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# **SAULT RINGETTE CLUB**

## **OPERATING MANUAL**

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## Sault Ringette Club Operating Manual

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## Section 1: General

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### Section 1: General

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1.1 Structure of Operating Manual

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### Sub-Section 1.1 Structure of Operating Manual

The Sault Ringette Club (SRC) 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.

New 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.

SRC 1.1 structure of operating manual.doc



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1.2 Effective Date of Operating Manual

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### Sub-Section 1.2 Effective Date of Operating Manual

This SRC Operating Manual was revised on September 1, 2021. 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 in the Sub-Section header.

SRC 1.2 effective date of operating manual.doc



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1.3 Who the Operating Manual Applies to

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### Sub-Section 1.3 Who the Operating Manual Applies to

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.

SRC 1.3 who the operating manual applies to.doc



Sub-Section 1.4 Interpretation

1. Ringette Ontario Policies are followed and applied by SRC. If and when required, the need to apply a Ringette Ontario Policy will be determined by the SRC Board of Directors.
2. 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.

SRC 1.4 interpretation.doc





Sub-Section 1.5 Criminal Records Check

All Directors, team staff applicants and volunteers will be required to undergo a “Police Information Check” as stipulated by Ringette Ontario. Ringette Ontario provides a screening service link to at [www.ringetteontario.com](http://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.

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1.6 Electronic Devices in Change Rooms

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### Sub-Section 1.6 Electronic Devices in Change Rooms

1. Electronic devices including but not limited to cell phones, cameras, tablets, etc., are NOT permitted in any dressing room.

SRC 1.6 cameras and cell phones.doc



## Section 2: Board and Executive Committee



SRC section 2 cover sheet.doc

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Section 2: Board and Executive Committee

Sub-Section	Title	Revision Date
2.1	Positions and Duties	Sept 1, 2021
2.2	Code of Ethics	Sept 1, 2021

SRC section 2 index sheet.doc.doc



Sub-Section 2.1 Positions and Duties

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; and,
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.

1. Referee-in-Chief (Officer Position)

1. The Referee in Chief 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) Be responsible for minor officials (timekeepers and scorekeepers), including advance of skill levels;
  - d) Schedule officials for all games and evaluates officials based on ORA guidelines;
  - e) Arrange for appropriate training and development for officials and initiate disciplinary or on-ice incident review meetings;
  - f) Receive and distribute official payments and have regular meetings with officials as needed;
  - g) Submit the hours for each official monthly at the Board meeting and distribute payment when issued by the Treasurer;
  - h) Assist the Treasurer by providing a budget for the referees in each season; and,
  - i) Arranges that a player/official does not officiate at their level of play unless accompanied by a senior official.

2. Program and Player Development Officer

1. The Program and Player Development Coordinator 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 consider LTAD;

- 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. 3on3, summer shinny, 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; and,
- g. Sit on the Coaching and Athlete Development Committee, when such Committee is struck.

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.

#### 1. Coaching Development Coordinator

1. 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, clinics, and tests available from the provincial association or Ringette Canada;
  - e) Record coaching staff qualifications;
  - f) Communicate with the coaching staffs on behalf of the Board;
  - g) Ensure criminal records checks are completed for all appropriate volunteers as directed by the Board of Directors; and,
  - h) Perform other duties as assigned.

#### 2. Fundraising and Sponsorship Coordinator

1. The Fundraising and Sponsorship Coordinator 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*

- a) Obtain sponsors for Ringette events;
- b) Act as liaison between the SRC and its Sponsors;
- c) Solicit new sponsorships on behalf of the SRC and its members;
- d) Service and maintain existing sponsorship agreements;
- e) Ensures sponsors are included on the website and are invited to year end banquet(s); and,
- f) Report to the Board in writing through the Treasurer giving an up-to-date report on the status of sponsorships.

3. Ice Coordinator

- 1. 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, tournament, etc.) to establish season ice requirements.
  - b) Liaise with arena managers to secure ice time on behalf of the Club at various arenas.
  - c) Schedules draft games, league games and practices, post to the SRC website.
  - d) Schedule travel team practices, post to the SRC website.
  - e) Reschedule ice cancellations, post to the SRC website.
  - f) During seasons when SRC hosts the North East Regional Tournament, secure ice time and schedule games. Coordinate with the Tournament Committee.
  - g) Prepare a written report monthly for the Treasurer showing ice usage, showing usage for each travel team separately.
  - h) Verify ice bills with the Treasurer to ensure proper payments.

4. Events and Awards Coordinator

- 1. The Events and Awards Coordinator will be appointed by the Board of Directors and will have the following duties:
  - a) develop and send out tenders for banquet costs;
  - b) arrange the season-end banquet;
  - c) be responsible for coordinating the assignment of year-end team and league awards;
  - d) arrange the procurement all required medal, plaques, trophies and trophy name plates;
  - e) maintain an up-to-date log of all trophies and previous winners;
  - f) coordinate SRC participation in the Rotary Parade and Santa Claus Parade;

- g) work with and support the Program and Player Development Coordinator and,
- h) other duties as may arise from time to time.

#### 5. Statistics Coordinator

1. 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

#### 6. 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 the 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; and,
  - e) Work in conjunction with ORA 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 the SRC or the ORA following action 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 the SRC, 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



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2.1 Positions and Duties

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for the balance of the Ringette season and/or the next season depending upon the severity of the offence.

### 7. Equipment Coordinator

1. The Resource and Equipment Coordinator will be appointed by the Vice President and will have the following duties:
  - a) Keep an inventory of all SRC equipment and equipment signed out to teams;
  - b) Sign out equipment to coaches;
  - c) Replace used or damaged equipment 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) Be responsible for the equipment education of all coaches, parents, and players;
  - f) Collect and store all jerseys and equipment at the end of the season;
  - g) Maintains and promotes a resource library including manuals, videos, etc.; and,
  - h) Perform other duties as assigned.

### 8. League Convenor

1. The League 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) Attend executive meetings;
  - c) Implement the procedures of Risk Management Measures keeping the player safe both on and off the ice;
  - d) Preside over the draft along with the Registrar;
  - e) Be a liaison between the coaches and their parents as well as the parents/coaches and Board;
  - f) Administer and direct the affairs in person or through convenors (be in attendance at all league scheduled games and monitor practices);
  - g) Make sure game sheets, rings and timekeepers and shot clocks are available for games;
  - h) Make sure the dressing rooms and ice are safe for players and coaches at games and practices;
  - i) Ensure that equal/fair ice time rule is followed (whichever applies);
  - j) Keep a record of game sheets;
  - k) Submit a written report monthly to the Board about the teams and league; and,
  - l) Submit a yearend report evaluating the performance and actions of the coaching staff.

Sub-Section 2.2 Code of Ethics

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 him or herself 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 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 the 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.

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

SRC 2.2 code of ethics.doc

## Section 3: Finances

SRC section 3 cover sheet.doc



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Section 3: Finances

Sub-Section	Title	Revision Date
3.1	Registration Fees	Sept 1, 2021
3.2	Expenses	Sept 1, 2021

SRC section 3 index sheet.doc.doc



Sub-Section 3.1      Registration Fees

1. The SRC shall set registration fees in advance of each season for the various levels of play. Registration forms will contain the current year's fee structure.
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 15th. Each refund shall be subject to an automatic \$35 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 prior to any player participates in any Club activity. Exceptions may be made at the discretion of the Board of Directors.

SRC 3.1 registration fees.doc



Sub-Section 3.2 Expenses

1. The SRC will reimburse the following expenses:
  - a) Classroom/instructional fees for CSI Coaching Clinics and rule change clinics;
  - b) Classroom/instructional fees for Officials Level 1 and rule change clinics;
  - c) Office supplies as required to carry out Club business;
  - d) Reference materials and rulebooks as agreed to by the Board;
  - e) First Aid supplies for house league teams;
  - f) Promotional items and events as agreed to by the Board;
  - g) Travel costs to attend ORA and NER meetings as agreed to by the Board.

SRC 3.2 expenses.doc



## Section 4: League Team Formation

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Section 4: League Team Formation

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4.2	Player Eligibility	Sept 1, 2021
4.3	Drafting Procedure	Sept 1, 2021

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4 League Team Formation  
4.1 General

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### Sub-Section 4.1 General

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 the SRC and each player will accept responsibility for its use or abuse. Players are not to take jerseys to and from the arena unless otherwise approved by the Board. Any name bars, C/A letters and any sponsor patches must be hand-sewn. Machine stitching or iron-on are prohibited.
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/Players and the equipment will be assessed at replacement cost.

SRC 4.1 general.doc



Sub-Section 4.2 Player Eligibility

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

SRC 4.2 player eligibility.doc



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4 League Team Formation  
4.3 Drafting Procedure

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### Sub-Section 4.3 Drafting Procedure

1. The purpose of the Draft is to ensure balance and equal strength amongst all of the teams in each division of play.
2. SRC appointees will observe play during the exhibition 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 appointee's 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 his/her 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



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### Section 5: Game Play

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5.3	Ice Time	Sept 1, 2021
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5.5	Playoff Format	Sept 1, 2021
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5 Game Play  
5.1 General

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### Sub-Section 5.1 General

1. No coaching staff is allowed on the ice before, during or after a game, except in the Fun 1 (U6) and Fun 2 (U8) Divisions or when an injury occurs.
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. Ringette Ontario's Rule of Two, as described at [www.ringetteontario.com](http://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. The SRC requires that all players wear shoulder protection.
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 the Ringette Ontario's tie breaking rules.
8. Any teams with fewer than the required number of players as set out in Ringette Canada Official Rules shall forfeit the game at which time a fun game should be had after a division of the players present.

SRC 5.1 general.doc

Sub-Section 5.2 Rules

1. Ringette Ontario 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.

SRC 5.2 rules.doc



Sub-Section 5.3 Ice Time

1. Equal/Fair Ice Time Players shall change lines on a buzzer signal every three minutes in the Fun1/Fun 2 Division unless otherwise authorized by the Board of Directors. 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 Discipline Coordinator, 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 Discipline Coordinator, or person designated by the Board. 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 serviced 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 (2) 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 the Ringette Ontario fair Ice rules will apply.

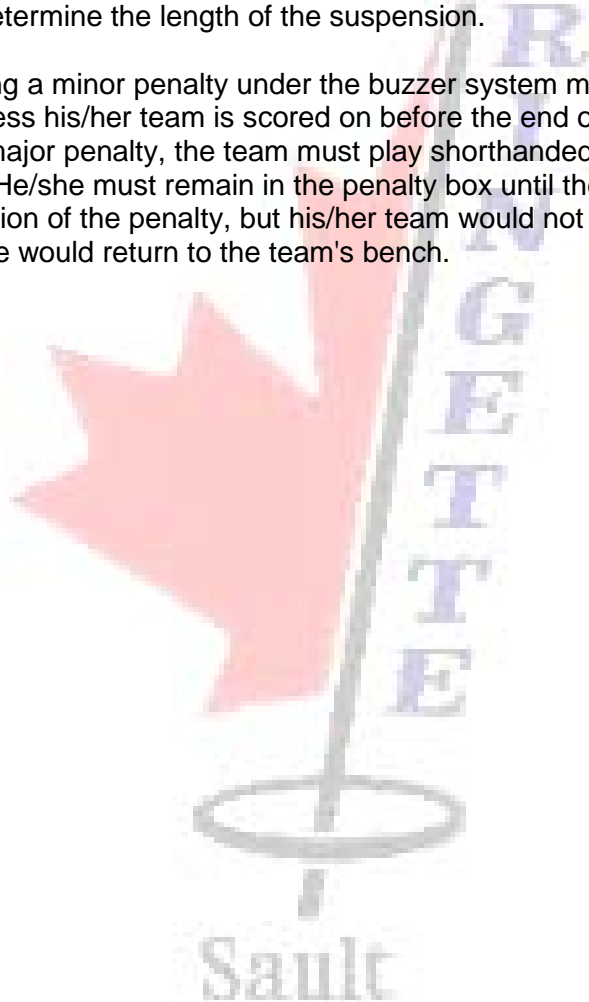
SRC 5.3 ice time.doc



Sub-Section 5.4 Penalties

1. Any player assessed a match penalty may be required to appear with his/her 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 (2) minutes unless his/her 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. He/she must remain in the penalty box until the first stoppage of play after the expiration of the penalty, but his/her team would not play shorthanded. At this time, he/she would return to the team's bench.

SRC 5.4 penalties.doc



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5.5 Playoff Format

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### Sub-Sections 5.5      Playoff Format

1. The Playoff format will be decided by the first Board of Directors.
2. If a double elimination is used, teams will be eliminated from further competition after two (2) losses. Ringette Ontario 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, the tie breaking rules will be applied.
5. Ringette Ontario 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.

SRC 5.5 playoff format.doc



Sub-Section 5.6 Protests and Disputes

1. The Ringette Ontario 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.

SRC 5.6 protests and disputes.doc



## Section 6: Reserved

SRC section 6 cover sheet.doc



## Section 7: Reserved

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## Section 8: Awards

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### Section 8: Awards

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8.1	Team Player Awards	Sept 1, 2021
8.2	League Awards	Sept 1, 2021
8.3	Bill Claringbold Award	Sept 1, 2021

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Sub-Section 8.1 Team Player Awards

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 Sportsmanlike
  - d) Best Defensive

SRC 8.1 team player awards.doc





Sub-Section 8.2 League Awards

1. League Awards - League Awards will be awarded for the categories of:
  - a) Most Sportsmanlike
  - 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 sportsmanship, striven for personal excellence, contributed to teamwork and team spirit.
  - c) The Board will determine the award winners based on the nominations.
  
3. Unsung Hero Award – awarded by the coach to a player on the Coach's team who:
  - a) Is always contributing to the team
  - b) Has a high degree of sportsmanship
  - c) Has striven for personal excellence but has not been recognized by a league award.

Coaches will submit 3 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.

SRC 8.2 league awards.doc

Sub-Section 8.2 Bill Claringbold Award

1. Each year, written nominations are encouraged from the local Ringette community for the Bill Claringbold Volunteer 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 sportsmanship; and,
  - d) Must not have won this award for the past three years.

SRC 8.3 volunteer award.doc



## Section 9: Bench Staff and Officials

SRC section 9 cover sheet.doc



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Section 9: Bench Staff and Officials

Sub-Section	Title	Revision Date
9.1	Bench Staff	Sept 1, 2021
9.2	Officials	Sept 1, 2021

SRC section 9 index sheet.doc.doc



Sub-Section 9.1 Bench Staff

1. General

1. The Bench staff of any Team shall consist of a Head Coach, Assistant Coach, Manager, and certified Trainer as mandated by Ringette Ontario. The Ontario Ringette Coaches manual is part of the playing policy of the SRC.
2. Coaches will be selected annually following the application deadline. Any candidate for a coaching position must be willing to attend an interview if requested by SRC. The evaluation form completed by each parent/player will be used to assist the SRC in making their selections. Applicants with more experience will be given preference if equally qualified.
3. Applications received by the deadline will be considered first. The applicant must be willing to complete the Police Records Check and must have taken or be willing to take all the necessary courses as defined by Ringette Ontario. Failure of the Bench staff to complete courses required by the SRC and Ringette Ontario will result in dismissal.
4. At least 1 bench staff member must be female and present at all team events.
5. Ringette Ontario's Rule of Two must be adhered to.

2. Coaches

1. Coaches have the following duties:
  - a) Disseminate information as required to parents and players;
  - b) Attend or have an assistant coach attend coaches meetings;
  - c) Ensure that Ringette Ontario's Rule of Two is adhered to;
  - d) Coordinate the responsibilities of assistant coaches, managers and trainers;
  - e) Coordinate the completion of player release forms, two player forms and intent to proceed forms required by the ORA;
  - f) Establish the rules of the team and oversee the supervision of the staff and players within the rules, policies, and guidelines of the SRC and the ORA;
  - g) Coordinate the implementation of the on-ice curriculum as outlined;
  - h) Design practice plans in consultation with assistant coaches;
  - i) Coach the team at all practices and games;
  - j) Submit a year-end report which will consist of a final budget if applicable and any recommendations on how the program can improve;
  - k) Advise the Board in writing at least one week before the first prior Board meeting requesting approval of any tournament/exhibition game or event, opposing team (if any), venue, place and time of event;
  - l) On the game sheet prior to game time, ensure that:
    - i. Players' names and numbers are listed in numerical order.
    - ii. The names of coaching staff members behind the bench are recorded

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9 Bench Staff and Officials  
9.1 Bench Staff

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- iii. Where teams have two goalies, the starting goaltender's number is circled
  - iv. The game sheet is signed by a member of the coaching staff.
  - v. Players not participating in the game are marked as absent, suspended or injured
  - vi. The Visiting Team will fill out the game sheet before the Home Team
  - vii. Violation of these conditions may result in a bench minor being assessed to the offending team
2. The Coach or an appointed representative is expected to be in attendance at all Coaching Staff meetings, general membership meetings or such meetings as otherwise directed by the Board of Directors.
  3. 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.
  4. Gauntlet style drills are not allowed in the SRC.
  5. 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 Executive of the complaint.
3. Assistant Coaches
1. Assistant Coaches will have duties as assigned by the Head Coach.
4. Trainer
1. A trainer must be behind the bench at all times. The trainer will assist with any injury to any player.

SRC 9.1 Bench Staff.doc

Sub-Section 9.2 Officials

1. Requirements

1. On/Off Ice Officials in the SRC must:

- a) Be fourteen (14) years of age as of December 31st 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 the ORA;
- d) Not officiate any games in the division in which he/she is a player whenever possible. The Referee in Chief shall arrange that an official does not officiate at the level of play unless accompanied by a senior official;
- e) Attend all required meetings as determined by the Referee in Chief;
- f) Conform to all aspects of the Officials Code of Ethics; and,
- g) Put forth a good effort while both on and off the ice during all assignments in a professional manner acceptable to ORA standards.

2. Pay Scale

1. Payment for on-ice officials will be as per the following graduated pay scale reviewed on an annual basis.
2. Pay Level 1: First year officials will receive \$14 per game
3. Pay Level II: Officials with >1 year of experience who officiated a minimum of 20 games in their previous year (if <20 games the official must have worked their equal share) will receive \$16 per game
4. Pay Level III: Officials with >2 years of experience who have demonstrated responsibility, reliability and a commitment to keeping up with the rules (completed Level II clinic, rule change clinics, etc.) will receive \$18 per game
5. The Referee-in-Chief will determine each official's pay level at the beginning of each season. Officials can be moved up or down the pay scale depending upon the outlined criteria.

## Section 10: Tournament Teams

SRC section 10 cover sheet.doc





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#### Section 10: Tournament Teams

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10.1	General	Sept 1, 2021
10.2	Tryouts and Sort-Outs	Sept 1, 2021
10.3	Associate Players and Taxi Squad	Sept 1, 2021
10.4	Team Registration Forms	Sept 1, 2021
10.5	Tournament Registration	Sept 1, 2021
10.6	Bench Staff	Sept 1, 2021
10.7	Managers	Sept 1, 2021
10.8	Finances	Sept 1, 2021
10.9	Fees and Funds	Mar. 1, 2022
10.10	Budget, Revenue and Expenses	Mar. 1, 2022
10.11	Sponsorship and Fundraising	Sept 1, 2021
10.12	Apparel and Equipment	Sept 1, 2021

SRC section 10 index sheet.doc.doc



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10 Tournament Teams  
10.1 General

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### Sub-Section 10.1 Tournament Teams: General

#### 1. Terms

Terms have the following meanings:

1. "SRC" refers to Sault Ringette Club or The Sault Ringette Club.
2. "Provincial" refers to the level of play as A or AA.
3. "Regional" refers to the level of play as B or C.
4. "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 Labour Day Weekend.

#### 2. Programming

1. SRC Executive will attempt to provide Tournament team opportunities for its membership in all age divisions except U6. 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.
2. SRC Executive will be solely responsible for establishing Provincial or Regional level of play for each age division. SRC Executive will establish the level of play in its request for coaching applications.
3. 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.
4. 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

1. Provincial level teams for U12, 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.
2. Provincial level teams will attend a minimum of three regular season tournaments per season but four tournaments is encouraged by SRC and Ringette Ontario.

3. All Provincial level teams will attend the Provincials tournament if they qualify in the ranking system where applicable.
4. All Provincial level teams can attend Exhibition games within the Northeast region.

#### 4. Regional Level Teams

1. Regional level teams in the U8 and U10 divisions will be restricted to one ice time and no conditioning events per week.
1. Regional level teams in the U12, U14, U16, U19 teams may attend up to two ice practices and one conditioning event per week however SRC recommends a combined maximum of two events per week.
2. Regional U8 teams will attend a maximum of one Tournament and a Regionals tournament each season.
3. Regional U10 teams will attend a maximum of two Tournaments and Regionals tournament in each season.
4. Regional U12, U14, U16, U19 will attend a maximum of three Tournaments and a Regionals tournament in each season.
5. Regional teams may attend Exhibition games within the Northeast Region.

#### 5. Off-Season Activities

1. Off-season activities are only to be undertaken where allowed by age division, currently U14 and higher.
2. All off season activities (including training) shall be approved by and conducted thru SRC.
3. Fundraising and sponsorship activities can commence immediately after the Roster is announced and a Tournament team budget is approved by SRC Executive, players will be expected to participate in these activities.
4. Players will not be required to attend training events until the first SRC scheduled event following the Labour Day weekend.

Sub-Section 10.2 Tournament Teams: Tryouts and Sort-Outs

1. General

1. 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.
2. 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

1. 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 she/he feels necessary.
2. The 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

1. U8 and U10 Sort outs will be conducted in the fall of each season.
2. U12 Provincial and U12 Regional teams may have an expression of interest ice time in the spring and a Tryout in early September.
3. U14, U16, U19 and 18+ Provincial and Regional teams will have a tryout in the spring.

4. Evaluators

1. In the event that more than 15 players and 2 goalies tryout for a spot on the roster in a specific age division the SRC will provide evaluators who will make recommendations to the Head Coach.
2. The Evaluators will provide the Head Coach and SRC executive with their written recommendations. The Head Coach will submit to the Executive her/his recommendations for approval prior to announcing a roster.

5. Roster

1. SRC players will take priority in all team selections.
2. The Head Coach will only recruit from outside the Club when all avenues to recruit players from within have been exhausted.

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10 Tournament Teams  
10.2 Tryouts and Sort-Outs

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3. The Head Coach must notify SRC executive in writing prior to contact when approaching a player outside of the SRC membership and follow Ringette Ontario and Northeast Region protocols.
4. The SRC Executive has final approval on all roster selections.

SRC 10.2 Tryouts and Sort-Outs.doc



Sub-Section 10.3 Tournament Teams: Associate Players and Taxi Squad

1. General

1. Where a player was not selected, the Head Coach will offer up to a minimum of three players the opportunity to develop their skills on a taxi squad or alternate player list.
2. The taxi squad or alternate player (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 Taxi squad players are 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 a Taxi player fee acceptable to the Board of Directors and that is reasonable based on the amount of ice and or programming the player will receive.

SRC 10.3 Associate Players and Taxi Squad.doc

Sub-Section 10.4      Tournament Teams: Team Registration Forms

1. General

1. A 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 31st of the respective year, however, Ringette Ontario may change the deadline therefore it is the Head Coaches responsibility to ensure they have submitted all required information by the deadline.

SRC 10.4 Team Registration Forms.doc



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### Sub-Section 10.5 Tournament Teams: Tournament Registration

#### 1. Tournament Selections

1. All tournament selections will be approved by the SRC Executive Committee prior to submitting the Tournament selection request to Ringette Ontario for Provincial level teams or to the Tournament Host for Regional level teams.
2. To reduce travel costs and time commitments for families with siblings on multiple teams the SRC will prioritize approval requests where other SRC teams will attend.
3. 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.
4. All out of Province tournaments must be approved by SRC and Ringette Ontario prior to submitting a tournament application.

#### 2. Tournament Applications and Team Registration Forms

1. 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.
2. The Head Coach is responsible to monitor the individual tournament deadlines for applications, TRF's and payment. Failure to submit any of the above as per tournament deadlines may disqualify the team from the tournament.

SRC 10.5 Tournament Registration.doc



Sub-Section 10.6 Tournament Teams: Bench Staff Qualifications

1. General

1. The Head Coach is responsible to ensure all bench staff have the proper qualifications for their respective position. See Ringette Ontario Coaching pathways for qualifications required by position and age division.

SRC 10.6 Bench Staff Qualifications.doc



Sub-Section 10.7 Tournament Teams: Managers

1. General

1. The Head Coach is responsible to ensure team managers have the proper qualifications for their respective position. See Ringette Ontario Coaching pathways for qualifications required by position and age division.

SRC 10.7 Managers.doc



Sub-Section 10.8 Tournament Teams: Finances

1. General

1. The Sault Ringette Club is the legal entity responsible for all monies collected for the purposes of funding SRC Tournament team activities.
2. 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, fundraising monies\_ or paid (i.e. expenses).

2. Accounting and Banking

1. 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.
2. 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.
3. The Head Coach and her/his 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).

Dual Custody requires the Head Coach and her/his 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 her/his designate.

3. Management and Transactions

1. The Head Coach will designate a person on her/his team to manage Tournament team funds on behalf of the Sault Ringette Club.
2. No person other than the designate will accept monies in any form including but not limited to cash, cheques or electronically.
3. 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.
4. Cash transactions are strongly discouraged unless the transaction does not allow for cheques or electronic transfers.

5. Where cash is received or paid, it must be handled under dual custody and must have supporting documentation signed by the Head Coach and her/his designate. Dual custody requires the Head Coach or at least two of her/his designates be present at the time of the transaction and both persons sign supporting documentation at the time of the transaction.

#### 4. SRC Oversight

1. The SRC Treasurer, SRC President and SRC Vice President will have viewing access of online 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.
2. The Sault Ringette Club Executive Committee or its designate reserves the right to review on demand any Tournament team transaction register, bank account or supporting documentation required to established funds are being collected or paid according to SRC Operating procedures.
3. Within 10 days of the end of each month, each Tournament team shall provide all team finance documentation (eg. bank statement, receipts and detailed description of all revenues generated and expenses incurred) to the Treasurer in a form acceptable to the Treasurer.
4. The SRC Executive Committee will require the Head Coach or her/his 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.

SRC 10.8 Finances.doc

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10.9 Fees and Funds

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### Sub-Section 10.9 Tournament Teams: Fees and Funds

#### 1. General

1. All Tournament teams will collect a minimum fee from each player.
2. Player fees for U8, U10 teams will range from a minimum of \$100.00 and maximum of \$300.00. Player fees for U12, U14, U16, and U19 players will pay a minimum player fee of \$300.00 and a maximum player fee of \$600.00.
3. Adult 18+ Tournament teams will have a minimum player fee of \$100.00 and a maximum fee of \$600.00.
4. Each player may be required to provide a sponsor fee to a maximum of \$300.00 in the U12, U14, U16, U19 and Open 18+ divisions.
5. A player will be required to participate in all fund raising activities deemed necessary by the Head Coach for the purposes of supporting team activities.
6. Taxi player fees will be determined by the amount of ice the player will receive in practices and games. Where a player transfers from a taxi 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.
7. All Player fees must be paid prior to participating in a team ice event in the current season. All sponsor contributions must be paid in full by October 31st 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

1. The Tournament team at the end of each season will retain \$1500.00 in its team account to be used as start up funds for the following season. Any funds used below the \$1500.00 threshold must be approved in writing by the SRC Executive Committee.
2. Any monies remaining over the \$1500.00 will be divided equally between the rostered players and allocated to the SRC Ice Hawks team where the player rosters or is a Taxi squad 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

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10.9 Fees and Funds

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- 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.
3. Where a 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.
  4. Where a player is injured or placed on the Taxi squad in the following season that player will be eligible for a funds allocation and will have an equal share to all other rostered players.
  5. Taxi squad players shall be included in the allocation of excess funds only where they have fully participated in the Team's fundraising activities.
  6. If a player is registered as a member of the Sault Ringette Club in the following season but transfers to a Tournament team in another association that player will be eligible to have funds allocated to the general account of their new Tournament team but funds cannot be used to pay a players Registration fees, Player sponsorship fees or Fundraising commitments or in any other way that may be construed to enrich the player or the players family or used in any manner that would not follow SRC Operating procedures.
  7. 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.
  8. 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 \$1500.00 balance rule will be void and the team can draw down the team account to \$0.00 providing funds are used in accordance to SRC operating procedures.
  9. Any expenditure that reduces a Tournament team's account below \$1500.00 must have written approval from the SRC Executive Committee.
  10. 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.

SRC 10.9 Fees and Funds.doc

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10 Tournament Teams  
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### Sub-Section 10.10 Tournament Teams: Budget, Revenue and Expenses

#### 1. Budget

1. 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.
2. The Head Coach can make reasonable adjustments to the Revenue's or Expenses in each category without approval from the Parent group or SRC Executive Committee providing total expenditures do not exceed \$1500.00 or 10% of the original budget whichever is least.
3. SRC Treasurer will provide the tournament team with a budget template prior to the start of the regular season. The tournament team will only use the budget template provided.
4. The Head Coach will submit to the SRC Executive Committee or its designate an updated Tournament team budget with a copy of supporting documentation by December 31st of the current season.
5. The SRC Executive Committee will require the Head Coach or her/his designate to submit a financial statement and all supporting documentation relating to the Tournament teams finances to the SRC Executive Committee or it's designate within 30 days of the last approved SRC team tournament game, exceptions must be approved in writing by the SRC Executive Committee.
6. 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 it's designate.

#### 3. Revenue and Expenses

1. Revenue generated, (regardless of origin) for the purpose of funding Tournament team activities must be used only for the benefit 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 schedule Tournament team practice setting.
2. The Head Coach may authorize her/his 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:
  - a) SRC or RO player levies
  - b) Tournament registration fees
  - c) Practice Ice
  - d) Exhibition game expenses including Referee costs and meals

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- e) Hospitality suites or Team meeting rooms.
  - f) 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 are strictly prohibited.
  - g) 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.
  - h) Coaching tools or equipment such as Coaching boards, Markers, and paper
  - i) Office supplies necessary to carry out team activities.
  - j) Camera's or Video equipment used for team activities only to a maximum of \$250.00
  - k) Team speaker for the purpose of playing music at Tournament team activities to a maximum of \$250.00
  - l) Personalized Tournament team Jersey's, Pants or Team wear purchased through 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 the Parent aware of costs.
  - m) Player equipment bags and/or sticks
  - n) Supplies or product required to conduct fundraising activities.
  - o) Bank fees
  - p) Supplies and Food for year-end Tournament team parties to a maximum of \$500.00
  - q) Vendor fees or supplies related to Team Fitness, Power Skating or Goaltending programs
3. 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. Tournament team funds may not be refunded as these funds are commingled with Fundraising and Sponsorships monies.
4. The Head Coach will designate a person on the team to care for any equipment assigned 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.
5. 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:



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- a) 100% Accommodation expenses
  - b) Meals (Excluding Alcohol and gratuity) where a team meal plan is not provided, to a maximum of \$15.00 for Breakfast, \$20.00 for Lunch and \$25.00 for Dinner.
  - c) 100% meal plan expenses
  - d) 100% of gas expenses however a Head Coach is strongly urged to travel with team members if possible to reduce expenses.
6. 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:
- a) 50% Accommodation expenses
  - b) 100% of Meal plan expenses for her/his meal
  - c) Meals (Excluding Alcohol and gratuity) where a team meal plan is not provided, to a maximum of \$15.00 for Breakfast, \$20.00 for Lunch and \$25.00 for Dinner.
7. 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:
- a) 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.
  - b) 100% Meal plan expenses
  - c) Meals where a Meal plan is not available to a maximum of \$15.00 Breakfast, \$20.00 Lunch and \$25.00 dinner

SRC 10.10 Budget Revenue and Expenses.doc

Sub-Section 10.11 Tournament Teams: Sponsorship and Fundraising

1. Sponsorship

1. SRC has a standard sponsorship process that all SRC Tournament teams must follow.
2. All SRC Tournament teams will provide a Sponsor with a standard Sponsorship letter. The letter can be obtained from the SRC Fundraising and Sponsorship Coordinator. The sponsor form attached to the letter will be completed and submitted to the Tournament Team Head Coach or her/his designate.
3. 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 Players Registration fees, or a Players Fundraising activities or any other activity that could be construed to enrich an individual player or player's family.

2. Fundraising

1. SRC Tournament teams will submit in their budget 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.
2. Event dates for a fundraiser should be included in a budget submission.
3. No Lottery activities are allowed as a stand-alone fundraiser or in conjunction with other types of fundraising. A lottery activity that is strictly prohibited may include but is not limited to Ballot draws, 50/50 draws, Bingo's, and Raffles.

SRC 10.11 Sponsorship and Fundraising.doc

Sub-Section 10.12 Tournament Teams: Apparel and Equipment

1. General

1. During all sanctioned events, all players must wear approved SRC Ice Hawks jerseys.
2. A team may purchase approved personalized SRC Ice Hawks jerseys through SRC using the SRC approved vendor, logo and colour scheme.
3. During all sanctioned events, all players must wear black (No stripe) Ringette pants or approved SRC Ice Hawks personalized pants. An exception will be made for U8 players to wear solid black hockey pants with solid black socks.
4. A team may purchase approved custom Ice Hawks pants through SRC using the SRC approved vendor, logo and colour scheme.
5. At sanctioned events players will only wear approved Tournament team wear approved by the SRC Executive Committee. SRC Executive Committee will assign a Vendor of its choice and establish pricing.
6. 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.
7. The Head Coach or her/his designate will allocate and collect all jerseys before and after a tournament. No player will retain their jersey.

SRC 10.12 Apparel and Equipment.doc