

POLICIES AND PROCEDURES
Of THE ST. ALBERT RINGETTE ASSOCIATION



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1.0 General

General

The Policies and Procedures herein contained are intended to act as principles and guidelines for administering the ongoing activities of the St. Albert Ringette Association (hereafter referred to as “the Association”). While they are not intended to be absolute in nature or rigid in their application, they do provide a framework that will be applied unless a change in policy direction is made.

1.01 Common Terms

To simplify interpretation of the policies and procedures herein contained, the following common terms are used:

TERM	DESCRIPTION
Parent (s)	Parent (s) or Legal Guardian (s)
Division	Active Start; U-10; U-12; U-14; U-16; U-19; Open
Level	Tiers within a Division – “AA”; “A”; “B”; “C”; etc
In Writing	Electronic or hard-copy, hand written or typewritten
Community Ringette	Active Start; U-10; U-12; U-14; U-16; U-19; Recreation
Open Ringette	All Divisions and Levels that are not classified as Community Ringette (Open A,B, C)

1.02 Association

The Association is a duly registered society under the Societies Act of the Province of Alberta. Refer to the Bylaws of the Association (hereafter referred to as “the Bylaws”) for information as a society.

1.03 Operating Constraints

For the purpose of enabling Players to participate in Community Ringette, the Association and/or some or all of its Members are

Members of:

- The Zone 5 Ringette Association;
- Ringette Alberta;
- Ringette Canada (through the elected or appointed representatives of Ringette Alberta);
- Northern Alberta Women's Ringette Association

In the case that statements or references made in this document conflict with the Bylaws of the Association or the Bylaws, Policies, Procedures, Rules, or any other governing document of the Zone 5 Ringette Association, Ringette Alberta or Ringette Canada, those higher level constraints shall apply.

1.04 Amendment

The Policies and Procedures herein contained may be modified at any Board meeting. The process for calling and the notice given for such Meetings are defined in the Bylaws of the Association. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of the Zone 5 Ringette Association, Ringette Alberta or Ringette Canada or if additional clarification or detail is required.

1.05 Association Governance

The Association is governed by the Executive Officers and Directors defined in the Association Bylaws (Article 4):

- a. The following elected officers:
 - i. President;
 - ii. Vice President;
 - iii. Secretary;
 - iv. Treasurer;
 - v. Registrar;

- b. Directors:
 - vi. Ice Allocator;
 - vii. Referee Allocator;
 - viii. Development Director;
 - ix. Evaluation Director;
 - x. Sponsorship, Fundraising and Events Director.

The Association may also from time to time create roles necessary for the efficient operation of the Association as deemed appropriate including however not limited to the following:

- Dibs Coordinator
- Division Coordinators:
- Active Start Coordinator;
- U-10 Coordinator;
- U-12 Coordinator;
- U-14 Coordinator;
- U-16 Coordinator;
- U-19 and Open Coordinator;
- AA Coordinator;
- Recreational league Coordinator.
- Equipment Coordinator;
- Statistician;
- Events Coordinator;
- Website Coordinator;
- Special Events and Tournament Coordinator (s);
- Past President;

The Association may appoint the Past President to a position for a period not to exceed two years in order to effect a successful transition within the Executive. The Past President may advise the Executive on matters affecting the Association but will not carry a vote on matters decided upon by

the Executive or at any Board Meeting and shall only cast a vote at a General or Special General Meeting if that person is still a member of the Association by definition.

1.06 Objectives

The objectives of the Association include, but are not necessarily limited to:

- a. The promotion of Ringette at various skill levels among youth and adults within the City of St. Albert;
- b. As a member of the Zone 5 Ringette Association, support and abide by the Bylaws, Policies, and Procedures they set forth;
- c. To participate in and support the functioning of the Black Gold League;
- d. To coordinate Ringette activities among the various associations in Zone 5 and the Black Gold League;
- e. To stimulate public awareness and involvement, and to encourage participation in Ringette as a healthful exercise for improving physical fitness and personal development;
- f. To foster the highest standards of sportsmanship and friendship for all participants in Ringette and to encourage participants to strive for excellence in team work, team spirit and team discipline;
- g. To provide a safe environment for the participants;
- h. To formulate, print, and administer policies beneficial to the sport of Ringette.

1.07 Website

The Association Website is www.stalbertringette.com.

Information available on the Website includes, but is not necessarily limited to or constrained by:

- Registration Information;
- Bylaws;
- Policies;
- Forms;
- Meeting Minutes;
- Notices to Members;
- Notice of Meetings.
- Coach, Manager and Parent Handbooks

1.08 Communication Method

The primary method by which the Association will communicate information to the Members is via the Website. Other methods will be used only if necessary or deemed appropriate:

- a. At least one of the local newspapers;
- b. Email to appropriate individuals;
- c. Written letter to appropriate individuals.
- d. Regular E-newsletter to general membership

1.09 Honorarium

An Honorarium may be issued on a case-by-case basis under the discretion of the board. The Secretary shall record the request and approval including the amount in the Board meeting minutes.

1.10 Supporting other Associations

Excluding financial support, the Association will do whatever the Executive deems appropriate to support the promotion of Ringette in other Associations.

2.0 Code of Conduct

General

The Association supports the concept of Zero Tolerance. This section describes what is accepted of all Members and Players.

- Membership and participation in the activities of the Association are **privileges**, not rights. **All** Members and Players shall abide by the Bylaws and Policies of the Association and any similar documents set forth by Ringette Canada, Ringette Alberta, the Zone 5 Ringette Association or other Ringette – related entity supported by the Association that the Members may be involved in.

- **All** Members and Players shall respect **all** Members, Players, parents, officials, fans, Team Personnel, volunteers and employees of the Association or any entity (Association, Society, Ringette Alberta, etc) that the Association represents or is represented by. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed at such individuals or groups **will not be tolerated.**

- **All** Members, Players, and fans of the Association shall respect the game of Ringette and shall behave in a manner that does not make a travesty of the game.

- The Association will not tolerate loud, obscene, abusive, or obnoxious behavior by the Team Personnel, Players, Parents, Fans or any other person involved directly or indirectly with the Association.

- Parents and fans are not permitted in the dressing rooms except, as expressly permitted by the respective Team Personnel, to assist their child in changing before or after the game or practice.

- Conduct that is contrary to any provision of the Code of Conduct as defined by these policies **will result in disciplinary action** being taken by the Association.

3.0 Disciplinary Action

General

Members, Executive Members, and Team Personnel (as defined in the Bylaws) are required for the viability of the Association and the implementation and support of Ringette within the Association. The Association exists to provide the Players with a safe and enjoyable experience and to be accountable to the Members for Association business. Conduct that contravenes the objectives (*see 1.06*), Code of Conduct of the Association (*see 2 – CODE OF CONDUCT*) or any other policy herein contained that makes reference is subject to disciplinary action.

Disciplinary actions are required to protect Members, Players, Team Personnel and Officials. The processes and conditions of the actions vary according to the nature of the misconduct.

Upon receiving a “*Misconduct*” or “*Complaint*” form naming a member of the Association, a disciplinary committee shall be struck consisting of at least five Executive Members and the procedures contained in Sections 300 and 301 shall be followed. Upon receiving an appeal two Association Members shall be named and participate in the appeal process. The two Association Members shall not be associated to the member appealing through Team Affiliation or having children playing within the same division.

3.01 Misconduct

Contravention of the Code of Conduct is a ***very serious*** matter and the Association treats it as such. Everyone including any accuser or accused must understand what will result. In some cases, a more appropriate vehicle may be a Complaint (*see 3.02*).

Any time that ***anyone*** believes that a Member is violating the Code of Conduct; they may report the misconduct to the

Association by submitting a completed “***Misconduct***” Form (available on the Website) to any Executive Member.

The member named in the “***Misconduct***” Form shall be notified in writing by the Secretary outlining the nature of the complaint and misconduct. The member shall be invited to provide a written response to the complaint within seven days. At the conclusion of the seven days, regardless if the member has provided a written response or not the following process will apply:

At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all other Executive Members are informed of the Misconduct submission.
- b. By majority vote in which at least five Executive Members participate, the validity of the Misconduct will be decided. The submitter(s) will be informed of the result. If the Misconduct submission is not valid, no further action taken.
- c. If valid, the Executive will inform the Member(s) named on the Misconduct submission within one hour of reaching their decision. The Member(s) named on the Misconduct have the right to present an appeal to the submission within 7 days.
- d. The submitter(s) will be informed of the result. If the appeal is upheld no further action will be taken.
- e. If the misconduct is valid, on appeal or otherwise, the Member(s) named on the submission is (are) suspended and their Membership may be cancelled based, in general, as per the table below where the Offence number applies for the time the Member(s) is (are) part of the Association. However, based on the severity of the Misconduct, the Executive may choose whichever penalty they deem appropriate.

Sanctions may include:

- Suspension- duration determined by majority vote in which at least five Executive members participated. The Executive, depending on the nature of the offence, may choose to follow the Executive approval process outlined in the bylaws.
- Suspension of at least seven days- duration determined through Executive approval process.
- Suspension of at least thirty days- duration determined through Executive approval process.
- Suspension to at least the end of the Fiscal year- duration determined through the Executive approval process.
- Suspension to the end of the Fiscal Year following the current fiscal year.
- Membership cancelled (as per bylaws) and all registration and Team fees paid to the date of the disciplinary decision shall be forfeited.

- f. Members suspended or whose membership has been cancelled cannot:
 - i. Be within 100 meters of any Member or Player at any Team practice, game, event, or Association event;
 - ii. Vote in any Meeting or Executive Meeting;
 - iii. Be involved in any way as a Player or in a Team Personnel position;
 - iv. Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
 - v. Be elected to or perform any of the duties of an Executive Member position.

3.02 Complaints

Excluding Team related issues, concerns, or problems (*see 14.08*) **anyone** may raise a formal complaint by submitting a completed

“Complaint” Form (available on the Website) to any Executive Member.

The member named in the “Complaint” Form shall be notified in writing by the Secretary outlining the nature of the complaint. The member shall be invited to provide a written response to the complaint within seven (7) days. At the conclusion of the seven days, regardless if the member has provided a written response or not the following will apply:

At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all Executive Members are informed of the complaint submission.
- b. By majority vote in which at least five Executive Members participate, the validity of the Complaint will be decided. The submitter(s) will be informed of the result. If the Complaint submission is not valid no further action taken.
- c. The Member(s) named on the Complaint have the right to present an appeal within seven (7) days. The submitter(s) will be informed of the result. If the appeal is upheld, no further action will be taken.
- d. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final – no appeals are permitted after the initial appeal.
- e. The Executive will inform the submitter(s) of the actions taken.

3.03 Suspension on Financial Grounds

As stated in the Bylaws, Members may be suspended on Financial Grounds and therefore be no longer entitled to privileges or powers in the Association. Members suspended for this reason cannot:

- a. Vote in any Meeting or Executive Meeting;
- b. Be involved in any way as a Player or in a Team Personnel position;
- c. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association;
- d. Be elected to or perform any of the duties of an Executive Member position.

3.04 Neglect of Duty

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. Removing persons from their positions is not desirable, but may be necessary. Furthermore, there are additional considerations for Team Personnel.

When it is believed that a person is neglecting their duties, a completed "Neglect of Duty" Form (available on the website) can be submitted for the Executive Approval. If approved, the neglecting person will be warned in writing. A second approved submission for the same person in the same Fiscal Year will:

- a. Result in removal of the person from a selected or appointed position; or
- b. Result in a "Request for Resignation" Form (available on the Website) being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position.

Persons removed from positions for Neglect of Duty retain their rights as Members should they still qualify as a Member without the position they removed from.

3.05 Removal of Team Personnel

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.

When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a **“Team Personnel Removal”** Form (available on the Website) will be completed and submitted for Executive Approval.

If a parent (or Player 18 or older) believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt to reach a resolution within the Team. If a resolution cannot be achieved, the Division Coordinator will submit a **“Team Personnel Removal”** Form (available on the Website) for Executive Approval.

4.0 Appeal Requirements

4.01 Appeal Requirements

An appeal must be submitted, in writing to SARA within the required timeline. Individuals who wish to appeal a decision, by SARA, will have seven (7) days from the date on which they learned of the decision, to submit in writing to the President and Secretary. The appeal should include the following, but is not necessarily limited to:

- Notice of their intention to appeal;
- Contact information of the Appellant;
- Name of the Respondent;
- Ground(s) for the appeal;
- Detailed reason(s) for the appeal;
- All evidence that supports the reason(s) and ground(s) for an appeal;
- The remedy or remedies requested;
- A payment of the appeals fee (\$200 payable by cash or cheque only);

The President of the Association is responsible to ensure that appeals will be heard within a timely manner. If the Appellant is successful in their appeal, SARA will reimburse the Appeals fee to the Appellant. If the Appellant is unsuccessful in their appeal, the Appeals fee is nonrefundable.

4.02 Grounds for Appeals

Decisions may only be appealed on procedural grounds, which are limited to the actions of SARA in:

- Making a decision for which it does not have authority or jurisdiction as set out in the applicable body's governing document;
- Failing to follow procedures as laid out in the Bylaws of SARA;
- Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision;
- Failing to consider relevant information and take into account irrelevant information in making the decision;
- Making a decision contrary to their own guidelines, policy, procedures and process.

The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Article 10 of the Associations Bylaws.

4.03 Appeals Officer (Case Manager)

The Association will request an Appeals Officer to oversee this Policy. The Appeals Officer shall have no prior involvement, either directly or by way of correspondence or conversations, with the matter being appealed. The Appeals Officer has an overall responsibility to ensure procedural fairness and timelines respected at all time in the appeals process and more particularly, has a responsibility to:

- Receive appeals;
- Screening of the appeal.
- Determine if the appeal lies within the jurisdiction of this policy;
- Determine if the appeal is brought forward in a timely manner;
- Determine if the appeal is brought forward on permissible grounds;
- Appoint the Tribunal to hear the appeal if required;
- Determine the format of the appeal hearing;
- Coordinate all administrative and procedural aspects of the appeal;
- Provide administrative assistance and logistical support to the tribunal as required;
- Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding;

Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this policy, and if it satisfies procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this policy's jurisdiction or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

4.04 Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

4.05 Tribunal

The Appeals Officer will appoint a Tribunal that will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeals Officer, a Tribunal of three (3) persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

4.06 Procedures for the Hearing

The Appeals Officer will determine the timing and format of the hearing, which may involve a verbal hearing in person, a verbal hearing by telephone, web conference or other appropriate electronic means, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:

- The parties will be given appropriate notice of the day, time and place of the hearing;
- Copies of any written documents, which the parties wish to have the Tribunal, 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 Tribunal may request that any other individual participant and/or give evidence at the hearing.

If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome. In a situation where a Tribunal consisting of three Adjudicators conducts the hearing, a quorum will be all three Adjudicators and decisions will be a majority vote.

5.0 Privacy Policy

General

This privacy policy describes the ways in which the Association collects, uses, retains, safeguards, discloses and disposes of the personal information of all SARA members and participants;

5.01 Principle 1 - Accountability

1. The Association hereby designates the President as the person who will be accountable to the Board for compliance with this policy. The President will be responsible for responding to access requests, corrections and complaints in accordance with this policy.
2. The President shall ensure that the Association is accountable for all personal information in its possession including that, which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be obligated to adhere to the standards of this policy.
3. The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

5.02 Principle 2 - Identifying Purposes

1. SARA ringette programming involves governing its teams and games including training of coaches and determining players' eligibility for specific divisions. SARA is also responsible for establishing appropriate policies and regulations to ensure appropriate governance of the Association. SARA shall only collect personal information for the purpose of providing such ringette programming.

2. The Association collects personal information for the following specific purposes:

Type of Personal Information	Purpose of Collecting
A player's name, gender, place of residence and date of birth. A player's physical measurements as required for Universal Athlete Assessment (UAA) testing.	To determine that the player's geographical, division and level of play information are consistent with Ringette Canada and Ringette Alberta regulations. For the purpose of facilitating programming within the association and to be made available to related organizations and leagues for purposes of competition.
Historical information concerning past teams played for.	To determine if any transfer regulations apply.
A player's skill and development level and feedback on programs offered and awards received.	To measure the success of the Association's programs and maintain good governance
A player's parents or guardian's names, addresses, telephone numbers and e-mail address.	To facilitate emergency contact information. To ensure compliance with residency regulations. To facilitate membership communication.

Team official's names, addresses, telephone numbers, e-mail addresses, training and coaching certifications and qualifications.	To facilitate membership communication and communications amongst other team officials and other minor ringette organizations. To certify team officials.
Police Checks, VSS Search	To help ensure the safety of participants
Educational information	To ensure all residency regulations have been adhered to.
Skill levels, ability, emergency contacts and health concerns	To ensure all Association activities are carried out in a safe and secure environment.
Team and individual pictures and video's	To provide players with a memento of their ringette experience and to educate and encourage development opportunities within and outside of the association.
Resumes (if necessary)	To determine a prospective employee's suitability for a position within the Association
Appeal Information	To administer appeals and any related proceedings, and the rules, regulations and by-laws of the Association, Ringette Canada and Ringette Alberta.
Coaching Applications	To determine a prospective head coach's suitability to coach a SARA team.
Parent and Player Satisfaction Surveys	To help evaluate the suitability of a head coach/assistant coach to return as head/assistant coach. To help determine whether any other team official should be placed to a team. To provide feedback to a head/assistant coach or team personnel.
Player Evaluations	To help balance league teams.

- The Association shall request individual permission to use any personal information for purposes other than those identified in section 2 above unless such usage is authorized or required by law.
- The Association shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.
- Where practicable, all personal information collected by the Association shall be maintained within the SARA office's, Office of the Registrar and/or office of the President.
- The Association may require that personal information be provided to gain access to secure areas of the SARA website. Any information so provided will be treated within the same parameters as other personal information collected by the Association through other means. It will always remain the user's choice to provide information in certain fields.

5.03 Principle 3 - Consent

1. All members of the Association agree that the act of registering constitutes implied consent to the use personal information for the purposes specified in section 2.
2. While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
3. If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the President in writing.
4. In exceptional circumstances, the Association may collect, use and disclose personal information without consent where it is both necessary and reasonable to do so and where permitted by law.

5.04 Principle 4 - Limiting Collection

1. The Association shall only collect personal information by fair and lawful means. The Association shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 2 and such other purposes as are reasonably related to the objectives of the Association.

5.05 Principle 5 - Limiting Use, Disclosure and Retention

1. The Association shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.

2. No personal information shall be supplied to third party service providers or product suppliers without the consent of the person to whom the information relates.

3. The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.

4. If any SARA team has collected personal information from its players, parents or team officials, it must adhere to the principles set out in this policy. Specifically, no SARA team may use or disclose personal information supplied to it directly or by the Association for purposes other than those set out in section 2 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.

5. The Association may release personal information for the purpose of collecting debts that are owed to the Association.

6. Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.

7. Registration data shall be retained for a three-year period after a player has left the Association. Parental/family information shall be maintained for a similar three-year period after a member has left the Association.

8. Personal information that is no longer required or permitted to be retained by the Association will be destroyed in a secure manner.

5.06 Principle 6 - Accuracy

1. The Association shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All SARA members and participants will have the ability to view and review personal information retained by the Association. The Association shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

The Association shall only update personal information in its possession if a request is made in writing.

5.07 Principle 7 - Safeguards

1. Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.

2. All information collected by the Association will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards may include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

5.08 Principle 8 - Openness

1. Upon request, the Association shall provide a copy of this policy to any SARA member or participant. The Association shall also make this policy available to all SARA members and participants on the SARA website.

2. If anyone has any questions, comments or concerns regarding this policy, they can contact the President in writing.

5.09 Principle 9 - Individual Access

1. Upon request, the Association shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The Association shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The Association shall endeavour to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.

2. The Association may request sufficient information to confirm an individual's identity before releasing any personal information.

3. A SARA member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

5.10 Principle 10 - Challenging Compliance

1. Anyone wishing to challenge the Association's compliance with this policy may file an appeal in accordance with the SARA's Appeal Policy.

6.0 Registration, Participation and Refunds

General

The basic intent of the Association is to encourage participation by putting only reasonable financial requirements on Players at registration, ensuring fairness in refunds and making sure that everyone playing wants to be there. Balancing this is the need to ensure that everyone pays their fair share and supports their Team, that all Players are insured, and that everyone makes a commitment to playing.

The Association structures payment of fees and levies so as to not overburden families at one time of year. Association approved vouchers may be used for all or a portion of any fees or levies.

6.01 Registration Fee

The Registration Fee is a component of the Membership Fee defined in the Bylaws. The Registration Fee does not cover expenses the Player's Team may wish to incur for such things as Team pictures, travel, parties, tournaments, etc. Such expenses form part of the Team Budget of the Player's Team.

6.02 Registration

No Player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association by completing the designated form and having paid the Registration fee by the date specified, as registration is the mechanism by which Players become insured through Ringette Alberta. Registration fees not paid by the date specified would have an additional late administrative fee non-refundable, non-transferable and will be retained by the Board. The exception to this section would be "Bring a Friend" or "Come Try Ringette" publicity style events, which are by default, insured by Ringette Alberta.

Conditioning camps, summer schools or similar programs not run by the Association are exempt from this pre-registration

requirement. Participation in Association run programs will require verification of the player's insurance requirements when registering for such events.

6.03 Player Transfers

In the event a player transfers from SARA to another association to play at a higher skill level. The Registration fee will be transferred less the non-refundable, non-transferable late/administrative fee.

6.04 Levies

At times, it may be necessary for the Association to assess additional per-player fees called *Levies* to cover cost of operation of the Association or the Player's Team. These levies may, in accordance with the Bylaws, be set at the Annual General Meeting or any Meeting called by the board to include fee setting as part of its agenda. The levies will have a defined due date and may be payable by the Player directly or on behalf of the Player through the Player's Team as part of the Team Budget (**see 14.13**).

6.05 Withdrawal and Registration Refund

- Withdrawal for any reason before September 1 will result in a full refund of the Registration fee less a \$50 administration fee.
- Withdrawal for any reason before Teams are created will result in a 75% refund of the Registration fee.
- Withdrawal for any reason until October 15 will result in a 50% refund of the Registration fee.
- Withdrawal for any reason after October 15 will result in no refund of the Registration fee.
- Concessions may be made for first time registrants and Active Start participants who withdraw after participating in less than 4 (four) ice times. A request in writing outlining the rationale for withdrawal shall be presented to the Executive and a decision rendered on a case-by-case basis.
- Concessions may be made for refunds of registration fees after October 15 based on extenuating circumstances. A request in writing outlining the rationale for requesting a refund must be presented to the Executive and a decision rendered on a case-by-case basis.
- Players who register with SARA and subsequently accept a roster spot with a non-SARA team will be issued a full refund of their Registration fee less a \$50 administration fee (late Registration fee is not refundable). The player is responsible for payment of all registration fees to their new association. Funds will not be transferred directly from SARA to other associations.

- Refunds of the tryout fee for players who withdraw from SARA AA tryouts will be subject to a \$25 administration fee if written notice of withdrawal is received by the Evaluation Director or the AA Coordinator prior to the start of the first ice time. After that time the tryout fee is non-refundable.

6.06 Withdrawal and Levies Refund

- Withdrawal for any reason before September 1st will result in a full refund of paid Levies.
- Withdrawal for any reason before Players are assigned to Teams will result in a 75% refund of paid Levies.
- Withdrawal prior to October 15th will result in a 50% refund of paid Levies.
- Withdrawal for any reason after October 15th will result in no refund of paid Levies.

6.07 Withdrawal and Team Fee Refund

Excluding any Levies that may be included in the Team Fee (*see 6.04 and 14.13*):

Withdrawal from the team means that the Player would be responsible for their share of all incurred Team expenses up to and including the date of withdrawal. The Team Treasurer may refund any excess to the Player.

7.0 Hardship and Support

General

Ringette is an expensive sport and while we would like to encourage participation by everyone in the community, the Association is financially unable to support all those who cannot afford to play. This section describes the processes by which the Association and, if applicable, the Player's parents, can work together to provide for Players already active in Ringette when circumstances temporarily require assistance in meeting the financial obligations to the Association and the Team. There should be no loser in this process.

In identifying the need for support, the Association will endeavor to ensure that self-respect and pride is preserved for those requiring support.

All Players participating must be fully funded through their own resources or through participation in one of the programs outlined below.

7.01 Identification of Need

The need for support must be in writing and submitted for consideration to the Association Vice President. The Vice President shall then seek Executive Approval.

7.02 Parent Involvement

The parents are expected to be **active and positive** participants in all Team activities, providing the resources that are available to them (time, enthusiasm, participation, expertise, trade) in return for the support mechanism provided herein.

7.03 Team Support

It is not intended that the Team financially support the Player. The Team Fee is to be met through the volunteer and fundraising support. However, the Players Team may wish to adjust the Team Fee for the Player by recognizing extra work done by the Player and/or the Player's parents in fundraising or other Team activities.

7.04 Casinos

Extra Casinos may be assigned on a case-by-case basis as determined by the Executive. Only if the parents (and/or Player if the Player is 18 or older) are truly unable to utilize these programs will other sourcing be considered. Unwillingness to use these programs will likely result in rejection of the support request.

7.05 Corporate Sponsorship

If the Association has a corporate sponsor available, that sponsor may, with the approval of the Executive and the sponsor, be used to support the Player in Ringette. Also, the Association will support the parents (and/or Player if the Player is 18 or older) if they wish to arrange for Player-specific corporate sponsorship.

7.06 Failed Participation

If the applicant fails to participate and meet the obligations for support they may be suspended on Financial Grounds as per Article 3 of the Association Bylaws.

8.0 Gaming

General

The Association has access to two vehicles on an ongoing basis to provide funding support for Ringette. Casinos and Raffles are ways of reducing the cost of participating in Ringette.

8.01 Distribution of Proceeds

- a. All gaming proceeds are designated to assist in paying for Capital Expenditures, and to defray some of the ongoing operating costs of Ringette;
- b. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the Gaming Program except as described in the Operations of the Gaming Program.

8.02 Sponsorship, Fundraising and Events Director

The Sponsorship, Fundraising and Events Director is responsible for the operations of the Gaming Program.

The use of the SARA gaming licenses for team specific fundraising events must be approved by the Sponsorship, Fundraising and Events Director.

This includes, but is not necessarily limited to:

- a. All applications for gaming licenses, routine contact with gaming officials and provisions of all required information to the
- b. Provincial Government or appointed Agencies;
- c. Recruiting and ensuring members are properly trained to work at these events;
- d. Allocation of credit amounts for members participating in gaming activities;
- e. Representation of the Association with Gaming Associations;
- f. Providing information, reports and recommendations to the Executive as requested;
- g. Any other activities to ensure a successful Gaming Program.

9.0 Player Evaluation and Team Selection

General

The primary goal of the SARA Player Evaluation Policy is to fairly and consistently evaluate athletes for the purpose of placing them on teams with athletes of similar ability. There are procedures that will be identified throughout the policy that will be unique to specific age Divisions or Levels.

At the beginning of the Ringette season, athletes from all Divisions (U-10-U19) will be given the opportunity to attend a minimum of two or three evaluation ice times, depending on the Division. The process will provide an impartial assessment of each athlete's overall Ringette skill level, and will determine their appropriate playing level within their Division. This process will also assist the Association in forming competitively balanced teams in those divisions that have more than one team at a given level.

It is important that athletes attend all of their designated ice times, as absences from evaluation skates may have a significant impact on their final placement. Exceptions, such as illness, may be taken into consideration. In this case, a written explanation from the athlete or parent will be required and must be submitted to the Evaluation Director and Division Coordinator as soon as possible. It is understood that certain unavoidable factors may contribute to an athlete being unable to attend an ice time and for these situations the Evaluation Director, Division Director, and representatives of the Board will conduct a review of the information and make a decision as to the appropriate team placement.

9.01 Evaluations

"AA" Evaluations

There will be a separate registration process and fee for U-14AA, U-16AA, and U-19AA evaluations in addition to the regular registration process and fee.

"A - C" Evaluations

During registration players will be asked to indicate their highest level of desired play. This information will be used to help determine evaluation groupings.

Following the completion of evaluations, if a player's ranking is indicative of a likely placement in a division higher than that indicated on their registration, the player and player's family will be contacted to verify if the player is willing to be drafted to the higher level team.

9.02 Universal Athlete Assessment (UAA)

All U-10, U-12, and U-14 athletes are required to attend a UAA ice session as designated by Ringette Alberta. This will measure their skating proficiency in the areas of forward skating, backwards skating, tight turns, and pivots. There will be approximately 30 players on the ice for each UAA session.

Results of the UAA will be used to determine groupings for the first evaluation scrimmage for U-10, U-12, and U-14 A/B/C. Groupings for subsequent scrimmages will be determined by a combination of UAA results and evaluation results from prior scrimmages. UAA results will not be used during the U-14AA evaluation process, due to the time constraints associated with the August evaluation schedule for all Association "AA" teams. Due to Ringette Alberta requirements all U-14AA athletes will attend the U-14 UAA session in September.

The UAA results presented as average scores for all players will be used within the association to support athlete and program development. The UAA information will also be provided to RAB in accordance with their time constraints.

UAA Scores are not used in determining individual player ranking within their division. Aggregate UAA scores are used to ensure SARA teams are declared in the appropriate division for their skill level.

9.3 Skills & Scrimmage Evaluations

Independent evaluators will be contracted, when available, for skills and scrimmage evaluations. These evaluators will assess athletes relative to the group they are playing with, on a scale of 1-5, in the areas of skating, ring skills (ring control, passing and shooting), and game sense/team play. Evaluators will be encouraged to use the full 1-5 scale for ranking players during the evaluations. When independent evaluators are not available, the Evaluation Director will recruit qualified evaluators from coaches, parents and possibly older players, none of which have any direct connection to the Division being evaluated.

Some player movement between groups is required after each evaluation session. Player movement can include movement between skating groups, or between teams within a skating group. All players will have a cumulative evaluation score based on all evaluations to date (including on ice skills and scrimmage evaluations, prior year coach feedback, and UAA scores if applicable) to determine subsequent ice times and/or determine player draft position. At the end of the evaluation process, the athlete will be ranked based on all evaluation scores to generate the draft lists. (Note: U10 teams are formed, not drafted, and so players are not ranked, but rather sorted by their cumulative evaluation score).

Scrimmage game play can consist of 3 on 3, 4 on 4 and 5 on 5 at the discretion of the Division Coordinator, the on-ice coordinator and coaches (only when identified prior to evaluations).

Game sessions should not exceed 30 skaters, to ensure the evaluators can adequately assess all players in all categories. On the sound of the buzzer or whistle (after approximately 90 seconds – time keepers are encouraged to assess current game play and stop play at an appropriate time that does not interfere with an active play) the players will abandon the ring and leave the ice. The next line will rotate onto the ice in the assigned order, as determined by their pinny or jersey number. The players will be re-organized periodically throughout the scrimmage to prevent the same players playing together on every shift.

During the U-10, U-12 and U-14 evaluation scrimmage, athletes will rotate between centre, forward and defense – bench volunteers will be responsible for ensuring that all players are given equal opportunity to play all three positions.

During U-16 and U-19 evaluations, the players will be allowed to play their preferred positions for the entire game provided there are proportional numbers of preferred positions on each team. In case where this is not possible the bench volunteers will manage the players so they play a suitable number of shifts in their preferred positions.

The volunteer assistants on the players' bench and on-ice coordinators are not to provide coaching assistance to the players. Ideally, prospective coaches should not be on the bench for the evaluation. Parent volunteers should not be on the same bench as their child.

U-10 Pre-Season

Two conditioning sessions groupings based on age and experience

Universal Athlete Assessment – timed skating drills as designed by RAB

Three on-ice evaluation sessions – initial groupings for first evaluation are based on UAA results – groupings for subsequent scrimmages are based on a combination of UAA results and evaluation scores from prior evaluations and evaluator feedback

Team formation by U-10 Division Coordinator

U-12 Pre-Season

Two conditioning sessions

Universal Athlete Assessment – timed skating drills as designed by RAB

Three on-ice evaluation sessions – initial groupings for first evaluations are based on UAA results, coach feedback and experience – groupings for subsequent evaluations are based on a combination of UAA results and evaluation scores from prior evaluations

Team selection draft by coaches for U-12A, U-12B and U-12C teams within parameters outlined below

U-14 Pre-Season

U-14AA evaluations – three on-ice evaluations, with possible cuts after the second evaluation.

U-14AA team selection by coaches

Two conditioning sessions (for all remaining skaters)

Universal Athlete Assessment – timed skating drills are designed by RAB – mandatory for all U14 skaters, including those already selected to the U-14AA team

Up to three on-ice evaluation sessions for selection of U-14A team(s) – initial groupings for first scrimmage are based on UAA results, coach feedback and experience – groupings for subsequent scrimmages are based on scores from prior evaluations.

Team selection draft by coach(s) for U-14 team(s) within parameters outlined below.

If requested by coaches, the association will provide one additional on-ice evaluation for all players not selected to a U-14AA or U-14A team, assuming that there will be more than one U-14B/C team. The purpose is to allow U-14B/C coaches to evaluate the remaining player pool to help them with team selection. If there will be only one U-14B/C team, this scrimmage will not be necessary, and all remaining players will be placed on the U-14B/C team.

U-16 Pre-Season

U-16AA evaluations– three on-ice evaluations, with possible cuts after the second evaluation

U-16AA team selection by coaches

Two conditioning sessions (for all remaining skaters)

Three evaluation sessions for selection of U-16 team(s) – initial evaluation groupings will be made by the Division Coordinator in an effort to form equal teams. Groupings for subsequent scrimmages are based on evaluation scores from prior evaluations.

Team selection draft by coach(es) for U-16 team(s) within parameters outlined below

If requested by coaches, the association will provide one additional on-ice evaluation for all players not selected to a U-16AA or U-16A team, assuming that there will be more than one U-16B team.

The purpose is to allow U16B coaches to evaluate the remaining player pool to help them with team selection. If there will be only one U16B team, this scrimmage will not be necessary, and all remaining players will be placed on the U-16B team.

U-19 Pre-Season

U-19AA evaluations – three on-ice evaluations, with possible cuts after the second evaluation

U-19AA team selection by coaches

Two conditioning sessions (for all remaining skaters)

Three evaluation sessions for selection of U-19A team(s) – initial groupings will be made by the Division Coordinator in an effort to form equal teams. Groupings for subsequent scrimmages are based on evaluation scores from prior evaluations.

Team selection draft by coach(s) for U-19A team(s) within parameters outlined below

If requested by coaches, the association will provide one additional evaluation session for all players not selected to a U-19AA or U-19A team, assuming that there will not more than one U-19B team. The purpose is to allow U-19B coaches to evaluate the remaining player pool to help them with team selection. If there will only be one U-19B team, this scrimmage will not be necessary, and all remaining players will be placed on the U-19B team

Evaluation Scoring and Weighting

- U-10 Division – player placement is based on evaluation score, age, prior experience, coach feedback where available, and UAA score. Every effort will be made to ensure that where there are multiple teams in the same division that those teams are competitively balanced.
- U-12 Division – final evaluation score is based on weighting of 25% for Coach feedback and 75% for evaluation sessions
- U-14 Division – final evaluation score is based on weighting of 25% for Coach feedback and 75% for evaluation sessions
- U-16 Division – final evaluation score is based on weighting of 25% for Coach feedback and 75% for evaluation sessions
- U-19 Division – final evaluation score is based on cumulative score from all evaluation sessions

Where coach feedback is not available, for example in the case of a player new to the association, the player's final evaluations score will be based 100% on their evaluation session score.

9.4 Team Selection Process

Upon completion of a division's evaluation, a team selection committee comprising of up to two Board members, the Division Coordinator, and a maximum of two members of each coaching staff will draft the team(s).

Team Roster Size Guidelines

This chart shows the SARA roster size guidelines – final roster sizes will be dependent on the number of players registered in each Division, and the Evaluation Director with support of the Board will determine the actual number of players per team, and may deviate from this list if registration numbers so require. SARA will determine the team breakdown for each Division based on the number of registered players, in accordance with Ringette Alberta policies.

AGE	LEVEL	MINIMUM ROSTER SIZE	MAXIMUM ROSTER SIZE
U-10	1	8	11
U-10	2	8	11
U-10	3	11	13
U-12	A	11	13
U-12	B	11	13
U-12	C	11	13
U-14	AA	13	15
U-14	A	12	15
U-14	B	12	15
U-14	C	12	15
U-16	AA	13	15
U-16	A	12	15
U-16	B	12	15
U-19	AA	13	16
U-19	A	12	16
U-19	B	12	16

Mandatory Selections

- For U-12A and U-12B, all skaters ranking in the top 50% of the total number of skaters being selected are mandatory selections for coaches
- An example – if there are two U-12A teams being selected, each with 13 skaters, a total of 26 skaters will be selected. In this case, the top 13 ranked skaters must be selected to one of the two U-12A teams.
- For U-14AA and U-14A, all skaters ranking in the top 40% of the total number of skaters being selected are mandatory selections.
- For U-16AA and U-16A, all skaters ranking in the top 30% of the total number of skaters being selected are mandatory selections.
- There are no mandatory selections in U-19.

List of Draft Eligible Skaters

A list of skaters eligible to be drafted to a given team will be provided to each coach at the draft. The number of skaters on this list will be the total number of skaters being drafted times a minimum factor of 1.5. As an example, if two U-12A teams are being drafted, each with 13 skaters, a total of 26 skaters will be drafted. Applying the factor of 1.5, the total number of draft eligible skaters will be a minimum of 39.

Import Players

- No import players will be allowed on U-10, U-12 or U-14A/B teams
- At U-14AA, a maximum of two import skaters can be selected to the team, providing that their evaluation ranking places them in the top 1/3 of the roster size
- At U-16A and U-19A, import players are allowed to attend SARA evaluations if their home association will not be hosting an “A” team for that season, in accordance with Ringette Alberta Policy. These important players are subject to the same evaluation and team selection criteria as SARA players
- At U-16AA, a maximum of two import skaters can be selected to the team, providing that their evaluation ranking places them in the top 1/3 of the roster size
- At U-19AA, a maximum of four import skaters can be selected to the team, providing that their evaluation ranking places them in the top 2/3 of the roster size
- At U-16B and U-19B, import players are allowed in cases where their home association doesn't have sufficient players to field a team. This is subject to review by the Board, to ensure that team roster size guidelines are maintained

- Import goalies for U-14, U-16 and U-19 Divisions will be considered on a case by case basis by the Board
- All potential import players must inform their home association, in writing, of their intent to attend SARA evaluations
- An import player is defined as a non-resident player, who attends SARA evaluations with the intent to play for a SARA team only if picked for the specific level they are trying out for. If not chosen for the team, the player would return to play at their home association. Players who will play for a SARA team regardless of the division in which drafted are not considered import players, though they may be a non-resident player (i.e. a player who does not live within the St. Albert boundaries but plays for SARA.) Athletes who have previously played for SARA are not considered import players but cannot be deemed a must pick unless they have an APPROVED release from their home association.

9.5 Goaltender Evaluation and Selection

All Goalies from the U-12, U-14, U-16 and U-19 Divisions will be evaluated through their performance during both the goalie skills evaluation and evaluation scrimmages. In the U-12 Division, goaltenders are encouraged to participate in evaluations as a skater as well to help determine the most appropriate team for each athlete.

There are no full time goalies in U10 Ringette. At this age, all players are encouraged to try all positions.

Goaltender Technical Skills Evaluation

- A mandatory goaltender skills evaluation will be conducted for all Divisions;
- This will consist of each goaltender rotating through a series of stations, each running a different drill, and will be designed to evaluate all technical goaltending skills. All goalies will be evaluated in the areas of skating and balance (i.e. forward and backward telescoping, shuffle and T-pushes and lateral movement), tracking skills (i.e. crease positioning and awareness, stick work and corner coverage, blocker/catcher and ring distribution).
- The Goaltender Technical Skills Evaluation will be designed by the SARA Goalie Coordinator, who will also recruit evaluators.
- There may be on-ice and off-ice evaluators; these evaluators may be paid outside evaluators, or SARA volunteers with extensive goalie-specific expertise. When SARA volunteers are used, they are not allowed to evaluate goaltenders in any Division where they have a child playing or where they are coaching.

- The results of this evaluation will be used to generate a Skills Ranking of all goalies in each Division.
- These results will also be used to determine the most appropriate scrimmage grouping for each goaltender.

Goaltender Evaluation During Skills and Scrimmages

- One (at a minimum) dedicated goaltender evaluator will be scoring each goalie on performance for every on-ice valuation
- This evaluator will be providing evaluation scores in the areas of skating mobility (i.e. forward/backward telescoping and lateral movement including T-push, and shuffle step) positional awareness and reaction, anticipation of shot or scoring chance (i.e. awareness and setting up for the shot, including rebounds and reading the offence), finding/tracking the ring, engagement in the play (i.e. always alert and reading the play), communication with defense/centre in triangle, ring distribution and overall compete level (e.g. willingness to battle to make saves when out of position).
- Additionally, the goaltender evaluator will rank all goalies based on their game performance in each specific scrimmage game. After all evaluation scrimmages have been completed, an overall evaluation ranking will be generated by averaging the results of all on-ice evaluations.

Goaltender Selection Process

- Each goaltender's final evaluation ranking will be based on the Technical Skills Evaluation (33%) and the Evaluation Scrimmage ranking (67%).
- Goalies will be drafted to their teams concurrent with skaters, with team selections being made from highest to lowest division. When two teams are being drafted at a particular level, the winner of a coin flip will be given the option of drafting the first goalie or the first skater. If they choose to select the first goalie then the other team will be given first pick of skaters, and vice versa. This process may need to be adjusted depending on the rankings of coaches' kid.

When one team is being drafted at a particular level:

- If the team is selecting one goaltender, the coach will select one of the top two goalies from those remaining (in the case of other teams in that Division having already selected their teams).

- If the team is selecting two goaltenders, the coach will select two of the top three ranked goalies from those remaining.

When two teams are being drafted at a particular level:

- If the teams are selecting one goaltender, then the top three remaining goaltenders will be made available for selection.
- In the situation where two goalies evaluation scores results in a tie in the rankings then an additional goalie may be made available to be selected. For example, if three goalies are available for selection but the third and fourth ranked goalies' evaluation scores are identical, then four goalies in total will be made available.

For situations that don't fall into any of the above scenarios, the goalie selection process will be determined by a committee consisting of the Evaluation Director, the Goalie Coordinator, the Division Coordinator, and at least two SARA Board Members.

10.0 Player Residency

General

Ringette Alberta has set rules that specify the requirements for letting Players register or play for a Team in a different Association or Zone. The process set forth by Ringette Alberta involves completion of a Ringette Alberta Player Release Form and several approvals that may include, but are not necessarily limited to:

- The Player;
- One or Both Parents;
- Both Association Presidents;

SARA policies provide what constraints the Association will follow in addition to those defined by Ringette Alberta.

10.01 Player Releases

A Player may be released to a Team in a different association or zone based on the RAB residency policy. If a Player tries out for a St. Albert AA team and is not selected, and wishes to try out at that level at a different association or zone, it is requested that they complete a “Notification Of Try-Out” Form”. This completed form must be submitted to the applicable Division Coordinator prior to attending tryouts at a different association or zone. If the Player is successful in making that team, and after securing the appropriate signatories, the SARA Registrar will file the completed Player Release Form with Ringette Alberta. If they are not successful, it is expected that they will return to SARA to attend tryouts at the next level.

If SARA does not host a team at a given level, the Player will have the option to try out and play elsewhere.

10.02 Players from Other Associations

The Association permits Players from other Associations to play on local Teams subject to:

- a. The constraints and policies set forth by Ringette Alberta;
- b. The Playing Up and Playing Down policies herein contained;
- c. Executive Approval.

10.03 Termination of Releases

Starting in the 2017-18 season, in accordance with the processes outlined by Ringette Alberta (3.3.9), previous player releases will not be revoked. All SARA home association members; as defined in section 3.6 of Ringette Alberta policies; wishing a release for the following season must submit a new request.

11.0 Playing Up and Playing Down

General

Playing Up means playing in a Division higher than defined for the Player's age. Normally, Levels within Divisions provide sufficient separation of skill levels.

Playing Down means playing in a Division lower than defined for the Player's age. One of the principal goals of the Association for first year Players is to ensure that they have a positive playing experience. Considering the birth date, size, maturity and skill level together with the overall complexion of Association Teams in a given year, it may be better for a Player to play down.

As one of the goals of Ringette is the development of positive self-esteem and a proper sense of self-worth, it is important that Players remain with their peer group.

Leadership can be a bigger challenge than skill improvement. It is sometimes a harder task to become a Team leader on and off the ice than it is to score goals. It is possible that the rewards in life could be greater if this Leadership skill is mastered.

Some studies have shown that the youngest in an age group may struggle, while the oldest tend to be more successful. In all cases of Player movement, the needs of the **Player** (not the parents, not the Association, not the Teams and not of others) must be paramount.

11.01 Process for Requested Player Movement

All Player Movement (Up or Down) requests must be made using the "Player Movement Request" Form (available on the [Website](#)) and include reasons why the move should occur. The completed request must be submitted to the Development Director. The Development Director will separately interview the Player, the Player's parents, and any other persons deemed appropriate. The interviews, along with consideration of the feasibility of the requested move and any other relevant factors (which include but are not necessarily limited to such things as the Zone 5 Ringette Association, Ringette Alberta, or Ringette Canada rules) will be formulated into a recommendation as to whether the requested move should be considered. The Development Director shall then seek Executive Approval.

If the request is to **Play Down** and the Executive Approval was achieved, this is still subject to final approval by Ringette Alberta's Competition Committee.

If the request is to **Play Up** and the Executive accepted the recommendation of the Development Director, an evaluation process (*see section 9.0*) will occur.

11.02 Playing Up

The following conditions apply to Playing Up:

- a. The movement can only be to the highest level in the next division;
- b. The Player must try out for and be the top two skaters in the desired level based on the same evaluation criteria applied to all Players at that Level;
- c. If approved, the Player moves up. Such movement is valid for the current season only. A new application must be processed in this same manner for each successive season before the player can “play up”.

The evaluation will be monitored by:

- a. The Development Director;
- b. An independent evaluator as approved by the Executive;
- c. One Executive Member that is not the Development Director.

The results of the evaluation will be presented for Executive Approval.

11.03 Association Needs

In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.

12.0 Affiliation

General

The constraints set forth by Ringette Alberta determines which Team Players may play on.

In general, a player can play for a Team only if they are registered on that Team as a Player or an Affiliate Player. Affiliation is the main mechanism by which Ringette Alberta permits Players to play on a different Team than the one they are registered with. Any given player can be affiliated with only one other Team. There are some exceptions for Provincial, Western Canada, and National playoffs, in some cases for Tournaments.

The SARA policies describe what constraints the Association will follow ***in addition*** to those defined by Ringette Alberta.

12.01 Affiliate Level

Player affiliation within SARA will be established and follow the requirements of Ringette Alberta’s Player Affiliation Policy. In most cases, affiliation is limited to assignment to an appropriate team one level up. This will include either within the assigned division, or if at the top of a division, the second lowest level within the higher division. The Executive members of the board shall decide upon any requested affiliation that would effectively move a player beyond one level up, and all decisions are final.

Permitted affiliations are listed in the tables below:

TABLE 1

Affiliation Permitted		TO AFFILIATE TEAM															Open	
		U10 Step 1	U10 Step 2	U10 Step 3	U12 C	U12 B	U12 A	U14 C	U14 B	U14 A	U14 AA	U16 B	U16 A	U16 AA	U19 B	U19 A		U19 AA
FROM FULL TIME TEAM	U10 Step 1	✓ ¹	✓ ¹	✓ ¹	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	U10 Step 2	*	*	☑ ¹	✓ ¹	✓ ¹	*	*	*	*	*	*	*	*	*	*	*	*
	U10 Step 3	*	*	*	☑ ¹	✓ ¹	*	*	*	*	*	*	*	*	*	*	*	*
	U12 C	*	*	*	*	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	U12 B	*	*	*	*	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	U12 A	*	*	*	*	*	*	*	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓
	U14 C	*	*	*	*	*	*	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	U14 B	*	*	*	*	*	*	*	*	☑	✓	✓	✓	✓	✓	✓	✓	✓
	U14 A	*	*	*	*	*	*	*	*	*	*	☑	✓	✓	✓	✓	✓	✓
	U14 AA	*	*	*	*	*	*	*	*	*	*	*	☑	✓	✓	✓	✓	✓
	U16 B	*	*	*	*	*	*	*	*	*	*	*	*	☑	✓	✓	✓	✓
	U16 A	*	*	*	*	*	*	*	*	*	*	*	*	*	☑	✓	✓	✓
	U16 AA	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	✓	✓
	U19 B	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	☑	✓
U19 A	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	☑	
U19 AA	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	

¹To a maximum of 5 games per season

TABLE 2

Affiliation Permitted		TO AFFILIATE TEAM								
		Masters	Open D	Open C	Open B	Open A	NRL	U19 AA	U19 A	U19 B
FROM FULL TIME TEAM	Masters	✓	✓	✓	✓	✓	✓ ²	*	*	*
	Open D	✓ ¹	✓	✓	✓	✓	✓ ²	*	*	*
	Open C	*	*	✓	✓	✓	✓ ²	*	*	*
	Open B	*	*	*	✓	✓	✓ ²	*	*	*
	Open A	*	*	*	*	✓	✓ ²	*	*	*
	NRL	*	*	*	*	*	*	*	*	*
	U19 AA	*	*	*	*	✓	✓ ²	*	*	*
	U19 A	*	*	*	✓	✓	✓ ²	✓	*	*
	U19 B	*	*	✓	✓	✓	✓ ²	✓	✓	*
	U16, U14	*	*	✓	✓	✓	✓ ²	✓	✓	✓

12.02 Establishing Affiliation

SARA will follow Ringette Alberta policies regarding affiliation. A player may be called up from their regular team to play on a higher-level team on an as needed basis. Affiliates may be called up from any division or level to play a higher division or higher level. This is conditional on the player, parents, coaches and local association agreeing to the affiliation and completing the necessary Player Affiliation form (found on the Website). This allows a team to compete where there are not enough players for a viable team and allows a team to replace absent, sick, injured, or suspended players on a game-to-game basis. Player affiliation cannot be used to improve the competitiveness of a team at the expense of ice time for a regular player. Before a team can take affiliate players, the coach of that team must consult with the parents of the selected players and the coach of the affiliate athlete’s full time team. It is expected that all coaches will abide by this policy. It is critical that coaches familiarize themselves with Ringette Alberta’s Affiliation Policy to ensure skater/goalie threshold numbers are followed prior to dressing affiliates.

12.03 Affiliates in Practice

A coach may invite an affiliate to practice with the Team they are affiliated to only if the Affiliate’s commitment to their own Team is not compromised.

12.04 Affiliates in Game

With the exception of Affiliates in Tournaments (**see 12.05**), an Affiliate may play in games, subject to Ringette Alberta constraints on the Team they are affiliated, provided that the Affiliate would not miss a game of their own Team.

12.05 Affiliates in Tournaments

An Affiliate may play in tournaments, subject to Ringette Alberta constraints on the Team they are affiliated provided that the Affiliated:

- a. Has been properly identified on the Tournament Registration form, regardless of whether such form had provision for doing so;
- b. Would not miss a game with their own Team.

13.0 Coach Selection

General

The Association believes its coaches are the heart of a successful program. Coaches have a responsibility to not only teach Players the fundamental skills and strategies to become better Players, but also serve as role models to help our Players become better people. In this section, “Coach” means both “Head Coach” and “Assistant Coach”.

13.01 Application

All prospective Coaches shall, in each year they wish to coach, complete the “**Coaching Application**” Form (available on the [Website](#)) prescribed by Association and submit it to the Coach and Player Development Coordinator according to the date or dates specified.

Also, coaches who have been disciplined through involvement in Ringette the previous season must include details of the discipline with their application. The discipline information shall be made and communicated to the applicant. The decision reached by the Discipline Committee is final.

13.02 Selection Criteria

The Association may use a wide range of criteria it deems appropriate in order to select its coaches. The selection criteria includes, but is not necessarily limited to or constrained by:

- a. Formal coaching, training and certification levels in accordance with Ringette Canada rules;
- b. A level of experience commensurate with the level of Ringette being coached;
- c. Demonstrated conformance to Bylaws and Policies of the Association, Ringette Alberta and Ringette Canada.
- d. Consideration will be given to coaching candidates who have attended SARA Coaching Mentorship programs, Ringette
- e. Alberta mentorship programs, and Ringette-specific coaching programs;
- f. Result of the RCMP Security Clearance/Criminal Record check.

13.03 Selection Process

Before the beginning of each season, **a Three Members Coach Selection Committee** will be appointed by the Executive. Three members of the Committee shall consist of:

- a. Development Director;
- b. A Division Coordinators;
- c. One other Member from the Executive.

The Committee may canvas applications for all coaching positions, review all applications of the prospective candidates, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each Team. The Committee will advise all candidates of their status in the timeliest possible manner. The final decisions of the Committee are not appealable.

13.04 Coach Evaluations

The Association will distribute a Coach Evaluation Form to every Team. Each parent is requested to provide feedback in relation to the Coaches, including Assistant Coaches, in order to assist in setting direction relating to clinics and future coaching requirements for SARA. The respective Development Director along with another member of the Executive will review the content of the evaluations with any coach if required or requested.

13.05 Coach Evaluation of Players

At the end of each season, all Head and Assistant Coaches for U10, U12, U14 and U16 teams will be required to complete an evaluation of all players on their team. This data will include a 1 to 5 Rating on each of the following player attributes:

- Skating
- Ringette Skills
- Game Sense
- Tenacity
- Coachability

The coach will also provide a Coach Placement Recommendation for the following season. This data will be used to help in the following year evaluation and team formation process, and to track aggregate player and team metrics to help improve the SARA development practices.

14.0 Teams

General

The Association endeavors to create Teams that will provide a positive playing experience for the Players. Ringette is a team sport and every Player should be made to feel part of the Team. Things that are taken into consideration in Team creation, but not necessarily limited to or constrained by are:

- Team viability;
- Competitiveness expectations at the various Levels (“AA”, “A”, “B”, etc);
- Player Development for future year team formation
- Availability of Coaches;
- Availability of ice;
- Player placement requests;
- Player position requests.

In general, the Association prefers to declare a team at each Level of competition. Where the above factors contribute to the potential of no team being declared at a given level, players and parents shall be advised as soon as possible.

Once formed, the Team as a whole has certain obligations to, and certain expectations of, the Association. The Team Personnel (made up of the individuals identified on the TRF), Players, and Parents have certain rights with respect to the Team and how it operates.

14.01 Team Personnel Screening

As much as is practical, the Association will follow the **Volunteer Canada Safe Steps Screening Program** as outlined on their Website www.volunteer.ca (NOTE: It is expected that Ringette Canada will, in the future, establish guidelines for Team Personnel).

Minimally, all Team Personnel must obtain a completed “**Criminal Record Check**” Form (available on the Website) and submit it to the Development Director. This is a requirement at the beginning of each Ringette season.

14.02 Player Evaluation

Player evaluation will be conducted prior to the beginning of each Ringette Season for each Division and all Player evaluation shall be done according to Association prescribed processes. All Division coordinators shall provide due notice prior to the start of the season as the evaluation process. Notice will be provided via the SARA Website outlining the evaluation process for the current season.

Players (or their parents) may inquire only about ***their own*** (or child's) evaluation. ***Neither*** Players nor their parents are permitted to inquire about the evaluation or standings of other players.

In the U-10 Division, every player attending wishing to be a ***goaltender*** will be evaluated at the first skating skill session as a

skater.

14.03 Team Assignments

When evaluations are complete, Players will be assigned to a Level within a Division and a Team within that Level. These placements are final. Players (or their parents) wishing further information about ***their own*** (or child's) placement must submit a

request ***in writing*** to the Division Coordinator.

14.04 Player Positions

All U-10 Players should be given the opportunity to play every position. Also note that there are restrictions on how often a player may participate as a goaltender (***see 1104***).

For all other Divisions, position placement is at the discretion of the Team Staff.

14.05 Goaltenders in Games

Generally speaking, at U10 Step 1 and U10 Step 2, all the kids should be rotated through all positions, although kids that absolutely do not want to play goal shouldn't be forced to.

Generally speaking, at U10 Step 3 and U12 a player may be a full time goaltender under the condition that:

- a) at all levels, all kids who are interested in the position must be given the opportunity in practice and games
- b) at U10 Step 3 no kid plays more than 50% of the games so that others have the opportunity to play and develop their interest in the position.

14.06 Player Discipline

Situations may arise where it is necessary for the Team Staff to discipline a Player. Most often, the situations results from contravention of the Code of Conduct (see **2.0 CODE OF CONDUCT**) or other actions deemed detrimental to the functioning of the Team. The discipline will most often be reduced Playing Time (**see 14.06**). However, the Team Staff may take other disciplinary action depending on the nature of the breach of the Code of Conduct.

14.07 Playing Time

The following guidelines apply to **Playing Time** (**see also 11.06**):

- a. All Players should receive approximately equal ice time over the season;
- b. Penalty Time assessed to the Player counts as Playing Time;
- c. Injury time in a game counts as Playing Time;
- d. Certain situations may, at the Team Staff's discretion, be reason to vary shift length or frequency;
- e. Goaltender playing time is subject to policy 14.05
- f. Backup goaltenders Playing Time is at the discretion of the Team Staff;

14.08 Team Issues

If those involved cannot equitably resolve any issue, concern, or problem within or about the Team or outside intervention is desired, a request for assistance must be put in writing and submitted to the Division Coordinator. If the Division Coordinator cannot achieve a resolution, a recommendation will be formulated and presented for Executive Approval.

14.09 Game Administration

Every U10 team must, unless otherwise provided for, provide two people for Timekeeper and penalty box duties for each home game and provide two people for game sheet and penalty box for each away game.

Every U12 or higher team must, unless otherwise provided for, provide three people for Timekeeper, shot clock and penalty box gate for each home game and provide two people for game sheet and penalty box gate for each away game.

Minor officials may exchange roles as they mutually agree.

The allocation of minor officials for games is based on the constraints of the BGL or specific RAB sanctioned event.

A copy of every game sheet must be uploaded to BGL stats (website) via team representative (manager) within 24 hours of game completion. Visiting teams will verify data entry within 48 hours. The results of each game shall be submitted electronically as per the direction of the Statistician to the BGL.

14.10 Team Provisions

The provisions provided by the Association to each Team include, but are not necessarily limited to:

- a. Ice Time (**see 15.0 Team Ice Allocation**);
- b. One set of Goaltender equipment;
- c. Individual Goaltenders may request equipment from the Association. The Association may provide the equipment at the discretion of the Executive for an annual fee.
- d. Two sets of Game Jerseys (light and dark);
- e. One pair of Ringette pants per player (annual rental fee set by the Association required upon receipt);
- f. Rings, as determined by the Association;
- g. One First Aid kit (at a cost to the team)

- h. Referees for all scheduled league home games;
- i. Referees for exhibition games arranged by the Team;
- j. Game Sheets
- k. Ice time and referees for U10 playoffs.

Each team will pay a deposit upon receiving the provided equipment, the amount of which will be determined by the Executive. At the conclusion of the Ringette Season a specified time and location will be announced for each Division to return the equipment provided. Upon the return, in satisfactory condition, the deposit will be returned to the Team.

Things the Association does not provide but it is not necessarily limited to:

- a. Practice Jerseys;
- b. Water bottles;
- c. Tape;
- d. Practice Pylons.

14.11 Team Obligations

All Teams are expected to:

- a. Play all league and playoff games – these games take priority over all other activities;
- b. Use all assigned ice;
- c. Specify to the Ice Allocator, according to the lead-time specified by the Ice Allocator, any ice that cannot be used;
- d. Properly care for all equipment provided by the Association;
- e. Use Game Jerseys and Game Pants in games only – i.e. Game Jerseys and pants are not to be worn during practices;
- f. Obtain and have at hand at all times, a blank “Misconduct” Form and a blank “Complaint” Form (both of which are available on the Website).
- g. Develop and review an Emergency Response Action plan for the team
- h. Complete the Provincial Commitment to attend and critical dates notification
- i. Have access to player medical forms and emergency contact information
- j. Game sheets for all home games

14.12 Team Treasurer

Every Team must appoint or select a person to the position of **Team Treasurer** to manage the finances of the Team. The Team staff and Treasurer are responsible for preparing the Team Budget (**see 14.13**). In order to protect the interests of the Players, the team and the Association, the Team Treasurer will open and maintain a bank account for the duration of the season for which the account was created. Statements will be made available to all parents of the Team upon request and a final statement provided upon the closure of the account. It is mandatory that there are two (2) signatures required on the Team Account to avoid any conflict of interest relative to finances. No team debit cards are permitted.

14.13 Team Budget

Every Team must create a budget called the **Team Budget**, a sample is available in the manager's handbook. Such a budget could include, but is not necessarily limited to such things as:

- Levies assessed to the Team or Players through the Team (*see 6.04*);
- Team expenses for Non-parent coaches;
- Team Travel for league and tournament play;
- Team Pictures;
- Tournaments;
- Championships (*see 14.15*);
- Trophies;
- Parties;
- Fundraising activities
- Off- ice Training

The Majority of the Team must agree to the Team Budget. Copies of the Initial Team Budget and final financials report must be submitted to the Division Coordinator for the Team and the Association Treasurer if requested. The Team Budget is internal to the Team and the Association has no responsibility for collecting or refunding this money with the exception of any Levies due the Association. It is up to the Team to determine how it will raise the funds necessary to meet the Team Budget. Any fundraising activities undertaken by an individual team is separate and apart from the Association mandated fundraising obligations.

14.14 Team Fee

Based on the Team Budget and fundraising initiatives the Team may undertake, the Team may choose to assess each Player a fee called the **Team Fee** to provide the funds necessary to meet the Team Budget.

14.15 Championships

For U-12 and higher age Divisions, Provincial or higher Championships may exist. The Association assumes that teams will participate, should they qualify, in these higher-level Championships. Teams that ***do not*** wish to participate in such championships must submit their withdrawal intent in writing to their Division Coordinator ***by November 15th***. Any fees associated to entering such Championships will be paid by the team not by the association. In addition, all travel, food, lodging, or related expenses are the responsibility of the team.

14.16 Non-Parent Head Coaching Reimbursement

The association strives to provide highly skilled competent coaching staff for all of its players. The opportunity to offer non-parent head coaching positions on our teams is a priority for SARA to be able to support advancing the skill development of our players. To assist the teams that have a full time non-parent head coach a reimbursement of \$1000.00 at the start of the season will be provided. Should the head coach decide to bring on other non-parent coaches, any additional expenses for these team staff will be the responsibility of the team.

15.0 Team Practice Ice

General

The Association provides Team practice ice for Teams at the equivalent to a half-sheet per week.

However, it's certainly to the Association's advantage to provide teams with access to additional practice ice. The Association is able to contract local ice and make it available at a competitive price, when this would be difficult for Teams to accomplish.

The Association will only contract for additional ice that is clearly required by the Teams.

Ice Sharing Definitions

Full Share:

A weekly full sheet of ice for a minimum of one hour for the playing season.

1/2 Share:

A weekly half sheet of ice OR a biweekly full sheet of ice for a minimum of one hour for the playing season.

15.01 Base Ice Allocation

Association Teams from U10-U19 regardless of Division or Level, receive a 1/2 Share per week.

15.02 Practice and Exhibition Game Ice Allocation

Over and above the weekly practice slots, teams could be assigned additional ice for practice and exhibition games throughout the season.

Special Event Hosting Ice

On occasion opportunities may arise for SARA to provide ice for special events that relate to the development and promotion of the sport of Ringette.

16.0 Tournament Attendance Policy

Tournament attendance is an essential part of a ringette teams positive season experience. St. Albert Ringette strives to ensure that all teams are following LTAD guidelines when it comes to competition to training ratios. Excessive tournament play by a single team in a season can lead to stress on players and parents for various reasons including but not limited to financial strain, player burn out, and scheduling issues.

As such each St. Albert Ringette team may attend a **MAXIMUM of:**

- Active Start- 2 tournaments per season
- U10 step 1- 2 tournaments per season (one after the first 5 league games and one after the second 5 league games) *For step one only year end wind up is considered in these maximums as per RAB
- U10 step 2 and 3 - 4 tournaments per season of which no more then 2 may be out of town
- U12- 5 tournament per season of which no more then 3 may be out of town
- U14- 6 tournaments per season of which no more then 4 may be out of town
- U16 – 6 tournaments per season of which no more then 5 may be out of town
- U19- 7 tournaments per season of which no more then 5 may be out of town

These tournament maximums include St. Albert Turkey ring and any exhibition games which require an over night stay. The following tournaments are excluded from these maximums play downs, regional championships, provincial championships and post provincial play.

Attendance at the St. Albert Turkey ring is mandatory for all teams that the Turkey Ring committee applies for sanctioning for.

Upon acceptance to a tournament team staff, coach or manager, must inform their division coordinator so that adherence to this policy is ensured.

Requests for exceptions to the above requirements may be brought to the SARA Board for consideration and decision. The decision is final and not appealable.

Failure to adhere to this policy will result in disciplinary action under the SARA Code of Conduct and the SARA Disciplinary Policy, which may include removal of practice ice and/or suspension of coach(es) or other sanctions deemed appropriate. During tournaments and exhibitions game, disciplinary actions from Ringette Alberta and Black Gold League will apply.

out of town tournaments are defined as tournaments which require an over night stay

17.0 Open Ringette

General

The Association exists to develop and support players who are involved in Community Ringette in St. Albert. There are, however, many St. Albert based players that wish to play at a more or less competitive level, or continue playing Ringette beyond current community levels.

These different Ringette streams have considerably different operating and funding models from basic Community Ringette. The key factor though is that they provide alternatives for St. Albert based players to continue in the sport. As growth and promotion of Ringette is one of the objectives, it is the best interests of the Associations to cooperatively support these opportunities, all of which strengthen the foundations of Ringette in Alberta.

The operators of these alternative streams clearly recognize that their success depends upon strong foundations in Community Ringette. As such, they provide substantial value to the organization by providing additional instruction for both players and coaches in the Association.

The alternative streams include, but are not necessarily limited to:

- Association-Hosted Open Teams
- National Ringette League Teams
- University of Alberta Ringette
- Non-Association teams (NAWRA)

17.01 Association-Hosted Open Teams

Many players that “graduate” from U-19 want to continue playing Ringette. The rules of Ringette in Alberta are such that players over the age of 18 can play on or for teams however they wish. Some will move on to University Ringette, while others may join other associations or leagues. When registration is sufficient, the Association will host Open teams. As the needs of Open Teams differ from the basic Community teams, the registration fee structure will also differ. Also, the Association will provide the same support as given to the Community teams, should the Open teams request.

17.02 National Ringette League

The NRL is the showcase league for ringette in Canada and strives to be the premiere women's sports league in the country.

The league has 15 teams participating in two conferences; a Western Conference with 4 teams and Eastern Conference with 11 teams.

17.03 University Ringette

Some players that move on from U-19 may end up playing within the University of Alberta Ringette Club. For the purposes of Ringette Alberta, University teams are classified as Open A – that is, equivalent to open teams that may be hosted by the Association.

17.04 Northern Alberta Women's Ringette Association (NAWRA)

The Northern Alberta Women's Ringette Association represents all Open teams in Edmonton and surrounding area. The open division consists of both Competitive and Recreational divisions.