

# **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" tryout registration deadline will be July 30th of each year.

For U10-U19 - registration deadline will be September 1st of each year. Late fee (\$50) will apply for registrations received after September 1st.

For U10 and up, no registrations will be accepted after October 15. Registrations received after September 10 but before October 15 will be considered on a case-by-case basis. Consideration will only be made if there are teams with roster sizes of 14 or less and coaches must be agreeable to adding late registrants to their roster. Brand new players may be asked to attend a practice to determine their current skill level before being placed on a team. In some cases, they may be asked to play in a lower age division depending on skill and experience.

R4U will accept registrations until the January 15th deadline with no late fee.

### For Open teams

Intention to have SWRA host the team must be submitted to the registrar by September 15 with team name and contact person identified. Late fees of \$100 per team will apply after this date. Deadline for payment and roster submission is October 15.

#### **a. 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.
  - Refunds for camps and clinics will only be granted if requests are emailed to the registrar (registrar@swra.ca) 24 hours prior to the first session start date and time. No refunds will be issued once a camp or clinic has commenced.
- 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.

## **Player Request for Release Policy**

All players in the SWRA catchment must register with the SWRA. However, in some circumstances a player may seek to be released to pursue registration with another association. Such requests require the approval of the SWRA board, the association that will be receiving the player, and Ringette Manitoba to be granted. All releases are for one year only and the player must reapply for release the following year, if they wish to register with another association again.

The following policy outlines the circumstances when the SWRA board will consider releasing a player and the process the player must follow in requesting the release.

- a. Circumstances when a player may be considered for release to another association:

- i. The player was transferred (via amalgamation) to the same non-SWRA hosted team for three or more consecutive years.  
**NOTE:** Although the SWRA will consider releases for this reason, Ringette Manitoba's policy requires that such requests be on an exceptional basis.
  - ii. That the player has been released (not amalgamated) to another association for three or more consecutive years.
  - iii. Extenuating circumstances that make it impossible to adequately accommodate the player on a SWRA team (i.e. legal/custody dispute involving individuals that would be in contact, accommodating players that have experienced a traumatic event such as significant bullying or a physical/sexual violence which was previously reported to the board).
  - iv. Other circumstances at the discretion of the board.
- b. Circumstances when a player will not be considered for release include:
- i. Preference to play with another association (i.e. to be with friends, play on a more competitive team or to be coached by a specific individual, etc.)
  - ii. Disputes between SWRA players, coaches and/or other administrators, except as permitted in section a.
  - iii. Player has recently moved into SWRA catchment and is seeking to continue to register with their prior association.  
**NOTE:** Per Ringette Manitoba policy, a player that has registered with an association for three or more consecutive years is entitled to continue to register with that association even if they have moved out of the association's catchment (such players do not need to apply for release).
  - iv. Player will be moving into a new association catchment and wants to be registered with that association.  
**NOTE:** Per Ringette Manitoba policy, a player's residence as at September 15 determines their association for the upcoming season.
- c. Process to seek release:
- i. The player must submit a request in writing between May 15 and June 15, for the request to be considered prior to the upcoming season. Requests should be sent to: [president@swra.ca](mailto:president@swra.ca) and include the following information:
    - 1. How the request meets the permitted reason(s) as articulated in section **Note:** For requests that are being made on an exceptional circumstance, the specific situation should be explained.
    - 2. The association to which the player wishes to be released.
    - 3. Any other information that the player feels is pertinent for the board's consideration.
  - ii. The board will consider the following criteria when considering release requests:
    - 1. If the request clearly meets a permitted reason as articulated in section a, or on an exceptional basis weighing the best interest of the player, other players in the association and the association itself.



2. The impact on the viability and competitiveness of SWRA teams, including in future years.
  3. Confirmation that the receiving association will register the player if released from SWRA.
  4. Other factors that the board considers relevant.
- iii. The player will be informed in writing of the board's decision as soon as possible after the request has been considered. The decision of the board is final.
- If the request is declined the process is over.
  - If the request is approved by the SWRA board, it will be sent to Ringette Manitoba for final approval. The SWRA board will communicate the decision of Ringette Manitoba.

## **1. TEAM FORMATION**

- a. The Assessment and Team Formation process begins in September. Team Formation Committees will be formed to facilitate the assessment and team formation processes for each age group. These Committees are composed of the President, respective loop convenor, and Director of Coaching. These Committees will oversee team formation at all levels to ensure fairness. Special care is taken to avoid any conflicts of interest when participating in discussions about specific age groups. Any member of the Committee 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 anonymized.
- b. Whether on the Committee or not, all Board members are expected to assist during evaluations, assessments, tryouts, and team formation if needed. 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, 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 President 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.

## **2. AMALGAMATION**

- a. Amalgamation occurs if certain associations do not have enough players and/or the necessary resources to host a team. In these cases, two or more associations may

combine their players with the hosting association being pre-determined prior to team formation. The process of amalgamation will follow Ringette Manitoba's policy with associations closest in proximity amalgamating first (e.g. SWRA would try to amalgamate with Macdonald before they'd consider Transcona). The host association is decided based on many factors including player numbers, coaching staff availability, ice availability, and goalie availability. All registrants will be informed of amalgamations prior to tryouts (if playing A) and prior to team formation at the B level.

- b. If SWRA is hosting the amalgamated team and there is an indication that assessments are required, the assessment process will be consistent with our policies. However, if another association is hosting the amalgamated team, their policies will apply.

### **3. ASSESSMENTS**

- a. Timing

Assessments will be scheduled as early in September as possible to facilitate formation of teams and assignment of practice ice. SWRA acknowledges that the need to amalgamate may delay assessments and/or team formation to ensure all players are assigned to a team. All teams must be formed 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 SWRA assessment sessions. The location of the assessments 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 with as much notice as possible.

- c. Fees

For U12A and above, a non-refundable tryout fee [as determined by the Centralized "A" Tryout Committee (CATC)] will be applied to registration for those electing to attend tryouts.

- d. Evaluators

It is the responsibility of the Committee to recruit evaluators for the SWRA-hosted assessments. The Committee will make every effort to avoid conflicts of interest and ensure qualified 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.

e. 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.

f. 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.

g. Dress

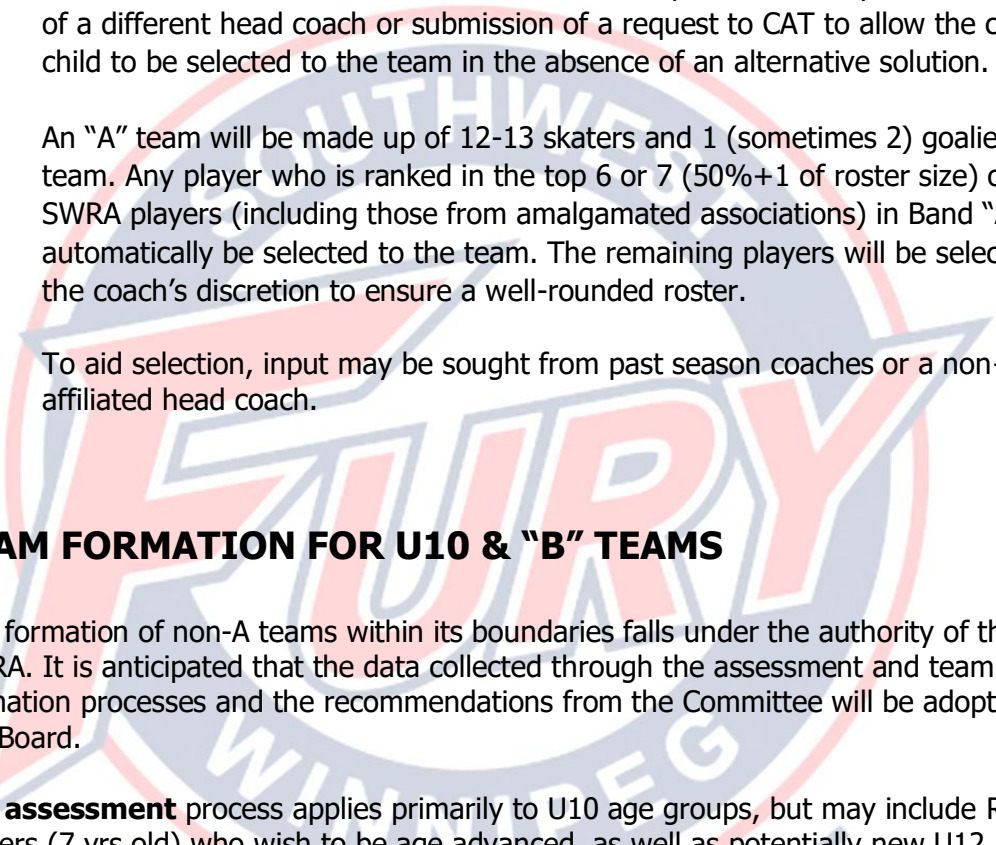
Numbered jerseys or pinnies will be assigned to each player for each individual session. Players may be asked to switch jerseys during the evaluation process but may not do so without approval.

## 4. TRYOUTS

- a. The **tryout** process applies to U12 age groups and above. Players will indicate their desire to try out for an 'A' team during the registration process and pay a tryout fee as determined by the CATC. Registration fees for those selected to an "A" team will be higher as there are 20 regular season games at this level instead of 16.

*The Centralized "A" Tryout Policies will apply to any SWRA player participating in the Centralized Tryout process at U12 and older.*

- i. SWRA will select their own head coaches for each "A" team. Evaluation scores will be tabulated and distributed to the Head Coach by the CATC following tryouts. These rankings are anonymous and confidential. Player selection is largely determined by the coach, but also requires approval from the SWRA Team Formation Committee to ensure fairness.

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- ii. When possible, SWRA will select a Head Coach for "A" teams who are not parent-coaches provided there is a qualified and willing candidate. In the absence of a qualified non-parent coach, a parent coach will be permitted to take part in team selection provided their child is among players in the "A" Band. In this case, their child will be automatically selected to the team. In the event that the coach's child lands in the "B" Band, SWRA will call a meeting of the Team Formation Committee to determine an alternate plan which may include selection of a different head coach or submission of a request to CAT to allow the coach's child to be selected to the team in the absence of an alternative solution.
  - iii. An "A" team will be made up of 12-13 skaters and 1 (sometimes 2) goalie(s) per team. Any player who is ranked in the top 6 or 7 (50%+1 of roster size) of all SWRA players (including those from amalgamated associations) in Band "A" will automatically be selected to the team. The remaining players will be selected at the coach's discretion to ensure a well-rounded roster.
  - iv. To aid selection, input may be sought from past season coaches or a non-affiliated head coach.

## 5. TEAM FORMATION FOR U10 & "B" TEAMS

- e. The formation of non-A teams within its boundaries falls under the authority of the SWRA. It is anticipated that the data collected through the assessment and team formation processes and the recommendations from the Committee will be adopted by the Board.
- f. The **assessment** process applies primarily to U10 age groups, but may include R4U players (7 yrs old) who wish to be age advanced, as well as potentially new U12 players who are new to the sport or the association. Players will be assessed through participation in on-ice sessions that will consist of a combination of skills and scrimmage. The number of sessions will be dependent on the number of players. Parents will be notified in advance via email regarding how many assessment skates their child will be expected to attend and the dates and times of the scheduled skates.
- g. During the registration process, players are given the option to opt out of being placed on an 'A' or more advanced level team. The evaluators will ultimately decide if they feel a 7-year-old player is ready for U10 or should remain in R4U.
- h. Team size for all teams will be dependent on number of registrants and the calibre of the players. The maximum roster size, as established by Ringette Manitoba, is 18 players.
- i. Assessments will take place in September and will assist with determining how many teams will be formed and whether or not they will be balanced or tiered. These



decisions may be impacted by how other associations choose to form their teams to ensure our teams will have similarly-skilled competition in league play.

U10:

- i. All U10 players are ranked based on their accumulative scores assessed by impartial evaluators during the assessment skates. 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. Teams at the U10 level will be formed based on some or all of the following factors: number of players, coach availability, pre-established goalies, assessment scores and/or coach evaluations submitted from the previous year, same-age siblings, potential commitment limitations (if reported), and friend requests.
- iii. Friend requests are to be indicated at the time of registration and will be considered but not guaranteed. Only 1 friend can be requested, the request must be reciprocated, and requests will only be honoured when all other elements have been considered.

B Teams (U12, U14, U16, U19):

- i. At the board's discretion, B players may be required to undergo an assessment process. However, the team formation committee may choose to use scores and comments from player evaluations as submitted by the previous season's coach to assist with team formation if more than one team is being formed.
- ii. If the assessment process is used, all 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.
- iii. In the event that multiple teams are being formed, friend requests may be considered but will not be guaranteed. Only 1 friend can be requested, the request must be reciprocated, and requests will only be honoured when all other elements have been considered.
- iv. In the event that SWRA is not able to host a B team, we will do our best to honour friend requests when transferring players to an outside association if all players aren't being transferred to the same association. This cannot, however, be guaranteed.

- j. All players will be notified of their team placement by email within 1 week of the team formation meeting for their respective age group.
- k. Once teams have been formed and announced, no roster changes will be entertained unless there are late registrations, player withdrawal, or there is a serious and legitimate issue identified with the team composition that was overlooked. Requests by coaches or parents to shuffle players after team formation will not be considered as it undermines the assessment process. Changes to rosters could also impact how a team should be seeded and changes to seeding are not permitted as per WRL policies.
- 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.

## **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. PARTICIPATING IN OUT-OF-TOWN TOURNAMENTS**

We encourage teams to participate in tournaments where possible and agreed to by the team. However, the following guidelines should be followed.

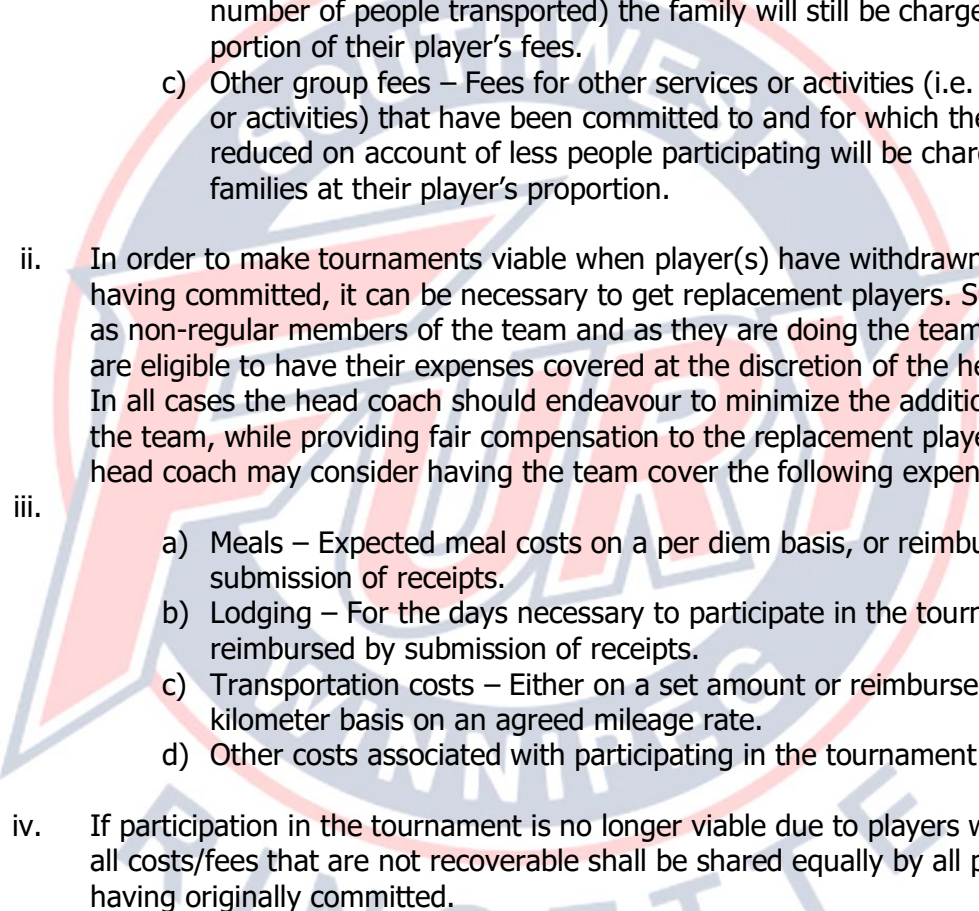
- a. When choosing tournaments:
  - i. Consideration should be given to the age and level of the team in determining what tournaments might be appropriate specifically with regard for the level of engagement expected.
  - ii. Ensuring that costs are not prohibitive for families. This may mean when teams are considering an out-of-town/province tournament that they offer fundraising opportunities to off-set some costs, or that teams make sure that they also schedule a local tournament, so that players not able to travel further still get the experience of the local tournament.
  - iii. That families are provided an estimate of potential costs and are able to provide input into the decision. Cost estimates should include costs that are borne as a team (i.e. registration fees, coaches travel costs, team meals etc.) as well as those that families will incur directly (i.e. lodging, transportation, etc.).
  - iv. That there be broad support (does not need to be unanimous) from families to participate in tournaments.

Note on Team Costs: Costs for the purpose of determining an estimate (noted above) and to ultimately be paid from team funds, should only be for players and coaches eligible to have their costs paid by the team. It is expected that parents, guardians, family and friends that may be accompanying players are covering their own costs. (i.e. costs to participate in team meals or activities are paid for directly by the non-player).

- b. Committing to tournaments:
  - i. Teams should only commit (i.e. pay registration fees) once they have written confirmation from families that their player(s) will be participating and that they agree to the associated costs. Teams may consider obtaining commitment through an email or signed agreement with families.
  - ii. The written commitment should clearly outline the tournament dates, projected costs, and player expectations (i.e. arrival times, team activities, etc.).

- c. Withdrawing from tournaments:



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- i. In some cases it may be necessary for families to withdraw their player(s) from tournaments after having committed. Regardless of the reason, this can impact the costs and viability of the tournament for the rest of the team, therefore SWRA allows reasonable costs to still be charged to such families, when the team incurs additional costs due to their withdrawal, as follows:
    - a) Tournament registration fees – Families who withdraw their player will still be charged their player's portion of these fees.
    - b) Group transportation (either to or at the tournament) – Where the transportation has been procured at a set rate (i.e. not contingent on number of people transported) the family will still be charged their portion of their player's fees.
    - c) Other group fees – Fees for other services or activities (i.e. group meals or activities) that have been committed to and for which the fee is not reduced on account of less people participating will be charged to families at their player's proportion.
  - ii. In order to make tournaments viable when player(s) have withdrawn after having committed, it can be necessary to get replacement players. Such players, as non-regular members of the team and as they are doing the team a 'favour', are eligible to have their expenses covered at the discretion of the head coach. In all cases the head coach should endeavour to minimize the additional costs to the team, while providing fair compensation to the replacement player(s). The head coach may consider having the team cover the following expenses:
  - iii.
    - a) Meals – Expected meal costs on a per diem basis, or reimbursed by submission of receipts.
    - b) Lodging – For the days necessary to participate in the tournament, reimbursed by submission of receipts.
    - c) Transportation costs – Either on a set amount or reimbursed on a kilometer basis on an agreed mileage rate.
    - d) Other costs associated with participating in the tournament.
  - iv. If participation in the tournament is no longer viable due to players withdrawing, all costs/fees that are not recoverable shall be shared equally by all players having originally committed.

## **9. 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.

## 12. 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 1 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.

### **13. 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).

## 14. 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.

## **15. 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.

## **16. 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.

## **17. PLAYER REBATE**

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

## **18. 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.

## **19. 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.

## **20. 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)