

*RINGETTE OPERATIONAL POLICY HANDBOOK
ST. ALBERT RINGETTE ASSOCIATION*



**Modification
History**

Modification Date
September 22, 1992
November 20, 1995
June 16, 2002
February 18, 2003
April 28, 2011
July 14, 2014
August 17, 2015
September 8, 2015
January 12, 2016
April 14, 2016
May 2, 2016
February 9, 2017
Aug 10, 2017
July 21, 2018
July 13, 2020
August 17, 2021
June 21, 2022
July 2 nd , 2022
July 16, 2023
August 26, 2023

Contents

Contents

<i>Modification History</i>	2
<u>1.0 Registration, Participation and Refunds</u>	5
1.1 Registration Fee.....	5
1.2 Registration	5
1.3 Player Transfers	5
1.4 Levies	5
1.5 Withdrawal and Registration Refund	5
1.6 Withdrawal and Levies Refund	6
1.7 Withdrawal and Team Fee Refund.....	6
<u>2.0 Hardship and Support</u>	7
2.1 Identification of Need	7
2.2 Parent Involvement	7
2.3 Team Support	7
2.4 Casinos.....	8
2.5 Corporate Sponsorship.....	8
2.6 Failed Participation	8
<u>3.0 Gaming</u>	9
3.1 Distribution of Proceeds.....	9
3.2 Gaming for Individual Teams	9
<u>4.0 Player Evaluation and Team Selection</u>	10
4.1 Evaluations	10
4.2 Universal Athlete Assessment (UAA)	10
4.3 Skills & Scrimmage Evaluations.....	11
4.4 Final Skate Evaluations.....	13
4.5 Team Selection Process.....	14
4.6 Goaltender Evaluation and Selection	17
4.7 Missed Session policy.....	18
4.8 Injured / Sick Player missing all evaluations	18
<u>5.0 Player Residency</u>	19
5.1 Player Releases.....	19
5.2 Players from Other Associations	19
5.3 Termination of Releases.....	19
<u>6.0 Playing Up and Playing Down</u>	20
6.2 Playing Up	21
6.3 Playing Down	22
6.4 Association Needs	22
<u>7.0 Affiliation</u>	23
7.1 Affiliate Level	23
7.2 Establishing Affiliation	24
7.3 Affiliates in Practice	24
7.4 Affiliates in Game	24
7.5 Affiliates in Tournaments	25

8.0 Coach Selection	26
8.1 Application	26
8.2 Selection Criteria	26
8.3 Selection Process	26
8.4 Coach Evaluations	27
8.5 Coach Evaluation of Players	27
9.1 Teams	28
9.2 Team Personnel Screening	28
9.3 Player Evaluation	28
9.4 Team Assignments	28
9.5 Player Positions	29
9.6 Goaltenders in Games	29
9.7 Player Discipline	29
9.8 Playing Time	29
9.9 Team Issues	29
9.10 Game Administration	30
9.11 Team Provisions	30
9.1 Team Obligations	31
9.2 Team Treasurer	31
9.3 Team Budget	31
9.4 Team Fee	32
9.5 Championships	32
9.6 Non-Parent Head Coaching Reimbursement	32
10.0 Tournament Attendance Policy	33
11.0 Open Ringette	34
11.1 Association-Hosted Open Teams	34
11.2 National Ringette League	34
11.3 University Ringette	34
11.4 Northern Alberta Women’s Ringette Association (NAWRA)	34

1.0 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.

1.1 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.

1.2 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.

1.3 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.

1.4 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.

1.5 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 1st will result in a 50% refund of the Registration fee.
- Withdrawal for any reason after October 1st 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 1st 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.

1.6 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 1st will result in a 50% refund of paid Levies.
- Withdrawal for any reason after October 1st will result in no refund of paid Levies.

1.7 Withdrawal and Team Fee Refund

Excluding any Levies that may be included in the Team Fee, 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.

2.0 Hardship and Support

General

We would love to see every child have the opportunity to play organized sports in our community. Unfortunately, some families simply cannot afford the registration fees for their child to play in an organized environment.

The benefits of youth sport participation are well documented; playing ringette supports the development of self-esteem, community engagement, confidence, leadership, and teamwork skills. Parents of children seeking financial assistance to cover ringette registration fees should first contact the following agencies:

KidSport St. Albert:
Tel: 780-504-5599
Email: stalbert@kidsport.ab.ca
Website: kidsportcanada.ca/alberta/st-albert/

Jumpstart Canada:
Tel: 1-844-937-7529
Website: jumpstart.canadiantire.ca/pages/individual-child-grants

After all other sources have failed, parents may apply to SARA for support. A request for support must be in writing and submitted for consideration to the Association Vice President. The Vice President shall then seek Executive Approval. Upon being made aware of a member's need for financial support, the Association will endeavor to ensure that respect, confidentiality, and pride is preserved for those needing support.

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

3.0 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.

3.1 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.

3.2 Gaming for Individual Teams

The Treasurer, in conjunction with the Board is responsible for the operations of the Gaming Program. Individual teams are not to use the SARA AGLC gaming account. They must apply for their own individual accounts and are responsible for their execution.

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

4.0 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. 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.

4.1 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.

4.2 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.

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.

As required by Ringette Alberta, SARA shall use the RAB Target Team Scores and Target Ranges to form their teams. Each team's Team Score shall be as close as possible to the Target Team Score for that tier, and each athlete's score should be within the Target Range for the tier, where possible (some exceptions to individual athlete's scores being within the Target Range are acceptable – for example in an Association with only one team for an age division, it is understood that some athlete's scores will fall outside of the range). Aggregate UAA scores are used to ensure SARA teams are declared in the appropriate division for their skill level.

4.3 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, in the areas of skating, ring skills (ring control, passing and shooting), and game sense/team play. 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
- Two or 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
- Two or 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 – two conditioning skates, UAA and three or more on-ice evaluations, with possible cuts after each of the evaluation skates.
- 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
- 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 or more on-ice evaluations, with possible cuts after the each evaluation stake
- 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 or more on-ice evaluations, with possible cuts after each evaluation skate
- U-19AA team selection by coaches
- Two conditioning sessions (for all remaining skaters)
- Two or 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 be 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 20% for Coach feedback, 20% for UAA score, and 60% for evaluation sessions
- U-14 Division – final evaluation score is based on weighting of 20% for Coach feedback, 20% for UAA score and 60% for evaluation sessions
- For U10 to U14, SARA shall use the RAB Target Team Scores and Target Ranges to determine the number of teams that will be declared at each division level. As such, each athlete's UAA score should be within the Target Range for the tier, where possible (some exceptions to individual athlete's scores being within the Target Range are acceptable – for example in an Association with only one team for an age division, it is understood that some athlete's scores will fall outside of the range).
- 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 evaluation score will be based 100% on their evaluation session score.

4.4 Final Skate Evaluations

Final skates are by invitation only and will be based on the cumulative scores achieved in the UAA and the previous two evaluations. The number will be based on the number of teams and expected team size. However, this number can be altered by the Evaluations Director and Division Coordinator, who will have the right to remove from final skates:

- any protected players (players by virtue of their initial scores place them within the mandatory selection of the team), plus any players at the other end of the spectrum mathematically eliminated from making the next level.
- Coaches' child or children (if applicable)

Final skates are therefore used to aid evaluators by comparing an athlete against athletes of comparable experience and skill. Removing the players at either end of the spectrum at the final stages makes this comparison easier.

4.5 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 all be selected, going to either one of the two U-12A teams.
- For U-16A, U-16B, U-14A and U-14B, all skaters ranking in the top 40% of the total number of skaters being selected are mandatory selections.
- For U-14AA and U-16AA, 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

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, and whose home association also hosts that level.

A non-resident 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, whose home association does not host that level.

Players who will play for a SARA team regardless of the division in which drafted are not considered import or non-resident players, though they may not live within the St. Albert boundaries or may be new to the association.

After playing for a SARA team for two consecutive seasons, import and non-resident players are no longer considered import or non-resident players, and become subject to the same evaluation criteria as resident players.

- No import players will be allowed on U-10, U-12 or U-14A/B/C teams
- 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 import players are subject to the same evaluation and team selection criteria as SARA players.
- At U14AA, a maximum of 25% import skaters can be selected to the team. Import players can only be selected providing that their evaluation ranking places them in the top 50% of the skater roster size. Players whose home association will not be hosting an AA team for that season shall be considered non-resident players, and shall be subject to the same evaluation and team selection criteria as SARA players, however these players are not considered mandatory selections regardless of their evaluation ranking. A maximum of 50% non-resident and import skaters can be selected to the team.

Because SARA uses the RAB Target UAA Team Scores and Target UAA Ranges to determine team composition, should there be an excess or lack of SARA players who fall within the target range, the Selection Committee may increase or decrease the number of import and non-resident players allowed to be selected for a given season to ensure a viable team can be formed.

- At U16AA and U19AA, a maximum of 50% import skaters can be selected to the team, providing that their evaluation ranking places them in the top 2/3 of the roster. Players whose home association will not be hosting an AA team for that season shall be considered non-resident players, and shall be subject to the same evaluation and team selection criteria as SARA players.

- At U-16B/C 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.

4.6 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 evaluation
- 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' child.

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 result 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.

4.7 Missed Session policy

In our attempt to create fair evaluations and treat athletes equitably, it is our policy that all athletes should attend all evaluations. Any athlete missing a session will not be given a score, and the remaining sessions averaged. For those athletes missing more than one session, and when those averaged scores place an athlete within the protected mandatory pick zone, the athlete will be positioned one spot outside the mandatory zone, yet within the coach pick zone.

The rationale for this is not to punish the athlete, but to ensure that every athlete be evaluated fairly. For this to happen, they must be evaluated on different occasions. The more times an athlete is viewed the more accurate the rating.

Missed UAA sessions may be replaced with a score from the previous season.

In a continued effort to evaluate in the fairest manner, however, an asterisk may be placed beside their name and the Evaluations Director will determine any adjustment to the ranking of the players who have missed a session.

4.8 Injured / Sick Player missing all evaluations

There may be circumstances which prevent an athlete from participating in evaluations. The Evaluations Director must be made aware of this before the first skate. The Evaluations Director and Division Coordinator will determine the approximate ranking of the player who has missed the session, and an asterisk will be placed beside their name. This will be done using past evaluations, coach assessments, etc. The coach may select this player as an additional coach pick beyond the pre-determined team size. In instances where team sizes do not allow an additional player to be taken (i.e., small teams), the Evaluations Director shall approve the pick as a regular selection, if it is determined that is where the player best fits.

5.0 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.

5.1 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.

5.2 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.

5.3 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.

6.0 Playing Up and Playing Down

General

Playing Up involves participating in a division higher than the one designated for the player's age. Playing Down means participating in a division lower than the one designated for the player's age. A key objective of the Association for all players is to ensure a positive playing experience. Considering factors such as birth date, size, maturity, skill level, and the composition of Association Teams in a given year, it may be beneficial for a player to play in a lower division. Typically, divisions are structured to ensure adequate skill level separation.

As one of Ringette's goals is to foster positive self-esteem and a healthy sense of self-worth, it's important for players to stay within their peer group, and also for athletes to participate at a level that matches their ability. Playing at an appropriate level provides significant developmental advantages and provides opportunity for leadership development. Research suggests that the youngest in an age group might face difficulties, while the oldest tend to be more successful. In all cases of player movement, the player's needs should take precedence over those of parents, the Association, teams, or others.

6.1 Process for Requested Player Movement

All requests for player movement (Up or Down) must be submitted in writing to the Association's Evaluations Director. The request should include reasons for the desired move. The Evaluations Director will conduct a meeting with the player and their parents, and may reach out to other relevant individuals (such as the players past coaches). This, along with considering the feasibility of the requested move and other relevant factors (including but not limited to BGL Ringette Association, Ringette Alberta, or Ringette Canada rules), will contribute to a recommendation on whether the move should be considered. The Evaluations Director will then seek Board Approval.

If the request is to Play Down and Board Approval is obtained, final approval is still subject to Ringette Alberta's Competition Committee.

If the request is to Play Up and the Board accepts the Evaluations Director's recommendation, an evaluation process will occur.

6.2 *Playing Up*

The following conditions apply to Playing Up:

- a. Movement can only be to the highest level in the next division.
- b. The player must participate in tryouts and rank among the top two skaters in the desired level, assessed using the same criteria as other players at that level.

If approved, the player can move up for the current season only. A new application must be processed in the same manner for each subsequent season before the player can "play up."

The evaluation will be overseen by:

- a. The Evaluations Director.
- b. An independent evaluator(s) approved by the Board.
- c. A Board Member not serving as the Evaluations Director.

Evaluation results will be presented for Board Approval.

6.3 Playing Down

The following conditions apply to Playing Down:

- a. Movement is allowed only to the lowest level in a lower division.
- b. The request must be supported by an assessment from the evaluations or development director.
- c. Only players in their first year of a division can play down.

If approved, the player can move down for the current season only. A new application must be processed in the same manner for each subsequent season before the player can "play down."

For players registering at U14 and above, those who are new to Ringette or who haven't yet developed the necessary skills for safe competition at their expected level, may not possess the required skating or Ringette skills to compete effectively. This could be indicated by:

- a. A UAA score below the Team Score Range (TSR) for the lowest category in the age group.
- b. Low evaluation scores compared to their peers.

In such cases, the association may require the player to move down for the upcoming season to maintain competitive balance and offer a more suitable player development path.

6.4 Association Needs

In certain years, the Association might need to move players to balance divisions or create viable teams. In this scenario, space on teams in a specific division might be limited beyond the number of registrants at that division. The Association reserves the right to use evaluation data to determine if players should play down. Players who can't secure a spot on a team at their age level will be given the option to play down. Those who choose not to will receive a full refund.

In exceptional years, the Association might not be able to accommodate these players in a lower division. In such cases, the Association will inform all registrants that there might not be enough space for all players, and teams across all division levels will be formed according to SARA team selection policy. Players not drafted will receive a full refund of their registration fees. All registrants will be informed before evaluations start that this possibility exists for the upcoming season.

7.0 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.

7.1 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. Note that with the expected inclusion of the U-16C division starting in the 2023-2024 season, this table may be subject to change:

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	

¹ To 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	✓	✓	✓

7.2 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.

7.3 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.

7.4 Affiliates in Game

With the exception of Affiliates in Tournaments, 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.

7.5 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.

8.0 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”.

8.1 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.

8.2 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 Alberta mentorship programs, and Ringette-specific coaching programs;
- e. Result of the RCMP Security Clearance/Criminal Record check.

8.3 Selection Process

Before the beginning of each season, the Development Director in conjunction with the Board will appoint a Coach Selection Committee. There may be more than one Coach Selection Committee appointed at different levels and divisions. The committee shall consist of at least three past or present Ringette Alberta members, and a member may be on the committee at various levels and divisions. Committee Members shall not have a conflict of interest at any level they are participating in. The Development Director and Board Members can participate on the Selection Committee, where no conflict of interest exists.

The Development Director may canvas applications for all coaching positions, and shall forward on all applications of the prospective candidates to the Selection Committee for review. The Selection Committee will 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.

8.4 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.

8.5 Coach Evaluation of Players

At the end of each season, 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.

9.1 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.

9.2 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 through their RAMP account, where the Division Coordinator will verify. CRC’s are valid for a period of two years. All team staff, including coaches, assistant coaches, managers and treasurers shall provide the CRC.

9.3 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***.

9.4 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.

9.5 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.

For all other Divisions, position placement is at the discretion of the Team Staff, and in accordance with the LTAD guidelines.

9.6 Goaltenders in Games

Generally speaking, at U10 Step 1 and U10 Step 2, all the players should be rotated through all positions, although children that absolutely do not want to play goalie should not be forced to.

At U10 Step 3 and U12 a player may be a full-time goaltender under the condition that:

- a. at all levels, all players who are interested in the position must be given the opportunity in practice and games
- b. at U10 an individual should not play more than 25% of the games so that others have the opportunity to play and develop their interest in the position.
- c. at U12 an individual should not play more than 75% of the games so that others have the opportunity to play and develop their interest in the position.

9.7 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 or other actions deemed detrimental to the functioning of the Team. The discipline will most often be reduced Playing Time. However, the Team Staff may take other disciplinary action depending on the nature of the breach of the Code of Conduct.

9.8 Playing Time

The following guidelines apply to **Playing Time**:

- 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 6.5
- f. Backup goaltenders Playing Time is at the discretion of the Team Staff;

9.9 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.

9.10 Game Administration

Every U10 team must, unless otherwise provided for, provide four people for Timekeeper, Game Sheet and penalty box duties for each home game.

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

In some instances the home and away team may share the minor official duties, subject to RAB, BGL or other policies in effect at the time.

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.

9.11 Team Provisions

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

- a. Ice Time;
- b. One set of Goaltender equipment at all levels of U10;
- c. At U12 and above, Individual Goaltenders may request equipment from the Association. The Association may provide the equipment subject to availability.
- d. Two sets of Game Jerseys (light and dark);
- e. Rings, as determined by the Association;
- f. One First Aid kit
- g. Referees for all scheduled league home games;
- h. Game Sheets
- i. 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.

9.1 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

9.2 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. 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. Debit cards and electronic banking is permitted for team banking, subject to approval by the team.

9.3 Team Budget

Every Team must create a **Team Budget**. Such a budget could include, but is not necessarily limited to such things as:

- Levies assessed to the Team or Players through the Team;
- Team expenses for Non-parent coaches;
- Team Travel for league and tournament play; ○ Team Pictures;
- Tournaments;
- Championships; 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. Individual teams are not to use the SARA AGLC gaming account. They must apply for their own individual accounts.

9.4 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.

9.5 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.

9.6 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.

10.0 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. Out of town tournaments are defined as tournaments which require an over night stay.

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
- 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.

11.0 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)
-

11.1 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.

11.2 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.

11.3 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.

11.4 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.