



**Sherwood Park Ringette Association
("SPRA")**

**Guidelines & Procedures Manual
Revised April 2024**

Sherwood Park Ringette Association Guidelines & Procedures Manual

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| REVISION HISTORY |
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| 2006 – 2023 – Historical revisions made and retained for SPRA records purposes. |
| April 2024 – All sections reviewed. Updates for currency and alignment. |
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Ringette Code

Ringette Canada's Code of Conduct and Ethics highlights the responsibilities of participants in Ringette. The purpose of the Code is to ensure a safe and positive environment by making participants aware that there is an expectation, always, of appropriate behavior consistent with Ringette Canada's core values. Ringette Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

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 does it look to take the same thing away. 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 phrases.

Participants have a responsibility to maintain and enhance the dignity of and self-esteem of Ringette Canada members and other individuals by:

- a. Treating each other with the highest standards of respect and integrity.
- b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
- c. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
- d. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
- e. Consistently treating individuals fairly and reasonably
- f. Ensuring adherence to the rules of ringette and the spirit of those rules.

Preamble

If you are reading this manual, you are a volunteer or a member of Sherwood Park Ringette Association. 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. SPRA is able to operate because of volunteers. Without volunteers, there would be no ringette in Sherwood Park.

Guidelines have been established throughout the years to ensure that most of the needs of the players are met and to ensure that members understand how the Association operates. 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 on 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 the collective knowledge of the past executives of the SPRA. As the needs of the children and youth change, as 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 SPRA Board is assigned the tasks of running the day-to-day operations of SPRA 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 and members.

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

To you, the volunteers, our thanks for your commitment to upholding Sherwood Park Ringette Association's and Ringette Alberta's vision, mission, values, and Code of Conduct.

Sherwood Park Ringette Association plays its regular season games as part of the Black Gold League (BGL). SPRA joins other associations in northern Alberta to make up the BGL. Teams at U12 declare to attend BGL League Championships if eligible. Teams at U14 and above declare to attend if eligible but must win the right to attend Provincials based on their BGL record. U14AA, U16A, U19A and Open A teams attending provincials may also win the right to go attend the Western Canadian Ringette Championships based on their BGL record. U16AA and U19AA who attend Provincials may also win the right to attend to the Canadian Ringette Championships based on their BGL record as well as RAB Provincial AA season ranking.

Black Gold League meets with all associations within the league from time to time to establish or amend the policy which member Associations of the BGL follow. The purpose of the policy is to provide a consistent and clear set of guidelines to support decision-making that is 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 member associations come up where a policy has been established, the Executive Committee of the member association administers their ringette program based on that policy.

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 guidelines and procedures.

1. Ringette Alberta

Sherwood Park Ringette Association follows the Bylaws and Policies of Ringette Alberta, who is governed by Ringette Canada. For more information refer to the Bylaws and Policies 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. The SPRA Constitution was written in 1975 and all guidelines and procedures must follow those bylaws. The bylaws may only be changed at an annual general meeting and only by a two-thirds (2/3) majority vote of the voting members present.

2.1 Executive Voting Positions

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.

Voting Positions:

- President
- Vice President
- Secretary
- Treasurer
- BGL Rep
- U10 Division Director
- U12 Division Director
- U14 Division Director
- U16 Division Director
- U19 Division Director
- Director Coach Development
- Director Player Development
- Registrar
- AA Director
- Evaluation Coordinator
- Fundraising Director

2.2 Executive Non-voting Positions

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.

Non-Voting Positions:

- Past President
- Ice Allocator
- Website Coordinator
- Marketing and Sponsorship Coordinator
- Tournament and Special Events Coordinator
- Director of Officials
- Equipment Director
- Active Start Coordinator
- Goalie Coordinator
- Photo Coordinator
- Social Media Coordinator
- Discipline Chair
- Open Division Coordinator
- Administrative Support

When both spouses hold voting positions, only one of those will be designated to vote. This will be confirmed and noted in the minutes at the first SPRA executive meeting following the AGM.

2.3 Volunteer Screening Policy

SPRA follows Ringette Alberta's Screening Policy. All Executive members dealing with funds or contracts must provide a Criminal Record Check (CRC) every 2 years. Executive members must provide their CRC by June 30th of their new term.,

All team staff and all instructors must provide a Criminal Record Check (CRC) and a Vulnerable Sector Check (VSC) every 2 years. Team staff and instructors must provide their CRC and VSC to the Registrar 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. Should a CRC/VSC come back with a positive result, SPRA will apply the Ringette Alberta Screening Policy process.

Failure to provide the required documentation as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position. Application or ability to represent SPRA may be rejected or discontinued.

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 Boundaries & Guidelines:

All SPRA policies/procedures will align to Black Gold League and Ringette Alberta policies and procedures, and Ringette Canada policies and procedures with reference to those that apply specifically if applicable.

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

All proposed additions/revisions will be posted to the web page for a 14-day review by all SPRA members.

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

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

All incorporated changes from feedback gathered will be posted on the website prior to the Annual General Meeting.

A motion to adopt the revised policy/procedure will be brought forward at an SPRA executive meeting prior to the Annual General Meeting of SPRA.

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

3.3 Application Guidance:

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

3.4 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.

3.5 Roles & Responsibilities:

The 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. The Vice President works with the Website Coordinator to ensure the policy is posted to the web and that the above process is followed.

4. Registration Policy

4.1 Policy Scope:

To ensure consistent management of registrants throughout the season.

4.2 Boundaries and Guidelines:

The registration deadline is midnight on August 1st of each year. The exception to this is Active Start which continues to accept registration until the end of December each year.

The final registration deadline will be posted on the website each season. The deadline will be determined by the SPRA executive annually.

Players joining late in the season (subject to available space on teams) may receive a reduction in fees depending on the circumstances. The executive will pass motions on an individual basis.

Any late registration will be subject to a \$100 fee.

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

4.3 Application Guidance:

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

4.4 Timing Requirements:

Registration dates and deadlines will be advertised and clearly communicated.

4.5 Roles and Responsibilities:

Registrar to notify Division Director of possible late registrants.

Coaches to notify Division Director if approached by potential players.

5. Fees

5.1 Policy Scope

SPRA members pay fees to cover ice costs, referees, jerseys, coach and player development programming and limited goalie equipment for long term athlete development.

5.2 Alternate Payment Arrangements

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.

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

Alternate fee payment is to be used only in cases of financial hardship. Financial hardship may be one or more of the following (supporting documentation acceptable to SPRA may be requested):

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

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

Applicable fundraising fee(s) must be paid at registration.

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

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 purchases. 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.

An alternate fee payment plan cannot under any circumstances meet these costs but must be paid directly by the player's family. If it assists in the payment of fees, Sherwood Park Ringette Association will accept payment according to an agreed-upon schedule. - Once teams are formed, they are to be self-sufficient.

A request for an Alternate Fee Payment is made in confidence to the Registrar. The Registrar may consult the Vice-President and Division Director as needed.

The request will be reviewed by the Vice-President, Registrar, 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.

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.

If fees have been delinquent in a previous season for a family, and Alternate Fee Payment arrangements were required, permitting the same in subsequent seasons for that family is at the discretion of the Board and may not be permitted for that family in subsequent seasons.

5.3 Application Guidance

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

Definition – A Member will be in good standing provided that the member:

- Has not ceased to be a member.
- Has not been suspended or expelled from membership or had other membership restrictions or sanctions imposed.
- Has completed and remitted all documents as required by SPRA.
- Has complied with the By-laws, Guidelines and Procedures, and rules of SPRA and Ringette Alberta.
- Is not subject to a disciplinary investigation or action by SPRA, or if subject to the disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- Has paid all required membership fees as described within this policy.
- Has complied with all SPRA social media policies.

Members who cease to be in good standing, as determined by the board or designate or a disciplinary panel, will not be entitled to vote at meetings of the Members or to the benefits and privileges of membership until such time as the board is satisfied that the member has met the definition of good standing.

5.4 Timing and Requirements

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

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 a refund after teams are formed, players and or parents shall notify their Coach, Manager and Division Director of their intentions prior to submitting a request.

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

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 a Fundraising Fee less a \$50 administration fee.

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

Requests for refunds received prior to December 1 will receive a 50% refund of registration fees.

No refunds will be granted after December 1. Requests for extraordinary circumstances may be considered following a written request to SPRA. The executive will pass motions for individual cases.

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

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

Subject to the above refund policy, players who are moving to the University Ringette Team, NRL, Open team or another Ringette Association will have their registration fees prorated.

5.5 Roles and Responsibilities

Members will pay current fees by the deadline.

The Registrar will confirm fees are collected for all members and forward them to the treasurer.

The Treasurer or Registrar (depending on the method of payment) will process refunds.

Payment plan options will be available as deemed best by the Registrar and approved by the President and Treasurer.

Full payment is required by December 1 and non-payment may result in the athlete being suspended from participation until payment is received.

6. Direct Sponsorship

Individual players or teams receiving sponsorship monies from businesses which are intended as a direct team sponsorship, such as grants via Benevity, will be disbursed by the SPRA treasurer, and will be charged the following to cover administrative fees and other financial processing costs:

- If the amount is greater than or equal to \$1,000.00, SPRA will disburse to the team the amount less \$50.00.
- If the amount is less than \$1,000.00, SPRA will disburse to the team the amount less \$25.00.
- If funds are issued directly to a ringette team account, they are not subject to the administrative fees noted above.

6.1 Bingo Credits

SPRA offers families the opportunity to earn bingo credits by volunteering to work a bingo shift. (To work a bingo, look for emails from the SPRA Bingo Coordinator looking for volunteers for upcoming bingo events.) Each shift worked earns a set amount established by the AGLC. The amount is given back to the SPRA member as a credit applied to the current year's registration as outlined in AGLC gaming proceeds. The Bingo Coordinator will coordinate and work with the registrar to refund the paid fees. Bingo credits can be earned to a maximum of the dollars paid to SPRA. Bingo credits cannot be applied to monies spent on the mandatory SPRA fundraising fee nor the RAB fee unless deemed necessary by the Bingo Coordinator. Any Bingo credits earned in excess of the current year's registration costs will be documented by the Registrar and can be transferred to the next ringette season if approved by the President and Treasurer.

Regular bingos will be offered to the SPRA membership for individual families to earn the bingo credits. Any additional bingos will be offered to teams via communication to team managers and coaches as a fundraising opportunity.

SPRA intends for bingos to be a non-profit venture. As much as possible, proceeds that SPRA receives from the Bingo Hall are distributed back to bingo workers.

Bingo credits are processed a few times throughout the year.

7. Fundraising

7.1 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 requirement may vary from year to year and all members are required to participate. Any option that consists of a raffle or other give-away/fundraising initiative will be organized and administered under Alberta Gaming, Liquor and Cannabis rules and regulations.

7.2 Fundraising Commitment Cheques/Prepayments

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

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.

7.3 Fundraising Operation

The Fundraising Director is responsible for administering all aspects of the fundraising program. This includes obtaining all necessary permits and licenses and ensuring accurate and timely reporting on SPRA fundraising financial activities. Remaining in good standing with AGLC is a key accountability of the Fundraising Director.

All online raffles and licensing need to be approved by the SPRA Board prior to obtaining the license.

A team choosing to run a raffle must provide the Fundraising Director with all the information required for obtaining the license, as well as all information required for filing the report at the conclusion of the License and / or the AGLC with the required reporting information. The manager must provide this information. Any team that does not provide the required information is subject to a fine which will be at the SPRA Board's discretion.

7.4 Use of Fundraising Proceeds

Alberta Gaming, Liquor and Cannabis determine the acceptable use of fundraising proceeds and those policies must be adhered to. Approved uses may change over time but are generally as follows:

- Equipment purchase/repair
- Officials/Instructors fees
- Registration/affiliation fees
- Rent or facility usage, including ice costs.
- Travel costs within Alberta-

8. Coach and Referee Development

8.1 Referees

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.

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.

Referees seeking reimbursement from SPRA for expenses shall submit receipts and requests to the Director of Officials. If the Director of Officials is satisfied with the eligibility of the claims, the Director will forward a list of referees including contact information (mail and email addresses) with amounts owing to the Treasurer. Up to 2 lists per season will be forwarded to the Treasurer.

8.2 Coaches

Costs of ringette related courses offered by Ringette Alberta or Ringette Canada for development and coach certification (such as coaching and refereeing clinics by SPRA) shall be reimbursed.

A fee will be charged for each out-of-association person attending a coaching clinic hosted by SPRA. .

Coaches seeking reimbursement from SPRA for expenses shall submit receipts and requests to the Director of Coach Development to approve and request reimbursement with amounts owing to the SPRA Treasurer monthly.

9. SPRA Equipment

9.1 Mandated

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

- CSA Approved Helmet and Ringette Certified Mask/Cage

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- BNQ Approved Neck Protector
- Elbow Pads
- Shoulder Pads/Chest Protector
- Ringette / Hockey Gloves
- Hip / Tailbone / Pelvic Protection (Girdle)
- Shin Pads / Knee Protection
- Ringette / Hockey 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
- A mouth guard is recommended but not mandatory.
- Equipment Bag
- Water bottle



9.2 Purchasing

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

9.3 Storage

SPRA carries insurance on the Association equipment in a third-party storage unit.

10. Coach Selection

10.1 Procedures

SPRA is responsible for ensuring that coach selection is consistent with the Ringette Code and Ringette Alberta certification and gender equity requirements.

All prospective Head and Assistant coaches must complete an on-line application (see SPRA website).

The Director of Coach Development reviews all coach applications and prepares a list for the Coach Selection Committee.

Confidential feedback collected from the previous season's Coaching Evaluation Forms will be reviewed by the Director of Coach Development and the Coach Selection Committee. Constructive feedback will be provided to each coach as appropriate. The Coach Selection Committee may also have access to historical coach evaluations.

The Coach Selection Committee shall consist of five or more, of the following positions:

- President
- Vice-President
- Division Directors
- Director of Coach Development

At the time of head coach application, the head coach can identify one assistant coach to be considered by the Team Selection Committee after the coach selection committee has confirmed the coaching pool.

If deemed necessary, by the committee, a personal interview will be carried out.

Once the coaching selection is made, it is imperative that all of Sherwood Park Ringette Association support 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, BGL Guidelines, and Ringette Alberta Bylaws and Policies. Coach evaluation and placement are not subject to the right to appeal.

Should a coach be outside of the guidelines noted in this policy, or any additional SPRA guidelines, the SPRA Executive will review the conduct/concerns. If not found to be upholding these requirements a coach may be dismissed.

11. Evaluations and Team Selection

11.1 Evaluation Process

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.

Evaluators will assess athletes relative to the group they are playing with, on a scale of 1-5, in the areas of skating and ring skills (ring control, passing and shooting) as well as game sense/team play. Evaluators will be encouraged to use the full 1-5 scale for ranking players during the evaluations.

To ensure fairness in the evaluation process as well as the perception of fairness, the following rules will apply:

1. Player evaluators will be experienced and independent, as agreed to by the Evaluation Coordinator in conjunction with President, Vice President and Division Directors (as appropriate). At all levels, evaluators will not evaluate athletes who are friends or family trying out at that level and will identify any conflict proactively and immediately, so adjustment is made.
2. The Evaluation Coordinator and Division Directors will oversee the evaluators and the athletes on

the ice during the evaluation process.

3. The President, Vice-President, Evaluation Coordinator and Division Directors will not be involved in team selection if they have a child/relative at that level unless they are acting as a head coach in the selection of the final players for that team.
4. Any person holding the role of coach or assistant coach who is part of the team selection committee will only be part of the committee for a division that is no less than two age groups apart from the current division they are coaching.
5. The team selection committee size will either be comprised of 3-5 voting members, and decisions will be made by consensus.

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

The Division Director will announce teams at each level following a minimum of 24 hours after the team selection has concluded.

A head coach may request that team equality be reviewed within 24 hours of team selection.

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

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

11.2 Universal Athlete Assessment

All U10, U12 and U14 athletes are required to attend a Universal Athlete Assessment (UAA) ice session as designated by Ringette Alberta.

The intent of the UAA is to measure skating proficiency in the areas of forward skating, backwards skating, tight turns, and pivots.

Results of the UAA will be used to determine groupings for the first evaluation scrimmage for U10, U12 and U14.

12. Affiliation Guidelines

12.1 Policy Scope

Sherwood Park Ringette Association observes Ringette Alberta's Player Affiliation Policy, which can be viewed on the Ringette Alberta website.

The intent of affiliation is team viability and not player development. There is no guarantee that the player will participate in any games or practices at a higher level. Affiliating will be at the discretion of the affiliating coach (working with the Division Director) within the boundaries of the Ringette Alberta Player Affiliation Policy.

12.2 Boundaries & Guidelines:

All player affiliation within SPRA must comply with Ringette Alberta and or BGL policies and guidelines.

Player affiliates will be assigned to teams within two weeks after team selection is complete at all levels.

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.

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 applicable Division Director(s).

Affiliate players must be appropriately recorded on game sheets.

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.

Player affiliation outside of SPRA requires the President's approval.

12.3 Application Guidance

SPRA will apply Table 1 in the Ringette Alberta Player Affiliation Policy to determine which players can affiliate to and from which levels.

Once the Team Selection process has concluded, each division director will nominate a maximum of 5 players (using evaluation scores) to propose as affiliates to each team in the next highest age division or step (in alignment with Table 1 in the RAB Player Affiliation Policy).

Coach input is at the discretion of the division director nominating the affiliates and would be requested if there are concerns about a player who may have evaluated within the appropriate range but may not be developmentally ready to play at that level as an affiliate.

The Division Director will obtain permission from the parent or guardian of the player affiliating via email and ensure that team managers have the appropriate form signed and submitted to the registrar.

The team manager will add the affiliate(s) on the BGL roster as an Affiliate Player (AP).

The choice of using the same affiliate for games is the discretion of the affiliating coach. It is recommended that affiliates are rotated but it is not mandatory. Invites to practice for the purpose of game readiness and/or player comfort level (not for player development) is also at the affiliating coach's discretion.

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 SPRA with consideration given to carpooling and shared accommodations when possible.

14. Financial Requirements

14.1 Auditing of financial records

Two independent association members or a duly qualified accountant, other than the Treasurer, President or Secretary will audit the yearly association financial statement at each year end to verify the reasonableness of the statements.

The reviewers will be required to sign the final audited financial statements after their review. Members with prior experience in accounting will be preferred.

14.2 Signatories

The President, Treasurer, and Secretary will submit to being added as signatories on all outstanding association bank accounts.

14.3 Expense Policy

Monthly, the Treasurer shall provide a summary of all expenditures by EFT's and cheques for review by

the President, Vice President, or Secretary.

Any individual cheque over \$3,000.00 will require signatures from two of the three signatories.

14.4 Purchasing

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

15. Ice Allocation

15.1 Ice Allocated per Team

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 (including games) is as follows (if ice allows):

- Active Start Program, U10 Step 1, and U10 Step 2 as guided by Children's ringette.
- 2-3 slots per week for U10 Step 3.
- 3 slots per week for U12.
- 3-4 slots per week for U14, U16, U19, AA. All of these teams are allotted the same amount of practice time.
- Open is scheduled for games only.

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

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

15.2 Team Cancellation of Ice Allocated

Teams must give 5 business days' 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.

If a team does not show up or give 5 business days' 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 (anything before 8 am, 4 – 5:30pm Monday to Friday and 10-12pm Sunday to Thursday) shall be distributed equitably among all league teams in each division. It is recognized that U10 (Step 3), U12, U14 and U16 will be assigned the early morning ice. U19 and Open will be assigned the late-night ice slots. Active Start, U10 Step 1 and U10 Step 2, unless circumstances dictate, should not have early morning ice slots. Small ice (i.e., Broadmoor, SOC Small) and before 5:00 p.m. on weekdays will be allocated to the younger groups.

15.4 Minor Ice User Meetings (Strathcona County)

Attendance at all Strathcona 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.

16. Special Programs

16.1 Learn to Play Program

The purpose is to introduce new members to Ringette by way of a Ringette Alberta sanctioned instructional series held in the Spring of each year.

The program is open to all ages and is planned by the Active Start Coordinator. The ice allocator will procure four 1-hour ice slots beginning mid-April. The on-ice programming is led by external professionals.

The ice allocator will apply to Ringette Alberta for sanctioning and once approved, will create an offering in RAMP for athletes to register. There will be a fee associated with registration to cover the cost of ice and a third-party.

SPRA will provide sticks and masks to borrow (deposit is required) for event attendees. Players are required to attend with full equipment.

16.2 Come Try Ringette

The purpose is to introduce new members to Ringette via a one-time event held in mid to late May of each year prior to registration opening (and after the Learn to Play program has concluded).

The event is led by the Active Start Coordinator and on-ice support is typically provided by junior coaches using a pre-planned set of on-ice drills and activities.

The ice allocator will provide an hour of ice for the event and will apply for sanctioning. Once Sanctioning has been obtained, Ringette Alberta and SPRA will promote the event via websites and social media. Ringette Alberta manages the registration of this event and will provide the organizer with the registration list within the week prior to the event.

SPRA will provide sticks to borrow for event attendees. Full equipment is not required for this event. A list of required equipment and other information can be found on the Ringette Alberta website.

16.3 Spring Ringette Program

The purpose is to provide a casual and fun off-season ringette experience for SPRA players throughout April and May.

The program is led by a volunteer in conjunction with the ice allocator. The ice allocator will obtain Ringette Alberta sanctioning and establish available ice for the program.

The program lead will work with division directors to advertise, plan, and establish volunteers for the ice times as well as set registration caps for each age division.

The registrar will open the registration packages in RAMP for each age division.

16.4 PEAK Performance

The purpose is to provide off-season player development opportunities for players at the U14, U16, and U19 levels.

The program is led by Future Champions and 5-Count (for Goalies) and runs for 11 weeks during May to August annually.

The program consists of skill development, power skating, gameplay, and fitness both on, and off ice. Eligible participants register in RAMP.

17. Additional SPRA Programs

17.1 Power Skating

The SPRA will provide professional power skating instruction to teams. The frequency and provider of the professional power skating instruction will be determined on an annual basis as permitted by the budget for the season.

17.2 Other Training

SPRA will endeavor to provide supplemental training to players and coaches at all levels. The nature, frequency, and provider of the training will be determined on an annual basis as permitted by the budget for the season. Training may include professionally delivered goalie specific training such as Goalie clinics, Shooting clinics, Coaching clinics, or mental performance training.

17.3 Goaltender Development Policy

The purpose of SPRA's goaltender development policy is to develop and retain goaltenders in our association for all levels. This policy will facilitate the development of goaltenders in Children's Ringette and allow for advance development and retention of goaltenders in Classic Ringette, in a manner that will support long-term athlete development and support goaltender retention and team viability at all ages and levels.

Objectives

- To increase interest in goaltending in the younger divisions.
- To increase the opportunity for players to try the position.
- To mentor and train goalies for long-term retention in the sport and position.
- To develop goalie mentors and coaches in our association.

Timeline

- Implementation starting in the 2022-2023 season.

Opportunities and Training

Age and skill level appropriate goalie clinics U10-U19.

- U10 clinics can be provided at U10 practices to capture all players. Partnering with more senior goaltenders and professional goaltending consultants can be used to increase excitement and ensure age specific instruction. Full team participation to reduce barriers to players wanting to try the position.
- Age specific goalie clinics for U10 Step 3, U12, and U14 goaltenders. Clinics can be designed in consultation with professional goaltending instructors and instructed by alumni and U16/19 goaltenders.
- U16/19 goalie clinics designed and instructed by external goaltending professionals (whenever possible), such as 5 Count Ringette. *U14 Goalies may attend U16/U19 Goalie clinics depending on availability, level of play, and years of experience.
- U16/U19 goalies should be engaged to help mentor and train younger goalies. These goaltenders can support clinics and attend team practices of the younger divisions whenever possible.
- Provide age and level specific mental training for goaltenders.
- Provide coach training including goalie practice plans for all coaches. Mandate and support the use of goaltending coaches on each team.

See Ringette Alberta Guidelines for Goalie development and competition guidelines.

18. Insurance

18.1 Property Insurance

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

18.2 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.

Ringette Alberta Insurance Policy

Ringette Alberta provides its members with \$5,000,000 comprehensive sports liability coverage, along with a Sports Injury Package. Coverage applies to all members and associations, including, but not limited to, executives, managers, coaches, trainers, officials, volunteers, and participants. The general liability coverage of \$5,000,000 protects the association, but may not extend to cover the instructors, unless they are Ringette Alberta members and have received the proper approval in writing. To provide the participants with Sports Injury coverage, the clinic must be sanctioned by Ringette Alberta and all participants must either be, or become, full or day members of Ringette Alberta.

The policy provides Directors and Officers Liability coverage up to \$2,000,000.

Due to changes to the *Insurance Act*, drivers transporting children and others can be held liable for any injuries sustained by passengers in their own vehicle, as well as those of a third party, when involved in an at fault accident.

Ringette Canada Insurance Policy

Ringette Canada maintains a comprehensive insurance program that provides General Liability, Accident coverage, Directors and Officers and Errors and Omissions coverage to the Directors, officers, staff, members, volunteers, and sponsors of Ringette Canada. Upon annual renewal of this policy, Ringette Canada consults with the insurance provider to determine if there are any emerging gaps, issues, or deficiencies to be addressed through insurance renewal. Not all risks are insurable; however, as part of its commitment to risk management, Ringette Canada will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of Ringette Canada.

Ringette Canada's Insurance Policy is subject to regular review and was last reviewed in March 2022.

19.AA Program

19.1 Guidelines and Procedures

Except as specified below SPRA Guidelines and Procedures will apply.

19.2 Try outs and Evaluations

The Evaluation Coordinator will organize all try outs and evaluations. The Evaluation Coordinator will work with the AA Director as appropriate.

19.3 Coach Selection

The SPRA Coach Selection Committee will select qualified coaches prior to team selections.

19.4 Evaluations

Players will be evaluated by independent evaluators. Evaluators will be both experienced and independent as selected by the Evaluation Coordinator in consultation with the President and Vice-President. Evaluators will not have friends/children trying out at that level.

19.5 Selection

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

19.6 Ice

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

19.7 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 evaluations.

20. Post-Season Hosting and Funding

20.1 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.

20.2 Supplemental Funds

Any U12 team playing in the U12 BGL Championship and any U14, U16, and U19 team qualifying for provincials may be able to access the additional allocated funding pool from SPRA each year, dependent on available funds (set by Board motion at \$15,000 in February 2024). Note this pool may change each year based on available funds and SPRA board motion). The SPRA board will discuss and motion this allocation each year at the February board meeting prior to these events.

20.3 Hosting Provincials

Funds coming in under SPRA licensing will go into the appropriate SPRA account - the SPRA Board will then reimburse teams for expenses that are submitted (once approval is received from the Board).

Allotment of funds:

- If hosting teams advance to Western Ringette Championships (WRCs) or Canadian Ringette Championships (CRCs), 100% of funds raised can be put towards those expenses without prior board approval as this element is built into the hosting proposal.
- If hosting teams are not advancing to WRC's or CRCs, all reimbursement requests must be approved by the board.

21. Residency

21.1 Non-resident players

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

- a. Their inclusion does not conflict with the forming of any teams composed of Sherwood Park players.
- b. Athletes must notify their home association of their intent to participate in SPRA evaluations.
- c. 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.

21.2 Releases

Division Directors (in conjunction with Vice President) 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.

22. Reserve Fund

22.1 Reserve Fund Use

The SPRA must establish and maintain a reserve fund of \$100,000. 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 SPRA voting executive members.

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.

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.

23. Jersey Replacement Fund

23.1 Scope

This fund is intended for replacement of team jerseys only.

23.2 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.

23.3 Application Guidance

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.

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

23.4 Timing Requirements

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

23.5 Roles and Responsibilities

Executive each season the SPRA will determine annually how to supplement the Jersey Replacement fund 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.

24. Coach and Manager Recognition Event

SPRA may subsidize a coach and manager recognition event subject to available funding. A maximum budget of \$1000 will be voted on by the SPRA Board annually.

Permission from Ringette Alberta may be required as per the RAB Insurance Policy.

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

25. Referees

25.1 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 hours' notice. All requests must be sent through the "Request an Official" link on the SPRA website.

25.2 Referee Compensation

Referees will be compensated as per approved fee schedule

For Second year referees, helmets will be paid for as per Appendix D. In each case, this amount does not exceed the amounts listed in Appendix D. Referees seeking reimbursement for helmets shall submit receipts and requests to the Director of Officials. When the Director of Officials is satisfied with eligibility requirements, the Director of Officials will add these expenses to any other expenses claimed by the same referee and submit a List with contact information (mailing and email addresses) to the Treasurer. The Director shall submit no more than 2 lists to the Treasurer per season

25.3 Exhibition Games

Teams arranging Exhibition games are responsible for paying the referees. The team representative who requests the exhibition game is informed by the Assignor the exact amount each referee is owed when the referee has accepted the game.

SPRA will be billed by BGL and will collect referee fees from the team.

If the referee costs for Exhibition games are billed to SPRA by BGL monthly, SPRA will invoice the specific team for the referee fees and the assigning fee charged by BGL.

25.4 Referee Payment policies

All outside referees will be paid as per BGL guidelines.

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

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

SPRA will pay the referees two to three times per season.

26. Tiering

26.1 Tiering Teams

Tiering requirements and numbers of teams must follow the BGL Guidelines and Ringette Alberta Tiering Policy.

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 SPRA as outlined in this document.

27.2 Boundaries & Guidelines:

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

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

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

Policies.

27.3 Application

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

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

27.4 Movement Up

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

- The player's 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.

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 Team Selection Committee for that division.

27.5 Movement Down

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.

At levels where evaluations, grading or equalization take place, the player must not evaluate above the 25% range in the lower age division.

All player movement downward must be approved by the President, Division Director, 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 BGL approval must be granted by the tournament organizers in order for an overage player to compete.)

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

27.6 Timing Requirements:

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

27.7 Roles & Responsibilities:

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

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

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

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

28. Social Media Use Policy

28.1 Definitions

The following terms have these meanings in this Policy:

“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.

“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.

“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, volunteers, and family and friends.

28.2 Purpose and Application:

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”.

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.

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 President for immediate consideration and possible action which could include sanction suspension or ejection.

This Policy applies to all Representatives.

28.3 Roles & Responsibilities:

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 regarding 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.

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).

Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the SPRA.

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.

Representatives shall use a clear and appropriate writing style.

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 support 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 volunteer position or membership in the SPRA.

29. Dispute Resolution Policy

29.1 Definitions

"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

"Dispute" – An argument or disagreement, especially an official one between individuals.

"Dispute Resolution" - the process of resolving a disagreement or conflict between two parties through negotiation, mediation, or arbitration. "Alternate Dispute Resolution" - Alternative dispute resolution (ADR) is a term used to describe Dispute resolution methods that do not involve going to court.

"Alternate Dispute Resolution" - Alternative dispute resolution (ADR) is a term used to describe Dispute resolution methods that do not involve going to court.

29.2 Purpose and Application

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.

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.

This Policy applies to all Individuals.

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.

29.3 Facilitation and Mediation

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. This can be a division director or board member as appointed by the SPRA President or Vice President.

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.

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

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.

29.4 Final and Binding

Any negotiated decision will be documented on record, signed, and binding on the parties. Negotiated decisions may not be appealed.

30. Discipline and Complaints Policy

30.1 Definitions

"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.

"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.

"Complainant" – The Party making a complaint.

"Days" – Days including weekends and holidays.

"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.

"Respondent" – The Party responding to the complaint.

30.2 Purpose and Application

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

This Policy applies to all Individuals.

This Policy applies to matters that may arise during the SPRA's business, activities, and events including, but not limited to game play, practices, evaluations, tournaments and special events/programs, training camps, travel associated with the SPRA's activities, and any meetings.

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.

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 the 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.

An individual who is a Respondent will be subject to appropriate disciplinary action per the SPRA's policies. Violations may result in a warning, reprimand, restrictions, suspension, or sanctioning.

30.3 Discipline Chair

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.

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

30.4 Adult Representative

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.

30.5 Process

If a member believes an instance of abuse or maltreatment has occurred, they are directed to follow the Ringette Alberta Safe Sport ALIAS process.

Any Individual may report an incident or formal complaint to the President and/or Vice President in writing, within fourteen (14) days of the alleged incident, although this timeline can be waived or extended at the President's discretion.

The President will appoint a Discipline Chair, as described in this Policy.

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 or, the Discipline Chair may determine the appropriate course of action to be a report filed through ALIAS as described within the Abuse Policy.

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.

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 behavior
 - 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. Behavior 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.
- c. Process #3 - the Complaint alleges the following:
 - i. Abuse
 - ii. Maltreatment

30.6 Process #1 – Handled by Discipline Chair

Sanctions

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:

- 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. Any other sanction considered appropriate for the offense.

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

Records of all sanctions will be maintained by the SPRA.

Request for Reconsideration

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 days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

- a. Why the sanction is inappropriate.
- b. All evidence to support the Respondent's position; and
- c. What penalty or sanction (if any) would be appropriate

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

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

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.

30.7 Process #2 – Handled by Case Manager

Case Manager

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 an appointment is not appealable.

The Case Manager has a responsibility to:

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

Procedure

If the Case Manager determines the complaint is:

- Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
- 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.

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

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

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 people 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.

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

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.

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

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

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

Decision

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 twenty-one (21) 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 Board. 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 twenty-one (21) day period. The decision will be considered a matter of public record (with a redacted version available upon request) unless decided otherwise by the Discipline Panel.

Sanctions

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.

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.

Records of all decisions will be maintained by the SPRA.

Appeals

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

30.8 Process #3 – ALIAS Reporting

As outlined the SPRA Abuse Policy, ALIAS Reporting Service, implemented by Safe Sport, in conjunction with Ringette Alberta, is a tool to report instances of abuse and/or maltreatment, and aims to help associations address wrongdoing and situations that may be deemed inappropriate. This application allows a report to be made anonymously.

The Discipline Chair or Case Manager may elect to report complaints directly to ALIAS as described in the SPRA Abuse policy, if the reporting criteria is deemed to be met.

30.9 Additional Information

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.

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.

The discipline and complaints process are 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.

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.

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.

31. Appeals Policy

31.1 Definitions

"Appellant" – The Party appealing a decision.

"Case Manager" – An individual appointed by the SPRA who any staff member may be, 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 ensuring procedural fairness; respecting the applicable timelines; and using decision making authority empowered by this Policy.

"Respondent" – The body whose decision is being appealed.

"Parties" – The Appellant, Respondent, and any other Individuals affected by the appeal.

"Days" – Days including weekends and holidays.

"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,

31.2 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.

31.3 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.

This Policy will apply to decisions relating to:

Sherwood Park Ringette Association Guidelines & Procedures Manual

- Dispute
- Conflict of Interest
- Discipline
- Membership

This Policy will not apply to decisions relating to:

- Employment
- Infractions for doping offenses
- The rules of the sport
- Selection criteria, quotas, policies, and procedures established by entities other than the SPRA.
- Substance, content and establishment of team selection or team selection criteria
- Volunteer/coach appointments or selection and the withdrawal or termination of those appointments.
- Budgeting and budget implementation
- The SPRA's operational structure and committee appointments
- Player Evaluation
- 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)
- Commercial matters for which another appeals process exists under a contract or applicable law.
- Decisions made under this Policy.

Timing of Appeal

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.

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 Discipline Chair and/or Case Manager and may not be appealed.

Grounds for Appeal

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:

- Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make.
- Failed to follow its own procedures (as set out in the Respondent's governing documents)
- 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)
- Failed to consider relevant information or considered irrelevant information in making the decision.
- Made a decision that was grossly unreasonable.

Screening of Appeal

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.

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

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:

- Determine if the appeal falls under the scope of this Policy.
- Determine if the appeal was submitted in a timely manner.
- Decide whether there are sufficient grounds for the appeal.

If the appeal is denied based on 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.

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.

Procedure for the Appeal

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.

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

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:

- The hearing will be held within a timeline determined by the Case Manager
- The Parties will be given reasonable notice of the day, time, and place of the hearing.
- 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.
- The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
- The Panel may request that any other individual participate and give evidence at the hearing.
- 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.
- If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- The decision to uphold or reject the appeal will be by a majority vote of Panel members.

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

Appeal Decision

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:

- Reject the appeal and confirm the decision being appealed.
- Uphold the appeal and refer the matter back to the initial decision-maker for a new decision.
- Uphold the appeal and vary the decision.

The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the SPRA Board. 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.

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.

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, neither of the Parties will disclose confidential information to any person not involved in the proceedings.

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.

32. Abuse Policy

Ringette Alberta and SPRA abide by the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and the True Sport principles to guide the organization, members, and organizational participants in ensuring the safety and well-being of those associated with the sport of Ringette.

SPRA is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

32.1 Definitions

"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);

"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

"Abuse" – Child/Youth Abuse or Vulnerable Adult Abuse as described in this Policy.

32.2 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.

32.3 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.

32.4 Education – What is Abuse?

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]:

32.5 Child/Youth Abuse

“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 underwater, 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 behavioral, 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.

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.

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 behavior, 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 behavior 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)

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.

Potential warning signs of abuse of children or youth can include [2][3]:

- a. Recurrent unexplained injuries
- b. Alert behavior: 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 behavior.
- 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

32.6 Vulnerable Adult Abuse

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.

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].

Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use several 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:
- c. Stealing their money, disability cheques, or other possessions
- d. Wrongfully using a Power of Attorney
- e. Failing to pay back borrowed money when asked
- f. Physical abuse includes any act of violence – whether 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
- f. All forms of sexual abuse are also applicable to vulnerable adults.

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

32.7 Preventing Abuse

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

32.8 Screening

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.

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.

32.9 Orientation and Training

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.

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.

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

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.

32.10 Practice

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.

32.11 Monitoring

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.

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.

32.12 Reporting Abuse

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-judgmental, 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.

Reports of abuse or maltreatment that come to the attention of any SPRA Board member or Ringette Alberta Staff will be directed to contact ALIAS using the “Speak Up” button. This may include some overlap with the process(es) described in the SPRA’s Discipline and Complaints Policy.

ALIAS Reporting Service, implemented as a tool to report instances of abuse and/or maltreatment, aims to help associations address wrongdoing and situations that may be deemed inappropriate. This application allows a report to be made anonymously.

When you Click the Speak Up Button, you will be linked immediately to an independent third-party service, called ALIAS where you will fill out the online complaint form. They will respond to you within 48 hours.

ALIAS does not handle association level complaints or concerns involving procedure, team selection, suspensions, match or misconduct reports, ice-time/ice allotments, or other complaint/concerns of this nature. These issues would fall under the SPRA Dispute Resolution Policy, or the SPRA Discipline Policy.

If you are unsure if your complaint constitutes ABUSE or MALTREATMENT, please review the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and the Ringette Alberta Code of Conduct and Ringette Alberta Discipline and Complaints Policy

[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

33. Conflict of Interest Policy

33.1 Definitions

“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. For a conflict of interest to exist, there should be evidence of some gain, financial or otherwise by the individual charged with a conflict.

“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.

“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.

“Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

“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.

33.2 Purpose and Application

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 were making a decision on behalf of the SPRA is connected to their own personal interests. That would be a conflict-of-interest situation.

The SPRA strives to reduce and eliminate nearly all instances of conflict of interest at the SPRA – by being aware, prudent, and forthcoming about 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.

This Policy applies to all Representatives.

33.3 Obligations

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 while 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 based on 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 favor 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.

33.4 Disclosure of Conflict of Interest

On an annual basis, all SPRA's Board members and candidates for election to the Board, Officers, Employees, and Committee Members will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by SPRA.

Immediately upon becoming aware that a conflict of interest may exist, all Individuals must disclose any real or perceived conflict of interest as follows:

- a. Directors, Officers, Committee Members, candidates for election to the Board must disclose real and perceived conflicts of interest to the Board.
- b. Coaches, volunteers, managers, and other individuals must disclose real and perceived conflicts of interest to the President.
- c. Representatives shall also disclose all affiliations with all other organizations involved with ringette. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.
 - i. At any time that an individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict immediately, as defined herein.

33.5 Minimizing Conflict of Interest in Decision-Making

Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:

- a. The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
- b. The Individual does not participate in or present for discussion on the matter.
- c. The Individual abstains from voting on the decision.
- d. For Board-level decisions, the Individual does not count toward quorum.
- e. The decision is confirmed to be in the best interests of SPRA.

33.6 Reporting a Conflict of Interest

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 may be considered appropriate for the real or perceived conflict of interest.

33.7 Resolving Complaints of a Real or Perceived Conflict of Interest

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.

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

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.

33.8 Resolving Conflicts in Decision-making

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.

33.9 Enforcement

Failure to adhere to this Policy may result in discipline in accordance with the Discipline and Complaints Policy.

33.10 Examples of Conflict of Interest

- An SPRA Board member votes on a reduction in fees for the division their child plays in. This could be considered a conflict of interest because the board members have a special interest in the outcome. In this case the board members should recuse themselves from the vote.
- An SPRA Board member is privy to confidential information about one member of the association and discloses it to another member of the association. In this case, the Board member has a duty to uphold the confidential nature of information disclosed to the board.
- Having a business relationship with a person potentially affected by a decision of the SPRA board or with a family member of this person and voting on that matter.
- Having a significant interest, financial or otherwise, in the decision being made or being potentially affected by it.

34. Confidentiality Policy

34.1 Definitions

"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, association operations, and confidential discussions by the SPRA Board (including in-camera sessions).

“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.

“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

34.2 Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the SPRA. It is also to ensure that volunteers and association members don’t disseminate confidential information to others.

34.3 Scope and Application

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

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.

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.

34.4 Responsibilities

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.

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

All files 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.

34.5 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 their intellectual property.

34.6 Enforcement

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

35. Privacy Policy

35.1 General

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.

Purpose –The purpose of this policy is to govern the collection, use and disclosure of personal information during 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.

35.2 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, parents/guardians, administrators, contractors, and participants within the SPRA.

35.3 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.

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

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 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 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 of, the disclosure of personal information.

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.

35.4 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 receive 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

35.5 Identifying Purposes

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 regard 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.

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

35.6 Consent

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.

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.

Form – Consent may be written or implied. In determining the form of consent to use, the SPRA will consider 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.

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.

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.

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.

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.

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.

35.7 Access, Collection, Use, Disclosure, and Retention

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.

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

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

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.

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.

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.

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.

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

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

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

35.8 Challenging Compliance

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

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 files 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 of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

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 based on 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 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.

36. 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.

36.1 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.

36.2 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 Phyllis Sadoway Cup, SPRA Mini Platinum Ring Jamboree)

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 Phyllis Sadoway Cup | Based on Coach/Parent Agreement at start of season. |
| U19AA | | | |

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

36.3 Entry Fees

It is the individual responsibility of each team to apply for and pay entry fees for tournaments. SPRA often has more than one team competing in the same division (e.g. 2 teams in U12B). It is encouraged that

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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. If 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.

Requests 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.

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) *“Ringette Environment”* - Any place where ringette related activities are conducted. This includes but is not limited to, the SPRA’s board meetings, social functions, ringette events, ringette related travel, the training and competition environment, and tournaments, training sessions or special events.
- 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, color, 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 behavior 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) *“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.
- g) *Ringette Environment Violence* – the use of or threat of physical force by a person against an individual or group that causes or could cause physical injury ; an attempt to exercise physical force against an individual or group that could cause physical injury to the worker; or a statement or behaviour that it is reasonably interpretable as a threat to exercise physical force that could cause physical injury. Types of behaviour that constitute Ringette Environment 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 ;
 - 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 willfully 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

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- 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:

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- 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

Application

13. Any person not fulfilling the duties of a position (elected, selected, or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted.
14. Team Personnel are entrusted with the instruction, care, and supervision of Players, and/or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position.

Appendix B - Alternate Fee Payment Request Template



Sherwood Park Ringette Association

Month Day, Year

Player Fees – Alternate Payment Agreement

I, <PARENT NAME> agree to pay Sherwood Park Ringette Association (SPRA) the following installments towards the total fees owing amount of <AMOUNT OWING> for <PLAYER NAME(S)>.

Payments will be collected in XX equal amounts on the following schedule:

| | |
|------------|----------|
| Date | \$XXX.XX |
| Date | \$XXX.XX |
| Date | \$XXX.XX |
| Date | \$XXX.XX |
| Date | \$XXX.XX |
| Date | \$XXX.XX |

By signing this form, you are providing authorization for the registrar to collect payments from the following credit card:

Name on Card: _____ CC# _____
 Expiry Date: _____ 3 Digit Code on Back: _____

If there is a change of credit card prior to the balance being paid in full you will provide the registrar with a replacement card number with which payments can be remitted.

This agreement is contingent on all scheduled payments being received as outlined above with no exceptions. Any missed or late payments will immediately void this agreement and could result in athletes being prevented from participation until payments are received.

Please contact the registrar (registrar@sherwoodparkringette.ca) if you have any questions.

Parent - Date: _____

Registrar – Date: _____

Treasurer – Date: _____

President – Date: _____

Appendix C - Criminal Record Check Letter



Sherwood Park Ringette Association
P.O. Box 3001
Sherwood Park, AB T8H 2T1

MONTH DAY, YEAR

To Whom it May Concern,

**Re: Sherwood Park Ringette Association ("SPRA")
Criminal Record & Vulnerable Sector Check**

Volunteer Name:

Volunteer Position:

The SPRA requires our Coaches, team staff and volunteers who are in a direct position of trust with minors to obtain a Criminal Record Check ("CRC") and Vulnerable Sector Check.

Please ensure that a CRC with is completed for the above noted individual.

Thank you for providing your continued support to the community and for supporting the development of our young athletes within the SPRA. Should you require any further information, please do not hesitate to contact the writer.

Regards,

FIRST NAME LAST NAME

Secretary

Secretary@SherwoodParkRingetteAssociation.ca

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 travelled for games outside Sherwood Park.

Appendix E - SPRA Board Positions and Duties

PRESIDENT

(Updated April 2024)

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

To be elected for a two-year term. The President is an Officer and a member of the Executive Committee which is a part of the SPRA Board of Directors. The Board of Directors shall have control of the affairs of the SPRA and shall have power to amend the bylaws, guidelines and procedures and policies of the SPRA. The Executive Committee has voting rights at all meetings, except where specified otherwise.

Duties of the President:

- Will preside at all Board of Directors and Executive Committee meetings, oversee the meeting agenda items and ensure a quorum is available for meetings. When not able to attend the Vice-President will preside.
- Will represent SPRA at Ringette Alberta Annual General Meetings.
- Will exercise the power and authority of the SPRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- Will be the official spokesperson for the SPRA and the official liaison to Ringette Alberta.
- Will be charged with the general management and supervision of the affairs and operations of the SPRA.
- Will register all players with Ringette Alberta and by extension, Ringette Canada.
- Will be an Ex-officio member of all standing and ad hoc committees.
- Will ensure all SPRA executive members fulfill their obligations and perform their duties.
- Will be a co-signee with the Secretary and Treasurer and review SPRA financial transactions on a monthly basis in conjunction with the Treasurer and Vice-President.
- Will not vote except in the case of a tie where the President will cast the deciding vote.
- Will have custody of all documents and records, except financial, pertaining to the affairs of the SPRA, in conjunction with the Secretary.

PAST-PRESIDENT

(Last Updated April 2024)

This is a non-voting position.

The Past President may:

- attend SPRA executive committee meetings.
- may represent SPRA at Ringette Alberta annual general meetings.
- provide guidance to members of the SPRA Executive.

VICE-PRESIDENT

(Last Updated April 2024)

This is a voting position.

To be elected in even years to serve for a two-year term on the board. The Vice President acts as a second to the president. They are to conduct SPRA business for the President in their absence, and takes an active role in the Black Gold League meetings and activities on behalf of SPRA. The Vice-President reports back to the Board with important updates and information. The Vice-President:

- Will assist the President in execution of Association business.
- Will perform the duties of the President in their absence or at their request and will have all the powers and rights of the President.
- When acting as President will not have the right to vote except in the case of a tie.
- Will prepare the Schedule of Events for the upcoming Ringette season annually in the spring.

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- Will coordinate and oversee team Selection Committees in coordination with the Evaluation Coordinator.
- Will assist the President in performing their duties and may hold the position of Chairperson of an ad hoc or any standing committee.
- May represent SPRA at Ringette Alberta Annual General Meetings.
- Will ensure that a Manager and Coaches meeting is provided before October 15th of each season.
- In the absence of the President, may co-sign for financial transactions with the Treasurer.
- Will perform other duties as assigned.

SECRETARY

(Last Updated April 2024)

This is a voting position.

The secretary is to be elected in even years to serve for a two-year term on the board.

The Secretary:

- Will attend all meetings of the Board and inform committee members of upcoming meetings.
- Will work with the President and Board members to set the monthly meeting agenda, take minutes during meetings, issues meeting minutes to board for review following consultation with the President and Vice-President, ensure approved minutes and agendas are posted on the website, and distribute minutes to all other meeting attendees.
- Maintains a list of Motions arising from meetings and works with President and Vice-President to ensure they are completed.
- Will give all notices required to be given to members and the Board, and shall be custodial of key records, files, correspondence, contracts, and other documents belonging to the Association.
- Ensures executive committee job descriptions are current prior to SPRA Annual General Meeting
- Ensures new executive have copies of their job descriptions, SPRA policies and procedures, BGL policies and procedures, etc.
- Will maintain records for the SPRA as required.
- Ensures list of executive committee members are current (names, addresses, telephone, etc.)
- Is co-signee with President and Treasurer.
- May represent SPRA at Ringette Alberta annual general meetings.

TREASURER

(Last Updated April 2024)

This is a voting position.

- Share signing authority with President and Secretary
- Has possession of SPRA Mailbox key
- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta annual general meetings.
- Assist with setting registration fee amounts, in conjunction with the SPRA board.
- Assist with establishing annual budget.
- Perform bookkeeping and maintain all financial records of the SPRA.
- Financial records must be maintained on a professional accounting software platform (SPRA uses QuickBooks).
- 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 via cheque or e-transfer.
- Collect and deposit all SPRA receipts into appropriate SPRA bank accounts.
- Prepare all necessary reconciliations:
 - Monthly:
 - Bank accounts

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- Credit card clearing
- Transactions and review with President/Vice President
- 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 the Sherwood Park Ringette Association's Society Annual Return with Service Alberta and Red Tape Reduction
- 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
 - Prepare a financial report of actual revenues and expenses compared to budget (and or forecast), for information purposes, for the Annual General Meeting
- Support tournaments and events (Platinum Ring/ provincials' hosting etc.) with fund disbursement as per approved board policies and procedures, accounting and financial reports
- Prepare and present finalized and approved financial statements for prior fiscal year end at the Annual General Meeting
- Collect mail throughout season and provide correspondence to the secretary/board.
- Maintain stock of cheque, stamps, and other required office supplies.

ACTIVE START

(Last Updated, April 2024)

This is a non-voting position.

- Responsible for organizing Active Start for SPRA
- Attend SPRA board meetings
- Host parent info meeting and coaches meeting at the start of each season
- Recruit coaches to apply
- Communicate with families and organize teams prior to first ice time
- Provide coaches with coaching resources and guidance on running teams
- Assign managers to each team
- Plan and support events at Christmas
- Provide overall guidance of what is expected to make the program successful.
- Work with Ice Allocator and Marketing Coordinator to plan and execute the Learn to Play program/series and the Come Try Ringette events, both held in the spring.

SPONSORSHIP AND MARKETING COORDINATOR

(Last Updated April 2024)

This is a non-voting position.

- Attend SPRA executive committee meetings
- May represent SPRA at Ringette Alberta annual general meetings
- Organize and promote and execute Come Try and Learn to Play Ringette Events (April or May)
- 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 website coordinator to make sure all information is made available to the public
- Place advertising in County Recreation and Parks Guide once a year to announce registration information.
- Organize road signs to be displayed for SPRA registration.
- Assess marketing opportunities and present ideas to board for approval.

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- Assess promotional materials, signs, and banners. Got board approval and order as required.
- Make sure that banners for provincial winners get displayed in GARC.
- Connect with 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).
- Ensure each sponsor receives a Thank you card or letter of appreciation from the association.
- Provide Sponsorship report as per of year in review at the Annual General Meeting.

WEBSITE COORDINATOR

(Last Updated April 2024)

This is a non-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.
- Knowledge of website design and maintenance.
- Work with Tournament committee members to display information.
- Design appropriate logos, signage, and or media as required.
- Develop and maintain a short and long-term strategy for presence and maintenance.
- Guide and strategize hosting commitments and technical requirements.
- Maintain and update email accounts for SPRA executive committee.
- Provide electronic materials for printing as required.
- Collaborate with Social Media and Marketing teams to maintain branding, online presence and timely sharing of information and design appropriate logos.

BLACK GOLD LEAGUE REPRESENTATIVE

(Last Updated April 2024)

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 monthly meetings which affect BGL and providing BGL updates to the board.
- Coordinate entry of Sherwood Park teams into BG league.
- Act as liaison between SPRA and BGL.

DIVISION DIRECTOR – U10, U12, U14, U16, U19

(Last Updated April 2024)

These are voting positions.

- Responsible for organizing operations for the for SPRA U10-U19 divisions.
- Work collaboratively with executive members (i.e. AA Director, Equipment Director, Evaluation Coordinator, Registrar, etc.) and as part of committees (e.g. Coach Selection Committee) to ensure alignment and consistency, 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.

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- May attend BGL Annual General Meeting.
- Work with Registrar to organize registration.
- Work with Evaluation Coordinator to support evaluations.
- Participate on the Coaching Selection Committee to support coach recruitment and/or selection.
- Maintain communication with each other to support consistency in the association, and best practice.
- Address any issues as they arise in a timely and effective manner.
- Communicate regularly with Division members throughout the season.
- Check in and monitor issues, escalation to the President and/or Vice President as required.
- Ensure a strong working knowledge of the Guidelines and Procedures Manual.

AA DIRECTOR

(Last Updated April 2024)

This is a voting position.

- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta annual general meeting.
- Work collaboratively with Division Directors, President and Vice-President to support consistency and alignment.
- Provide updates to/from SPRA regarding AA events and encourage AA participation.
- Work collaboratively with the Evaluation Coordinator on AA evaluations.
- Communicate regularly with Division members throughout the season.
- Check in and monitor issues, escalation to the President and/or Vice President as required.
- Ensure a strong working knowledge of the Guidelines and Procedures Manual.

REGISTRAR

(Last Updated April 2024)

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.) including for the pre-registration season (usually May).
- Ensure RAMP is up to date and aligns with RAB and BGL policy as appropriate.
- Accept registrations (recruit assistance as needed) and set up registration packages in RAMP.
- Send out notification to the previous season membership registration information including registration & tryout deadlines.
- Provide registration process to executive (all executive positions need to register in RAMP effective 2020).
- Monitor all the registration to ensure accuracy and payment by deadlines identified.
- Monitor CRCs in RAMP to confirm all required are submitted, and work with President and Vice-President as per RAB Screening Policy.
- Provide registration lists for tryouts and any preseason sessions
- Advise directors (President, Vice-President) of special circumstances
- 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 Coach Development on names of people who indicated interest in coaching to support the Coach Selection Committee.
 - Forward division-appropriate registrant information to applicable coordinators prior to player evaluation dates
 - Assist Division directors with any early season withdrawals as outlined in the guidelines
- After Team Selections:
 - Set up email contact list for each division for mass membership contact throughout

- the season.
- Coordinate the import documentation with President and Vice-President
- Complete the MERGE activity in RAMP for all registrants prior to team set up.
- Set up the teams in RAMP
- Provide registration process to coaches
- Add the additional fees for U10 Step 2 & Step 3
- Verify Staff and Executive CRCs in RAMP and advise President and Vice President of any that are invalid.
- Communicate with Division Directors to complete any missing CRCs/VSCs.
- 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)
 - Respond to all inquiries sent to the Registrar email
 - Assist coaches / parents with any season withdrawals as outlined in the guidelines
 - Upon notice from RAB that TRF's are complete, pull and supply to the teams.
- Liaise with Executive and Ringette Alberta to complete on-line provincial registration forms.
- Coordinate distribution of Criminal Records Check requests and subsequent follow up.

ICE ALLOCATOR

(Last Updated April 2024)

This is non-voting position.

General

- (This position may be provided with an honorarium, approved annually at an SPRA executive committee meeting.
- 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. OPEN (18+) teams, Active Start teams, NRL Rush team, Power Skating and player development 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

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- 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 (and minor ice user groups)
- Coordinate the checking and signing of ice contracts with the County

FUNDRAISING DIRECTOR

(Last Updated April 2024)

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, Liquor and Cannabis regulations.
- Ensure regular, timely and accurate reporting to AGLC, and update AGLC on current board members each year.
- Update President and Vice-President and Treasurer on AGLC reporting.
- 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.
- Execute fundraising efforts and ensure all team personnel are following guidelines and procedures.
- Forward list of any non-complying members to registrar/treasurer for processing of fundraising commitment cheques.

DIRECTOR OF OFFICIALS

(Last Updated April 2024)

This is a non-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 April 2024)

This is a non-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 April 2024)

This is a voting position.

- Attend SPRA executive committee meetings.
- Position requires a skilled, knowledgeable and certified coach.
- Serve on Coach Selection Committee.
- Serve on Team Selection Committee or other ad hoc committees if requested and work collaboratively with Division Directors and AA Director as needed.
- Tracking certification and course completions and ensuring all coaches are up to date by the hard card deadline.
- Work with Ringette Alberta as required.
- Support Draft mid-year survey and year-end survey in collaboration with President and Vice-President for all divisions and ensure items needing to be addressed are actioned with Division Directors.
- Support the process for coaching course reimbursement and budget accordingly.
- Organizing coaching development and work collaboratively with the Director of Player Development.
- Support and communicate to SPRA coaches and division directors with resources for coach certification and process via Ringette Alberta, work with registrar to ensure an annual complete list/repository of all SPRA coaches, certifications, and requirements.
- Lead the Coach Development program for all divisions both on and off the ice. Engage and partner with experts to deliver and facilitate these plans, manage the budget, and share results

of success.

- Support coaches with year end and mid-year SPRA survey and feedback relevant to coaches.
- Support division directors communicating any relevant coach on information in support of coach development plans, important updates or other information each division directors coaching team/staff need to be made aware of.

DIRECTOR PLAYER DEVELOPMENT

(Last Updated April 2024)

This is a voting position.

- Attend SPRA executive committee meetings and any others as needed – coaches meeting, managers meeting, team building meetings, etc.
- Assist with technical advice to all divisions and assist with oversight in development programs 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 for all athletes as appropriate/required.

TOURNAMENT AND SPECIAL EVENTS COORDINATOR

(Last Updated April 2024)

This is a non-voting position.

- Attend SPRA executive committee meetings.
- Responsible for organization and coordination of Platinum Ring and Mini Platinum Ring tournament including accurate accounting of costs.
- Work with each team volunteer provided for the Platinum Ring tournament and mini Platinum Ring tournament.
- Assist and lead as required the organization and coordination of other provincial tournaments and special events hosted by SPRA.
- This position must be engaged in the planning for all events to support economies of scale, leverage existing best practices and relationships and support consistency.
- Note: This position will require flexibility with time and personal commitments during and around major event dates.

TEAM PICTURE COORDINATOR

(Last Updated April 2024)

This is non-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).
- Work with team managers to ensure all teams are aware of their session times and attend.
- Confirm teams' rosters with Registrar.
- Ensure all players wear current jerseys.
- Ensure delivery of completed photos to all teams.

SOCIAL MEDIA COORDINATOR

(Updated April 2024)

This is a non-voting position.

- Attend SPRA executive committee meetings as non-voting board member.
- Create and update ringette information on a regular basis on SPRA's Facebook, Twitter and Instagram accounts.

- Update important dates on social media.
- Work 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.
- When there are instances of non-compliance work with President and Vice-President to address as per SPRA 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.

EVALUATION COORDINATOR

(Last updated April 2024)

This is a voting position.

- Under the direction of the Board, the Evaluation Coordinator will perform all duties and responsibilities involved with the overall implementation and support of the Evaluation of SPRA's Athletes from U10 to U19AA.
- Attend SPRA executive committee meetings.
- 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.
- Work with SPRA's Ice Allocator to secure ice for the evaluation process.
- Contact SPRA's Director of Officials to secure Referees for the evaluation process.
- Acquire evaluators for all Divisions.
- Set up evaluation program in SportSoft (or evaluation program association chooses to use for each season).
- Lead the evaluation program and work collaboratively with Division Directors, President and Vice-President.
- Ensure accurate data entry from evaluators into SportSoft (or evaluation program association chooses to use).
- Update Evaluation documents for the website in collaboration with President, Vice-President and Division/AA Directors.
- Ensure evaluation information is communicated to the membership prior to evaluations, working with Division Directors, President and Vice-President.
- Work with President and Vice-President to organize team selection meetings.
- Work with Coach Director to organize coach selection meetings.
- 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.
- Create and monitor the result tracking processes for evaluations.
- 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.
- Create a schedule for the evaluators & officials to track attendance for payment.
- Work with President and Vice President 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 i.e. 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 focused on the process and not on phones or visiting with other evaluators.

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- Collect & Input scores in the tracking software so that decisions can be made quickly on players for the next evaluation date.
- 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.
- Work with President and Vice President to schedule and attend Team Selection meetings.
- Coordinate with the Treasurer to create a budget and to payout the Evaluators, Referees and any other expenses incurred in the evaluation process.
- 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.
- 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 2024)

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 Black gold 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.

GOALIE COORDINATOR

(New April 2024)

This is a non-voting position.

- Attends SPRA executive committee meetings.
- Works collaboratively with the Director Player Development to set a goalie development program for U10 to U19 divisions.
- Collaborates as required with the Evaluation Coordinator related to evaluations.

DISCIPLINE CHAIR

(New April 2024)

This is a non-voting position and acts in an advisory capacity/role.

- Works collaboratively as required with the President and Vice-President related to formal complaints and dispute resolution.
- Works collaboratively with Ringette Alberta as required.
- Would not typically attend SPRA executive committee meetings.

ADMINISTRATIVE SUPPORT

(New April 2024)

This is a non-voting position.

- Works collaboratively with the Coaching Director to provide administrative support as required.
- Would not typically attend SPRA executive committee meetings.

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 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: _____

All information on SPRA's Policies, Values and Code of Conduct can be found on our website under the About Us tab