide the option for payment in installments throughout the season if requested;
- • Must pay all legitimate and approved team expenses;
- • Must keep a ledger of all team income and expenses;
- • Must provide the team members with regular financial updates; and
- • Must disperse any residual funds in the team account in the manner prescribed above.

The MRA Treasurer is responsible for auditing team accounts at the request of Members. 10

### 3.3 Non-Parent Coach Expenses

Coaches who do not have children playing on the team may be given a \$200 stipend annually by MRA to defray the cost of travel.

Coaches who do not have children playing on the team, who are required to provide their own transportation and accommodations for tournaments, may be compensated for travel expenses (gas and hotel) by MRA. Advance approval from the MRA Treasurer is mandatory. Travel is limited to 2 tournaments and Provincials.

Travel expenses (gas) may also be paid for travel to games more than 30kms from Moncton and shall be compensated at the standard RNB rate.

The request for stipend and travel expense reimbursement must be submitted to the MRA Treasurer.

For teams that are composed of players from other associations, the reimbursement to non-parent coaches will be based on the percentage of MRA players on that team.

### 3.4 Travel Expenses

MRA shall pay mileage at the standard RNB rate for approved business travel. Advance approval from the MRA Treasurer is mandatory. Travel expenses must be submitted to the MRA Treasurer for reimbursement. 12

### 3.5 Rebate for Goaltender Position

This policy is to help offset the added costs often associated with the goalie position.

Applicability:

This policy applies to Moncton Ringette Members playing house league ringette at the U10 level and above.

Teams at the U10 level and below are not eligible for rebates given that there is a focus on development and teams are strongly encouraged to rotate through the goalie position at those age levels. This is as recommended in Ringette Canada LTAD guidelines.

Policy:

MRA will provide 60% rebate of the registration fees paid to players who play at least 50% of season games in the goaltender position. The rebate will be provided in the form of a refund.

MRA Board may award the rebate to Players who play less than 50% of season games in the goaltender position in certain circumstances. Each request for exemption will be reviewed by the MRA Board on a case-by-case basis.

How to Apply:

1. Applicants must complete and remit the Goaltender Rebate Request Form to the MRA Treasurer within a week of the end of the ringette season.
2. Application must include a document with dates of all team games and dates of games the applicant played in goalie position.
3. Applicants must have paid the full player registration fee for the season in accordance with MRA payment timeline requirements.
4. Applicants must be in good standing with MRA and have no fees owing.

## 4.1 Registration Process and Forms

The MRA Board establishes the timelines for registration and payment on an annual basis. The registration and payment deadline enables MRA to organize teams and coaching staff and schedule ice times on a timely basis. The MRA Board will notify past MRA Members via email to announce the timelines for registration and payment.

The formal registration process is online at [www.monctonringette.com](http://www.monctonringette.com).

Registration is required by all athletes (house league and those trying out for provincial level ringette).

Before a Player may participate in any MRA activity, with the exception of "come try ringette":

- a Player Registration Form must be completed;
- the minimum registration fee of \$100 must be received; and
- all relevant waiver forms must be completed and returned to the Director of Registrations.

After the registration and payment deadline, registration is subject to availability.

No Player registrations will be accepted after registration is closed. The MRA Board may allow a Player to register after registration is closed if team registration is not at capacity. Each request for exemption will be reviewed by the MRA Board on a case-by-case basis.

Players must register in their respective age groups. Requests to play in a different age group must be done in writing at time of registration. 14

## 4.2 Registration Fees & Refunds

The registration fee for the following season is set on an annual basis by a majority vote of the MRA Board and presented to Members at the AGM.

Registration fee considerations include:

- The full registration payment is required by the payment deadline to confirm registration;
- Partial payment of \$150 is required by the payment deadline to be insured for provincial level tryouts and play; and
- A late registration fee of \$50 may be charged to those returning Players who have not submitted their completed registration forms and associated fees by the required deadline; and
- MRA will provide a 50% discount on the third Player if a family has three or more children registered and playing house league with MRA. The discount will be provided on the oldest Player registration.

Registration fees may be refunded on the following basis:

- Requests for refund must be submitted in writing to the Director of Registrations and will be reviewed on a case-by-case basis;
- An administrative fee of \$50 will be charged for all refunds;
- Refunds will only be issued after the registration cheque has cleared the MRA bank account, all outstanding fees and/or MRA charges have been paid and all MRA equipment and jerseys have been returned to the MRA;
- Provincial level tryout fee is refundable (subject to administrative fee of \$50) if the Player does not play ringette;
- No refunds after December 31;
- No refund of team fees will be made
- For first year Players only, a partial refund, less administrative fee, prorated over the number of weeks played until December 31 will be considered.

## 5.1 Team Size

The preferred team size is 11-16 Players (12-17 when there are 2 goalies). The following guidelines will be used to determine team sizes (based on 1 goalie):

- IF <11 Players = 0
- IF 11-16 Players = 1
- IF 22-32 Players = 2
- IF 33-48 Players = 3

If there are less than 11 Players or between 17 and 21 Players in a division by the registration deadline, registration will remain open to find additional Players, after which it may be necessary to be combined with another division.

If the Players pre-registered for a division falls within the guidelines established above, registration shall be closed, and a waiting list established.

If there are enough Players on the waiting list and sufficient team staff and ice times can be identified for an additional team for all Players within that division an additional team can be created.

MRA recommends playing within the recommended age divisions however reserves the right to recommend Player movement to satisfy team size in consultation with parents. No undue pressure shall be used by MRA or any parent in asking a Player to move to make room for another. The MRA Board will only consider moving Players up a division only if it benefits team size and will not negatively affect the athlete.

\*\* These procedures do not assume to cover every scenario and as such are to be used as an initial procedure to guide the MRA Board in determining team size at the beginning of the year. Other circumstances and solutions can always be considered in consultation with parents and Players if appropriate. The MRA Board shall make the final determination. 16

## 5.2 Player Evaluation and Team Selection Process

The objective of Player evaluations and the team selection process is to ensure balanced teams at each age division. Team selection must be fair and must also be seen to be fair by the ringette league, the MRA, coaches, parents, and Players.

Friend requests will be permitted at the U9 level and for first time ringette Players at any level. Otherwise, no special requests will be permitted, except for exceptional reasons that must be made to the Director of Player Development.

### Player evaluations

The Head Coaches and the Division Coordinator (or other impartial member of the MRA Board) will evaluate Players to facilitate team selection. The Head Coach may request assistance from one other impartial evaluator to complete Player evaluations.

All evaluators will complete Player evaluations in an impartial, fair manner. Evaluators must not be involved in the process if there is a real or perceived potential conflict of interest.

Evaluators in each division will assess and rank Players on a 1-5 (or similar) scale. The Director of Coaching may provide a Player evaluation form to be used and submitted by evaluators.

The final evaluation assessment (list) must be approved and signed off by the Director of Coaching and all Head Coaches for that age division before team selections are initiated. If agreement cannot be reached in the ranking of one or more Players, the Division Coordinator or the Director of Coaching will set the ranking.

### Team selection

After final evaluations are completed and signed, a date is scheduled for Head Coaches to complete the team draft in the presence of the Division Coordinator (or other impartial member of the MRA Board) and the Director of Coaching. The Director of Player Development and/or any other member of the MRA Board may be invited to attend as desired. Head Coaches may also invite one person to attend with them as desired, however assistant coaches are not assigned to Head Coaches until after a fair team selection has been completed and approved by the MRA.

Teams are selected using a draft process as follows.

1. Players will be listed by their rank (i.e., evaluation = 5) as determined in the Player evaluation process
2. Head Coaches will flip a coin to determine who selects first
3. The selection order reverses after each round (i.e., snake draft)
4. The draft will always start with the highest ranked Players being drafted first, then down the ranks to the lowest ranked Players
5. All Players within a rank must be selected before selecting any Players from a lower rank
6. If a coach has a child in the division, this will be his first choice of Players within the child's ranking

7. Consideration should be given to the Player's age in order to achieve a balance of first year and second year Players on each team

Once the Draft is complete, only Players within the same rank should be exchanged, and only if the exchange results in a similar or improved team balance. 17

It is recommended that each team play all other teams within the division on a least 1 or preferably two occasions to ensure no significant differences in team strength are apparent prior to final confirmation of team selections.

Any disagreement in the team selection process will be mediated by the Division Coordinator and/or the Director of Coaching.

Final team rosters must be approved by the Division Coordinator and the Director of Coaching (or MRA President if there is a conflict of interest) prior to any Player being informed of their team/coach and additional team staff selections. 18



## 5.3 Coach Selection Process

The objective of the coach selection process is to select coaches that will have the greatest benefit to the Players and meet the coaching requirements and the mandate of the MRA.

The selection process is initiated via email to all MRA Members and includes an application form.

Once the deadline for receipt of completed applications has passed, all applications received are reviewed by the Director of Coaching and one other supporting Board member and will submit their recommendations for Head Coaches to the Board. The Director of Coaching considers the following criteria in the selection of Head Coaches.

- Certification & Training: must meet minimum National Coaching Certification Program (“NCCP”) standard coach designation and certification should be current and/or able and committed to obtaining necessary certifications as soon as possible in season.
- Personality & Attitude: assessment of the coach's ability as a leader, role model and communicator, their ability to recognize that their personality and attitude have a great influence on those around them.
- Coaching experience: minimum experience qualification requirements depending on the category/level that they are applying for.
- Coaching success: Review of the candidate's past accomplishments as a coach.
- MRA feedback surveys: Review of past MRA coaching experience feedback.

The selection of Head Coaches is by a majority vote of the Board and is to be completed within 30 days of application deadline. After the final selection of Head Coach is made, all applicants for that position whether successful or not, are to be notified within 10 days of the Board’s decision.

If there are no suitable applicants for a particular coaching position, a recruitment process shall be undertaken by the Director of Coaching.

A Board member who has an application for a coaching staff position before the MRA Board must:

- abstain from the vote on any Head Coach position for the age division at which he/she has applied;
- Be absent from that portion of the Board meeting dealing with his/her application(s).

Only the Head Coach will be appointed to team staff prior to selection of teams. The remaining team staff will be selected after team selection from amongst the capable parents of the children selected to the team. This prevents any preseason discussion of team staff appointments and the perception of biased Player selection. 19



## 5.4 Team Staff Composition, Certification & Screening

Each team should have the following staff composition, one of which must be a certified female.

- • Head Coach
- • Assistant Coach
- • Manager
- • On-ice Helper (s)

Team staff should not exceed five (5) unless prior approval is obtained from the Board. Any team that has more than five (5) will be responsible for insurance cost and other fees including vulnerable sector checks and required courses. U6 and U8 level teams may have additional on-ice helpers to maintain a ratio of one on-ice team staff for every three Players.

All team staff must meet the certification requirements as set by Ringette New Brunswick.

All team staff must complete appropriate background checks prior to participating in any MRA activity. Screening should be completed at the beginning of each ringette season. 20

## 6.1 Handling and Care of Team Jerseys

MRA loans jerseys to each team for the duration of the ringette season. All Players must return their jersey at the end of the season in good condition. Players are responsible for any loss or damage to the jersey (excluding normal wear).

Players should respect the following guidelines for team jerseys:

- The jerseys are to be worn for games only. Each Player should have her own practice jersey for practices.
- In order to protect the jersey, Players must transport their game jerseys to the arena in a garment or cloth bag (i.e., pillowcase or reusable grocery bag). These bags can be placed in an equipment bag. Jerseys may also be placed within a separate pocket of an equipment bag as long as there is NO other equipment contained in the pocket. Plastic bags are not acceptable.
- The jerseys should be aired out after each game and never put in the dryer.
- Jerseys are to be washed as needed on a delicate washing machine cycle and hung to dry.
- Name bars, sponsor bars and/or letters (C for captain and A for assistant) are NEVER to be attached to a team jersey.

At the end of the season, the Equipment Coordinator, or other assigned person, will examine jerseys returned for any damage. In the event that a jersey is determined to be damaged, the Player will be responsible for paying for the repairs and/or replacement. 21

## 6.2 Use of MRA Logo

The MRA logo represents the MRA, its core values and its objectives. As with other brands, it is a signature that represents the MRA. People associate this brand with our community and responsible use of the logo is to be expected by all Members of the MRA. The following guidelines should be used when using or printing the logo on any website, document, garment, award, banner or elsewhere.

- • Team use of the MRA logo for the purpose of branding gifts or equipment is permitted, provided the logo is represented in good taste and is not being used without permission.
- • Use of the MRA logo on websites is allowed when used as a link to the MRA Website.
- • Use of the MRA logo on any letterhead or document for the purpose of requesting donations, sponsorship or fundraising requires approval from the MRA Board.
- • Use of the MRA logo for clothing such as hats, jackets, t-shirts, tracksuits, or any other article of clothing that may conflict with MRA fundraisers must first be approved by the MRA Board.
- • Team jerseys are only to be purchased by the MRA Board.
- • Any variation of the MRA logo must be approved by the MRA Board.

## 6.3 Use of MRA Shot Clocks

Shot clocks are the property of the MRA, and as such, should only be used for MRA activities.

Shot clocks are the responsibility of the Head Coach. The Head Coach is responsible for:

- Ensuring the proper use and return of shot clocks.
- Informing the Equipment Coordinator if the shot clock is damaged or not functioning properly.

MRA shot clocks may only be used at the following facilities:

- Superior Propane Centre
- Kay Arena
- Coliseum

Shot clocks must be returned to the equipment room on the same day that it is borrowed.

In some cases, the MRA will allow coaches to borrow MRA shock clocks for non-MRA activities, such as competitive or spring ringette programs. The responsible party must submit a request to the Equipment Coordinator via email and include the date(s) and location(s) of use.

Shot clocks borrowed for non-MRA activities should be tested by the borrower to ensure that they are in good working order prior to use. The Equipment Coordinator will ensure that the shot clocks are tested again immediately upon their return to ensure that they are still in working order. The borrower agrees to pay for any damage or replacement needed.