



Sault Ringette Club

Operating Manual

Last Updated: August 8, 2025

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Sault

Section 1: General

1.1 Structure of Operating Manual

Last Revised: September 1, 2021

The Sault Ringette Club (henceforth SRC or the Club) Operating Manual is structured in sections and sub-sections, each having a distinct number.

The header rows on each section identify the section number and name, page number, and revision date. Revision dates are also the enactment dates.

Additions and revisions to existing sub-sections will be made as required and not at predetermined frequencies. SRC Members will be kept informed when new sub-sections or revisions to existing sub-sections are made and enacted.

1.2 Effective Date of Operating Manual

Last Revised: July 12, 2025

This SRC Operating Manual was revised on July 12, 2025. The effective dates of sub-sections vary with many preceding September 1, 2021.

As revisions to sub-sections are made from time-to-time, individual sub-sections are effective on the revision date indicated under the sub-section header.

1.3 To Whom the Operating Manual Applies

Last Revised: September 1, 2021

The SRC Operating Manual applies to all SRC players, parents, guardians, members, Executive Committee, Directors, coaches, officials, and others as determined by the Board of Directors.

1.4 Interpretation

Last Revised: September 1, 2021

RO Policies are followed and applied by SRC. If and when required, the need to apply an RO Policy will be determined by the SRC Board of Directors. When necessary, interpretation of the meaning and application of all sub-sections in the SRC Operating Manual is made by the Board of Directors. The Board's interpretation is final.

1.5 Criminal Records Check

Last Revised: September 1, 2021

All directors, team staff applicants, and volunteers will be required to undergo a "Police Reference Check" as stipulated by RO. RO provides a screening service link to at www.ringetteontario.com as well as on the RAMP registration platform.

Any member of, or applicant for, the SRC may be disqualified from active participation for the following reasons (and others as determined by the Board of Directors):

- a) Conviction for sexual assault, assaults, any serious criminal offences, any offences involving minors and/or any history of violence.
- b) Any recent convictions for other offences will be considered for frequency and seriousness, at the discretion of the Board of Directors.

1.6 Dressing Room Policy

Last Revised: July 12, 2025

Refer to the SRC website for the full Dressing Room Policy for rules governing conduct in the dressing room, including (but not limited to) access, attire, parental entry, male team staff access, and electronic devices.

Section 2: Board and Executive Committee

2.1 Positions and Duties

Last Revised: July 12, 2025

The composition of the Board of Directors, as stipulated in the SRC Bylaws, is as follows:

1. President
2. Vice President
3. Treasurer
4. Registrar
5. Marketing Director

The Directors, Secretary, and others that may be established by the Board of Directors are SRC Officers. The Executive Committee is comprised of the SRC Officers. Duties of the Officers are outlined in the SRC Bylaws (for Directors and Secretary) as well as below.

2.1.1 Referee-in-Chief

The Referee-in-Chief (Officer Position) will be appointed by the Vice President and will have the following duties:

- a) Attend all Board meetings.
- b) Be responsible for all officials in the SRC including the advancement of their skill levels.
- c) Schedule officials for all games; evaluates officials based on ORA guidelines.
- d) Arrange for appropriate training and development for officials and initiate disciplinary or on-ice incident review meetings.

- e) Receive and authorize official payments and have regular meetings with officials as needed.
- f) Submit the hours for each official monthly at the Board meeting and distribute payment when issued by the Treasurer.
- g) Assist the Treasurer by providing a budget for the referees in each season.
- h) Arranges that a player/official does not officiate at their level of play unless accompanied by a senior official when available.

2.1.2 Program and Player Development Officer

The Program and Player Development Officer is appointed by the Board of Directors and has the following duties:

- a) Organize and administer player skill development clinics/opportunities and maintain records of such.
- b) Ensure player development opportunities are coordinated with and in consideration of the Long-Term Athlete Development (LTAD) model.
- c) Solicit feedback from coaches, parents/guardians, and players in regard to potential programming.
- d) Work with the Board of Directors and other Coordinators on the recruitment, development, and retention of players (e.g. 3v3, summer camp, power skating, goalie training, etc.).
- e) Identify opportunities to improve the program experience during games and assist with the implementation of those that the Board of Directors identifies as candidates
- f) Work with the Board of Directors and other Coordinators to run the SRC Come Try Ringette events.
- g) Sit on the Coaching and Athlete Development Committee when such Committee is struck.

2.1.3 Human Resources Officer

The Human Resources (HR) Officer will be appointed by the Vice President and will have the following duties:

- a) Establish and maintain a recruiting process that develops positions required to support the activities of SRC.
- b) Communicate and actively recruit qualified individuals.
- c) Develop and manage a fair and consistent interview process and recommend to the Board potential candidates for Board approval.
- d) Make recommendations to the Board regarding operating procedures to ensure compliance with Ringette Canada and Ringette Ontario policies and procedures.
- e) Complete membership applications required for Ringette Ontario.
- f) Maintain and administer the records of SRC policies and procedures.

- g) Oversee the Protest and Discipline Coordinator.
- h) Review SRC's organizational structure and make recommendations to the Board on roles which could help support the various departments.
- i) Other tasks that may be assigned by the Board from time to time.

Other SRC positions and descriptions are outlined below. These positions report to the Executive Committee through the responsible Officer and may attend Executive Committee meetings from time to time.

2.1.4 Coaching Development Coordinator

The **Coaching Development Coordinator** will be appointed by the Vice President and will have the following duties:

- a) Act on behalf of coaches and other coaching support staff's concerns, complaints, or protests in all divisions.
- b) Represent every coach and support staff in all matters pertaining to suspensions or expulsions.
- c) Be responsible for the ongoing development and updating of coaching materials and resources.
- d) Be responsible to coordinate coaches clinics, skill development, and tests available from RO or Ringette Canada.
- e) Record coaching staff qualifications.
- f) Communicate with the coaching staff on behalf of the Board.
- g) Ensure criminal records checks are completed for all appropriate volunteers as directed by the Board of Directors.
- h) Perform other duties as assigned.

2.1.5 Fundraising and/or Sponsorship Coordinator(s)

The **Fundraising and/or Sponsorship Coordinator(s)** will be appointed by the Treasurer and will have the following duties:

Fundraising

- a) In consultation with the Board, establish season fundraising goals.
- b) Identify sources and prepare proposals to government, corporations, foundations, and private funding agencies/opportunities.
- c) Research and identify alternative fundraising opportunities that comply with Lottery Requirements and present to the Treasurer for consideration of the Board.
- d) Coordinate notices of fundraising events with the Marketing Director.
- e) Coordinate SRC fundraising events with travel team fundraising events to avoid conflicts and optimize the timing of fundraising events.

- f) Supervise and implement fundraising events as agreed to by the Board.

Sponsorship

- g) Obtain sponsors for ringette events.
- h) Act as liaison between the SRC and its sponsors.
- i) Solicit new sponsorships on behalf of the SRC and its members.
- j) Service and maintain existing sponsorship agreements.
- k) Ensures sponsors are included on the website and are invited to year-end banquets.
- l) Report to the Board in writing through the Treasurer giving an up-to-date report on the status of sponsorships.

2.1.6 Ice Coordinator

The Ice Coordinator will be appointed by the Vice President and will have the following duties:

- a) Before each season commences, confirm with the Vice President the number of divisions, league teams, travel teams, and special events (e.g. Come Try Ringette, summer camp, tournaments, exhibition games, etc.) to establish season ice requirements.
- b) Liaise with arena managers to secure ice time on behalf of the Club at various arenas.
- c) Schedule draft games, league games, and practices and post to the SRC website.
- d) Schedule travel team practices and post to the SRC website.
- e) Reschedule ice cancellations and post to the SRC website.
- f) During seasons when SRC hosts the Northeast Regional Championship Tournament, secure ice time, schedule games, and coordinate with the Tournament Committee.
- g) Prepare a written report monthly for the Treasurer showing ice usage (and showing usage for each travel team separately).
- h) Verify ice bills with the Treasurer to ensure accuracy and timeliness of payments.
- i) Responsible for maintenance and care of the Ice Coordinator laptop; laptop is to be used only for the purpose of SRC-related activities (e.g., scheduling, reporting, communication, etc.).

2.1.7 Events and Awards Coordinator

The Events and Awards Coordinator will be appointed by the Board of Directors and will have the following duties:

- a) Creates and facilitates an Events and Awards Committee, its members, and the activities that fall under the Events and Awards Coordinator position.

- b) Develop and send out tenders for banquet costs.
- c) Arrange the season-end banquet.
- d) Coordinate the assignment of year-end team and league awards.
- e) Arrange the procurement all required medal, plaques, trophies, and trophy name plates.
- f) Maintain an up-to-date log of all trophies and previous winners.
- g) Coordinate SRC participation in RotaryFest, the Rotary Parade, Santa Claus Parade, the Snowflake Tournament, and FUNfest.
- h) Work with and support the Program and Player Development Officer.
- i) Other duties as may arise from time to time.

2.1.8 Statistics Coordinator

The Statistics Coordinator will be appointed by the Registrar and will have the following duties:

- a) Compile and analyze statistics for teams and players within their respective leagues from the game sheets.
- b) Publish team standings.
- c) Perform other duties as assigned.

2.1.9 Protest and Discipline Coordinator

1. The Protest and Discipline Coordinator will be appointed by the President and will have the following duties:
 - a. Ensure that all policies and playing rules of the SRC are strictly enforced.
 - b. Assess and evaluate any game protest submitted.
 - c. Be aware of any probable circumstances that could be detrimental to the operation of SRC or lead to possible injury and report such circumstances to the Board.
 - d. Enforce all disciplinary action resulting from abuse of the rules of the game or the policies of the SRC.
 - e. Work in conjunction with RO contacts in disciplinary acts when required.
2. If a player who is under sanction is on the ice, any goal scored will be disallowed. Further, the offending team will remove the player from the ice and will be allowed to substitute a legal player. If substitution is not possible without double shifting, the offending team will play short-handed.
3. If in the opinion of the Protest and Discipline Coordinator, a coach has deliberately violated the aims and objections of SRC or RO, the following action(s) will be taken:
 - a. For the first offence, a written warning to the Coach with a copy to the Protest and Discipline Coordinator.

- b. For the second offence an immediate and indefinite suspension of the coach in writing pending a decision of the Board; there shall be no appeal allowed before the decision is handed down.
- 4. Fan /Parent/Spectator: If in the opinion of the Protest and Discipline Coordinator or Director, a spectator has deliberately violated the aims and objections of SRC or RO, the offender shall immediately leave the arena. For the first offence, a written warning will be issued to the individual(s). For the second offence an immediate and indefinite suspension of the individual will be issued in writing pending a decision of the Board. The Board may suspend a fan/parent/spectator for the balance of the Ringette season and/or the next season depending upon the severity of the offence.

2.1.10 Equipment Coordinator

The Equipment Coordinator will be appointed by the Vice President and will have the following duties:

- a) Keep an inventory of all SRC equipment, general equipment, and first aid kits signed out to teams.
- b) Sign out equipment to coaches.
- c) Replace used or damaged equipment and first aid kit supplies during the season subject to request approval.
- d) Initiates repair, purchase, distribution, and collection of equipment by advising the Board of the cost of each option.
- e) Collect and store all jerseys and equipment at the end of the season.
- f) Updates and maintains coach binders to include in each coach equipment bag. Binders are to include game sheets, return-to-play protocol/guidelines, concussion guidelines, etc.
- g) Perform other duties as assigned.

2.1.11 Apparel Coordinator

The Apparel Coordinator will be appointed by the Board of Directors and reports to the Marketing Director. The duties of the Apparel Coordinator include:

- a) Follow direction from SRC on apparel requirements, establish an offering of Club and Ice Hawks themed apparel.
- b) Work with SRC's preferred supplier to develop and maintain a web-based apparel store.
- c) Follow direction from SRC on Ice Hawks jersey and pant requirements; arrange for sizing and procurement of team uniforms (to be approved by the Board of Directors).
- d) Follow direction from SRC on house league jersey and apparel requirements; arrange for the procurement of team jerseys and apparel.
- e) Work with and support the Marketing Director.
- f) Perform other duties as assigned.

2.1.12 Division Convenors

A Division Convenor will be appointed by the Vice President for each division FUN3 and up. The Division Convenor will have the following duties:

- a) Appoint a convenor to act as an alternate when absent.
- b) Implement the procedures of risk management measures, keeping the player safe both on and off the ice.
- c) Be a liaison between the coaches and their parents as well as the parents/coaches, and Board.
- d) Administer and direct the affairs in person or through convenors (be in attendance at all league-scheduled games and monitor practices).
- e) Make sure the dressing rooms are safe for players and coaches at games and practices.
- f) Ensure that the equal/fair ice time rule is followed (whichever applies).

2.1.13 Ice Hawks Convenor

The Ice Hawks Convenor will be appointed by the Vice President and will have the following duties:

- a) Appoint a convenor to act as your alternate when absent.
- b) Be a resource for team managers with regards to matters pertaining to team budgets, the SRC Operating Manual, tournament registration, team management, etc.
- c) Be a liaison between the coaches and their parents as well as between the parents/coaches and the Board.
- d) Ensure that the fair ice time rule is followed.
- e) Book tournament accommodations for teams traveling together.
- f) Be the first point of contact for Ice Hawks team managers and act as a liaison between Ice Hawks team managers and the Board.
- g) Assist Ice Hawks team managers understand their financial spreadsheets and apply SRC operating procedures.

2.2 Code of Ethics

Last Revised: September 1, 2021

This Code of Ethics applies equally to Executive Committee members and Executive Committee meetings.

1. All Directors must declare any potential conflict of interest regarding an item on the agenda of a Board meeting before discussion takes place pertaining to the item. The remaining Directors shall decide whether a conflict of interest may exist. If it is determined that conflict may exist, the Director shall remove themselves from the discussion and any vote on that particular item. The Board may request that the

Director also leave the room while the item is being discussed and voted upon.

2. No Director shall divulge the contents of a discussion deemed confidential to anyone outside the Board, except where directed to do so by the Board.
3. Under no circumstance shall it be disclosed how a particular Director has voted on any issue.
4. All Directors should conduct themselves in a manner befitting their position when acting on behalf of SRC.
5. Any Director with a concern that relates to their child or team must address their concern through the proper channels.
6. Any Member has the right to make a written complaint to the President if they feel that any Director has violated this code.
7. Any person accused of violating the above bylaws will have a meeting with the Board or such other committee as may be appointed by the Board at which time they will have the opportunity to answer any such charge. The penalty for violating this code may range from a reprimand to outright dismissal from the Board.

Section 3: Finances

3.1 Registration Fees

Last Revised: July 12, 2025

1. SRC shall set registration fees in advance of each season for the various levels of play. Registration fees will be posted on the SRC website and updated annually in the Ramp registration system.
2. All registration fees shall be revisited by the Board of Directors on an annual basis in the spring of each year for the following season.
3. Request for refunds must be made in writing. No refunds shall be made after November 30. Each refund shall be subject to an automatic \$50 service fee. Each refund shall also be reduced by any fees paid out on behalf of the player.
4. All registration fees must be paid in full prior to any player participating in any Club activity. Exceptions may be made on a case-by-case basis at the discretion of the Board of Directors.

3.2 Expenses

Last Revised: July 12, 2025

1. SRC will reimburse the following expenses:
 - a) On an annual basis, the Board of Directors will review if SRC can subsidize costs for the following required coaching introduction courses: Respect in Sport for Activity Leaders, Making Headway in Sport, NCCP Coach Initiation in Sport, and Making Ethical Decisions (MED).
 - b) Classroom/instructional fees for Community Sport Introduction (CSI) and

Competition Introduction (CI) coaching certification courses and rule change clinics.

- c) Classroom/instructional fees for Officials Level 1 and rule change clinics.
- d) Office supplies as required to carry out Club business.
- e) Reference materials and rulebooks as agreed to by the Board.
- f) First aid supplies for house league teams.
- g) Promotional items and events as agreed to by the Board.
- h) Travel costs to attend RO and NER meetings as agreed to by the Board.
- i) Other coaching clinics/courses as agreed to by the Board of Directors.

Section 4: League Team Formation

Sault Ringette Club Operating Manual Section 4: League Team Formation

4.1 General

Last Revised: July 12, 2025

1. In the circumstances when qualified coaching staff or a sufficient number of players are not available in any particular age group, age groups may be combined to form the required number of teams for the operation of the Club and in the best interest of players as determined by the Board of Directors.
2. Jerseys and equipment issued to each team remain the property of SRC and each player will accept responsibility for its use or abuse. A damage and replacement fee of \$100 will be issued for any damaged or lost jerseys.
3. Equipment must be returned to the Equipment Coordinator following the last game played by each league. Failure to do so will result in the player being suspended and invoiced for the replacement cost of the item. Goalie equipment is the responsibility of the parents/guardians/player, and the equipment will be assessed at replacement cost.

4.2 Player Eligibility

Last Revised: September 1, 2021

Any person four years old and older, by December 31 of the registration year, is eligible to play ringette and must be registered with RO. The catchment area for SRC is all communities within Algoma provided no formalized ringette club exists within that immediate area.

4.3 Drafting Procedure

Last Revised: July 12, 2025

1. The purpose of the draft is to ensure balance and equal strength among all the teams in each division of play.
2. SRC appointees will observe play during the draft games and rank individual players according to their ability. For younger players the Skills Matrix will be completed to determine ability.
3. Players will retain the same jersey number for draft play.
4. A draft meeting for each division of play will be held prior to the start of the regular season.
5. A committee of the respective divisions (which will include SRC Executive, coaches and such other members or assignees as the Board determines) will place players on teams based on the ranking determined by the SRC appointees' observations, the Skills Matrix scores, previous years' records, and player selection to a tournament team.
6. Consensus should settle any disagreement on ranking, and the facilitating members of the Board should be consulted.
7. Prior to drafting the skaters, the goalies are divided amongst the teams. The team with the weakest goalie will become Team A and will draft first. The skaters are slotted as follows until all players are assigned a team:

Team A	Team B	Team C
#1	#2	#3
#6	#5	#4
#7	#8	#9
#12	#11	#10

8. After each three rounds, a general discussion should take place to ensure the teams look balanced. If they are not, adjustments should be made by consensus. Once all the players have been selected, and again, following discussion to ensure the teams are balanced, the teams are assigned to a coach via lottery.
9. The teams will then be further adjusted to allow the coach and trainer to have their child placed on that coach's team. This adjustment will not affect the overall strength of the Team.
10. In the case where there are siblings in the same division, they will be placed on the same team, if at all possible, unless requested otherwise.
11. All decisions of the selection committee are final. No protecting of players is allowed. Draft Teams are not final until approved by the Board.

Section 5: Game Play

5.1 General

Last Revised: July 12, 2025

1. No coaching staff is allowed on the ice before, during, or after a game. Exceptions include:
 - i. In the FUN1 and FUN2 Divisions
 - ii. When an injury occurs
 - iii. During the first 4-6 weeks of the FUN3 season
2. No one under the age of eighteen (18) is allowed behind the bench during games without a helmet, unless they are bench staff. It is mandatory that all coaching staff wear helmets when participating in on-ice activities.
3. RO's Rule of Two, as described at www.ringetteontario.com, shall be followed.
4. All equipment must be properly in place before a player or official may go on the ice. Players must wear all mandatory equipment as per Ringette Canada Official Rules.
5. Parents and players are responsible for all damages incurred in the arena and will be required to pay for any cleaning or repairs made necessary through their actions.
6. Team standings will be determined by the point system. Two (2) points will be awarded for a win, one (1) point for a tie and nothing (0) for a loss. A tie in total points at the end of regular season will be decided in favour of the team with the most wins. If wins and losses are the same, preference should then be determined by dividing the total number of goals for, and against into the total number of goals for, thus deciding the highest goal average. If still tied, the team that received the least minutes in penalties throughout the season/series will take the higher position.
7. There will be no overtime played in league or round robin playoff games. Overtime will be played in semi-final and final playoff games in the event of a tie using RO's tie breaking rules.
8. Any teams with fewer than the required number of players as set out in Ringette Canada's Official Rules shall forfeit the game at which time a fun game should be had after a division of the players present.

5.2 Rules

Last Revised: September 1, 2021

1. RO rules and regulations shall apply to the game unless otherwise set out in the SRC bylaws.
2. It is the responsibility of the Coach to ensure players and staff are aware of all the rules and that they follow them.

5.3 Ice Time

Last Revised: July 12, 2025

1. Equal/Fair Ice Time: Players shall change lines on a buzzer signal every two

- minutes in the FUN1 and FUN 2 divisions unless otherwise authorized by the Board of Directors and for the first 4-6 weeks of the FUN3 season. All other players shall change lines on the fly. Fair/equal ice will be monitored and enforced for all divisions. For the first offence of equal/fair ice time, a written warning shall be given to the coach with a copy to the HR Officer or person designated by the Board. For the second offence, an immediate and indefinite suspension of the Coach in writing shall be given pending a decision of the Board of Directors or person designated by the Board. At minimum, the coach will be required to retake the Making Ethical Decisions (MED) course at their own expense. There shall be no appeal allowed before the decision is handed down.
2. Where line changes are regulated by the buzzer system, it is the responsibility of the coaches and League Coordinators to ensure that all players, regardless of ability or position, play/receive equal time. Where line changes are not regulated by the buzzer system, it is the responsibility of the coaches and League Coordinators to ensure that all players, regardless of ability, receive fair ice time.
 3. Penalty time served is considered playing time and shall be counted towards fair ice time for the penalized player.
 4. Goalies must play equal ice time. When two goalies are used in any one game, they must play equal ice time in that game with the exception of an injury occurring. Teams with two goalies may decide with the agreement of all involved to play their goalies a full game each, alternating between the goalies. The goalie not playing in net that game may dress as a player and shall be entitled to equal/fair ice time.
 5. Under fair ice time rules, any specialty units for power plays, or penalty killing, will not be allowed.
 6. For tournament and travel teams, RO's fair ice rules will apply.

5.4 Penalties

Last Revised: September 1, 2021

1. Any player assessed a match penalty may be required to appear with their parents or guardian and coach before the Board or its assignee to discuss the infraction and suspension length. The seriousness of the infraction will determine the length of the suspension.
2. Any coach assessed a match penalty may be required to appear before the Board or its assignee to discuss the infraction and suspension length. The seriousness of the infraction will determine the length of the suspension.
3. Players receiving a minor penalty under the buzzer system must serve the full two minutes unless their team is scored on before the end of the player's shift. In the event of a major penalty, the team must play shorthanded as determined by the game officials. The player serving the major penalty must remain in the penalty box until the first stoppage of play after the expiration of the penalty, but their team would not play shorthanded. At this time, they would return to the team's bench.

5.5 Playoff Format

Last Revised: September 1, 2021

1. The playoff format will be decided by the Board of Directors.
2. If a double elimination is used, teams will be eliminated from further competition after two losses. RO rules and regulations remain in effect and are to be strictly monitored and enforced.
3. Starting games procedure will be determined by league standings.
4. If round robin format is used, all games will be complete at the end of regulation time. There will be no overtime. Points will be awarded as one point for a tie and two points for a win. The team having the most points after round robin play will move on to the next series. If point totals are the same for two or more teams following the round robin, tie breaking rules will be applied.
5. RO rules and regulations remain in effect and are to be strictly monitored and enforced. Fair/equal ice time will be monitored and enforced for all playoff games.

5.6 Protests and Disputes

Last Revised: September 1, 2021

RO's Protests and Grievances procedure, as may be modified by the SRC Board of Directors at its discretion, shall apply in the event of a protest or dispute.

Section 6: Awards

6.1 Team Player Awards

Last Revised: September 1, 2021

1. Each player will receive one ballot in which to vote for their Team Player awards. The ballot will then be returned to the appointed team representative in a sealed envelope for tallying by the Banquet/Awards Coordinator. Results of the voting will be announced at the year-end banquet.
2. Four athletes on each team are awarded. The winners are determined by sealed ballot filled out by the players. Younger athletes should be counselled by their parents. The categories for the medals are:
 - a) Most Dedicated
 - b) Most Improved
 - c) Most Sportspersonlike
 - d) Best Defensive

6.2 League Awards

Last Revised: September 1, 2021

1. League awards will be awarded for the categories of:
 - a) Most Sportspersonlike
 - b) Best Defensive
 - c) Most Dedicated
2. League awards are based on the following criteria:
 - a) Each coach nominates three candidates from opposing teams ranked in order of preference for each SRC age division.
 - b) The nominees shall have exhibited a high degree of sportspersonship, striven for personal excellence, contributed to teamwork, and demonstrated team spirit.
 - c) The Board will determine the award winners based on the nominations.
3. The Unsung Hero Award is awarded by the coach to a player on their team who:
 - a) Is always contributing to the team.
 - b) Has a high degree of sportspersonship.
 - c) Has striven for personal excellence but has not been recognized by a league award.
 - d) Coaches will submit three ranked candidates from their own team for this award. The winner will be selected by the Banquet/Awards Coordinator following determination of the division awards.
4. All trophies and plaques remain the property of the SRC.

6.3 Bill Claringbold Award

Last Revised: September 1, 2021

Bill Claringbold was a foundational figure in SRC, dedicating countless hours to coaching, mentoring, and promoting the sport within our community. His passion for ringette and commitment to fostering sportspersonship and teamwork have left an indelible mark on this organization. In his honour, this award celebrates those who continue his legacy of volunteerism and/or leadership.

1. Each year, written nominations are encouraged from the local ringette community for the Bill Claringbold Award. Nominees will be considered using, but not limited to, the following guidelines:
 - a) Must display an excellent rapport with players, parents, coaches, and referees.
 - b) Must have contributed to the development of ringette within the community.
 - c) Must embody ringette's philosophy of fair play, teamwork, and sportspersonship.

- d) Must not have won this award for the past three years.

Section 7: Bench Staff and Officials

7.1 Bench Staff

Last Revised: July 12, 2025

1. General

- a) The bench staff of any team shall consist of a head coach, assistant coach, manager, and trainer as mandated by RO. SRC adheres to RO's Team Staff Qualification Policy, which outlines certification requirements, duties, and team requirements for team bench staff.
- b) Coaches will be selected annually following the application deadline. The chosen candidate will be announced after the selection process has been completed in accordance with the Coach Selection Policy.
- c) Applications received by the deadline will be considered first. The applicant must be willing to complete a Police Records Check and must have taken or be willing to take all the necessary courses as defined by RO. Failure of bench staff to complete courses required by SRC and RO will result in dismissal.
- d) At least one bench staff member must be female and present at all team events.
- e) RO's Rule of Two must be adhered to.

2. Coaches

- a) Coaches have the following duties:
 - i. Disseminate information as required to parents and players.
 - ii. Attend or have an assistant coach attend coaches meetings.
 - iii. Ensure that RO's Rule of Two is adhered to.
 - iv. Coordinate the responsibilities of assistant coaches, managers, and trainers.
 - v. Coordinate the completion of player release forms, two player forms and intent to proceed forms required by RO.
 - vi. Establish the rules of the team and oversee the supervision of staff and players within the rules, policies, and guidelines of SRC and RO.
 - vii. Coordinate the implementation of the on-ice curriculum as outlined by RO.
 - viii. Design practice plans in consultation with assistant coaches.
 - ix. Facilitate all on-ice practices and lead the team during games.
 - x. Any requests for tournament or exhibition games require prior approval from the Board of Directors at least 6 weeks in advance of

the event

- xi. On the game sheet prior to game time, ensure that:
 - Players' names and numbers are listed in numerical order.
 - The names of coaching staff members behind the bench are recorded.
 - Where teams have two goalies, the starting goaltender's number is circled.
 - The game sheet is signed by a member of the coaching staff.
 - Players not participating in the game are marked as absent, suspended, or injured.
 - The visiting team will fill out the game sheet before the home team.
 - Violation of these conditions may result in a bench minor penalty being assessed to the offending team.
 - b) The coach or an appointed representative is expected to be in attendance at all coaching staff meetings, general membership meetings, and/or such meetings as otherwise directed by the Board of Directors.
 - c) Under no circumstance shall a player or parent be approached to participate with any other team unless authorized to do so by the Board of Directors.
 - d) Gauntlet style drills are not allowed in SRC.
 - e) The first point of contact in the event of any dissension with the team, coaching staff, or parents is the team manager except in the event of a complaint against the manager, in which case the head coach shall be the first point of contact. In the event of complaints about team staff, the manager shall inform the Division Convenor of the complaint. In situations where resolution is not possible, the Division Convenor will bring the matter to the Executive team.
2. **Assistant Coaches**
 - a) Assistant coaches will have duties as assigned by the head coach.
 3. **Trainer**
 - a) A trainer must be behind the bench at all times. The trainer will assist with any injury to any player.

7.2 Officials

Last Revised: July 12, 2025

1. **Minor and major officials in SRC must:**
 - a) Be fourteen (14) years of age as of December 31 of the current calendar year and at the discretion of the Board.
 - b) Have a basic knowledge of the rules of ringette.

- c) Attend any/all clinics to maintain current certification as required by RO.
- d) Not officiate any games in the division in which they are a player whenever possible.
- e) The Referee-in-Chief shall arrange that an official does not officiate at the level of play unless accompanied by a senior official.
- f) Attend all required meetings as determined by the Referee-in-Chief.
- g) Conform to all aspects of the Officials Code of Ethics.
- h) Put forth a good effort while both on and off the ice during all assignments in a professional manner acceptable to SRC and RO standards.

2. Referees in Training

- a) Referees in training must complete a minimum of two sessions under a trainer and three sessions being shadowed by a trainer. Upon successful evaluation from the Referee-in-Chief, trainees can graduate to first-year referee status. Should the trainee be unsuccessful in their evaluation, they will be shadowed for an additional three games before being eligible for reevaluation.

3. Pay Scale

- a) Payment for major officials will be as per the following pay scale reviewed on an annual basis.
- b) If one major official is on the ice, they will be paid \$60 per game (or \$50 per game for first-year officials).
- c) If two major officials are on the ice, first-year officials will be paid \$25 per game, and senior officials will be paid \$30 per game.

Section 8: Tournament Teams

8.1 Tournament Teams: General

Last Revised: July 12, 2025

1. Terms - Terms have the following meanings:

- a) “Provincial” refers to the level of play as A or AA.
- b) “Regional” refers to the level of play as B or C.
- c) “Off Season” refers to the day immediately following the last Ringette Ontario sanctioned game through to the first scheduled SRC Tournament team event on the SRC ice schedule following the Labour Day weekend.

2. Programming

- a) SRC Executive will attempt to provide tournament team opportunities for its membership in all age divisions except FUN1 and FUN2. The SRC Executive retains the right to move and release any player between age divisions as

deemed appropriate by SRC Executive, to establish viable tournament teams.

- b) SRC Executive will be solely responsible for establishing Provincial or Regional level of play teams for each age division. SRC Executive will establish the level of play in its request for coaching applications.
- c) No player, coach, or team will wear Ice Hawks jerseys, team wear, or items with the SRC logo or SRC Ice Hawks logo, or represent themselves as a SRC tournament team in a non-sanctioned event on or off the ice unless approved in writing by the SRC Executive and insured by Ringette Ontario.
- d) SRC may assign a fee for each ice event a tournament team attends for the purposes of funding general expenses of the Sault Ringette club. The SRC Executive or its designate will bill the tournament team for its ice usage and event fee combined as one amount each month and the team will pay the total invoice within 15 days of issue. A tournament team will lose its ice allotment if the invoice is not paid on time.

3. Provincial Level Teams

- a) Provincial level teams for U14, U16, and U19 will be expected to attend one or two ice practices and may be required to attend one off-ice conditioning event per week.
- b) Provincial level teams will attend a minimum of three regular season tournaments per season, but four tournaments are encouraged by SRC and RO.
- c) All Provincial level teams will attend the Provincials tournament if they qualify in the ranking system where applicable.
- d) All Provincial level teams can attend exhibition games within the Northeast Region.

4. Regional Level and U12 Teams

- a) Regional level teams in the U10 division will be restricted to one ice time and no conditioning events per week.
- b) Regional level teams in the U12, U14, U16, and U19 divisions may attend up to two ice practices and one conditioning event per week; however, SRC recommends a combined maximum of two events per week.
- c) Regional U10 teams will attend a maximum of two tournaments and the Regional Championship tournament in each season. Exception: When SRC hosts the Northeast Regional Championship tournament, regional level teams can then attend one additional out-of-town tournament.
- d) Regional U12, U14, U16, and U19 teams will attend a maximum of three tournaments and the Regional Championship tournament in each season; U12A teams can attend a maximum of four tournaments in each season. *Exceptions: When SRC hosts the Northeast Regional Championship tournament, regional level teams can then attend one additional out-of-town tournament; the U12 Ice Hawks team can choose whether they attend the Northeast Regional Championship tournament event or the provincial U12*

Championship event.

- e) Regional teams may attend exhibition games within the Northeast Region.

5. Off-Season Activities

- a) Off-season activities are only to be undertaken where allowed by age division, currently U14 and higher.
- b) All off-season activities (including training) shall be approved by and conducted through SRC.
- c) Fundraising and sponsorship activities can commence after the roster is announced, tournament team budget approved, and fundraising activities approved by the Board. Teams formed in the spring will be given access to their accounts by June 30. Players are expected to participate in fundraising and sponsorship activities.
- d) Players will not be required to attend training events until the first SRC scheduled event following the Labour Day weekend.

8.2 Tournament Teams: Tryouts and Sort-Outs

Last Revised: July 12, 2025

1. General

- a) SRC is a participation and development-based club. As such, its focus will be to provide the maximum number of opportunities for its members to participate in tournament team play.
- b) SRC cannot guarantee every player a spot on a roster, but its decisions will be made with participation and development as a key priority.

2. Notification and Fee

- a) All information regarding team try-outs will be communicated by the SRC Vice President. The SRC Vice President may use the SRC website, email, social media platforms, or any other media as they feel necessary.
- b) SRC will set a minimum player tryout fee to attend all tournament team tryouts. The fee must be paid before the player participates.

3. Timing

- a) U10 sort outs will be conducted in the fall of each season.
- b) U12 tournament teams may have an expression-of-interest ice time in the spring and tryouts in early September.
- c) U14, U16, U19, and 18+ Provincial and Regional teams will have tryouts in the spring.

4. Evaluators

- a) In the event that more than 15 players and 2 goalies tryout for a spot on the roster in a specific age division, SRC will provide evaluators who will make recommendations to the head coach.

- b) The evaluators will provide the head coach and SRC Executive with their written recommendations. The head coach will submit to the Executive their recommendations for approval prior to announcing a roster.

5. Roster

- a) SRC players will take priority in all team selections.
- b) The head coach will only recruit from outside the Club when all avenues to recruit players from within have been exhausted.
- c) The head coach must notify SRC Executive in writing prior to contact when approaching a player outside of the SRC membership and follow RO and Northeast Region protocols.
- d) The SRC Executive has final approval on all roster selections.

8.3 Tournament Teams: Alternate Players

Last Revised: July 12, 2025

1. Where a player was not selected, the head coach will offer up to a maximum of three players the opportunity to develop their skills on an alternate player (AP) list.
2. The AP will have access to all ice practices except the practice prior to any tournament and three practices prior to Provincial or Regional tournaments.
3. The Executive strongly recommends APs be involved in all team activities where possible but does not mandate that the player be placed on a roster for exhibition games, regular season tournaments, Regionals or Provincials.
4. The head coach will set an AP fee acceptable to the Board of Directors and that is reasonable based on the amount of ice and or programming the player will receive.

8.4 Tournament Teams: Team Registration Forms

Last Revised: September 1, 2021

1. A Team Registration Form (TRF) is a list of players and bench staff that is required to be completed once the team roster has been finalized. Typically, the TRF must be submitted to the SRC Registrar by October 31 of the respective year; however, RO may change the deadline. Therefore, it is the head coach's responsibility to ensure they have submitted all required information by the deadline.

8.5 Tournament Teams: Tournament Registration

Last Revised: September 1, 2021

1. **Tournament Selections**
 - a) All tournament selections will be approved by the SRC Executive Committee prior to submitting the tournament selection request to RO for Provincial-level teams or to the tournament host for Regional-level teams.
 - b) To reduce travel costs and time commitments for families with siblings on

multiple teams, SRC will prioritize approval requests where other SRC teams will attend.

- c) In the event a U division is not available at pre-approved tournaments or extenuating circumstances prevent a team from attending a tournament, the SRC Executive will review alternative tournaments on a case-by-case basis.
- d) All out-of-province tournaments must be approved by SRC and RO prior to submitting a tournament application.

2. Tournament Applications and Team Registration Forms

- a) It is the responsibility of the head coach to obtain SRC's approval prior to submitting team tournament applications and cheque to the tournament coordinator in a timely manner. Each tournament has different deadlines.
- b) The head coach is responsible to monitor the individual tournament deadlines for applications, TRFs, and payments. Failure to submit any of the above as per tournament deadlines may disqualify the team from the tournament.

8.6 Tournament Teams: Bench Staff Qualifications

Last Revised: September 1, 2021

- 1. The head coach is responsible to ensure all bench staff have the proper qualifications for their respective position. See RO's coaching pathways for qualifications required by position and age division.

8.7 Tournament Teams: Managers

Last Revised: September 1, 2021

- 1. The head coach is responsible to ensure team managers have the proper qualifications for their respective position. See RO's coaching pathways for qualifications required by position and age division.

8.8 Tournament Teams: Finances

Last Revised: September 1, 2021

1. General

- a) SRC is the legal entity responsible for all monies collected for the purposes of funding SRC tournament team activities.
- b) As SRC is a registered Ontario corporation, its operations are regulated by provincial legislation and all related obligations extend to all tournament team funds collected (i.e., revenue including but not limited to player fees, sponsorship monies, and/or fundraising monies) or paid (i.e., expenses).

2. Accounting and Banking

- a) It is the responsibility of the head coach to ensure that all revenues collected

and expenses paid on behalf of a SRC tournament team, regardless of its amount or originating source, is documented on an SRC tournament team spreadsheet provided by the SRC Treasurer.

- b) All monies collected on behalf of the SRC tournament team will only be deposited and expenses paid from an approved SRC tournament team bank account set up specifically for the operation of a SRC tournament team.
- c) The head coach and their designate (typically the manager) will have signing authority under dual custody and online viewing access on a tournament team's bank account. All funds or expenses withdrawn from the account must have two signatures (dual custody).
- d) Dual Custody requires the head coach and their designate to review supporting documentation for the expense and only sign a cheque that is completed in its entirety. The receipt or supporting documentation must be initialed by the head coach and their designate.

3. Management and Transactions

- a) The head coach will designate a person on their team to manage tournament team funds on behalf of SRC.
- b) No person other than the designate will accept monies in any form, including but not limited to cash, cheques, or electronically.
- c) A person designated to manage team funds must provide and retain sufficient documentation to support all transactions used to fund tournament team activities. Supporting documentation may include electronic transaction such as e-transfers, retail receipts, deposit receipts, written cash receipts, bank books, and bank statements.
- d) Cash transactions are strongly discouraged unless the transaction does not allow for cheques or electronic transfers.
- e) Where cash is received or paid, it must be handled under dual custody and must have supporting documentation signed by the head coach and their designate. Dual custody requires the head coach or at least two of their designates be present at the time of the transaction and both persons sign supporting documentation at the time of the transaction.

4. SRC Oversight

- a) The SRC Treasurer, SRC President, and SRC Vice President will have online viewing access of all tournament team bank accounts. The SRC Executive Committee will also have signing authority under dual custody and reserves the right to assume management of the account at the discretion of the Board of Directors.
- b) The SRC Executive Committee or its designate reserves the right to review on demand any tournament team transaction register, bank account, or supporting documentation required to establish funds are being collected or paid according to SRC operating procedures.
- c) Within 10 days of the end of each month, each tournament team shall provide

all team finance documentation (e.g., bank statement, receipts, and detailed description of all revenues generated and expenses incurred) to the Treasurer in a form acceptable to the Treasurer.

- d) The SRC Executive Committee will require the head coach or their designate to submit all documentation relating to the tournament team finances to the SRC Executive Committee or its designate within 30 days of the last approved SRC team tournament game. Exceptions must be approved in writing by the SRC Executive Committee.

8.9 Tournament Teams: Fees and Funds

Last Revised: July 12, 2025

1. General

- a) All tournament teams will collect a minimum fee from each player.
- b) Player fees for tournament team players is as follows:
 - i. U10 – \$200–\$400
 - ii. U12 – \$300–\$500
 - iii. U14–U19 – \$300–\$600
 - iv. Open18+ – \$100–\$600
- c) Players fees are to be paid up to date as per team payment schedule in order to participate in any team activity or competition event.
- d) Each player may be required to provide a sponsor fee to a maximum of \$300 in the U10 and U12 divisions, and to a maximum of \$500 in the U14, U16, U19, and Open 18+ divisions.
- e) A player will be required to participate in all fundraising activities deemed necessary by the head coach for the purposes of supporting team activities.
- f) Alternate player fees will be determined by the amount of ice the player will receive in practices and games. Where a player transfers from an alternate player to the regular roster, the player may be asked to pay an amount prorated to regular fees and participate in any remaining fundraising activities.
- g) All player fees must be paid up to date prior to participating in a team ice event in the current season. All sponsor contributions must be paid in full by October 31 of the current season. Where a player will have financial difficulties meeting specified deadlines, the player must provide a payment schedule to the head coach in writing. The player's payment schedule must be approved by the head coach and SRC Executive Committee prior to attending any team ice event in that current season. If the payment schedule is not followed, the player will be immediately removed from the team.

2. Team Funds

- a) The tournament team account will begin with \$1500 at the start of the season, and at the end of each season will retain \$1500 in its team account to be used

as start-up funds for the following season. Any funds used below the \$1500 threshold must be approved in writing by the SRC Executive Committee.

- b) Any monies remaining over the \$1500 will be divided equally between the rostered players and allocated to the SRC Ice Hawks team where the player rosters or is an alternate player in the following season. Any monies allocated on behalf of a player will not reduce the commitment of that player for the purposes of tournament registration fees, sponsor fees or fundraising activities. All monies allocated to the new tournament team will be placed in the receiving tournament team account as general funds and will be used for the benefit of the whole tournament team. No allocation from a player's current tournament team to the player's new tournament team in the following season will be used in a way that may be construed to enrich the player personally paying player registration fees, player sponsorship fees, or fundraising activities or used in any manner that would not follow SRC tournament team operating procedures.
- c) Where an SRC player does not return to the SRC tournament team program, the funds allocated to that player will stay with the original SRC tournament team where the funds originated.
- d) Where a player is injured or placed on the alternate player list in the following season, that player will be eligible for a funds allocation and will have an equal share to all other rostered players.
- e) Alternate players shall be included in the allocation of excess funds only where they have fully participated in the team's fundraising activities.
- f) If a player is registered as a member of any association other than SRC in the current season, they will not be eligible for a funds allocation.
- g) In a season where players age out of U19 or not enough players exist in any age division to form a team in the following season through the normal recruitment of players within the SRC or recruitment of players outside the SRC, the \$1500 balance rule will be void and the team can draw down the team account to \$0, providing funds are used in accordance to SRC operating procedures.
- h) Should a balance remain at the end of the current season after the player allocation, the tournament team funds will transfer to the SRC general account.

8.10 Tournament Teams: Budget, Revenue and Expenses

Last Revised: July 12, 2025

1. Budget

- a) The head coach will present a tournament team budget to the parent group prior to the beginning of the current season. The head coach shall obtain SRC Executive Committee written approval of the tournament team budget prior to presenting the budget to the parent group.
- b) The head coach can make reasonable adjustments to the revenues or

expenses in each category without approval from the parent group or SRC Executive Committee providing total expenditures do not exceed \$1500 or 10% of the original budget whichever is least.

- c) The SRC Treasurer will provide the tournament team with a budget template prior to the start of the regular season. The tournament team will use only the budget template provided.
- d) The head coach will ensure the SRC budget spreadsheet is updated in full for a mid-season check-in by December 31.
- e) The SRC Executive Committee will require the head coach or their designate to submit a financial statement and all supporting documentation relating to the tournament team's finances to the SRC Executive Committee or its designate within 30 days of the last approved SRC team tournament game. Exceptions must be approved in writing by the SRC Executive Committee.
- f) The head coach will release the tournament team financial statement to the tournament team parent group once it has been reviewed by the SRC Executive Committee or its designate.

2. Revenue and Expenses

- a) Revenue generated (regardless of origin) for the purpose of funding tournament team activities must be used only for the benefit of and inclusiveness of all players on the tournament team. Use of tournament team funds for the benefit of an individual player or small group of players is strictly prohibited unless it pertains to vendor fees related to goalie training in a regularly scheduled tournament team practice setting and items that fall under the head coach's expenditure fee (see 10.10.2.b).
- b) The head coach may authorize their designate to pay tournament team expenses at the head coach's discretion without authorization from the SRC Executive Committee or the parent group for the following expenses:
 - i. SRC or RO player levies.
 - ii. Tournament registration fees.
 - iii. Practice ice.
 - iv. Exhibition game expenses including referee costs and meals.
 - v. Hospitality suites or team meeting rooms.
 - vi. Tournament team meal plans including parents where the team is eating in a setting other than an establishment designed to serve food or alcohol on a daily basis. Where the food is served in an establishment meant to serve food or alcohol on a daily basis, only players will benefit from team funds. Reimbursement of expenses for alcohol purchases for players that have reached the legal drinking age is strictly prohibited.
 - vii. Equipment required or directly related to playing the game of ringette such as rings or ring bags, first aid equipment, team jersey bags, team equipment hardware (such as clips, hand skate sharpening tools,

- ringette stick tape).
- viii. Coaching tools or equipment such as coaching boards, markers, and paper.
 - ix. Office supplies necessary to carry out team activities.
 - x. Personalized tournament team jerseys, pants or team wear purchased through the SRC online store. Where SRC previously assign a vendor to a clothing purchase and that vendor has authorization in the current season to manufacture that clothing piece on behalf of SRC. No tournament team or team member will alter any clothing used in tournament team activities. All purchases must be budgeted at the beginning of the year to keep parents aware of costs.
 - xi. Player equipment bags.
 - xii. Supplies or products required to conduct fundraising and sponsorship recognition activities (e.g., locker room banners, sponsor photos, and banner ups).
 - xiii. Bank fees.
 - xiv. Supplies and food for year-end tournament team parties to a maximum of \$500.
 - xv. Vendor fees related to team fitness, power skating or goaltending programs.
- c) The head coach will not authorize expenditures that may be used to directly or indirectly enrich the head coach, team staff, player, player's parents, guardian, or family.
 - d) Tournament team funds may not be refunded as these funds are commingled with fundraising and sponsorship monies.
 - e) The head coach will designate a person on the team to care for any equipment assigned to or purchased by the team. Any equipment or electronics purchased for tournament team activities will be used for team activities only and are not to be used for personal use. Equipment purchased by a team will remain with SRC and be managed by the Equipment Manager.
 - f) In the event that a head coach or team bench staff member is participating as a player in a tournament in which they are also coaching, they will be reimbursed for 50% of their scheduled allocations as itemized below.
 - g) A head coach without a child on the team will be reimbursed for expenses incurred where a vendor receipt is presented while attending tournament team sanctioned events or exhibition games in the following manner:
 - i. 100% accommodation expenses.
 - ii. Meals (excluding alcohol and gratuity) where a team meal plan is not provided to a maximum of \$15 for breakfast, \$20 for lunch, and \$25 for dinner.
 - iii. 100% meal plan expenses.

- iv. 100% gas expenses; however, a head coach is strongly urged to travel with team members, if possible, to reduce expenses.
- e) A head coach with a child on the team will be reimbursed for expenses incurred where a vendor receipt is presented while attending tournament team sanctioned events or exhibition games in the following manner:
 - i. 50% accommodation expenses.
 - ii. 100% of meal plan expenses for their meal.
 - iii. Meals (excluding alcohol and gratuity) where a team meal plan is not provided to a maximum of \$15 for breakfast, \$20 for lunch, and \$25 for dinner.
- f) A tournament team staff member other than the head Coach with no child will be reimbursed for expenses incurred where a vendor receipt is presented while attending tournament team sanctioned events or exhibition games in the following manner:
 - i. 100% of accommodation expenses where the staff member cannot find appropriate roommates. 50% of accommodation expenses where the staff member can find a roommate or parent on the team willing to share accommodations.
 - ii. 100% meal plan expenses.
 - iii. Meals where a meal plan is not available to a maximum of \$15 breakfast, \$20 lunch, and \$25 dinner.

8.11 Tournament Teams: Sponsorship and Fundraising

Last Revised: September 1, 2021

1. Sponsorship

- a) SRC has a standard sponsorship process that all SRC tournament teams must follow.
- b) All SRC tournament teams will provide a sponsor with a standard sponsorship letter. The letter will be provided in the team package or can be obtained from the Ice Hawks Convenor. The sponsor form attached to the letter will be completed and submitted to the tournament team head coach or their designate.
- c) All monies collected for sponsorships will be deposited in the tournament team account and used for general team activities. No sponsorship money will be used to pay a player's registration fee, a player's fundraising activities, or any other activity that could be construed to enrich an individual player or player's family.

2. Fundraising

- a) In their budget, SRC tournament teams will submit fundraising activities they will conduct throughout the season to finance their team activities. Should a

team change or modify a fundraising activity, they will submit details in writing to the SRC Executive Committee for approval.

- b) Event dates for a fundraiser should be included in a budget submission.
- c) No lottery activities are allowed as a stand-alone fundraiser or in conjunction with other types of fundraising where a lottery license is required in the province of Ontario. A lottery activity that is strictly prohibited may include, but is not limited to, ballot draws, 50/50 draws, Bingos, and raffles.

8.12 Tournament Teams: Apparel and Equipment

Last Revised: July 12, 2025

1. General

- a) During all sanctioned events, all players must wear approved SRC Ice Hawks jerseys.
- b) A team may purchase approved personalized SRC Ice Hawks jerseys through SRC using the SRC approved vendor, logo, and colour scheme.
- c) During all sanctioned events, all players must wear black (no stripe) ringette pants or approved SRC Ice Hawks personalized pants.
- d) A team may purchase approved custom Ice Hawks pants through SRC using the SRC-approved vendor, logo, and colour scheme. SRC requires the following apparel for each division:
 - i. U10 – hoodie, equipment bag
 - ii. U12 – hoodie, equipment bag, track jacket
 - iii. U14 and above – hoodie, equipment bag, track jacket, jersey, pants
- e) At sanctioned events players will only wear approved tournament team wear approved by the SRC Executive Committee. The SRC Executive Committee will assign a vendor of its choice and establish pricing.
- f) Every team will be assigned jerseys and ringette equipment at the beginning of the season. It is the responsibility of the head coach to return all team jerseys and equipment in a reasonable condition and with the same volume or the tournament team will pay SRC the cost to replace.
- g) In divisions where tournament teams use SRC owned apparel, the head coach or their designate will allocate and collect all jerseys before and after a tournament. No player will retain their jersey.

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