Sherwood Park Ringette Association
(“SPRA”)

Guidelines & Procedures Manual
Revised April 2021

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Ringette Code

There are seven points in the Ringette Code. By reading these carefully, you can see that offering a Ringette program is a balancing act between competing needs. Not everyone enters the sport for the same reason, nor looks to take the same thing away. And, of course in the end, it's our money that's being spent. Please read these. Think about them, and before you criticize someone else for something they do or say, think about how differently they view these same eight phrases.

- Ensuring the wellbeing of every person involved in the sport;
- Ensuring mass participation and the opportunity for all to play in a fun atmosphere;
- Retaining the aspect of winter team sport with no intentional body contact;
- Giving the players the option of recreational or competitive level play;
- Maintaining a high standard of safety while retaining a low cost of participation;
- Fostering the development of players, coaches, managers, and officials;
- Maintaining player input into the administration of sport;
- Ensuring the promotion of goodwill and friendship.

Preamble

If you are reading this manual, you are a volunteer. Without volunteers, there would be no ringette. This manual is designed to assist you in making ringette a rewarding experience for not only the children but parents and coaches as well.

Guidelines have been established throughout the years to ensure that the majority of the needs of the players are met. There will always be exceptions, however, this manual is not intended to deal with every situation but is to act as a guideline in dealing with those situations that have arisen in the past and are common. Some of these policies touch many issues which are occasionally debated and around which there may be some difference of opinion.

That there should be debate ought not to be regretted, particularly when it is recognized that the SPRA is attempting to promote ringette in Strathcona County for a large and varied population with different (and sometimes conflicting) needs and aspirations. What is not debated is that one Association is the most effective vehicle for promoting ringette in Strathcona County and that by respecting and attempting to fulfill the hopes of all ringette players, ringette in the County will be promoted to the greatest possible **extent for the largest number of players.**

These policies reflect some of the collective knowledge off the past executives of the SPRA from time to time. As the needs of the children change, as the sport develops, and as other Zones and Ringette Alberta make changes, so must we. However, prior to making changes, please remind yourself that these guidelines and procedures were adopted after reflection and debate based on previous experience by prior executives who attempted to promote ringette to its fullest, balancing the needs and aspirations of all players, parents, coaches, and managers. The Board of Directors are assigned the tasks of running the day to day operations of Sherwood Park Ringette and ensuring that, as required, guidelines and procedures are amended to meet changing needs and to ensure that this manual is kept current for future volunteers.

At all times, however, our bylaws, policies and procedures must not be in direct conflict with Zone 5/BGL, Ringette Alberta, or Ringette Canada.

To you, the volunteers, our thanks for your commitment.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Rename levels from Bunny to U8/U9, Novice to U10, Petite to U12, Tween to U14, Junior to U16, Belle to U19, Open to 18+
Date Revised	By Who	Summary of Changes
January 13, 2018	AGM	Rename levels from U8/U9 to Active start 1 and Active Start 2.
March 11, 2019	AGM	Adjusted Ringette Code to 7 points
May 2020	AGM	Change wording from Provincials to BGL League Championships for U12.

Sherwood Park Ringette Association is one of the associations in Zone 5/BGL. Our zone combines with associations in Zone 4,6, 7 and 8 to make up the Black-Gold league. Those teams at U12 declare to attend BGL League Championships. Those teams at U14 and above declare to participate and win the right to attend Provincials. AA teams from U16 and above, compete at Provincials to compete for the right to go to the National Competitions. The U14 AA and U16 A teams winning provincials win the right to go to the Western Canada finals.

Black Gold League meets with all association within the league from time to time to establish or amend the policy by which we run the Zone teams. The purpose of policy is to provide a guideline to make decisions that will be beneficial for most players and the growth of the sport. It is impossible to please everyone, but all sides are reviewed prior to establishing guidelines. If issues affecting the Zone come up where policy has been established, the Executive Committee at the Zone, simply administer the Zone based on that policy.

Zone 5/BGL has its own Constitution and Bylaws as well as an Operations and Procedures Manual. These should be taken into consideration when amending SPRA Bylaws and setting guidelines.

1. Ringette Alberta

For full information refer to the Bylaws of Ringette Alberta.

2. Sherwood Park Ringette Association

Sherwood Park Ringette Association was the first ringette association in the Province of Alberta having been formed in September of 1975. Our Constitution was written in 1975 and all guidelines and procedures must follow those bylaws. The bylaws may only be changed at an annual or general meeting and only by a two-thirds (2/3) majority vote of the voting members present.

2.1. Executive Voting Positions

2.1.1. In addition to those duties described in the Constitution, responsibilities as outlined in the position descriptions in **Appendix E** apply to each of the following Executive Committee positions. The following positions are voting positions except for the President who only votes in the event of a tie. Quorum is 50% of the Executive Committee as outlined in the bylaws.

2.1.2. Voting Positions:

2.1.2.1. President
2.1.2.2. Vice President
2.1.2.3. Secretary
2.1.2.4. Treasurer

2.1.2.5.	BGL/Zone5 Rep
2.1.2.6.	U10 Division Director
2.1.2.7.	U12 Division Director
2.1.2.8.	U14 Division Director
2.1.2.9.	U16/19 Division Director
2.1.2.10.	Director Coach Development
2.1.2.11.	Director Player Development
2.1.2.12.	Registrar
2.1.2.13.	Fundraising Director
2.1.2.14.	AA Director
2.1.2.15.	Director of Evaluations
2.1.2.16.	Equipment Director

2.2. Executive Non-voting Positions

2.2.1. There are other positions in our association that are non-voting positions. The responsibilities of these positions are as outlined in **Appendix E** and may change from time to time.

2.2.2. Non-Voting Positions:

2.2.2.1.	Past President
2.2.2.2.	Ice Allocator
2.2.2.3.	Assistant Ice Allocator
2.2.2.4.	Marketing
2.2.2.5.	Web Master
2.2.2.6.	Sponsorship
2.2.2.7.	Tournament Coordinator
2.2.2.8.	Officials Coordinator / Referee Allocator
2.2.2.9.	Assistant Tournament Coordinator
2.2.2.10.	Active Start Coordinator
2.2.2.11.	Photo Coordinator
2.2.2.12.	Social Media Coordinator
2.2.2.13.	Program Coordinator
2.2.2.14.	Open Division Liaison

2.3. Criminal Record Checks

All Executive members dealing with funds or contracts; all team staff and all instructors must provide a criminal record check (CRC) and /or Vulnerable Sector Check (VSC) every 2 years. Executive members must provide the CRC by June 30th of their new term. Team staff must provide by November 15th. If the CRC comes back as anything other than a negative match, SPRA will require fingerprinting to be completed to confirm no existence of a criminal record. SPRA will not bear the cost of fingerprinting. If through this search the individual either has pending or existing charges. Application or ability to represent SPRA may be rejected.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Add Criminal Record Checks for executive members, for legal purposes
February 23,2007	AGM	Approved
March 6, 2012	AGM	Move AA Director, Fundraising, Ref

		Allocator to non-voting, move Technical Director to voting; Criminal Record Check required every 2 years
March 24, 2015	AGM	Move Past President to non-voting and divide Technical Director to Director Coach Development and Director Player Development-both voting
April 18, 2018	AGM	Added Social Media Adjusted Coordinator to Director. Removed Positions AB Director, Statistician, Volunteer Cord, Team Wear Cord.
March 11, 2019	AGM	Adjusted voting Roles to Include Division Directors.
May 26, 2020	AGM	Add VSC to 2.3.1 Add Director of Evaluations, voting position 2.1.2.15 Changes Director or Officials to a non-voting position 2.2.2.8 Add Program Coordinator 2.2.2.13 Add Open Division Liaison 2.2.2.14
April 27,2021	AGM	Adjusted wording, removed reference to associations in BGL and added all zones in BGL, Removed the Program Coordinator and Assistant Ice Allocator positions and minor updates to the Ice Allocator and Open (18+) director roles

3. Policy & Procedure Addition/Revision Process

3.1. Policy Scope:

This policy will apply to all SPRA policies as they are created or revised.

3.2. Philosophy & Intent:

This policy is intended to provide a consistent approach to both content and application of policies/procedures as SPRA membership and executive members change from year to year. It is also intended that this process will create an atmosphere of open communication and increase awareness regarding the work being done by the SPRA executive.

3.3. Boundaries & Guidelines:

3.3.1. All SPRA policies/procedures will align to Zone 5/BGL and Ringette Alberta policies and procedures with reference to those that apply specifically if applicable.

3.3.2. SPRA policies should include the following sections as a minimum: Scope, Philosophy & Intent, Boundaries & Guidelines, Application Guidance, Timing Requirements, Roles & Responsibilities, and a Revision Log.

3.3.3. All policies/procedures will be revised by sub-teams of not less than two SPRA members.

3.3.4. All proposed additions/revisions will be posted to the web page for a 2-week review by all interested SPRA members.

3.3.5. Communication to SPRA members that a policy has been posted for review should be done via email.

3.3.6. Once the 14-day review period is complete, comments will be compiled and reviewed by the sub-team for possible inclusion.

3.3.7. All incorporated changes from feedback gathered will be posted on the website prior to the annual general meeting.

3.3.8. A motion to adopt the revised policy/procedure will then be brought forward at an SPRA executive meeting.

3.3.9. The revised policy will be voted on at the Annual General Meeting of SPRA.

3.4. Application Guidance:

All the conditions listed in the Boundaries & Guidelines section of this document must be met in order to adhere to this policy.

3.5. Timing Requirements:

Policy creation/review should be completed in a timely fashion with a target timeline of no longer than 3 months from start to finish. For policy revisions to be ratified at the Annual General Meeting, they must pass a motion at a SPRA meeting prior to the AGM.

3.6. Roles & Responsibilities:

Vice President Is responsible to ensure that this process is followed and would typically initiate the first team meeting/discussion regarding the proposed policy/revision. Works with the "Webmaster" to ensure the policy is posted to the web, comments collected, etc.

Revision Log:

Date Revised	By Who	Summary of Changes
December 8, 2004	Naomi Gould	Created document to capture a standardized process and template for policy creation/revision.
February 24, 2005	AGM	Approved
March 12, 2013	AGM	Updates to reflect current process. Approved at AGM.
May 26, 2020	AGM	4.4.1 Remove or Active Start/U10 Director.

4. Registration Policy

4.1. Policy Scope:

To ensure consistent management of registrants throughout the season

4.2. Philosophy and Intent:

To balance the growth of the sport with equalization of teams and volunteer workload.

4.3. Boundaries and Guidelines:

4.3.1. A registration deadline will be determined annually; however, will typically fall in the middle of August each year.

4.3.2. Final registration deadline will be posted on the website each season. Deadline will be determined by SPRA executive.

4.3.3. There will be no reductions in fees for late registrants.

4.3.4. Any Late registration will be subjected to a $100 fee.

4.3.5. SPRA reserves the right to wave any late registration fees to make viable teams. Acceptance of late registrations will be based on, keeping number of players per team at optimal levels, balance of teams, player experience and ability to fit in

4.3.6. Exemptions to late fee registrations will be observed for Active start 1&2, and come try events.

4.4. Application Guidance:

Players registering after evaluations have been completed will be placed on a team as determined by the Vice-President and the President, Division Director.

4.5. Timing Requirements:

Registration dates and deadlines will be advertised and clearly communicated.

4.6. Roles and Responsibilities:

4.6.1. Registrar to notify Division Director of possible late registrants.

4.6.2. Coaches to notify Division Director if approached by potential players.

Revision Log:

Date Revised	By Who	Summary of Changes
February 28, 2010	AGM	38. New Policy
March 6, 2012	AGM	38.3.1 May receive a discount
March 12, 2012	AGM	Added to 38.3.3 to indicate that deadlines for registration will be determined by the Executive and posted on the website. Approved at the AGM.
April 18, 2018	AGM	Changed registration deadline to August 15. Late fee addition of $100
March 11, 2019	AGM	Removed Cap for the Divisions

5. Fees

5.1. Policy Scope

SPRA members pay fees to cover ice costs, referees, jerseys, coach and player improvement clinics and limited goalie equipment.

5.2. Philosophy and Intent

Policy is to provide guidelines for fee payment and refunds.

5.3. Boundaries and Guidelines

5.3.1. The policy of the Sherwood Park Ringette Association with respect to the alternate payment of fees is that any method of alternate payment of fees is to be used only

in circumstances when the criteria set out below are met. Alternate fee payment is not to be used because it is a matter of preference or a matter of convenience for the family.

5.3.2. A request must be submitted to be considered for alternate fee payments. (Appendix B)

5.3.3. Alternate fee payment is to be used only in cases of financial hardship. Financial hardship may be one or more of the following:

- A dramatic change in income or family circumstances;
- Serious illness in the family;
- Main source of income is government support.

5.3.4. Alternate fee payment is to be reviewed on an annual basis.

5.3.5. Fundraising fee must be paid one month after registration deadline.

5.3.6. Alternate fee payment is available only to players for whom ringette is their sole sport requiring fees greater than $50.00.

5.3.7. A family requesting an alternate fee payment plan should be aware that participation in an A or AA team results in significant additional costs, which arise due to extra ice time, additional tournaments, and equipment purchase. It may be expected that participation on an A team will result in approximately $200 extra each season; AA costs will be expected to be at least $1,000 per season. These figures are exclusive of travel costs. Many B and C teams also require additional funding for tournaments and practice ice. These costs cannot under any circumstances be met by an alternate fee payment plan but must be paid directly by the player's family. If it will be of assistance in the payment of fees, Sherwood Park Ringette Association will accept payment according to an agreed upon schedule.

5.3.8. The request will be reviewed by the President, Registrar, Fundraising Director, and Treasurer, and the family will be advised as soon as possible of their decision. The committee will consider whether the request is within the Alternate Fee Payment Policy.

5.3.9. Any request for alternate fee payment will be kept in the strictest confidence, and the identity of families requesting alternate fee payment will not be made known to any other person than those already identified.

5.4. Application Guidance

All fees must be paid in full, to remain in good standing in the association.

5.5. Timing and Requirements

5.5.1. Players who register with SPRA and subsequently withdraw may be eligible for a partial refund of their registration fee.

5.5.2. The refund request must be made to the Treasurer and Registrar in writing by letter or email. The date the request is received will be used in calculating the amount to be refunded. When submitting a request for refund after teams are formed, player and or parent shall notify their Coach, Manager and or Division Director of their intentions.

5.5.3. Requests for refunds prior to the start of evaluations will receive a full refund of Registration Fees including Fundraising Fee.

5.5.4. Requests for refunds after the start of evaluations up to and including the formation of teams but

prior to the first ice lot will receive a refund of registration fees including Fundraising Fee less a $50 administration fee.

5.5.5. Requests for refunds received prior to November 1 will receive a 75% refund of registration fees.

5.5.6. Requests for refunds received prior to December 15 will receive a 50% refund of registration fees.

5.5.7. No refunds will be granted after December 15. Requests for extraordinary circumstances may be considered following a written request to SPRA. The executive will pass motions for individual cases.

5.5.8. No refunds will be issued on the SPRA Fundraising Raffle once raffle tickets have been distributed.

5.5.9. Players joining late may receive a reduction in fees depending on the circumstances. The executive will pass motions for individual cases.

5.5.10. Only those players moving to the Zone5, AA Association, University Ringette Team, Open team or other Ringette Association will have their registration fees refunded. All other player refunds will be issued according to the current refund policy.

5.6. Roles and Responsibilities

Members will pay current fees by deadline.

5.6.1. Registrar will confirm fees are collected for all members and forward on to treasurer.

5.6.2. Treasurer/Registrar (depending on method of payment) will provide refunds if requested, according to policy 6.0.

5.6.3. If registered players have not paid by August 15, the registrar will notify the association member informing them of the deadline date of August 15.

5.6.4. Non-payment may result in the athlete being suspended from participation until payment is received.

5.7 Administration Fees

5.7.1. Individual player/teams receiving sponsorship monies from businesses which are intended as a direct team sponsorship, will be disbursed by SPRA treasurer, and will be charged the following to cover admin fees and other financial processing costs:

5.7.1.1. If the amount is greater than or equal to $1,000.00, the SPRA will disburse to the team, the amount less $50.00;

5.7.1.2. If the amount is less than $1,000.00, then the SPRA will disburse to the team, the amount less $25.00.

Revision Log:

Date Revised	By Who	Summary of Changes
December 5, 2006	Dave Hedden, Kim Perry, Harry Benders, Linda Gillespie	Formatted policy as per policy template. Change in administrative fee. Change to refund policy.

May 26, 2020	AGM	Change to Refund Policy 5.5.2 – 5.5.8
February 23, 2007	AGM	Approved
October 2007 February 21, 2008	Dave Hedden, Harry Benders AGM	Eliminated medical reason for receiving refunds. Specify how refund requests are accepted. Approved
March 2011	Pam Sims	Added 15.5.6
March 12, 2013	AGM	Change to the Refund Policy. Approved at the AGM.
March 24, 2015	AGM	Update to add admin fees
April 18, 2018	AGM	Fundraising Fees to be Paid no later than one month after Registration closes.
March 11, 2019	AGM	All fees will be refunded when moving to other association or to open
May 2020	AGM	Update to Policy 5.5 as written in 5.5.2 through 5.5.8

6 Fundraising

6.1 Fundraising Options

Each year SPRA will attempt to provide its members with a fundraising option to assist the SPRA raise the necessary fees to run the program and to help members reduce the financial cost to participate. The fundraising option may vary from year to year and all members are required to participate. Any option that consists of a raffle or other give-away will be organized and administered under Alberta Gaming and Liquor Commission rules and regulations.

6.2 Fundraising Commitment Cheques/Prepayments

6.2.1. SPRA requires fundraising fees to be paid at time of registration. All players may have the opportunity to recoup this payment during the season through fundraising efforts.

6.2.2. Voting members on the Executive may be excused from a portion of the required fundraising commitment. This will be determined by the type of fundraising option being proposed.

6.3 Fundraising Operation

The Fundraising Director is responsible for administering all aspects of the fundraising program. This includes obtaining all necessary permits and licenses.

6.4 Use of Fundraising Proceeds

6.4.1. The use of fundraising proceeds is determined by the Alberta Gaming and Liquor Commission and must be adhered to. Approved uses may change over time but are generally as follows:

6.4.1.1. Equipment purchase/repair
6.4.1.2. Officials/Instructors fees
6.4.1.3. Registration/affiliation fees
6.4.1.4. Rent - facility usage including ice costs
6.4.1.5. Travel costs within Alberta

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Delete 5.3.2 as SPRA no longer works Bingos
February 23, 2007	AGM	Approved
March 2011	Pam Sims	5.2.1 cheques may be required
March 24, 2015	AGM	Prepayments added

7 Clinics

7.1 Referees

7.1.1. Participants from outside SPRA must pay a fee, established by the executive to attend referee refresher courses. The costs for the instructor, room and SPRA participants are paid for by SPRA.
7.1.2. SPRA charges a fee for each person taking the National Officiating Clinic. This fee will be returned to each member on completion of the course, no matter of the outcome. This fee is to encourage the completion of the course.

7.2 Coaches

7.2.1. Costs of those ringette related courses pre-approved each year by the executive (such as coaching and refereeing clinics) shall be reimbursed.
7.2.2. A fee will be charged for each out-of-association person attending a coaching clinic hosted by Sherwood Park. This amount may change from time to time and is intended to recover our costs of putting on the clinic.

8 SPRA Equipment

8.1 Mandated

All equipment must be as per Ringette Canada Guidelines and include:

- CSA Approved Helmet and Ringette Certified Facemask
- BNQ Approved Neck Protector
- Elbow Pads
- Shoulder Pads
- Ringette / Hockey Gloves
- Hip / Tailbone / Pelvic Protection (Girdle)
- Shin Guards / Knee Protection
- Ringette / Hoceky Skates (no picks allowed)
- Practice Jersey
- SPRA Ringette Pants – required to be worn at all games and tournaments for U12 age groups and up. Practice pants are optional.
- Certified Ringette Stick
- Mouth guard is recommended but not mandatory.

8.2 Purchases

8.2.1. Any expenditure over $2,000 must be tendered to a minimum of three vendors and brought to an executive meeting for approval.

8.3 Sale

Prior to the start of each ringette season, the Sherwood Park Ringette Association, may sponsor a used equipment sale. SPRA may permit cheques to be written to SPRA so purchases can be made with one cheque. This is designed to simplify equipment sale purchases.

8.4 Storage

SPRA carries insurance on the equipment.

Revision Log:

Date Revised	By Who	Summary of Changes
March 6, 2012	AGM	Remove 7.4.1 – 7.4.3 storage at Shell
May 26, 2020	AGM	Added list of equipment required. 8.1.1
March 24, 2015	AGM	Increase expenditures from $1000 to $2000
May 2020	AGM	Listed mandatory equipment

9 Coaching Selections

9.1 Procedures

9.1.1 One of the most important tasks that our Association undertakes is the selection of coaches. It is our responsibility to ensure that coaches be selected consistent with the Ringette Code and Ringette Alberta certification and gender equity requirements.

9.1.2 Applications (available on SPRA website), for all coaching positions, must be submitted online, to be considered.

9.1.3 Development of Coaching will review all registration forms for potential coaches and volunteers and prepare a list for the Selection Committee.

9.1.4 Directors will identify all previous coaches and ascertain coaching certification levels and prepare a list for the Selection Committee.

9.1.5 Feedback may be obtained by way of the Coaching Evaluation Form to be completed by the previous year's players and parents. These forms are submitted to the Development of Coaching for review and summary. All information is to remain confidential.

9.1.6 Yearend coach evaluations will be reviewed by the Development of Coaching and constructive criticism will be provided to each coach upon request. The Selection Committee may have access to historical coach evaluations.

9.1.7 The selection committee shall consist of five or more, of the following positions:

9.1.7.1. President of Sherwood Park Ringette;
9.1.7.2. AA Director;
9.1.7.3. Division Directors;
9.1.7.4. Director Coach Development
9.1.7.5. Player Development Director

9.1.8 If one of these is not available or the vice-president deems any of these six to be in direct conflict of interest, the Vice-President will select an unbiased alternate for the level in which the conflict exists. No member of a coach selection committee shall have a child playing at the level where coaches are being selected.

9.1.9 At the time of head coach application one assistant coach can be identified and be considered by the TSC

9.1.10 Seasoned ringette players are encouraged to apply for assistant coaching positions.

9.1.11 If deemed necessary, by the committee, a personal interview will be carried out. All team staff must obtain and submit a RCMP security clearance every second year before November 15 of the current season. If the CRC comes back as anything other than a negative match, SPRA will require fingerprinting to be completed to confirm no existence of a criminal record. SPRA will not bear the cost of fingerprinting. SPRA will be guided by RAB Screening Policy. Reference 3.3.1

9.1.12 Once the coaching selection is made, it is imperative that all the Sherwood Park Ringette Association, be supportive of its coaches throughout the year if they are within the guidelines set out in the Code of Conduct and Ethics (**Appendix A**), the Guidelines and Procedures Manual, Zone 5/BGL Guidelines and Ringette Alberta by-laws. All decisions of the coach selection committee are final.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Head Coach selection committee is now definitive. Coach application now required for head coaching positions.
February 23, 2007	AGM	Approved
March 6, 2012	AGM	Coaching Apps Submitted Online Security checks every 2 years
March 12, 2013	AGM	Updates to align with current process. Approved at the AGM.
April 18,2018	AGM	Coaches to Submit one Assistant with Application.
March 11, 2019	AGM	Removed Vice-President and Division Directors. Development of Coaching will provide individual feed back from Surveys

10 Evaluations and Team Selection

10.1 Evaluation Process

10.1.1 Player evaluations are conducted at all levels. The creation of similar teams applies when there is more than one team at that tier or step. The highest-level team(s) in a tier or step is/are selected first in each age division, followed by the next highest level.

10.1.2 At U12 and above players are tiered, U10 are placed in Steps. For more information, refer to the Evaluation Guidelines on the SPRA website.

10.1.3 To ensure fairness in the grading process as well as the perception of fairness the following rules will apply:

10.1.3.1. Player evaluators will be both qualified and independent as agreed to by the Division Directors. At all levels evaluators will not have children trying out at that level

10.1.3.2. The Division Directors are accountable for the evaluators during the grading process and the athletes on the ice

10.1.3.3. The Director of Evaluations and Division Directors, will not be involved in team selection if they have a child at that level unless they are acting as a coach in the selection of the final players for that team

10.1.3.4. Where possible the coaches will be involved towards the end of the team make-up process to ensure agreement that the teams are equal

10.1.3.5. A coach may request to the Vice-President that team equity be reviewed within 24 hours of team selection

10.1.4 Player evaluation and placement is not subject to the right to appeal.

Revision Log:

Date Revised	By Who	Summary of Changes
January 5, 2008	Orrin Perry, Harry Benders, Stuart Frunchak	Removes the requirement to form equal teams where a draft is used to create 2 or more teams at a given age and level. Also specifies that a draft be used to form B teams in levels where C teams exist.
February 21, 2008	AGM	Approved
March 6, 2012	AGM	Remove 9.1.14 honorarium for evaluators
March 12, 2013	AGM	Updated 9.1.4 to indicate that Coordinators at U12 and above will not have a player in that division. Approved at the AGM.
April 18, 2018	AGM	Division Directors are responsible for the Evaluators. Coach Requests to go through the VP.
May 26, 2020	AGM	10.1.3.3. Added Director of Evaluations

11 Affiliation Guidelines

11.1 Policy Scope:

Affiliation is to be used by all SPRA teams on a game by game basis.

11.2 Philosophy & Intent:

11.2.1 This policy is intended to provide SPRA teams with “back-up” player options when a specific need exists

11.2.2 The purpose of affiliation is team viability, not player development.

11.3 Boundaries & Guidelines:

11.3.1 All player affiliation within SPRA must comply with Ringette Alberta and Zone 5/BGL policies and guidelines.

11.3.2 Affiliate players will usually be identified and selected from the next lowest level through the grading process. (See also Application Guidance section.) In some case, however, it may be necessary to affiliate a player from more than one level or age division lower. (I.e. player availability, skill levels, etc.) This will be reviewed on an individual situation basis and will be approved by the Division Directors and President.

11.3.3 Coaches of all teams are permitted to use affiliate players according to the most recent Ringette Alberta Rules.

11.3.4 The team requesting the use of an affiliate must notify and receive approval from the affiliate's primary coach for each instance. Approval to use an affiliate will not reasonably be withheld.

11.3.5 Affiliated players are responsible to their own team schedule first (including games, practices, exhibition games, playoffs, tournaments, etc.). Exceptions to this will require approval from both coaches and the age appropriate director(s).

11.3.6 If it is known in advance that an affiliate player(s) will be required and that practicing with the team will be of benefit to the player and team beforehand, then notification and approval is required from the affiliate's primary coach. Affiliate players must be properly recorded on game sheets.

11.3.7 Coaches violating the intent of this policy will be subject to consequences as defined by the Ringette Alberta Affiliation policy and possible additional disciplinary action by SPRA.

11.3.8 Player affiliation outside of SPRA requires executive approval.

11.4 Application Guidance:

For affiliation purposes :Refer to current Ringette Alberta (RAB) Affiliation matrix at www.ringettealberta.com.

11.4.1 U10 Step1 players may cross-affiliate to another U10 Step 1 team only to prevent forfeiture of game due to shortage of players. U10 Step 1 affiliates are not required to complete affiliation forms with RAB but must be noted on the game sheet.

11.4.2 Goalie Affiliates: Affiliate goalies will be assigned from U12 C level and above and will be chosen by the coach and approved by the Division Director. Affiliate goalies will only play for their affiliate team if the regular goalie is unavailable.

11.5 Timing Requirements:

Player affiliates will be assigned to teams within 2 weeks after grading is complete at all levels.

11.6 Roles & Responsibilities:

11.6.1 Division Directors – Identify the numbers of affiliates required for each level.

11.6.2 Division Directors – Assign the affiliates to teams based on grading.

11.6.3 Coaches – Understand and comply with this policy. Coaches may request certain affiliates, but division Directors must approve.

Revision Log:

Date Revised	By Who	Summary of Changes
January 2, 2004	G. Batey, N. Gould, T. Phillips	Formatted policy as per policy template. Added goalie affiliation wording and
		revised skater affiliation wording to more closely align with Ringette Alberta guidelines.
February 6, 2005	Gould	Incorporated comments from SPRA executive meeting.

November 26,2006 February 23,2007	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips AGM	Add coaches input to 10.3.2 Remove RA reference. (as reference may change from year to year) Included U12 C Approved
October 2007 February 21, 2008	Rob Wiesner AGM	Allow affiliates to practice with team if necessary. Require notification of director if affiliate plays in a game Approved
February 28, 2010	AGM	Added 10.2.2 10.3.3 U14 affiliate rules deleted 10.3.4 Affiliate rules as per RAB rules 10.3.5 updated - notification to Director/AB Director and approval from coach 10.4.3 cross-affiliate for U8/U9 added 10.6.1 updated U8/U10 Director 10.6.3 added coach may request certain affiliate
March 12, 2013	AGM	Removed 10.3.3 U14 affiliate rules which were document on February 28, 2010 in changes but was not removed. Updated communication process for using affiliates. Approved at AGM
March 24, 2015	AGM	Update affiliation policy to align with RAB

12 On-Ice Assistants

12.1 On-ice Assistants

All on-ice assistants must meet the guidelines as outlined by Ringette Alberta.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	On-Ice Assistants removed
March 12, 2013	AGM	Added On-Ice Assistants section back in the document and aligned with guidelines used by Ringette Alberta. Approved at the AGM.

13 Expenses

13.1 Meeting Expenses

Pre-approved individual expenses as required for attending the Ringette Alberta Annual General Meeting and Ringette Alberta Semi-Annual General Meeting will be paid by the association with consideration given to carpooling and shared accommodations when possible.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot	Delete, as this does not occur.

February 23, 2007	AGM	Approved

14 Financial

14.1 Signing Authority

Any two of the three signatures of the President, Treasurer and Secretary are required for transactions and cheques.

14.2 Auditing of financial records

Two independent association members or a duly qualified accountant, other than the treasurer, president or secretary will audit the association financial records once per year and provide a statement to Sherwood Park Ringette Executive verifying the accuracy of the records.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, T. Phillips	Clarify specifics for audit.
February 23, 2007	AGM	Approved

15 Ice Allocation

15.1 Ice Allocated per Team

15.1.1 The policy (standard of play), as initially set by the Sherwood Park Ringette Association & the County of Strathcona, is that adequate ice time for participants is two slots per week (including games). Excluding Active Start Program and U10 Step 1, U10 Step 2 as guided by Children's ringette.

15.1.2 Teams may be expected to pay for any additional ice above the amounts allocated as described in Section 17.1. In order to satisfy these commitments, some practice ice slots will be shared by two teams.

15.1.3 Lower age groups will be expected to practice on majority of shared ice surfaces. Any full ice surface practices should be considered advantageous.

15.2 Team cancellation of Ice Allocated

15.2.1 Teams must give 96 hours' notice to the Ice Allocator to cancel an ice slot. Cancelled ice assigned to a team will not be made up and will count against a team's overall allotment. If sufficient notice is not given, the team responsible may be assessed one additional practice time against their overall allotment (i.e.one for the cancellation and one for the late notice) and may be held responsible for any additional costs resulting from the late cancellation.

15.2.2 If a team does not show up or give 96 hours' notice for an allocated ice slot, it will not be made up and will count against a team's overall allotment. The team will also be assessed one additional (Desirable) practice time against their overall allotment (i.e. one for the cancellation and one for the late notice) and will be responsible for any costs resulting from the no show.

15.3 Desirable versus Undesirable Ice

Undesirable ice times (such as 6:00 a.m.) shall be distributed equitably among all league teams in each division. It is recognized that U10 (Step 3), U12, U14 and U16 shall bear the burden of the early morning ice. U19 and 18+ (Open) shall bear the burden of the late-night ice slots. Active Start, U10 Step 1 and U10 Step 2, **unless circumstances dictate**, should not have 6:00 a.m. ice slots. Small ice (i.e.Broadmoor, SOC Small) before

5:00 p.m. on weekdays will be allocated to the younger groups.

15.4 Minor Ice User Meetings (County of Strathcona)

Attendance at all county minor ice user allocation meetings is mandatory for the Ice Allocator and President or designates.

15.5 Tournament Ice

In situations where teams are participating in a weekend tournament and are not available to practice, the team will forfeit one practice time against their overall allotment.

Revision Log:

Date Revised	By Who	Summary of Changes
March 6, 2012	AGM	17.1.1 – two slots per week includes games 17.3.1 – payment for cancelled ice 17.3.2 – new 17.4.1 – small ice allocated to younger groups 17.6 - new
April 18,2018	AGM	Lower age Groups expected to share Ice.
April 27, 2021	AGM	Updated wording to reflect ice allowances for Children's ringette

16 Additional SPRA Programs

16.1 Power Skating

The SPRA will provide whenever possible power skating to teams, as determined on an annual basis as set out by the respective budget for the season.

16.2 Other Training

SPRA will endeavor to provide additional training as deemed necessary and affordable by the Executive from year to year. I.e., Goalie clinics, Shooting clinics, Coaching clinics. As set out by the respective budget for the season.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Updated
March 24, 2015	AGM	Remove 18.3 initiation
April 18, 2018	AGM	Extra programs based on yearly budget.

17 Insurance

17.1 Property Insurance

The Sherwood Park Ringette Association will maintain an insurance policy covering all property of the SPRA while in storage and $1,000,000 Comprehensive General Liability.

17.2 Member Insurance

Directors and Officers insurance protection and Accident Insurance for all members is provided by Ringette Alberta. Each year the current executive shall obtain from Ringette Alberta a Certificate of Insurance outlining the coverage in place under that policy.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Remove 19.3 Ladies Ringette
May 26, 2020	AGM	18.1.2 Added The Director of Evaluations in coordination with the AA Director

18 AA Program

18.1 Guidelines and Procedures

Except as specified below SPRA Guidelines and Procedures will apply.

18.2 Try outs and Evaluations

The Director of Evaluations in coordination with the AA Director will organize all try outs and evaluations.

18.3 Coach Selection

AA director will solicit for qualified coaches. The SPRA selection committee will select qualified coaches prior to team selections.

18.4 Evaluations

Players will be evaluated by independent evaluators. Evaluators will be both qualified and independent as agreed to by the AA Directors. Evaluators will not have children trying out at that level.

18.5 Selection

Athletes will be selected based on their ability to compete at the AA level, as determined by the AA Director, coaches and the selection committee.

18.6 Ice

Ice will be allocated as per SPRA guidelines. Additional ice expense is sole responsibility of the team.

18.7 Team Viability

Team viability will be determined by the AA director, President, Vice President, and the Division Director at each level prior to the start of the season.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Remove 20.3 U12 AA
April 18, 2018	AGM	Changes to reflect current evaluation Process
May 26, 2020	AGM	19.1.1 Added BGL League Championships

19 Provincials / Western / Canadian Ringette Championship

19.1 Funding of Teams

SPRA teams attending BGL League Championships, Provincial Championships, Western Canadian Ringette Championships and/or Canadian Ringette Championships will be responsible for their entry fees and any other financial obligations.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, T. Phillips	Changed $100 funding to $500 for players going to nationals, due to increase in costs.
February 23, 2007	AGM	Approved
February 28, 2010	AGM	Section National Team Funding removed

20 Residency

20.1 Non-resident players

20.1.1 Non-resident player registrations will be held until the Registration deadline. The following conditions must be met prior to the evaluation process:

20.1.1.1. Their inclusion does not conflict with the forming of any teams composed of Sherwood Park players.

20.1.1.2. Athletes must notify their home association of their intent to participate in SPRA evaluations.

20.1.1.3. Once a player has been admitted to the SPRA they become full members with all the privileges and obligations of any other member of the SPRA and they must participate in the evaluation process.

20.2 Releases

20.2.1 Division Directors will be appointed to review and evaluate residency issues brought forward on a case by case basis, which will align with Ringette Alberta Residency Policy

Revision Log:

Date Revised	By Who	Summary of Changes
February 28, 2010	AGM	Updated - non-resident registrations held until registration deadline

21 Reserve Fund

21.1 Reserve Fund Use

21.1.1 The SPRA must establish and maintain a reserve fund of $55,000. The purpose of this fund is to allow the association time to replace lost revenue from Fundraising. These funds can only be accessed by a minimum of two-thirds (2/3) majority vote of Sherwood Park Ringette Association voting executive members.

21.1.2 The revenue from the reserve fund will continue to grow in the fund. Each February the executive will review the reserve fund and determine if any changes should be made to the size of the fund based on the obligations of the association and the fundraising revenue. Changes should be approved at the AGM.

21.1.3 Should the need arise to access the funds; the executive is required to put in place a reasonable plan to replenish the fund. The fund will be kept in the form of annually maturing GIC's or similar products.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Increase from 45,000 to 55,000

22 Jersey Replacement Fund

22.1 Scope

This fund is intended for replacement of team jerseys only.

22.2 Philosophy and Intent

A fund should be established and maintained such that all association teams' home/away jerseys can be replaced at regular required intervals.

22.3 Boundaries and Guidelines

SPRA will establish a fund intended for the replacement of team jerseys. The fund will be kept in the form of annually maturing GIC's or similar product.

22.4 Application Guidance

22.4.1 The fund will be used only for purchase of all complete sets of jerseys plus identified spares at the prescribed intervals. Purchase of individual replacement jerseys from time to time during the replacement cycle will be done using association operating funds.

22.4.2 If the jerseys are not returned or returned in an usable state, deemed by the equipment Director, replacement fee will be $150

22.5 Timing Requirements

Fund should be supplemented annually in order to have enough money to replace jerseys approximately every 6-8 seasons.

22.6 Roles and Responsibilities

Executive each season will determine annually how to supplement the Jersey Replacement fund in order to reach the estimated total for replacement of all team jerseys by the desired season. Money used to form and subsequently augment the fund will come from either of the following as decided annually by the executive committee:

- Special fundraising revenues in a given budget year or;
- An additional amount included in registration fees.

Revision Log:

Date Revised	By Who	Summary of Changes
February 2008	Harry Benders,	New Policy added
February 21, 2008	AGM	Approved
March 24, 2015	AGM	Remove calculation
March 11, 2019	AGM	Added 22.4.2

23 Special Events

23.1 Banquet

23.1.1 SPRA may subsidize a year-end banquet subject to available funding.

23.1.2 SPRA may provide funds for purchase of prizes subject to available funding.

23.2 Come Try Ringette

23.2.1 The purpose is to introduce new members to Ringette by having players bring their friends to the rink and allow them to try the game.

Revision Log:

Date Revised	By Who	Summary of Changes
January 2008	Harry Benders, Orrin Perry, Stuart Frunchak	Account for various number of U10 teams from which to draw players
February 21, 2008	AGM	Approved
March 24, 2015	AGM	Remove U10A Section

24 Referees

24.1 Request of referees

All coaches should give a minimum of 72 hours' notice of any request for referees. The association cannot guarantee referees with less than 72-hour notice.

24.2 Referee Compensation

24.2.1 Will be as per approved fee schedule for the SPRA.

24.2.2 Second year referees their helmets will be paid for as per Appendix D. In each case this amount not to exceed the amounts listed in Appendix D.

24.3 Referee Payment Policies

24.3.1 All outside referees will be paid as per Zone 5/BGL guidelines.

24.3.2 SPRA assigned referees will be paid travel as outlined in Appendix D to work games at Moyer Arena and other Association facilities.

24.3.3 SPRA assigned referees showing up to a game, only to find it cancelled due to weather or scheduling problems will still be paid.

24.3.4 The association will pay the referees two to three times per season.

25 Sponsorship

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Sponsorship removed
April 18, 2018	AGM	First year Jersey refund removed.

26 Tiering

26.1 Tiering Teams

Tiering guidelines and numbers of teams must follow the Zone 5/BGL and Ringette Alberta Guidelines.

27 Player Movement

27.1 Policy Scope:

This policy applies to all player movement (up or down) for all divisions/levels within SPRA. Player movement is typically initiated by players or parents but in some circumstances such moves can be requested by the

association as outlined in this document.

27.2 Philosophy & Intent:

This policy is intended to deter player movement between levels outside of the Ringette Alberta divisional rules. Exceptions will be considered in rare cases and must meet the criteria outlined in this policy and must adhere to Ringette Alberta and Zone 5/BGL policies.

27.3 Boundaries & Guidelines:

27.3.1 Requests to move more than one level higher or lower will not be allowed.

27.3.2 Once a player movement request has been granted, the player must play where tiered – no retreat is allowed.

27.3.3 Player movement decisions must be made prior to the formation of teams in both divisions based on RAB Policies

27.4 Application

27.4.1 For each type of player requested move, the request must be submitted in writing and all criteria within the applicable section must be met, in order to comply with this policy.

27.4.2 All requests for moves must be made prior to the start of evaluation or grading processes.

27.5 Movement Up

27.5.1 For a player requested move in all divisions, to be considered, the following criteria will apply:

- The player move will not have a negative impact on the division from which the player requests to move. Factors to consider are: taking away skilled role models for that division, providing a leadership opportunity for that player and weakening the division by removing strong players.
- The player move will not have a negative impact on the division the player requests to move to. Factors to consider are: the player's maturity level and their ability to fit in at that division, removing an opportunity for a player in the correct division to play at an A level and creating an unacceptable number of players per team in either division.

27.5.2 Association requested player movement up may also be considered when there is a need and the following prioritized criteria will be used:

- Consideration will be given to players that have graded in the top of their current age division.
- These moves will be approved by the Division Director in consultation with the SPRA President and Selection Committee.

27.6 Movement Down

27.6.1 For a player requested move down to be considered, the following criteria must be met:

- The player has 0 years or limited playing experience;
- There is evidence or it can be substantiated that playing at the current level will be detrimental to the player's development or confidence.

27.6.2 At levels where evaluations, grading or equalization take place, the player must grade not above the 50% range in the lower age division.

27.6.3 All player movement downward must be approved by the Division Director, Zone 5/BGL executive committee and Ringette Alberta. In addition, the player must understand that (if approved) they are able

to compete in league play but may not be eligible to participate in provincials or provincial qualifying play downs. (Note: For tournaments outside of Zone 5/BGL approval must be granted by the tournament organizers in order for an overage player to compete.)

27.6.4 Unique situations will be addressed on an individual basis at the SPRA using this policy as guideline.

27.7 Timing Requirements:

All player requested moves must be made prior to the start of evaluation or grading processes.

27.8 Roles & Responsibilities:

27.8.1 Players/Parents – are responsible for submitting requests in writing prior to the start of the evaluation or grading process to the registrar.

27.8.2 Registrar – is responsible for forwarding all requests submitted to the Division Director.

27.8.3 Division Director – are responsible for notifying the Division Director of any player movement requests and keeping them informed about the grading of those players.

27.8.4 Division Directors – are accountable to ensure this policy is followed.

Revision Log:

Date Revised	By Who	Summary of Changes
December 14, 2003	Batey, Dahrouge, Gould, Townsend	Revised document to align with SPRA policy template. Additional detail was added to the application guidance section.
November, 2004	Gould	Incorporated feedback received on proposed policy revisions.
February, 2005	Gould	Incorporated feedback from SPRA executive meeting.
June, 2006	Gillespie, Carwell, Elliot, Van Beek, Stafiniak, Karpyshyn, Sandberg	Revised section 30.3.3 to limit move-up options to B level. Provided further guidelines to section 30.5
July, 2006	Gillespie, Carwell, Elliot, Van Beek, Stafiniak, Karpyshyn, Sandberg	Reviewed feedback received on proposed policy revisions
August, 2006	Gillespie	Changes approved by SPRA Executive for 2006/07 season.
February 23, 2007	AGM	Approved
February 28, 2010	AGM	Make consistent with non-residency, players graded and not restricted to 'B'
March 12, 2013	AGM	Removed 30.5.4 so that move up policy consideration is based upon top rated athletes. Approved at the AGM.
April 18, 2018	AGM	Player Movement to Follow RAB Policy.

28 Social Media Use Policy

28.1 Definitions:

28.1.1 The following terms have these meanings in this Policy:

a) "*Social media"* – The catch-all term that is applied broadly to new computer- mediated

communication media such as blogs, YouTube, Facebook, Instagram, Tik-Tok, Tumblr, Snapchat and Twitter.

b) "SPRA-branded social media" – Official social media engagement by the SPRA including the SPRA's Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the SPRA in the future

c) "Representative" – All individuals employed by, or engaged in activities on behalf of, the SPRA. Representatives include, but are not limited to, staff, administrators, Directors and Officers of the SPRA, committee members, and volunteers

28.2 Purpose and Application:

28.2.1 Social Media is a term used to refer to digital communication over the Internet via computer (desktop/laptop) or through handheld devices. Examples include Facebook, Twitter, Instagram, Tik-Tok, Snapchat, Group Texting, and the Ramp App. Social Media plays an invaluable role in promoting the sport of Ringette in our communities. However, when used improperly, Social Media can be a forum for the inadvertent disclosure of personal information without consent, and in extreme cases, disrespectful, improper and unlawful communication such as "cyberbullying".

28.2.2 SPRA strongly encourages personal communications and photos or images to be respectful to teammates, coaches, officials, opposing teams, and the sport of Ringette, and to follow the public health guidelines of the day

28.2.3 If individuals choose to post information or photographs, those individuals must remember these activities are subject to the SPRA Code of Conduct. The SPRA Code includes behavior on Social Media and improper behavior or improper disclosure of personal information including negative comments targeted at one person or group by any mode may be subject of discipline up to and including expulsion from SPRA. Any report of negative comments or misuse of social media must be brought to the attention of the Board for immediate consideration and possible action.

28.2.4 This Policy applies to all Representatives.

28.3 Roles & Responsibilities:

28.3.1 Representatives will not:

a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, SPRA's Code of Conduct and Ethics, or any other applicable jurisdiction.

b) Impersonate any other person or misrepresent their identity, role, or position with SPRA. Display preference or favoritism with regard to Associations, athletes, or other members.

c) Upload, post, email, or otherwise transmit:

i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable.

ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others.

iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party.

iv. Any material that is considered the SPRA's confidential information or intellectual property.

28.3.2 Representatives shall refrain from discussing matters related to the SPRA or its operations on Representatives' personal social media. Instead, matters related to the SPRA or its operations should be handled through regular communication channels (i.e. email).

28.3.3 Representatives must engage with social media only in the context(s) described in their contract of

employment, volunteer position, or position with the SPRA.

28.3.4 Representatives shall use their best judgment to respond to controversial or negative content posted by other people on SPRA-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the SPRA.

28.3.5 Representatives shall use a clear and appropriate writing style.

28.3.6 The SPRA will:

a. Ensure that Representatives only use social media in a positive manner when connecting with others;

b. Properly vet and understand each social medium before directing Representatives to engage with, or create, SPRA-branded social media;

c. Bring in third party social media supports if further education is needed;

d. Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive.

28.4 Enforcement

Failure to adhere to these Guidelines may permit discipline in accordance with SPRA's Discipline and Complaints Policy, legal recourse, or termination of employment/volunteer position.

Revision Log:

Date revised:	By Who:	Summary Of Change:
April, 2021	SPRA Board	Updates to reflect additional platforms and guidelines
April 20, 2018	AGM	Added new section
January 24, 2019	SLSG	Moved definitions section, minor editing, re-titled policy
April 27, 2021	AGM	Edits to include current platforms/restrictions

29 Discipline and Complaints Policy

29.1 Definitions

29.1.1 The following terms have these meanings in this Policy:

a. *"Case Manager"* – An individual appointed by the Discipline Chair to administer certain complaints under this *Discipline and Complaints Policy*. The Case Manager does not need to be a member of, or affiliated with, the SPRA

b. "*Complainant" – The Party making a complaint*

c. "Days" – Days including weekends and holidays

d. "Discipline Chair" – An individual or individuals appointed by the Board to be the first point-of-contact for all discipline and complaint matters reported to the SPRA

e. "Individuals" – All categories of membership defined in the SPRA's Bylaws, as well as all individuals employed by, or engaged in activities with, the SPRA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors and

Officers of the SPRA, spectators, and parents/guardians of athletes

f. *"Respondent*" – The Party responding to the complaint

29.2 Purpose and Application

29.2.1 Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the SPRA's policies, Bylaws, rules and regulations, and *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

29.2.2 This Policy applies to all Individuals

29.2.3 This Policy applies to matters that may arise during the SPRA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the SPRA's activities, and any meetings

29.2.4 This Policy also applies to Individuals' conduct outside of the SPRA's business, activities, and events when such conduct adversely affects relationships within the SPRA (and its work and sport environment), is detrimental to the image and reputation of the SPRA, or upon the acceptance of the SPRA. Applicability will be determined by the SPRA at its sole discretion.

29.2.5 This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.

29.2.6 An employee of the SPRA who is a Respondent will be subject to appropriate disciplinary action per the SPRA's policies for human resources, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

29.3 Discipline Chair

29.3.1 The Discipline Chair will be a Director of the Board, or an individual appointed by the Board to handle the duties of the Discipline Chair. The Board may choose to appoint three (3) individuals to serve as Discipline Chair and, in this case, decisions of the Discipline Chair will be by majority vote.

29.3.2 The Discipline Chair appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation.

29.4 Adult Representative

29.4.1 Complaints may be brought for or against an Individual who is a minor. Minors must have a parent/guardian or other adult serve as their representative during this process. Communication from the Discipline Chair or Case Manager, as applicable, must be directed to the minor's representative. A minor is not required to attend an oral hearing, if held.

29.5 Process

29.5.1 Any Individual may report an incident or complaint to the Chief Executive Officer in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the Chief Executive Officer's discretion.

29.5.2 The Chief Executive Officer will appoint a Discipline Chair, as described in this Policy.

29.5.3 The Discipline Chair may determine that the alleged incident may contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual

harassment, or abuse. In this case, the Discipline Chair may appoint an Investigator to investigate the complaint and provide a report before the Discipline Chair makes a decision.

29.5.4 At the SPRA's discretion, the SPRA may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the SPRA will identify an individual to represent the SPRA.

29.5.5 Upon receipt of a complaint, the Discipline Chair has discretion to choose which process should be followed, and may use the following examples as a general guideline:

a. Process #1 - the Complaint alleges the following incidents:
   i. Disrespectful, abusive, racist, or sexist comments or behaviour
   ii. Disrespectful conduct
   iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
   iv. Conduct contrary to the values of the SPRA
   v. Non-compliance with the SPRA's policies, procedures, rules, or regulations
   vi. Minor violations of the SPRA's *Code of Conduct and Ethics*

b. Process #2 - the Complaint alleges the following incidents:
   i. Repeated minor incidents
   ii. Any incident of hazing
   iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
   iv. Major incidents of violence (e.g., fighting, attacking, sucker punching)
   v. Pranks, jokes, or other activities that endanger the safety of others
   vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
   vii. Conduct that intentionally damages the SPRA's image, credibility, or reputation
   viii. Consistent disregard for the SPRA's bylaws, policies, rules, and regulations
   ix. Major or repeated violations of the SPRA's Code of Conduct and Ethics
   x. Intentionally damaging the SPRA's property or improperly handling the SPRA's monies
   xi. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
   xii. Not observing local jurisdiction smoking and vaping bylaws.
   xiii. A conviction for any Criminal Code offense
   xiv. Any possession or use of banned performance enhancing drugs or methods

29.6 Process #1 – Handled by Discipline Chair

Sanctions

29.6.1 Following the determination that the complaint or incident should be handled under Process #1, the Discipline Chair will review the submissions related to the complaint or incident and determine one or more of the following sanctions:
   i. Verbal or written reprimand
   ii. Verbal or written apology
   iii. Service or other contribution to the SPRA
   iv. Removal of certain privileges
   v. Suspension from certain teams, events, and/or activities
   vi. Suspension from all the SPRA's activities for a designated period
   vii. Any other sanction considered appropriate for the offense

29.6.2 The Discipline Chair will inform the Respondent of the sanction, which will take effect immediately.

29.6.3 Records of all sanctions will be maintained by the SPRA.

Request for Reconsideration

29.6.4 The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within four (4) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

i. Why the sanction is inappropriate;
ii. All evidence to support the Respondent's position; and
iii. What penalty or sanction (if any) would be appropriate

29.6.5 Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction

29.6.6 Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

29.6.7 Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy

29.7 Process #2 – Handled by Case Manager

Case Manager

29.7.1 Following the determination that the complaint or incident should be handled under Process #2, the SPRA will appoint a Case Manager to oversee management and administration of the complaint or incident. The Case Manager should not be in a conflict of interest and should have expertise in dispute resolution matters. Such appointment is not appealable.

29.7.2 The Case Manager has a responsibility to:

a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
b. Propose the use of the SPRA's Dispute Resolution Policy
c. Appoint the Discipline Panel, if necessary
d. Coordinate all administrative aspects and set timelines
e. Provide administrative assistance and logistical support to the Discipline Panel as required
f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

29.7.3 If the Case Manager determines the complaint is:
g. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
h. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps

29.7.4 The Case Manager's decision to accept or dismiss the complaint may not be appealed.

29.7.5 The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

29.7.6 After notifying the Parties that the complaint has been accepted, the Case Manager may propose using the SPRA's Dispute Resolution Policy with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

29.7.7 The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium

b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
c. The Parties may engage a representative, advisor, or legal counsel at their own expense
d. The Discipline Panel may request that any other individual participate and give evidence at the hearing
e. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
f. The decision will be by a majority vote of the Discipline Panel

29.7.8 If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

29.7.9 The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

29.7.10 If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.

29.7.11 In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

29.7.12 After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the SPRA. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

29.7.13 The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
a. Verbal or written reprimand
b. Verbal or written apology
c. Service or other contribution to the SPRA
d. Removal of certain privileges
e. Suspension from certain teams, events, and/or activities
f. Suspension from all the SPRA's activities for a designated period
g. Payment of the cost of repairs for property damage
h. Suspension of funding from the SPRA or from other sources
i. Expulsion from the SPRA
j. Any other sanction considered appropriate for the offense

29.7.14 Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs

29.7.15 Records of all decisions will be maintained by the SPRA.

Appeals

29.7.16 The decision of the Discipline Panel may be appealed in accordance with the SPRA's *Appeal Policy*.

29.8 Additional Information

29.8.1.	The SPRA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline Panel.

29.8.2.	An Individual's conviction for a *Criminal Code* offense, as determined by the SPRA, will be deemed an infraction under this Policy and will result in expulsion from the SPRA. *Criminal Code* offences may include, but are not limited to: a) Any child pornography offences b) Any sexual offences c) Any offence of physical violence d) Any offence of assault e) Any offence involving trafficking of illegal drugs
29.8.3.	The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.
29.8.4.	If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.
29.8.5.	Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Revision Log:

Date revised:	By Who:	Summary Of Change:
January 24, 2019	SLSG	Significantly expanded

30 Abuse Policy

30.1 Definitions

30.1.1 The following terms have these meanings in this Policy:

a. "Vulnerable Individuals" – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
b. "Individuals" – All categories of membership defined in the SPRA's Bylaws, as well as all individuals employed by, or engaged in activities with, the SPRA including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of the SPRA; and
c. "Abuse" – Child/Youth Abuse or Vulnerable Adult Abuse as described in this Policy.

30.2 Purpose

The SPRA is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Individuals about abuse, outlining how the SPRA will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by the SPRA.

30.3 Zero Tolerance Statement

The SPRA has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the SPRA to be immediately addressed under the terms of the applicable policy.

30.4 Education – What is Abuse

30.4.1 Vulnerable Individuals can be abused in different forms. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical's *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1]:

Child/Youth Abuse

30.4.2 "Child abuse" refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:

a. Physical abuse involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
b. Sexual abuse and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
c. Neglect is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.
d. Emotional abuse involves harming a child's sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health problems. For example, emotional abuse may include aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.

30.4.3 An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.

30.4.4 Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment:

a. Emotional Maltreatment – A coach's failure to provide a developmentally- appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:Refusal to recognize an athlete's worth or the legitimacy of an athlete's needs (including complaints of injury/pain, thirst or feeling unwell)
    i. Creating a culture of fear, or threatening, bullying or frightening an athlete
    ii. Frequent name-calling or sarcasm that continually "beats down" an athlete's self-esteem
    iii. Embarrassing or humiliating an athlete in front of peers
    iv. Excluding or isolating an athlete from the group
    v. Withholding attention
    vi. Encouraging an athlete to engage in destructive and antisocial behaviour, reinforcing deviance, or impairing an athlete's ability to behave in socially appropriate ways
    vii. Over-pressuring; whereby the coach imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete's capabilities
    viii. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
    ix. Routinely or arbitrarily excluding athletes from practice
    x. Using conditioning as punishment
    xi. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
    xii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete's physique

b. Neglect - acts of omission (i.e., the coach should act to protect the health/well- being of an athlete but does not). Examples of neglect include:
    i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
    ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical

attention or sleep
iii. Ignoring an injury
iv. Knowing about sexual abuse of an athlete but failing to report it

c. Physical Maltreatment - involves contact or non-contact behaviour that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:
   i. Punching, beating, biting, striking, choking or slapping an athlete
   ii. Intentionally hitting an athlete with objects or sporting equipment
   iii. Providing alcohol to an athlete under the legal drinking age
   iv. Providing illegal drugs or non-prescribed medications to any athlete
   v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
   vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
   vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
   viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)

30.4.5 Importantly, emotional and physical maltreatment does not include professionally-accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance

30.4.6 Potential warning signs of abuse of children or youth can include[2][3]:
   a. Recurrent unexplained injuries
   b. Alert behaviour; child seems to always be expecting something bad to happen
   c. Often wears clothing that covers up their skin, even in warm weather
   d. Child startles easily, shies away from touch or shows other skittish behaviour
   e. Constantly seems fearful or anxious about doing something wrong
   f. Withdrawn from peers and adults
   g. Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
   h. Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
   i. Acting out in an inappropriate sexual way with toys or objects
   j. New adult words for body parts and no obvious source
   k. Self-harm (e.g., cutting, burning or other harmful activities)
   l. Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

30.4.7 Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual's situation, disability, or circumstance.

30.4.8 The following description of Vulnerable Adult Abuse has been modified and adapted from Ecclesiastical's Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults [1].

30.4.9 Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time:
   a. Psychological abuse includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example:

i. Threatening to use violence
ii. Threatening to abandon them
iii. Intentionally frightening them
iv. Making them fear that they will not receive the food or care they need
v. Lying to them
vi. Failing to check allegations of abuse against them

b. Financial abuse encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult's money or property in a dishonest manner or failing to use a vulnerable adult's assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
   i. Stealing their money, disability cheques, or other possessions
   ii. Wrongfully using a Power of Attorney
c. Failing to pay back borrowed money when asked Physical abuse includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
   i. Beating
   ii. Burning or scalding
   iii. Pushing or shoving
   iv. Hitting or slapping
   v. Rough handling
   vi. Tripping
   vii. Spitting

d. All forms of sexual abuse are also applicable to vulnerable adults

30.4.10 Potential warning signs of abuse of vulnerable adults can include:
a. Depression, fear, anxiety, passivity
b. Unexplained physical injuries
c. Dehydration, malnutrition, or lack of food
d. Poor hygiene, rashes, pressure sores
e. Over-sedation

30.5 Preventing Abuse

30.5.1 The SPRA will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

30.5.2 Individuals who coach, volunteer, officiate, deliver developmental programs, are affiliated with provincial teams, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with the SPRA will be screened according to the organization's policies for screening.

30.5.3 The SPRA will use its policies for screening to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
a. Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization's policies and procedures (including this Abuse Policy))
b. Completing a Screening Declaration Form
c. Providing letters of reference
d. Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
e. Providing a driver's abstract (for Individuals who transport Vulnerable Individuals)
f. Other screening procedures, as required

Orientation and Training

30.5.4 The SPRA will deliver orientation and training to those Individuals who have access to, or interact with, Vulnerable Individuals. The orientation and training, and their frequency, will be based on the level of risk, as described in its policies for screening.

30.5.5 Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.

30.5.6 Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

30.5.7 At the conclusion of the orientation and training, Individuals will be required to acknowledge, in written form, that they have received and completed the training.

Practice

30.5.8 When Individuals interact with Vulnerable Individuals, they are required to enact certain practical approaches to these interactions. These include, but are not limited to:

a. Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
b. Ensuring that Vulnerable Individuals are always supervised by more than one adult
c. Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one Individual)
d. Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Individuals
e. Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to the SPRA's Code of Conduct and Ethics and Social Media Use Policy.
f. When traveling with Vulnerable Individuals, the Individual will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without additional adult supervision

Monitoring

30.5.9 The SPRA will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in its policies for screening.

30.5.10 Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

30.6 Reporting Abuse

30.6.1 Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the SPRA or police. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.

30.6.2 Complaints or reports that describe an element of abuse will be addressed by the process(es) described in the SPRA's *Discipline and Complaints Policy.*

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[1] Retrieved from: https://www.ecclesiastical.ca/guidelines_developsafetyprotectionpolicy_children-youths-vulnerableadults_faith/

[2] Adapted from: https://www.all4kids.org/2014/03/04/warning-signs-child-abuse-neglect/

[3] Adapted from: https://www.parentsprotect.co.uk/warning_signs.htm

Revision Log:

Date revised:	By Who:	Summary Of Change:

January 24, 2019	SLSG	New policy

31 Dispute Resolution Policy

31.1 Definitions:

31.1.1 The following term has this meaning in this Policy:

a. "Individuals" – All categories of membership defined in the SPRA's Bylaws, as well as all individuals employed by, or engaged in activities with, the SPRA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the SPRA

31.2 Purpose and Application of this Policy

31.2.1 The SPRA supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.

31.2.2 The SPRA encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The SPRA believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

31.2.3 This Policy applies to all Individuals.

31.2.4 Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

31.3 Facilitation and Mediation

31.3.1 If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.

31.3.2 The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and shall specify a deadline before which the parties must reach a negotiated decision.

31.3.3 Should a negotiated decision be reached, the decision shall be reported to, and approved by, the SPRA. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the SPRA's approval.

31.3.4 Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the SPRA's *Discipline and Complaints Policy* or *Appeal Policy,* as applicable.

31.4 Final and Binding

Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

Revision Log:

Date revised:	By Who:	Summary Of Change:
January 24, 2019	SLSG	Shortened policy

32 Conflict of Interest Policy

32.1 Definitions

32.1.1 The following terms have these meanings in this Policy:

a. "Conflict of Interest" – Any situation in which a Representative's decision- making, which should always be in the best interests of the SPRA, is influenced or could be influenced by personal, family, financial, business, or other private interests
b. "Non-Pecuniary Interest" –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss;
c. "Pecuniary Interest" - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated;
d. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist;
e. "Representatives" – Individuals employed by, or engaged in activities on behalf of, the SPRA including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the SPRA

32.2 Purpose and Application

32.2.1 Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the SPRA. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the SPRA. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the SPRA is connected to their own personal interests. That would be a conflict of interest situation.

32.2.2 The SPRA strives to reduce and eliminate nearly all instances of conflict of interest at the SPRA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.

32.2.3 This Policy applies to all Representatives

32.3 Obligations

32.3.1 Individuals will fulfill the requirements of this policy. Individuals will not:

a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the SPRA, unless such business, transaction, or other interest is properly disclosed to the SPRA and approved by the SPRA
b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the SPRA, if such information is confidential or not generally available to the public
e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the SPRA, or in which they have an advantage or appear to have an advantage on the basis of their association with the SPRA
f. Without the permission of the SPRA, use the SPRA's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the SPRA
g. Place themselves in positions where they could, by virtue of being a Representative of the SPRA, influence decisions or contracts from which they could derive any direct or indirect benefit
h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for,

any special consideration granted by virtue of being a Representative of the SPRA.

32.4 Disclosure of Conflict of Interest

32.4.1 Representatives shall disclose real or perceived conflicts of interest to the SPRA's Board immediately upon becoming aware that a conflict of interest may exist.

32.4.2 Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director

32.5 Reporting a Conflict of Interest

32.5.1 Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the SPRA's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

a. Removal or temporary suspension of certain responsibilities or decision- making authority
b. Removal or temporary suspension from a designated position
c. Removal or temporary suspension from certain teams, events, and/or activities
d. Expulsion from the SPRA
e. Other actions as may be considered appropriate for the real or perceived conflict of interest

32.6 Resolving Complaints of a Real or Perceived Conflict of Interest

32.6.1 Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the SPRA to be addressed under the SPRA's Discipline and Complaints Policy.

32.6.2 Failure to comply with an action as determined by the Board will result in automatic suspension from the SPRA until compliance occurs.

32.6.3 The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

32.7 Resolving Conflicts in Decision-making

32.7.1 Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Board of Directors provided that:

a. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
b. The Representative does not participate in discussion on the matter giving rise to the conflict of interest;
c. The Representative abstains from voting on the proposed decision or transaction;
d. The Representative is not included in the determination of quorum for the proposed decision or transaction; and
e. The decision or transaction is in the best interests of the SPRA.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added
January 24, 2019	SLSG	Revisions. Clarified complaint process.

33 CONFIDENTIALITY POLICY

33.1 Definitions

33.1.1 These terms will have these meanings in this policy:

a. *"*Confidential Information" – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, Confidential Information also covers information considered to be intellectual property of the SPRA such as data, proprietary information, business information, and trade secrets

b. "Representative" – All individuals employed by, or engaged in activities on behalf of, the SPRA. Representatives include, but are not limited to, staff, administrators, Directors and Officers of the SPRA, committee members, and volunteers

c. "Members" - All categories of membership defined in the SPRA's Bylaws, as well as all individuals employed by, or engaged in activities with, the SPRA including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the SPRA

33.2 Purpose

33.2.1 The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the SPRA.

33.3 Scope and Application

33.3.1 This policy applies to all Members and Representatives of the SPRA.

33.3.2 Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.

33.3.3 Representatives voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly

33.4 Responsibilities

33.4.1 Representatives and Members will not, either during the period of their involvement/employment with the SPRA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

33.4.2 Representatives and Members will not use, reproduce, or distribute Confidential Information without the express written consent of the SPRA.

33.4.3 All documents and written materials relating to Confidential Information will remain the property of the SPRA and, upon cessation of involvement/employment with the SPRA, for any reason, or upon request of the SPRA, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

33.5 Intellectual Property

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the SPRA will be owned solely by the SPRA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The SPRA may grant permission for others to use its intellectual property

33.6 Enforcement

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to the SPRA's *Discipline and Complaints Policy*.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added
January 24, 2019	SLSG	Minor revisions and updates.

34 PRIVACY POLICY

34.1 General

34.1.1 Background - Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA") and the Personal Information Privacy Act ("PIPA"). This policy describes the way that the SPRA collects, uses, safeguards, discloses and disposes of personal information, and states the SPRA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the SPRA's interpretation of these responsibilities.

34.1.2 Purpose –The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the SPRA to collect, use or disclose personal information.

34.1.3 Definitions – The following terms have these meanings in this Policy:

- Commercial Activity – any particular transaction, act or conduct that is of a commercial character;
- "IP Address" – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices
- Personal Information – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions;
- PIPA - Personal Information Privacy Act;
- PIPEDA – Personal Information Protection and Electronic Documents Act;
- Representatives – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the SPRA

34.1.4 Application –This Policy applies to Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the SPRA.

34.1.5 Statutory Obligations – The SPRA is governed by the Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act in matters involving the collection, use and disclosure of personal information.

34.1.6 Additional Obligations – In addition to fulfilling all requirements of PIPEDA and PIPA, the SPRA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The SPRA will not:

- Disclose personal information to a third party during any business or
- transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
- Knowingly place themselves in a position where they are under obligation to any organization to disclose

personal information;

- In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
- Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the SPRA; and
- Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

34.1.7 Ruling on Policy – Except as provided in PIPEDA and PIPA, the Board of Directors of the SPRA will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

34.2 Accountability

Vice President –The Vice President is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Vice President also handles personal information access requests and complaints. The Vice President may be contacted at the following address:

Sherwood Park Ringette
P.O. Box 3001, Sherwood Park, Alberta, T8H 2T1 Email: vp@sherwoodparkringette.ca

34.3 Identifying Purposes

34.3.1 Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:

- Receiving communications from the SPRA in regards to E-news, newsletters, programs, events and activities;
- Inter Association communications between Representatives for managing and arranging activities, programs, and events;
- Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications;
- Database entry to determine level of officiating certification and qualifications;
- Determination of eligibility, age group and appropriate level of competition;
- Implementation of the SPRA screening program;
- Promotion and sale of merchandise;
- Medical emergency;
- Athlete registration with the SPRA, Zone Association (if applicable) and Ringette Alberta;
- Outfitting uniforms, and various components of athlete and team selection;
- Purchasing equipment, manuals, resources and other products;
- Published articles, media relations and posting on the SPRA website, displays
- or posters;
- Determination of membership demographics and program wants and needs;
- Managing insurance claims and insurance investigations.

34.3.2 Purposes Not Identified –The SPRA will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.

34.4 Consent

34.4.1 Consent –The SPRA will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The SPRA may collect personal information without consent where reasonable to do so and where permitted by law.

34.4.2 Implied Consent – By providing personal information to the SPRA, individuals are consenting to the use of the information for the purposes identified in this policy.

34.4.3 Form – Consent may be written or implied. In determining the form of consent to use, the SPRA will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified used of personal information in the following ways:

- Completing and/or signing an application form;
- Checking a check off box;
- Providing written consent either physically or electronically;
- Consenting orally in person; or
- Consenting orally over the phone.

34.4.4 Withdrawal – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The SPRA will inform the individual of the implications of such withdrawal.

34.4.5 Legal Guardians – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.

34.4.6 Exceptions for Collection – The SPRA is not required to obtain consent for the collection of personal information if:

- It is clearly in the individual's interests and consent is not available in a timely way;
- Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
- The information is for journalistic, artistic or literary purposes; or
- The information is publicly available as specified in PIPEDA and PIPA.

34.4.7 Exceptions for Use – The SPRA may use personal information without the individual's knowledge or consent only:

- If the SPRA has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
- For an emergency that threatens an individual's life, health or security;
- If it is publicly available as specified in PIPEDA and PIPA;
- If the use is clearly in the individual's interest and consent is not available in a timely way; or
- If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

34.4.8 Exceptions for Disclosure – The SPRA may disclose personal information without the individual's knowledge or consent only:

- To a lawyer representing the SPRA;
- To collect a debt the individual owes to the SPRA;

- To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
- To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- To an investigative body named in PIPEDA or PIPA or government institution when the SPRA believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- In an emergency threatening an individual's life, health, or security (The SPRA will inform the individual of the disclosure);
- To an archival institution;
- 20 years after the individual's death or 100 years after the record was created;
- If it is publicly available as specified in the regulations; or
- If otherwise required by law.

34.5 Access, Collection, Use, Disclosure, and Retention

34.5.1 Limiting Collection, Use and Disclosure – The SPRA shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law

34.5.2 Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in the SPRA, to maintain accurate historical records and or as may be required by law.

34.5.3 Destruction of Information - Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

34.5.4 Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

34.5.5 Access - Upon written request, and with assistance from the SPRA, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

34.5.6 Response - Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

34.5.7 Denial - An individual may be denied access to his or her personal information if the information:
a. Is prohibitively costly to provide;
b. Contains references to other individuals;
c. Cannot be disclosed for legal, security, or commercial proprietary purposes; or
d. Is subject to solicitor-client privilege or litigation privilege.

34.5.8 Reasons - Upon refusal, the SPRA shall inform the individual the reasons for the refusal and the associated provisions of the Act.

34.5.9 Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

34.5.10 IP Address - The SPRA does not collect, use or disclose personal information such as an IP Addresses.

34.6 Challenging Compliance

34.6.1 Challenges – An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.

34.6.2 Procedures – Upon receipt of a complaint the SPRA will:

- Record the date the complaint is received;
- Notify the Vice President who will serve in a neutral, unbiased capacity to resolve the complaint;
- Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
- Appoint an investigator using the SPRA personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel;
- Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the SPRA;
- Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

34.6.3 Whistle-blowing – The SPRA will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any the SPRA Representative, and other decision- makers within the SPRA or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

- Disclosed to the commissioner that the SPRA has contravened or is about to contravene the Act;
- Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the Act; or
- Has refused to do or stated an intention of refusing to do anything that is in contravention of the Act.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added
January 24, 2019	SLSG	Revisions and updates. Added material re: collection and use of data.

35 Appeals Policy

35.1 Definitions

The following terms have these meanings in this Policy:

a. "Appellant" – The Party appealing a decision
b. "Case Manager" – An individual appointed by the SPRA who may be any staff member, committee member, volunteer, Director, or an independent third party, to oversee this Appeal Policy. The Case Manager will have responsibilities that include, but are not limited to:
c. Ensuring procedural fairness;
d. Respecting the applicable timelines; and
e. Using decision making authority empowered by this Policy.
f. "Respondent" – The body whose decision is being appealed

g. "Parties" – The Appellant, Respondent, and any other Individuals affected by the appeal
h. "Days" – Days including weekends and holidays
i. "Individuals" – All categories of membership defined in the SPRA's Bylaws, as well as all individuals employed by, or engaged in activities with, the SPRA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, Directors and Officers of the SPRA, spectators at events, and parents/guardians of athletes

35.2 Purpose

The SPRA is committed to providing an environment in which all Individuals involved with the SPRA are treated with respect and fairness. The SPRA provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the SPRA. Further, some decisions made by the process outlined in the SPRA's *Discipline and Complaints Policy* may be appealed under this Policy.

35.3 Scope and Application of this Policy

This Policy applies to all Individuals. Any Individual who is directly affected by a decision by the SPRA shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

35.3.1 This Policy **will apply** to decisions relating to:
a. Eligibility
b. Selection
c. Conflict of Interest
d. Discipline
e. Membership

35.3.2 This Policy **will not apply** to decisions relating to:
a. Employment
b. Infractions for doping offenses
c. The rules of the sport
d. Selection criteria, quotas, policies, and procedures established by entities other than the SPRA
e. Substance, content and establishment of team selection criteria
f. Volunteer/coach appointments and the withdrawal or termination of those appointments
g. Budgeting and budget implementation
h. The SPRA's operational structure and committee appointments
i. Decisions or discipline arising within the business, activities, or events organized by entities other than the SPRA (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the SPRA at its sole discretion)
j. Commercial matters for which another appeals process exists under a contract or applicable law
k. Decisions made under this Policy

35.4 Timing of Appeal

35.4.1 Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the SPRA, the following:
a. Notice of the intention to appeal
b. Contact information and status of the appellant
c. Name of the respondent and any affected parties, when known to the Appellant
d. Date the appellant was advised of the decision being appealed
e. A copy of the decision being appealed, or description of decision if written document is not available
f. Grounds for the appeal
g. Detailed reasons for the appeal
h. All evidence that supports these grounds
i. Requested remedy or remedies
j. An administration fee of one hundred dollars ($100), which will be refunded if the appeal is upheld

35.4.2 An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of

the seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

35.5 Grounds for Appeal

35.5.1 A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

a. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make

b. Failed to follow its own procedures (as set out in the Respondent's governing documents)
c. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
d. Failed to consider relevant information or took into account irrelevant information in making the decision
e. Made a decision that was grossly unreasonable

35.6 Screening of Appeal

35.6.1 Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the SPRA and the Appellant may first determine the appeal to be heard under the SPRA's *Dispute Resolution Policy*.

35.6.2 Appeals resolved by mediation under the SPRA's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

35.6.3 Should the appeal not be resolved by using the *Dispute Resolution Policy*, the SPRA will appoint an independent Case Manager (who must not be in a conflict of interest) who has the following responsibilities:
a. Determine if the appeal falls under the scope of this Policy
b. Determine if the appeal was submitted in a timely manner
c. Decide whether there are sufficient grounds for the appeal

35.6.4 If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

35.6.5 If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair

35.7 Procedure for the Appeal

35.7.1 The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

35.7.2 If a Party chooses not to participate in the hearing, the hearing will proceed in any event

35.7.3 The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
a. The hearing will be held within a timeline determined by the Case Manager
b. The Parties will be given reasonable notice of the day, time and place of the hearing
c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense

e. The Panel may request that any other individual participate and give evidence at the hearing
f. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
g. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
h. The decision to uphold or reject the appeal will be by a majority vote of Panel members

35.7.4 In fulfilling its duties, the Panel may obtain independent advice.

35.8 Appeal Decision

35.8.1 The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
a. Reject the appeal and confirm the decision being appealed
b. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
c. Uphold the appeal and vary the decision

35.8.2 The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the SPRA. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

35.9 Timelines

If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Case Manager and/or Panel may direct that these timelines be revised.

35.10 Confidentiality

The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

35.11 Final and Binding

No action or legal proceeding will be commenced against the SPRA or Individuals in respect of a dispute, unless the SPRA has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the SPRA's governing documents.

Revision Log:

Date Revised	By Who	Summary of Changes
January 24, 2019	SLSG	Significantly updated (this was very old)
May 2020	AGM	Add new Tournament Attendance Policy as per RAB's recommendation for all associations.

36 Tournament Attendance

36.1 The Tournament Attendance Policy

The Tournament Attendance Policy sets a guideline for teams to follow for their season. Although tournaments can be an important part of the ringette season, ensuring a proper balance of tournaments is important, taking into consideration:

- Scheduling or rescheduling of league games and practices,
- Recommended games vs practice ratio as outlined in the Long Term Athlete Development Framework,
- Increased expenses and time commitment required by families,
- Athletes abilities to commit to and participate in other activities and sports,
- Other teams abilities (within or outside SPRA) to secure tournament participation.

36.2 Sanctions

Tournaments are events that are sanctioned as such by Ringette Alberta or Provincial Sport Association. Two or more exhibition games requiring overnight travel in a single weekend may be considered a tournament. Teams are required to notify their Division Director prior to attending these games.

36.3 Pre-season Team/Parent Meeting

All though this tournament guideline is in place, it is essential that all teams, at the beginning of the ringette season, conduct a meeting with their parent group to determine a team budget including number of in-town and out of town tournaments the team agrees to commit to. Tournaments drastically increase the overall cost of the ringette season so it is imperative that Coaches and Managers are upfront with their teams allowing the parent group to vote on participation and possible amount of fundraising commitments the team will need to partake in to cover the registration cost of tournaments.

Home Tournament: All SPRA teams must attend the home tournament hosted for their age group; SPRA Platinum Ring, SPRA Phillis Sodoway Cup, SPRA Mini Platinum Ring (new event to host ½ game levels – Active Start, Step 1, Step 2)
Tournament Guideline:

Division	Home Tournament	Away Tournament	
		Minimum	Maximum
Active Start	Mini Platinum Ring ½ Ice Games	0	2
U10 Step 1		0	2
U10 Step 2		0	2
U10 Step 3	SPRA Platinum Ring	0	3
U12 A,B,C		0	3
U14 AA		Based on Coach/Parent Agreement at start of season.	
U14 A,B,C		0	4
U16 A, B		0	4
U19, A, B		0	4
U16 AA	SPRA Phyliss Sadoway Cup	Based on Coach/Parent Agreement at start of season.	
U19AA			

Away Tournaments include all tournament not hosted by SPRA. These could be in-town (local) or out of town, requiring over night stay or not. Several tournaments are hosted in areas that over night stay could be considered optional.

36.4 Entry Fees

It is the individual responsibility of each team to apply for and pay entry fees for tournaments. SPRA often has more that one team competing in the same division (eg. 2 teams in U12B). It is encouraged that coaches, managers and or tournament coordinators from each team communicate with each other so that they aren't competing for the same spots in tournaments. In the event that one team is accepted to several tournaments and another team has not, the Division Director can be requested to intervene to facilitate equity amongst teams. Request for exceptions outside the above guidelines must be obtained from the teams Division Director prior to

accepting and attending additional tournaments. The Division Director will bring the request to SPRA's board for consideration and approval.

Revision Log:

Date Revised	By Who	Summary of Changes
May 2020	AGM	Add new Tournament Attendance Policy as per RAB's recommendation for all associations.

Appendix A - Code of Conduct and Ethics

Definitions

1. The following terms have these meanings in this Code:
    a) "*Individuals"* – Individuals employed by, or engaged in activities with, the SPRA including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the SPRA
    b) "*Workplace*" - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the SPRA's office, work-related social functions, work assignments outside the SPRA's offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
    c) "*Abuse*" – As defined in the SPRA's *Abuse Policy*
    d) "*Discrimination*" – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
    e) "*Harassment*" – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
        i. Written or verbal abuse, threats, or outbursts;
        ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
        iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
        iv. Leering or other suggestive or obscene gestures;
        v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
        vi. Practical jokes which endanger a person's safety, or may negatively affect performance;
        vii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
        viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
        ix. Deliberately excluding or socially isolating a person from a group or team;
        x. Persistent sexual flirtations, advances, requests, or invitations;
        xi. Physical or sexual assault;
        xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
        xiii. Retaliation or threats of retaliation against a person who reports harassment to the SPRA.
    f) *"Workplace Harassment"* – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
        i. Bullying;
        ii. Workplace pranks, vandalism, bullying or hazing;
        iii. Repeated offensive or intimidating phone calls or emails;
        iv. Inappropriate sexual touching, advances, suggestions or requests;

v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
vi. Psychological abuse;
vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
viii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
ix. Sabotaging someone else's work or performance;
x. Gossiping or spreading malicious rumours;
xi. Intimidating words or conduct (offensive jokes or innuendos); and
xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

g) "*Sexual Harassment*" – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
   i. Sexist jokes;
   ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
   iii. Offering a benefit in exchange for a sexual favour;
   iv. Demanding hugs;
   v. Bragging about sexual ability;
   vi. Leering (persistent sexual staring);
   vii. Sexual assault;
   viii. Display of sexually offensive material;
   ix. Distributing sexually explicit messages or attachments such as pictures or video files;
   x. Sexually degrading words used to describe an Individual;
   xi. Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
   xii. Inquiries or comments about an Individual's sex life;
   xiii. Persistent, unwanted attention after a consensual relationship ends;
   xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
   xv. Persistent unwanted contact.

h) "*Workplace Violence*" – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
   i. Verbal or written threats to attack;
   ii. Sending to or leaving threatening notes or emails;
   iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
   iv. Wielding a weapon in a Workplace;
   v. Hitting, pinching or unwanted touching which is not accidental;
   vi. Dangerous or threatening horseplay;
   vii. Physical restraint or confinement;
   viii. Blatant or intentional disregard for the safety or wellbeing of others;
   ix. Blocking normal movement or physical interference, with or without the use of equipment;
   x. Sexual violence; and
   xi. Any attempt to engage in the type of conduct outlined above.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the SPRA's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the SPRA's core values. The SPRA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Individuals' conduct during the SPRA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the SPRA's activities, the SPRA's office environment, and any meetings.

4. An Individual who violates this Code may be subject to sanctions pursuant to the SPRA's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the SPRA's *Discipline and Complaints Policy,* an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.

5. An employee of the SPRA found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any event of the SPRA, will be subject to appropriate disciplinary action subject to the terms of the SPRA's policies for human resources as well as the employee's Employment Agreement (if applicable).

6. This Code also applies to Individuals' conduct outside of the SPRA's business, activities, and events when such conduct adversely affects relationships within the SPRA (and its work and sport environment) and is detrimental to the image and reputation of the SPRA. Such applicability will be determined by the SPRA at its sole discretion.

Responsibilities

7. Individuals have a responsibility to:
    a) Maintain and enhance the dignity and self-esteem of the SPRA's members and other individuals by:
        i. Treating each other with the highest standards of respect and integrity;
        ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
        iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
        iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
        v. Consistently treating individuals fairly and reasonably; and
        vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
    b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, or Discrimination
    c) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the SPRA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the SPRA's *Discipline and Complaints Policy*. the SPRA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the SPRA or any other sport organization
    d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
    e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
    f) Refrain from consuming tobacco products, or recreational drugs or vaping while participating in the SPRA's programs, activities, competitions, or events
    g) In the case of minors, not consume alcohol, tobacco, vape products or cannabis at any competition or event;

h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the SPRA's events (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the SPRA's events
i) Respect the property of others and not wilfully cause damage
j) Promote the sport in the most constructive and positive manner possible
k) When driving a vehicle with an Individual:
    i. Not have his or her license suspended;
    ii. Not be under the influence of alcohol or illegal drugs or substances; and
    iii. Have valid car insurance
l) Adhere to all federal, provincial, municipal and host country laws
m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
n) Comply, at all times, with the SPRA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Directors, Committee Members, and Staff

8. In addition to section 7 (above), the SPRA's Directors, Committee Members, and Staff will have additional responsibilities to:
    a) Function primarily as a Director or Committee Member or Staff Member of the SPRA; not as a member of any other member or constituency
    b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the SPRA's business and the maintenance of Individuals' confidence
    c) Ensure that the SPRA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
    d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the SPRA
    e) Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
    f) Behave with decorum appropriate to both circumstance and position
    g) Keep informed about the SPRA's activities, the sport community, and general trends in the sectors in which it operates
    h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the SPRA is incorporated
    i) Respect the confidentiality appropriate to issues of a sensitive nature
    j) Respect the decisions of the majority and resign if unable to do so
    k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
    l) Have a thorough knowledge and understanding of all the SPRA's governing documents
    m) Conform to the bylaws and policies approved by the SPRA

Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
    a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
    b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
    c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
    d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs

e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
g) Act in the best interest of the athlete's development as a whole person
h) Comply with the SPRA's policies for screening, if applicable
i) Report to the SPRA any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
l) Not engage in a sexual relationship with an athlete under the age of majority;
m) Disclose any sexual or intimate relationship with an athlete over the age of majority to the SPRA and immediately discontinue any coaching involvement with that athlete;
n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
o) Dress professionally, neatly, and inoffensively
p) Use inoffensive language, taking into account the audience being addressed

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:
    a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
    b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
    c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
    d) Adhere to the SPRA's rules and requirements regarding clothing and equipment
    e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
    f) Dress to represent the sport and themselves well and with professionalism
    g) Act in accordance with the SPRA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:
    a) Maintain and update their knowledge of the rules and rules changes
    b) Not publicly criticize other officials or any club or association;
    c) Work within the boundaries of their position's description while supporting the work of other officials
    d) Act as an ambassador of the SPRA by agreeing to enforce and abide by national and provincial rules and regulations
    e) Take ownership of actions and decisions made while officiating
    f) Respect the rights, dignity, and worth of all Individuals
    g) Not publicly criticize other officials or any club or association
    h) Act openly, impartially, professionally, lawfully, and in good faith
    i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
    j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
    k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
    l) When writing reports, set out the actual facts
    m) Dress in proper attire for officiating

Parents/Guardians and Spectators

12. In addition to section 7 (above), parents/guardians and spectators at events will:
    a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
    b) Condemn the use of violence in any form
    c) Never ridicule a participant for making a mistake during a performance or practice
    d) Provide positive comments that motivate and encourage participants' continued effort
    e) Respect the decisions and judgments of officials, and encourage athletes to do the same
    f) Never question an official's or staff member's judgment or honesty
    g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
    h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
    i) Not harass competitors, coaches, officials, parents/guardians, or other spectators

Appendix B - Alternate Fee Payment Request

Sherwood Park Ringette Association
Request for Alternate Fee Payment

Name of player: _____

Division: _____

Please provide a brief explanation of the reasons for your request:

I acknowledge that I have read the Sherwood Park Ringette Association Alternate Fee Payment Policy and meet the criteria for Alternate Fee Payment.

_____ _____
Signature Relationship to Player

_____
Date

Appendix C - Criminal Record Check Letter

SAMPLE

Sherwood Park Ringette Association
Po Box 3001
Sherwood Park AB T8H2T1 (780) 918-1879

February 17, 2021

To Whom It May Concern:

Re: Sherwood Park Ringette Association Criminal Record Check

Volunteer Name:
Volunteer Position: Coach ( ) Manager ( ) Board Member ( )
Division Volunteering for: Active Start 5yr+ ( ) U10 ( ) U12 ( ) U14 ( ) U16 ( ) U19 ( )

The Sherwood Park Ringette Association requires our volunteers to obtain a Criminal Record Check as they are in positions of authority with children.

Please ensure that a Criminal Record Check with a Vulnerable Sector Check is completed for the above named individual.

If a Vulnerable Sector Check returns a possible match where fingerprints would require a thorough search, the association does require fingerprints. The association will not cover the cost of the fingerprints.

Should you have any questions, please contact Becky Clifford at 780-918-1879.

Regards

Becky Clifford

Becky Clifford
Secretary
Sherwood Park Ringette Association

Appendix D – Referee Fees

Referee Equipment Reimbursement

Helmets - to second year referees to a maximum of $100.00

Referee Fees

Fees for referees will be determined periodically and will reflect and consider fees charged by other organizations.

Traveling allowance

Referees will be paid per trip traveled, for games outside Sherwood Park.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Helmet reimbursement updated
May 2020	AGM	Added Position Descriptions for Social Media Coordinator, Director of Evaluations, Open Division Liaison, Programs Coordinator
April 27, 2021	AGM	Add updated CRC letter and Code of Conduct

Appendix E - Position Descriptions

PRESIDENT

(January 2006)

This is a voting position (only in the event of a tie).

- co-signee with Secretary and Treasurer
- attend SPRA executive committee meetings
- represent SPRA at Ringette Alberta annual general meetings
- preside over all executive meetings
- prepares list of meeting agenda items
- ensure all executive members fulfill their obligations
- ensure a quorum is available for meetings
- accept telephone calls on behalf of the SPRA

PAST-PRESIDENT

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- provide guidance to all members of the SPRA Executive
- maintain the Sherwood Park Ringette Policy and Procedures Manual

VICE-PRESIDENT

(Last Updated February 2016)

This is a voting position.

- maintain one other executive or committee function
- assist President in execution of Association business
- fulfill duties of the President in his/her absence
- prepare Schedule of Events for ringette season
- coordinate and oversee Selection Committees
- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- ensure that a Manager's training program is provided before Oct. 15th each season

SECRETARY

(Last Updated January 2015)

This is a voting position.

- Co-signee with President and Treasurer
- May represent SPRA at Ringette Alberta annual general meetings
- Maintain SPRA records and files
- Attend SPRA executive committee meetings:
  - inform committee members of upcoming meetings
  - prepare meeting agendas
  - report on Association correspondence
  - record, type and distribute Minutes
- Maintain list of Motions arising from meetings
- Ensure list of executive committee members are current (names, addresses, telephone, etc.)
- Ensure executive committee job descriptions are current prior to SPRA Annual General Meeting
- Ensure new executive have copies of their job descriptions, SPRA policies and procedures, Zone 5/BGL policies and procedures, etc.
- Have possession of SPRA mailbox key
- Update Guidelines and Procedures Manual
- Coordinate distribution of Criminal Records Check requests and subsequent follow up

TREASURER

(Last Updated January 2017)

This is a voting position.

Time required varies from 5-10 hours per month.

- Co-signee with President and Secretary
- Attend SPRA executive committee meetings
- May represent SPRA at Ringette Alberta annual general meetings
- Assist with setting registration fee amounts
- Assist with establishing annual budget
- Perform bookkeeping and maintain all financial records of the SPRA.
  - Computer required. SPRA uses Quickbooks Pro 2016
  - Open and maintain accounting records for any new bank accounts that may be required
    - SPRA General, Casino and other fundraising bank accounts as required

- Pay all approved Association bills ~400 - 500 manual cheques per year
- Create and send all accounts receivable invoices
- Collect and deposit all SPRA receipts into appropriate SPRA bank accounts
- Prepare all necessary reconciliations:
    - Monthly:
        - bank accounts
        - credit card clearing
    - as required:
        - Accounts receivable
        - Investments
        - Revenue to Member count
- Monitor account balances and advise the executive if there are concerns with achieving the budget.
- File Association's Annual Return with the Societies Branch, Alberta Municipal Affairs

Prepare Financial reports:

- Provide financial information to the executive at monthly meetings
- Prepare a forecast at mid-year for the executive, to project if there will be a deficit or surplus at year-end
- Prepare financial statements at year end (June 30), and have them reviewed by two non-voting members of the SPRA
- Support tournaments (Platinum Ring/ provincials' hosting etc.) with cash floats, cash handling procedures, accounting and financial reports
- Prepare a financial report of actual revenues and expenses compared to budget (and or forecast), for information purposes, for the Annual General Meeting
- Provide finalised and approved financial statements for prior fiscal year end at the Annual General Meeting
- Collect mail throughout season.
- Maintain stock of cheque, stamps, and other required office supplies

ACTIVE START/U10 DIRECTOR

(Last Updated February 2017)

This is a voting position.

- responsible for organizing U10 for SPRA
- Liaising with with Active Start Coordinator
- attend SPRA executive committee meetings
- work with Registrar and A/B Director to organize fall registration
- work with age group co-coordinators to organize player evaluation and team formation
- advise the Coaching Selection Committee in coach recruitment and selection
- maintain communication between SPRA, Coordinators and Coaches.
- address parent and coaches issues as they arise in a timely and effective manner

Annual Schedule of Activities

March
attend 'turnover' meetings with current executive

April
ensure coordinator positions for the following year are filled. Also, begin preparing agenda for improvements in the next year. Coach evaluations **should be** reviewed with the coaches with key points summarized for executive review.

July
obtain early player count from Registrar in late July

August
Liaise with U10/Active Start Coordinators
Key Agenda items:
Introductions
Clarify Roles of Coordinators – Active Start and U10
Review Preliminary Schedule for Player Evaluations
Review Evaluation needs (so Coordinators can assist in finding coaches if required)
Review Evaluation protocol; address outstanding concerns
Develop volunteer list for Evaluations
Active Start – work with coordinator to assign ice times and groups.

September
Evaluations will begin.
final coaching selection should only take place after Evaluation is complete, however, some leg work needs to be done early to identify possible coaches. It is important to follow proper procedure with formal team selection.
Ensure that U10 teams at each Step are balanced to the best of SPRA's ability using best practices and guidance from Ringette Alberta
Work with Active Start Coordinator to ensure program is ready to roll out and final preparations are complete.

October
League play will begin after the October long weekend for U10. At this point, grading and team selection will be complete.
Active Start ice times will begin after October long weekend. Maybe a ice time prior to set the stage for groups.
Coaches Meeting held in the first week in October. Work with A/B Director to ensure all agenda items are documented and reviewed. U10 Director to discuss fair play within these divisions
Organize affiliate player selection and communicate them with teams.

November/January
Check-in with teams in the organization to check on how things are going

January
- Liaise with the Active Start Coordinator to begin preparing for year end Jamborees for Active Start 1 and 2

- Secure ice for Jamboree with ice allocator.

February

- Prepare year-end player evaluation documents; ensure their distribution to all U10 teams.

MARKETING COORDINATOR

(Last Updated February 2016)

This is not a voting position

- attend SPRA executive committee meetings
- represent SPRA at Ringette Alberta annual general meetings
- organize and promote Come Try Ringette Events (early September)
- execute Come Try Ringette Event
- act as liaison for SPRA in Ringette Alberta Marketing Initiative – attend meetings, and coordinate marketing plan actions where SPRA will be involved.
- work closely with webmaster to make sure all information is made available to the public
- place advertising in Recreation and Parks Guide once a year to announce registration information
- make sure that banners for provincial winners get displayed in GARC
- update display case in Arena
- The Annual General Meeting is held in the spring each year and an announcement must be made publicly at least 21 days prior to the meeting.

WEBMASTER

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- create and update ringette information on a regular basis – working closely with SPRA executive,

coaches, parents, and player and outside visitors to the site

- must have knowledge of website design and maintenance
- work with Platinum Ring Tournament team to display information
- manage tournament website, design and maintenance
- design appropriate logos, signage, and or media as required
- long term strategy for online presence and maintenance
- guide and strategize hosting commitments and technical requirements
- update tournament site as required
- maintain and update email accounts for executive
- provide electronic materials for printing as required

BLACK GOLD LEAGUE DIRECTOR

(Last Updated February 2016)

This is a voting position.

- attend SPRA executive committee meetings
- attend and represent SPRA at BGL meetings
- may represent SPRA at Ringette Alberta semi-annual and annual general meetings
- participate actively and productively at BGL, communicating decisions made at SPRA meetings which affect BGL
- coordinate entry of Sherwood Park teams into BG league
- liase between SPRA and BGL

Evaluation Coordinator

(New Position May 2019)

This is a non-voting Position

- Attend SPRA executive meeting for the start of the season.
- Acquire evaluators for all Divisions
- Set up evaluation program in sports soft for each season. Support Division Directors with evaluation program.
- Data entry from evaluators into Sportzsoft (Or evaluation program association chooses to use)
- Update Evaluation documents for the website.

- Work with VP on organizing meeting got team selection and coach selection.

DIVISION DIRECTOR – U12, U14, U16/U19

(Last Updated February 2017)

This is a voting position.

- Responsible for organizing house league for SPRA – U12-U19 divisions.
- Work in coordination with executive members (i.e. AA Director, U10 Director, Equipment Director, Registrar, etc.) as there is crossover/overlap with items such as ice requirements, volunteers for player evaluations, coach selection, goalies, player lists, data analysts, other associations, etc.
- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta (RAB) Annual General Meetings.
- Attend Zone 5/BGL Annual General Meeting.
- Work with Registrar to organize registration.
- Organize player grading and team formation.
- Assist and/or lead the Coaching Selection Committee with coach recruitment and/or selection.
- Maintain communication between SPRA.
- Address any issues as they arise in a timely and effective manner.
- Work within a budget provided by the Treasurer.
- Review and leverage workload for areas of responsibility with the Assistant AB Director.

Schedule of Activities:

March-April
- Attend “turnover” meetings with current executive.
- Provide all pertinent information to new AB Director, if applicable.
- Work with executive to review/plan ahead for next season. Secure potential resources if needed (i.e. UAA).

April
- Ensure division Coordinator positions are filled for the following year, if applicable.
- Prepare list of items regarding improvements for the following season (re: lessons learned).
- Share Coach Evaluations with coaches and summarize key points for executive review. Address any serious concerns with coaches.

May-June
- Assist the Registrar and/or other executive members with registration for following season.
- Attend in-person registration(s), if applicable.

July
- Work with Ice Allocator to organize ice schedules for Shinny/Evaluations for the upcoming season.
- Review/update U12-19 Evaluation Guidelines & Process. Ensure this is on the website and communicated.

August
- Meetings (re: Coordinators), if applicable.
  Key agenda items:
  - Clarify roles and responsibilities of Coordinators and A/B Director.
  - Review preliminary schedule for player evaluations.

  - Review coaching needs (leverage Coordinators to assist in recruiting coaches, if required).
  - Review grading process and plan ahead to bring in resources as needed (i.e. UAA, volunteers).
  - Develop volunteer list for player evaluation sessions.
  - Spreadsheet and data analyst.
  - List action items and maintain a log (to ensure all items are completed).

- Obtain a preliminary player count for upcoming season.
- Communication to players/parents/executive - this is paramount.
- Review coaching applications. Identify potential coaches for upcoming season. If there are any coaching application deficits then solicit requests for coaches, as needed.
- Review registrations to identify any potential problem areas (i.e. lack of coaches, goalies, # of players, etc.).
- Ensure criteria listed in the Policies and Procedures Manual is followed.
- Work closely with the Assistant AB Director to conquer and divide workload.
- Identify evaluation resource requirements – volunteers, player evaluators, goalie evaluators, IT, etc.
- Check community school-year calendars and aim to coordinate timelines for player evaluations, if possible.
- Ice resources and schedules to be confirmed for evaluations and communicated to appropriate areas (i.e. outside evaluators for UAA testing).

September

- Work closely with Registrar and items to be reviewed – players from other associations, AA teams, requests (i.e. player movement, friend, etc.), team viability, etc.
- Evaluations should begin after the September long weekend.
- Confirm volunteers, evaluators (this may include goalie evaluators, bench helpers, pinnie helpers, etc.).
- Work closely with the data analyst to ensure IT resources are working.
- Creation and coordination of player/pinnie/evaluation sheets. This may include grouping players appropriately for maximum efficiency of resources.
- Ensure data is being entered in a timely manner.
- Communicate and meet with Coordinators to ensure action items are completed (if applicable).
- Coaching confirmation should only take place after player evaluations are complete. Critical judgment is needed in this area and it is paramount to follow Policy and Procedure with formal team selection.
- Identify and assist with the creation of teams. Need to be mindful of number of players per team, goalies, number of teams per division, breakdown of A, B and C tiering (see RAB-P&P), RAB Universal Athletic Assessment (UAA) criteria, etc.
- Affiliate players - based on evaluation data, identify and submit player names to teams. Include communication and forms for processes (re: RAB Policies and Procedures).

October

- League play begins in October. Player evaluations/team selections need to be complete by this time.

- Coach meeting is held after teams have been created, usually in the first week of October. A/B Director or designate will chair meeting. Vice-President will schedule meeting and book room. Work closely with the Secretary in preparation for this meeting.

November-January

- Work with the Registrar regarding hard cards, as needed.
- Address and concerns from teams in the organization and touch base on how things are going.
- Assist with any items related to team movement – BGL/RAB.
- Communication regarding play-downs and provincials as needed.

February

- Prepare report for upcoming Annual General Meeting.
- Ensure coaching evaluations/survey is distributed.
- Work with executive on any new items to be added to season for approval (i.e. year-end evaluations).
- Brief coaches on potential year-end player evaluations, if needed. Collect and collate player evaluation forms.
- Finalize budgetary items and submit to Treasurer for re-imbursement, as needed.

March-April

- Evaluate success/lessons learned and formulate for next year's plan.
- Collect and collate coach evaluation survey/forms.
- Attend SPRA AGM

AA DIRECTOR

(Last Updated January 2016)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting
- provide updates to/from SPRA regarding AA events and encourage AA participation
- Work with Zone 5/BGL AA Association with respect to try outs and player releases and affiliates

REGISTRAR

(Last Updated February 2016)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta and annual general meeting
- provide registration information throughout the year (by email, in person, etc.)

Pre-Ringette Season (usually May):

- advance mail out of registration forms to previous year's players

Registration Day (late May/early June – one date):
- attend registration and accept registrations (recruit assistance as needed)
- ensure registration forms have complete player information (year of birth, years of experience - ringette/hockey, waiver of liability, volunteer positions, etc.) and complete payments (registration fees)
- note method of payment and level of player
- note special circumstances (e.g. AA tryouts, etc.)
- provide Treasurer with copy of all registration forms with registration and fundraising cheques attached within two weeks of receipt.
- enter registration information into RAB-compatible spreadsheet for later submission to RAB

After Registration Forms are completed:
- sort by level (e.g. Active Start, U10, U12, U14, U16, U19 and 18+)
- update executive on registration numbers/team sizes
- update AA director on names of people who indicated interest in coaching
- forward division-appropriate registrant information to applicable coordinators prior to player evaluation dates

After Team Selections:
- set up email contact list for each division for mass membership contact throughout the season

Throughout Season:
- update registration information and team lists as necessary
- report to Executive on registration statistics
- provide Treasurer with accurate registration count (to include players, coaching staff and referees)

- liaise with Executive and Ringette Alberta to complete on-line provincial registration forms

ICE ALLOCATOR

(Last Updated April 2021)

This is not a voting position.

General

(This position may be provided with an honorarium, approved annually at the AGM)
- may attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting

Equipment Required
- access to PC with spreadsheet software
- e-mail capabilities
- easy access by phone (answering machine, available for calls)

Duties

- Input games from BGL and schedule practices based on SPRA ice slots available.
- convert the SPRA winter contract ice slots into a useable ice allocation spreadsheet schedule (Oct – Mar)
- forward game ice slots to Zone (in format specified by BGL) for league play (3x's – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- receive and input Zone league schedule into ice allocation spreadsheet schedule (3x's – – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- schedule practice times based on league schedule from Zone attempting to manage a fair distribution of early morning weekend slots (6:00 a.m., 7:00 a.m.), early (4:00 p.m.) and late (>= 9:30 p.m.) weekday slots, and less desirable rinks (Moyer, Broadmoor)
- update schedule for other SPRA teams, activities, associated teams (i.e. Zone 5/BGLAA team, OPEN (18+) teams, Active Start teams, NRL Rush team, Power Skating sessions, Goalie sessions, , Coach Development for all teams.)
- distribute ice schedule to all teams after updates keeping managers and coaches informed
- send out weekly Flood Schedule to county rink staff
- Coordinate reschedules of games and notify referee allocator, BGL, home and away teams
- manage schedule changes/requests due to tournaments, snow storms, etc., submit league game schedule requests via BGL website and ensure all parties are notified (referees, coaches and managers) of changes
- cancel ice when not required in accordance with County policies and send Returned Ice back to County using provided template
- liaise with the County and other minor ice users to facilitate tournaments (ice exchanges to obtain additional ice for SPRA's PRT tournament
- contact County in February to purchase and select ice for grading and team selection in September Approx. 26 - 30 hours are needed. This is outside our normal allocation and at the regular fee. The A&B League Director will organize the division of this ice between the divisions
- schedule ice for wrap up Jamborees
- convert the SPRA summer Ice contract into a useable spreadsheet schedule (May – Aug)
- check and double-check your work utilizing an Assistant Ice Allocator (if possible) to avoid mistakes
- attend Ice Allocation User Group Meetings and ensure Sherwood Park Ringette receives fair share of ice through negotiation with other league ice allocators
- coordinate the checking and signing of ice contracts with the County

FUNDRAISING DIRECTOR

(Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings
- Responsible for organizing a fundraising committee on behalf of SPRA to provide fundraising opportunities to its members.
- Ensure all fundraising efforts comply with Alberta Gaming and Liquor Commission regulations.
- Present fundraising ideas (approved by SPRA executive) and implement for each season

- Inform the association members of their commitment requirements and keep a record of all participants.

Annual Schedule of Activities

- March
  - Attend "Turnover" meeting with current executive.
- April
  - Notify AGLC with an updated copy of the SPRA Board contact list.
  - Strongly recommend attending GAIN course through AGLC
    - Free and available online or ½ day seminar.
    - This is very helpful in understanding licensing requirements.
    - Especially critical in calendar years where we are hosting a Casino event.
  - Recruit volunteers to assist with the fundraising committee as required.
  - Hold first meeting with committee to discuss fundraising ideas for the upcoming season.
    - Prepare cost and income estimates for fundraising ideas.
    - Ensure proposed events are in compliance with AGLC requirements.
- May
  - Present fundraising ideas and budget to the SPRA Board of Directors
  - Investigate any additional ideas or instruction from the executive.
  - Seek approval from executive for selected fundraising concept.
  - Provide registrar with "letter to association members" to detail fundraising commitment for the upcoming season to be available for early registration.
- June/July
  - Obtain any applicable licenses required from AGLC that are required for the fundraising event.
    - Do not delay as licenses can take 4 to 6 weeks and must be obtained before raffle tickets can be ordered from printing.
- August
  - Hold meeting with committee to ensure implementation of fundraising efforts
  - Key Agenda items:
    - Ensure compliance with Alberta Gaming
    - Ensure all members (parents) are aware of the fundraising requirement
    - Confirm action plan for implementation
    - Provide details to webmaster to update website with any changes
- September/February
  - Execute fundraising efforts
  - Forward list of any non-complying members to registrar/treasurer for processing of fundraising commitment cheques

DIRECTOR OF OFFICIALS

(Last Updated March 2017)

This is a voting position.

- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta annual general meeting.
- In conjunction with the Referee Allocator, select officials for each season and implement a plan to train and develop all officials.

- Train new referees and provide all officials with development opportunities.
- Document games officiated by individual referees.
- Hold two meetings with referees (beginning and end of season) to discuss rule interpretation, development progress, situations, and game issues.
- Liaise with Ringette Alberta regarding official recommendations for Provincials.
- Work with directors in other associations to ensure all games are covered with qualified officials.
- Liaise with Ringette Alberta regarding official game reports.
- Mediate any issues that arrive between coaches, parents, players, and the officials, working with Ringette Alberta when necessary.
- Work with Platinum Ring tournament chair to provide tournament officials.
- Respond to Ringette Alberta information requests.

EQUIPMENT DIRECTOR

(Last Updated January 2017)

This is a voting position.

- maintain inventory of ringette jerseys/equipment (automated/paper based)
- ensure jerseys/equipment is available for pre-season evaluations and/or ad-hoc events (upon notification)
- coordinate and distribute jerseys/equipment to teams at the beginning of the season and/or at any other times throughout the season as needed
- collect equipment deposit cheques from teams/individual players/parents prior to release of jerseys/equipment and transferring of deposit cheques to the treasurer – as required
- responsible for acquiring quotes for jerseys/equipment - as requested
- responsible for coordinating the selection and purchase of jerseys/equipment - as required
- notify the treasurer of purchases/expenses incurred and forward all receipts to him/her as close to the purchase date as possible
- arrange repair/replacement of damaged and/or unused equipment as needed
- monitor and maintain storage facility to include shelving units, keys, cleaning, etc. – coordinate payment of rental facility with the treasurer as needed
- coordinate return of all jerseys/equipment at end of season and/or throughout the year as needed
- responsible for documenting if jerseys/equipment is soiled, lost and/or damaged at time of

return and follow processes for same – as required

- responsible for informing treasurer of deposit refund cheques to be shredded or deposited – as required
- may be required to benchmark with other associations, organizations, societies, stores, etc. for best practices, pricing, and/or standards regarding jerseys/equipment
- Source out equipment needs/requirements for short-term basis possibly with other associations (i.e. technical events such as goalie clinics)
- Create/update equipment policy/guidelines as needed
- Will work directly with coaches, players, teams, executive members, businesses, RAB, etc.

DIRECTOR COACH DEVELOPMENT

(Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings
- Position requires a skilled, knowledgeable coach
- Serve on Coach Selection Committee
- Serve on Team Selection Committee and assist A&B Director and Division Coordinators as needed
- Serve as director for other coaches, including assisting new coaches with resources
- Organize coaching clinics as required with Ringette Alberta and surrounding associations

Annual Schedule of Activities:

March

Attend "turnover" meetings with current executive

April

Liaise with A & B Director to address any serious concerns with regard to coaching development

May/June

Identify coaching clinic needs and arrange fall coaching clinics in Sherwood Park with Ringette Alberta

August

Work with Vice President with selection of coaches, reviewing certification requirements for each coach. Work with Division Directors and President to determine coach development programs for the fall.

Coordinate guest speakers

September

Assist Division Directors with grading sessions, finalize coaching staff with Division Directors

Assist Division Directors with Coaches meeting and provide all coaches the requirements for their age/tier.

October

Assist coaches with resources.

Submit program invoices and track program cost

Complete coach's certificate tracking numbers check sheet

Work with Ringette Alberta to ensure all coaches are certified and have submitted documentation.

November-March

Provide assistance to coaches as required

February
Programs evaluation

DIRECTOR of PLAYER DEVELOPMENT

(Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings and any others as needed – coaches meeting, managers meeting, team building meetings, etc.
- May be required to work with A & B Director to develop grading sessions at the beginning of the year, assist with technical advice at grading sessions, and assist with "over-sight" committees as needed.
- Organize power skating and goaltender clinics as required. Review evaluation/feedback from previous season for lessons learned (re: areas that worked well and areas for improvement). This item will need approval by the SPRA.
- Organize Mentorship and Development Programs.

Annual Schedule of Activities:

March
Attend "turnover" meetings with current executive.
April
Liaise with A & B Director or other executive members to address items of concern regarding player development.
June
Attend "early registration", if possible, and address any technical items regarding player development.
August
Identify potential power skating and goaltender instructors for clinics. This will need to be broken down into divisions, number of sessions for each division, timelines, etc. Account for ice requirements vs sourcing these out to other groups (re: send goalies to instructional sessions outside of SPRA)..
Obtain quotes from instructor(s) for the year.
Work with A & B Director or other executive members to review grading plans and drills.
Assist A & B Director or other executive members with Coordinators meetings if required. **September**
Assist A & B Director or other executive members with grading sessions Work with ice allocator to schedule power skating and goalie sessions Finalize power skating and/or goalie clinic contracts
Coordinate Development Program, camps, etc.
October
Provide direction/follow up to maintain proper flow for clinics
Work within a budget, submit program invoices and track program costs
November-December
Work on coordination Mentorship program for the younger teams Mid-season Review
January- February
Programs evaluation/feedback

REFEREE ALLOCATOR

(Last Updated March 2017)

This is a non-voting position.

- Assist the Director of Officials with the selection of referees for each season, and work collaborativelyto train and develop referees.
- Using the online assigning system, Arbiter, assign referees to all games within the association (U10 to U14B).
- Help create an appropriate tournament game schedule and assign referees to all games for the Platinum Ring Tournament (U10 to U19A)
- Keep an open line of communication with the Ice Allocator relating to scheduling, game changes and referee needs.
- Communicate all payroll information to the Treasurer three times per year (after the Platinum Ring, after session #1 and after the season) with a copy to Director of Officials.
- Notify the Director of Officials of any problems that occur relating to games, officials, coaches etc.
- Coordinate two season meetings with Officials and Director of Officials.
- Direct questions pertaining to refereeing to the Director of Officials i.e. rule changes.

SPONSORSHIP COORDINATOR

(Last Updated February 2016)

This is not a voting position.

- send letters to all last season's team sponsors, asking for their support again for upcoming season
- follow up with each sponsor canvassed within 14 days, and canvas potential new sponsors, in writing, and follow up with personal visit.
- provide sponsor list to Marketing Coordinator (for inclusion in ringette newsletter and thank you advertising in local papers).
- update name of sponsor to be added to website
- Provide sponsor list to organizing committee and Tournament Coordinators for any Provincials or Tournaments we host (for inclusion in the tournament program).
- Contact sponsors and inform them of "appreciation night" (if there is one). Extend an invitation and ensure they are provided with tickets.
- Ensure each sponsor receives a Thank you card or letter of appreciation from the association.
- Provide Sponsorship report at Annual General Meeting

Note:

- examples of all required correspondence for this position are available in the files
- use of a personal computer is recommended

TOURNAMENT DIRECTOR
(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive meetings
- responsible for organization and coordination of Platinum Ring tournament including accurate accounting of costs.
- Assist, as required with the organization and coordination of provincial tournaments hosted by SPRA.

TEAM PICTURE COORDINATOR
(Last Updated February 2017)

This is not a voting position.

- research and acquire photographer to take team photographs
- liaise with Ice Allocator and set time and location for photo shoot (early in the season)
- confirm teams' rosters with Registrar
- ensure all players wear current jerseys
- ensure delivery of completed photos to all teams

SOCIAL MEDIA RELATIONS COORDINATOR
(Updated April 2021)

This is a non-voting position.
Role Description:

- Attend SPRA executive committee meetings as non-voting board members;
- Create and update ringette information on a regular basis on SPRA's Facebook, Twitter and Instagram accounts;
- Update important dates on social media;
- Working closely with SPRA executive, coaches, parents, players and outside visitors to SPRA Social Media;
- Implement a long-term strategy for online presence and maintenance;
- Ensure all posts comply with SPRA's Code of Conduct, Values and Privacy Policy;
- Work with a contact from each team (the Social Media Liaison) to ensure all teams are mentioned/supported with some online presence;
- Responsible for creation and communication of SPRA Social Media Policy
- Not a forum for complaints or issues, please address this through the team Manager/Coach, Division Director or SPRA President/Vice President.

Director of Evaluations

(Last updated May 2020)
This is a voting position

Under the direction of the Board, the Director of Evaluations will perform all duties and responsibilities involved with the overall implementation and support of the Evaluation of SPRA's Athletes from U10 to U19AA.
The principle responsibility of the Director of Evaluations:

1) Based on a Motion from the Board to Directors, Contact Competitive Thread (UAA Electronic Testing Company) to set a date for Evaluations of the U10's to the U14AA's as per RAB.
2) Work with SPRA's Ice Allocator to secure ice for the evaluation process.
3) Contact SPRA's Director of Officiating to secure Referees for the evaluation process.
4) Work with Division Directors to secure appropriate Evaluators for evaluation process.
5) Arrange a meeting with Division Directors shortly after the AGM to review age group concerns, review and make any changes to the Age Group Evaluation Process (document on SPRA's website), review expected number of athletes for age group in order to ensure enough evaluation ice is scheduled, review suggestions from previous years to ensure we are progressing in the overall evaluation process.
6) Create and monitor the result tracking processes for evaluations.
7) Assist the Division Directors with setting up and maintaining the Evaluation Program for all Evaluation Sessions.
8) Research different ways to make our current Evaluation process easier, efficient and more effective. Bring this information to the board to implement. Develop new initiatives and resources as needed.
9) Create a schedule for the evaluators & officials to track attendance for payment.
10) Create a schedule with President, Vice President and Evaluation Coordinator to create a schedule to ensure that one of the above are available to attend all evaluation sessions to get the Evaluators & Officials checked and explain what the association is looking for during each session ie Number of players, Injuries, Rules, Guidelines & Expectations. At the same time use this time to watch the evaluators to make sure they are spread out, no one is interrupting or bothering them, make sure they are focussed on the process and not on phones or visiting with other evaluators.
11) Collect & Input scores in the tracking software so that decisions can be made quickly on players for the next evaluation date.
12) Work with Division Directors to create equitable teams when more than one team is being formed in the age group/division. If Division Director has a player in the same division then the Director of Evaluations will oversee this process.
13) Work with Vice President to schedule and attend Team Selection meetings.
14) Coordinate with the Treasurer to create a budget and to payout the Evaluators, Referees and any other expenses incurred in the evaluation process.
15) Work with President and Vice President to handle any parent / player concerns and meet with parents following the team selection process to address these concerns if requested.
16) Schedule a post evaluation meeting with any Board Members to review the evaluation process and log suggestions for consideration to changes for the following year.

Open (18+) Division Liaison

(Last updated April 2021)

(This is a non-voting position.)

SPRA is committed to developing and supporting players in the sport of Ringette. SPRA recognizes that several players wish to continue playing Ringette after U19. There are a few different routes open to players depending what type of competitiveness and commitment they are seeking, which include;

Association Hosted Open Teams for players 18+ (Currently SPRA hosts Open B and Open C)
National Ringette League Teams (WAM and Blackgold Rush in our area)
University Ringette Team
Non-Association Open Teams (NAWRA)

SPRA's Open Division Liaison will help answer any questions related to playing on a ringette team beyond U19 and options to continue to play outside of the Minor Association format. (i.e. NAWRA League Open Recreation thru to Open A, NRL and University Ringette)

SPRA's Open Division Liaison will help players find a team and support any athletes that wish to continue to play and continue to strengthen the foundation of Ringette in Alberta.

Appendix F: SPRA Player and Families Code of Conduct

Code of Conduct for Players & Families

SPRA is committed to providing an environment in which all individuals are treated with respect. Furthermore, SPRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of SPRA. Members will be subject to sanctions according to SPRA's Discipline Policy for non-compliance of the following:

- I will not abuse or harass any official, opposing team member, team mates, parents, member of the coaching staff or SPRA Executive.
- I will not show disrespect to the officials, including the use of foul language and obscene or offensive gestures.
- I will comply with the rules, regulations and policies of SPRA.
- I will follow the public health guidelines of the day.
- I will ensure any behavior on or off the ice shows integrity to the event and SPRA, this includes dressing room and practice behavior.
- I will adhere to the highest standards of fair and respectful game play. I will not engage in conduct that is disrespectful and does not demonstrate fair play (e.g. any excess of penalties, major penalties on the ice against other players, coaches and officials, etc.)
- I will not deliberately disregard the Ringette Alberta or SPRA Rules.
- I will not engage in any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol and/or cannabis,non-medical use of drugs, tobacco or vaping products by minors.
- I will represent SPRA with pride and will not use Social Media (such as but not limited to Facebook, Twitter, Instagram) to disrespect, harass, or intimidate others.
- I will only post appropriate, positive social media content which is consistent with the values of SPRA.
- I will not take photographs or videos in the locker room.
- The SPRA Code of Conduct shall govern all disciplinary matters within our association to the extent that it conflicts with or augments the Code of Conduct of the Alberta Ringette Association or Ringette Canada, but shall not supersede or replace elements of the Zone bylaws or Ringette Alberta By-Laws.

My family and I agree to this code of conduct, and will follow it.
Athlete:_____Signature:_____
Family Representative:_____Signature:_____
Date:_____