

# SWRA POLICY AND PROCEDURES

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### 1. OBJECTIVES

- a. The objectives of the SWRA ringette program shall be:
- b. To offer and administer a ringette program on behalf of all participating members.
- c. To provide a venue and an opportunity for any athlete from the SWRA catchment area to play ringette.
- d. To promote and encourage ringette and to operate as a responsible member of the larger ringette community.
- e. To provide our players with opportunities to develop life and ringette skills through play.
- f. To provide every player in our ringette program with a fun, safe, positive playing environment by promoting the development of self-esteem, trust, respect, honesty, teamwork & sportsmanship through balanced participation.

- g. To provide a structure to carry out the operation of the SWRA ringette program.
- h. To ensure that the rules of Ringette Canada, Ringette Manitoba, the WRL, and participating associations are adhered to, where applicable, by all athletes, coaches, referees, parents, and spectators.

## 2. REGISTRATION

All players to register online via the SWRA website.

### a. Late Registration

The SWRA will accept all new registrations up to the Ringette Manitoba cut off: December 31st of each season. All cases of late registration fees will be reviewed and voted on by the Executive; each case will be based on its own merits, but discounts are strongly discouraged. All returning players will be required to pay the full registration fee, except in the case of injury.

### b. Refunds

Refund requests will only be considered during the first half of the season and will be subject to deductions. In order to be eligible for a refund, the individual must notify the SWRA Registrar in writing. Notification must be in the form of an email or letter from the individual withdrawing or the individual's parent. Once a player has withdrawn, they will not be permitted on the ice. Deductions from the refunds will reflect non-recoverable expenses incurred by SWRA to the date of withdrawal, including online registration fees, any SWRA per player assessment expenses, pre-season ice opportunities provided by SWRA, Ringette Manitoba fees, WRL fees.

- Withdrawal prior to assessments and tryouts: Full refund less \$25 administration fee
- Withdrawal after assessments/tryouts but before Ringette Manitoba and Winnipeg Ringette League Fees are due: Refund less \$100 (\$25 administration fee + \$75 pre-season fee)
- Withdrawal after Ringette Manitoba and Winnipeg Ringette League fees have been paid: No refund
  
- The above indicated administration and pre-season fees are based on the 2019/2020 budget and are subject to change each season.
- If a player withdraws mid-season, they are also responsible for their portion of team fees, as determined by the team treasurer/manager, up to the date of their written withdrawal.

### c. KidSport

It is the responsibility of the individual to complete and submit a KidSport form. If SWRA is asked to complete a section of the KidSport form on their behalf, SWRA will require payment for the difference in the registration amount and the maximum allowable

amount under KidSport, as indicated in their Guidelines and Procedures. If SWRA does not receive KidSport funds by October 31st, it will be the responsibility of the individual to pay the fees in full or be removed immediately from the roster.

d. **Player Release**

All players are required to register with their home association. If SWRA cannot host a team at a specific age group and/or level, players may be transferred to another association to give them an opportunity to play. In the event of a transfer SWRA will refund the registration costs, less the Community Centre fees, to the player who will then be responsible for paying the registration costs of the other association.

### **3. TEAM FORMATION COMMITTEE**

- a. The Tryout/Assessment and Team Formation processes start shortly after the Annual General Meeting when a Tryout / Assessment Committee (Committee) is formed for the next season. This Committee will include SWRA loop convenors who will facilitate the evaluation, assessment, tryout, and team formation processes for their respective age groups. Any and all other board members are eligible to participate on the Committee. Special care is taken to avoid any conflicts of interest when participating in discussions about specific age groups.
- b. Whether on the Committee or not, all Board members are expected to assist during evaluations, assessments, tryouts, and team formation. The Board and Committee will avoid conflict of interest at all levels.
- c. The duties of the Committee are to understand the evaluation, assessment/tryout and team formation processes, to assist with the coordination of volunteers, collect/enter data, notify all participating players regarding assessments/tryout information and team formation results, and to receive parent concerns during the process.
- d. The Chair ensures the processes are clearly laid out and followed by the Committee, reviews the results to ensure they are in alignment with guidelines, reviews specific cases upon written appeal, collects suggestions, and provides recommendations for improvement in future years.

### **4. ASSESSMENTS/TRYOUTS**

a. **Timing**

Assessments/tryouts must not start before the WRL amalgamation meeting and must be completed prior to the WRL seeding meeting.

b. Ice Booking

It is the responsibility of the Committee to ensure sufficient ice has been booked to host the assessment/tryout sessions. The location of the assessments/tryouts will be dependent on ice availability and ice rental cost. Players will be notified by the Committee as to the time and place for assessments/tryouts.

c. Fees

In order to cover the additional cost of tryouts, a fee will be charged to each player electing to participate in the tryout process.

d. The SWRA Board will set the assessment/tryout cost and reserves the right to change the fee on an annual basis.

e. Evaluators

It is the responsibility of the Committee to recruit evaluators for the assessments/tryouts. The Committee will do everything it is power to avoid conflicts of interest and ensure SWRA trained evaluators are used.

Evaluators will meet prior to each session. They may be on the opposite side of the rink away from parents or in the penalty box. When the players are on the ice, evaluators should not communicate with each other unless it is relevant to the current evaluation.

Players, parents, coaches, or others are not permitted to be present within the section of the rink reserved for evaluators, nor should they approach, or otherwise communicate with, the evaluators during the tryout process.

SWRA reserves the right to reimburse the evaluators for their time and expenses.

f. On-Ice Assistants

It is the responsibility of the Committee to ensure sufficient on-ice assistants have been hired to run the assessment/tryout sessions.

SWRA reserves the right to reimburse the on-ice assistants for their time and expenses.

g. Officials

It is the responsibility of the Committee to ensure sufficient referees, timekeepers and shot clock operators have been hired, if needed, for assessments/tryouts.

SWRA reserves the right to reimburse the on and off-ice officials for their time and expenses.

h. Dress

Jerseys or pinnies with visible numbers on the front and back will be assigned to each player for each individual session. Players may be asked to switch jerseys during the evaluation process but may not do so without approval.

i. Process

- a. The **assessment** process applies to U10 and U12 age groups. All players will be assessed through participation in on ice sessions that will consist of a combination of skills and game. The number of sessions will be dependent on the number of players. During the registration process, players are given the option to opt out of being placed on an 'A' team. However, during the team formation process, any player who is initially placed on an 'A' team that has expressed their intent to opt out will be asked to reconfirm this intent before that spot is allocated to another player.
- b. The **tryout** process applies to U14 and up age groups. Players will be able to indicate their desire to try out for the 'A' team during the registration process, although every effort will be made to accommodate any players who subsequently change their mind. Tryouts will involve a predetermined number of skill and game sessions, which may vary by age group.

**Assessments/tryouts may be mandatory at for all age groups.**

j. Amalgamation

In any year, amalgamation may be required to ensure that every player in every association has the opportunity to play ringette at a competitive level. If SWRA is hosting the amalgamated team, the assessments/tryouts process will be consistent with our policies. However, if another association is hosting the amalgamated team, their policies will apply.

k. Parent meeting

To occur prior to all assessments/tryouts. Information should also be sent via email. Information should include anticipated teams, rules of engagement for parents and players at assessments, and information regarding the SWRA Code of Conduct and Policy and Procedure documents.

## 5. TEAM FORMATION PROCESS

- a. The formation of teams within its boundaries falls under the authority of the SWRA. It is anticipated that the data collected through the assessment/tryout and team formation processes, and the recommendations from the Committee will be adopted by the Board.
- b. Team formation committee = tryout chair plus a minimum of two (2) board members. Any member of the Committee, including the Chair, who may be affiliated with a player

on a team cannot participate in its formation (i.e., a member whose child is trying out for U16 cannot participate in the formation of the U16 team) unless team formation is being done on an anonymous basis. Alternatively, team formation may be done at a general board meeting, in which case player identification must be anonymised

- c. Team size for all teams will be dependent on number of registrants and the calibre of the players. However, team size for all 'A' teams is typically set at fourteen (14) with thirteen (13) skaters and one (1) goalie (an alternative roster size may be chosen at the discretion of the team formation committee.)
- d. The maximum roster size, as established by Ringette Manitoba, is 18 players.
- e. Players and goalies will be evaluated on their skills and overall game sense during tryouts. The skills will be assessed based on the specific age level.
- f. Injured or Absent Players:
  - i. Players unable to attend a tryout skate(s) due to injury, but who wish to be considered for selection to an 'A' team, must provide a doctor's note to the Committee prior to the Team Formation date.
  - ii. If one or two assessment/tryout sessions are missed due to injury or illness, the scores from the attended session(s) will be used to estimate an overall score. In the case where all sessions are missed due to injury, the Committee may, at its discretion, use the prior year's assessment/tryout records, team placement, and coaching staff feedback to rank the player.
- g. U10:
  - i. All U10 players are ranked based on their accumulative scores throughout the assessment process. The WRL matrix is used to determine team seeding. Note that although there may be intent to form an 'A1' team, the ultimate loop placement at the U10 level is determined by the formed team's matrix score relevant to other formed U10 teams in the WRL. The matrix score is based on factors including individual player experience, coach experience, and the presence of a dedicated goalie. The formula used to calculate the matrix score is subject to adjustment by the WRL on an annual basis.
  - ii. Friend requests may be considered at the U10 level (1 friend only, must be reciprocated, and will only be honoured when all other elements have been considered).
- h. U12:
  - i. At the board's discretion, U12 evaluation may be an assessment process or a tryout process.
  - ii. If the assessment process is used, all U12 players are ranked based on their cumulative scores from the assessment process. During the team formation

meeting, the Team Formation Committee will identify the players for each team. If a player who has opted out of A is selected for an A team, the family will be contacted to reconfirm their intent to opt out.

iii. If the tryout process is used, the procedure is the same as for the U14's.

i. U14:

- i. All players who participate in the tryout process are ranked according to their cumulative evaluation scores. These rankings determine 100% of the team (only the top ranked players may be rostered).
- ii. Goalies will be evaluated, ranked and placed accordingly.
- iii. In the event of centralised A-Tryouts (CAT): 100% of the team roster, including goalies, will be formed from the top players eligible for selection as per their evaluation scores. Should it not be possible to complete the roster in this way, the remaining members of the team will be selected as per the CAT Policy draft process and according to their evaluation scores.

j. U16/U19:

- i. All players who participate in the tryout process are ranked according to their cumulative evaluation scores. These rankings automatically determine 75% of the team roster (not including a goalie).
- ii. Goalies will be evaluated, ranked and placed accordingly.
- iii. The team formation committee to then select the remaining 25% of the team from the remaining tryout participants. To aid selection, input may be sought from past season coaches or a non-affiliated head coach.
- iv. If the head coach is identified following Centralised A-Tryouts (CAT) Round 1 automatic selection of their daughter to the team, they may participate in selection of the remaining players.
- v. In the event of CAT; 75% of the team roster (and 1 goalie) will be automatically formed from the top players eligible for selection\*. The remaining 25% of the team will be selected from the remaining eligible players and the CAT Policy draft process.  
\*Should it not be possible to select the initial roster / goalie in this way due to insufficient eligible players, all remaining members of the team will be selected as per the CAT Policy draft process.

k. All players will be notified of their team placement by email within 48 hours of the team formation meeting for their respective age group.

l. Appeals

An appeal of player placement must be made in writing to the Committee Chair by email within 48 hours of the notification. The grounds for appeal must be clearly

stated. Appeals are reviewed by the Committee members. Decisions made by the Committee are final.

m. Results

Due to the sensitive nature of the information, the results / player ranking associated with the evaluations are the property of SWRA and will remain confidential.

n. Feedback

- i. The evaluation and tryout processes are an honest effort utilizing volunteers and/or paid, independent third-party evaluators who commit many personal hours to ensuring a fair and consistent process for all players.
- ii. No process is perfect, and the SWRA continuously looks at improving the process for the ultimate enjoyment of the game for all players at all skill levels. If anyone has a suggestion that may improve the process in future years, please forward it in writing to the SWRA Board.
- iii. All suggestions and comments are reviewed by the SWRA each year and where applicable will be implemented. Positive involvement in this process is a fundamental part to ensuring its success!

## **6. COACHES**

- a. Requests for coaching volunteers will be made during the player registration process. If necessary, coaches will also be actively pursued by the Committee until a Head Coach has been determined for each formed team.
- b. Potential coaches who have indicated their desire to coach an 'A' team will present their coaching history to the Committee. The selection of Head Coach must be approved by the Board.
- c. Coaches for B and C teams will be determined during the Team Formation process. Once teams are formed, potential coaches for each team will be reviewed and selected based on coaching history and historical feedback. The selection of Head Coach must be approved by the Board.
- d. If two or more candidates apply for the same coaching position, the Director of Coaching will review the coaching application and qualifications. If there is a conflict of interest the final decision is made by the SWRA Executive.
- e. Head coaches are responsible for selecting their own bench staff. The Director of Coaching must be notified by the head coach concerning the entire bench staff prior to



the start of the season. Final approval of all bench staff will be granted by the Board. At least one woman over the age of 18 must be part of the bench staff.

- f. SWRA will pay for the coaching clinic fees of rostered coaching staff to a maximum of four per team per year. Teams will be responsible for the payment of any coaching requirements beyond four.
- g. A coach's manual and manager's manual are available to all teams ([www.swra.ca](http://www.swra.ca)) All new coaching / managerial staff to be made aware of the manuals at the beginning of the season e.g. when coaches collect equipment prior to the beginning of the season.

## **7. EXPENSES FOR COACHES**

- a. SWRA expects both head and assistant coaches to commit to the program. To receive the below funding from teams, a coach must attend 75% of all games and practices. Should a coach/assistant coach not comply, the team is not required to pay travel costs for the said coach / assistant coach.
- b. SWRA stipulates that the coaches travel by the same means as the players. If players are flying, then coaches are required to fly as well. If the team is travelling by bus/car the coaches are required to travel by these means as well. This should be done at the cheapest rate possible to parents /players.
- c. Coaches cannot mandate travel as a team but can mandate the arrival time at the hotel for all players. This time frame should be no earlier than the night prior to start of tournament.
- d. A maximum of 4 coaches per team are eligible to claim expenses.

### **PARENT COACH**

- i. The team is responsible for 50% of the travel cost for a parent coach. The coach is responsible to pay their child's portion of the travel costs.
- ii. The team is responsible for 50% of the hotel cost (the team only pays for the nights the tournament is running.) All expenses are to be handed into the team manager who is responsible for keeping these expenses transparent to the parent group.
- iii. When away from home with the team, the parent coach will be reimbursed up to \$12.50 per diem for food expenses.
- iv. The coach is responsible for paying their child's portion of the food per diem.
- v. The team is responsible to cover 100% of the coach's sweatshirt. The parent coach is to pay their child's portion of the cost.

## **NON-PARENT COACH**

- i. Non-parent coaches will have expenses covered including travel, hotel, and will be reimbursed up to \$35.00 per diem for food expenses for the duration of the tournament.
- ii. Travel and Hotel should be at the cheapest rate possible. All hotel and travel receipts are to be submitted to the team manager who is responsible for keeping these expenses transparent to the parent group.
- iii. Coaches should be sharing rooms wherever possible / appropriate to reduce the total cost to the team.
- iv. Ground Transportation during out-of-town tournaments will be at the discretion of the team.
- v. The team is responsible to cover 100% of the non-parent coach's team sweatshirt

## **8. AGE ADVANCEMENT**

- a. Requests for age advancement will not be considered under any circumstances unless it is required by SWRA for team formation purposes.
- b. The Board understands that while parents may want to age advance their child for a variety of reasons (current skills felt to exceed their age group, to keep them challenged, to stay with friends) it is our role as a Board to consider the impact on all players and ensure that decisions are made in the best interest of the program as a whole and not the individual.
- c. SWRA does not support age advancement for the following reasons:  
Players are often not physically, mentally, or emotionally mature enough to be on a team with older players. There can be up to a three-year age difference (depending on how birthdays fall) on any team.
- d. Having a significantly younger child on the team could negatively impact the experiences of all the players on the team and could also impact the coaching style for that team.
- e. Age advancing players depletes the lower age group of their most able players. Losing the top players impacts the ability to form a competitive 'A' team at the lower age group and denies these skilled players the opportunity to develop leadership skills, act as role models, and learn to be playmakers.

- f. Age advancing players may result in a player in the older age group missing out on the opportunity to play on an 'A' team, as the younger player takes that spot. This impacts the development of the older player and favours the younger, age advanced player.
- g. Age advancement doesn't guarantee a better season or greater challenge. It is possible, for many reasons, that a player may obtain more benefit from playing on their age appropriate 'A' team instead of advancing to a higher age team.
- h. The Ringette Manitoba AA program has a 'no age advancement' policy; the SWRA policy keeps our players in synchrony.

## 9. COMPLAINTS PROCEDURE

The SWRA Board occasionally receives complaints about coaches. This is the Board's procedure for following up on a complaint:

Is the complaint in breach of the Coach's Code of Conduct?

- a. **No** – Investigation / action to be carried out by age group convenor +/- director of coaching development
- b. **Yes** - In line with our zero-tolerance policy a temporary suspension is issued to the coach while an investigation takes place. The investigation procedure is as follows:

SWRA President contacts the coach by telephone to inform them about the complaint in a general way without divulging specific or identifying details.

As the complaint is in breach of the Coach's Code of Conduct, the coach's options are: Temporary suspension whilst an investigation is carried out. The coach in question should not have contact with players / parents during this time.

If the coach does not accept option 1 then they must step down from the position (resignation rather than removal)

Written details of the telephone conversation, including options presented, to be sent to the coach immediately.

No decision from the coach will be accepted by the Board before 24 hours have passed from the initial telephone conversation.

If the coach chooses option i. the team will be notified that a complaint regarding a coach's breach of the code of conduct has been received and that in line with the SWRA's zero-tolerance policy, the coach has agreed to step away from the team to allow for a fair and

unbiased investigation.

Investigation to be carried out by a minimum of 3 independent senior board members.

Information may be gathered in person or via anonymous survey. Feedback should be obtained from all relevant parties to ensure a fair and balanced opinion.

Questioning should be open and as general as possible. Closed questions are discouraged.

A summary of the findings, including a recommendation from the investigating group, will be sent to all executive board members.

Executive members to vote on the recommendation prior to releasing the findings and outcome to the coach and team.

Any executive members with links to the team will be excused from the vote.

The decision of the executive is final.

## **10. VOLUNTEERS**

- a. It is understood that without volunteer input from all, and a proper functioning Board of Directors, ringette in the district will cease to exist.
- b. At the start of each season, all positions on the Board of Directors must be filled.
- c. At the start of a new ringette season each team may be responsible for up to 2 board positions (not including Open).
- d. Open teams are responsible for providing the SWRA Open Representative and Open players are encouraged to coach youth teams.
- e. Board positions may have their responsibilities divided if the position is considered too busy.
- f. Each incumbent board member will be responsible to produce an updated Standard Operating Procedure (SOP) manual of their position to ensure that the person who takes over has a clear roadmap as to what the job duties are.
- g. Outgoing board members should be willing to help mentor and transition new members into the role.
- h. At the beginning of each season, vacant board positions to be identified and teams notified of the need. Teams will be targeted to find a person to fill the vacant position according to whether they already have a board member on their "roster" and the age group (recruitment will target U10 moving to older age groups as required)

- i. Failure to fill all vacant board positions within 2 weeks of team formation may result in teams having their practice ice allocation withheld until such a time that all positions are filled.
- j. In addition to the board of directors, there are many other volunteer needs at the team level and SWRA expects all parents to help as needed. We expect each family to give at least **4 hours** of volunteer time, and this may be completed in a variety of ways (e.g. coaching, team manager, jersey parent, team party planner, board member).

## **11. FUNDRAISING**

Teams may independently choose to undertake fundraising activities to benefit their own team. Although SWRA does not monitor or verify these fundraising activities, SWRA does have the following guidelines with respect to fundraising by our teams:

- SWRA teams are not registered charities and cannot issue a charitable tax receipt. However, teams can solicit and accept donations or gifts from corporations, businesses, and individuals and can provide receipts for record. These are not official tax receipts but are used to document the donation expense for the business or individual.
- All players/parents may be expected to participate in fundraising that benefits the team. Managers may reserve the right to request minimum participation (or contribution in lieu thereof) for team fundraising activities. Proceeds from such events are to be shared equally amongst the team.
- Individual fundraising efforts are optional, and proceeds and liabilities are accepted by the individual. Individuals are responsible to adhere to all federal/provincial/civic laws and tax statutes.
- All teams must be licensed by the Manitoba LGCA to conduct raffles. Please consult the rules and regulations regarding raffles on the LGCA web site.
- A statement of fundraising proceeds and disbursements should be made available, if requested, to all team members.

## **12. SPONSORSHIP**

Teams may independently choose to solicit sponsorship from corporations, business, and individuals. Although SWRA does not monitor or verify these sponsorships, SWRA does have the following guidelines with respect to sponsorship of our teams:

- a. Sponsorship from companies and businesses involved in adult only industries (ie. alcohol, vape stores, etc.) is not permitted
- b. The jerseys are the property of SWRA, and care must be taken to ensure they are not damaged by placement of sponsor's logos on team jerseys.
- c. Requirements for adding logos to jerseys:
  - The preferred location for sponsor patches is the lower front of the jersey.
  - They may not be sewn on the arm or upper part of the jersey.
  - They may be sewn to the lower back if the name bar is located on the upper back.
  - They must not cover any other sponsors logo already on the jersey
  - They must NOT be ironed on / any form of adhesive used
  - These requirements help ensure the lifespan of SWRA jerseys.

### **13. GOALIE REBATE**

- a. All goalies are required to pay full fees at the time of registration.
- b. Once the year is complete; goalies who dress for 75% of games will receive a full refund of fees less \$100. Goalies who dress for 50% will be issued a full refund less \$250.
- c. This rebate applies to all goalies at all age groups.

### **14. PLAYER REBATE**

From time-to-time SWRA may offer new player financial incentives. Any such rebates will be processed mid-season.

### **15. JERSEYS**

- a. Jerseys are issued to teams at the beginning of each season by the SWRA Equipment Manager.
- b. Clean jerseys are returned at the end of the season when requested by the Equipment Manager.
- c. Captain and assistant captain patches may be added to the jerseys, but they must be sewn on. They must NOT be ironed on, nor should any form of adhesive be used as this

permanently damages the jerseys.

- d. If the jerseys are wilfully damaged (i.e. patches ironed on) teams and/or individual players may be required to pay for any associated repair costs.

## **16. WESTERNS/NATIONALS**

- a. At the U19 age level and under, where funds are available, SWRA will contribute \$100 to each SWRA player who wins the opportunity to represent Manitoba at the Canadian Ringette Nationals or Canadian Ringette Westerns as a player for Team Manitoba, to a maximum of \$500 per team.
- b. All other player contributions must be presented to the Board for approval.
- c. Payment for coaches travelling to Westerns or Nationals will not be covered by SWRA.

## **17. GOVERNING BODIES**

1. Ringette Canada: [www.ringette.ca](http://www.ringette.ca)
2. Ringette Manitoba (RM): [www.ringettemanitoba.ca](http://www.ringettemanitoba.ca)
3. Winnipeg Ringette League (WRL): [www.winnipeg-ringette.com](http://www.winnipeg-ringette.com)