

# **STRATHMORE MINOR RINGETTE ASSOCIATION POLICIES AND PROCEDURES**

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## Section 1 – Intent

1.1 The policies and procedures herein contained are intended to act as principles in administering the ongoing activities of the Strathmore Minor Ringette Association (SMRA or the Association). While they are not intended to be absolute in nature or rigid in their application, they do outline a working framework that will be applied unless a change in policy direction is made.

## Section 2 – General

### A. Operating Constraints

2.1 For the purpose of enabling athletes to participate in Ringette, the Association is a member of:

- A. The Zone 2 Ringette Association (hereafter referred to as Zone 2)
- B. Calgary Ringette League (hereafter referred to as CRL)
- C. Ringette Alberta (RAB)
- D. Ringette Canada (through the elected or appointed representatives of Ringette Alberta)

2.2 In the case that statements or references made in this document conflict with Bylaws of the Association or the Bylaws, Policies, Procedures, or Rules, or any other governing document of Zone 1-2, CRL, RAB, or Ringette Canada, those higher-level constraints should apply.

### B. Amendments

2.3 The Operating Policies contained herein and other Policies of the SMRA may be modified at SMRA Board meetings or any meeting called to include modification said Policies as part of its agenda. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of Zone 2, CRL, RAB, or Ringette Canada or if additional clarification or detail is required.

### C. Objectives

2.4 The objectives of the SMRA are as follows:

- A. To promote, administer, and develop the sport of ringette.
- B. To teach fair play and sportsmanship with an emphasis on the enhancement of good character and citizenship.

- C. To provide entertainment and fun for athletes.
- D. To provide competition for all athletes desiring to participate in Ringette, giving due consideration to their individual capabilities, mental health, and interests.
- E. To exercise supervision and direction over its members, including athletes, coaches, officials, parents and spectators.
- F. To ensure that all members have the opportunity of presenting and having their views heard.
- G. To provide support and opportunity to athletes, coaches, officials, and administrators to improve their skills.
- H. To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for ringette.
- I. To provide individuals with the framework for a lifelong commitment to physical fitness and a healthy lifestyle.

## D. Website

2.5 The SMRA website is [www.strathmoreringette.com](http://www.strathmoreringette.com) Information available on the website includes, but is not limited to:

- A. Registration information
- B. Bylaws
- C. Policies
- D. Forms
- E. AGM Minutes
- F. Notice to Members
- G. Contact information for members of the Board

## E. Form of Communication

2.6 The primary method by which the Association will communicate information to the Members is via the website. Other methods may be utilized as listed below:

- A. Mobile applications utilized by the Association including but not limited to: Team Ramp, Social Media platforms.
- B. Email to appropriate individuals;
- C. Written letter to appropriate individual; and
- D. Verbal communication from executive members.

## Section 3 – Code of Conduct

- 3.1 The SMRA's Code of Conduct (See Appendix) is contained in a separate policy document. This section describes what is generally expected of all Members and Athletes. The SMRA supports the concept of Zero Tolerance.
- 3.2 The SMRA Directors expects committee members, team officers, and program participants to exhibit qualities of good sportsmanship and decorum consistent with the levels of propriety towards committee members, game officials, opponents, and spectators.
- 3.3 Membership and participation in the activities of the SMRA are privileges, not rights. All members and Athletes shall abide by the Bylaws and Policies of the SMRA and any similar documents set forth by Ringette Canada, Ringette Alberta, CRL, and Zone 1-2.
- 3.4 All members and Athletes shall respect all Members, Athletes, Parents, Officials, Fans, Team Personnel, and Volunteers of the SMRA or any entity 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.
- 3.5 All Members, Athletes, and fans of the SMRA shall respect the game of Ringette and shall behave in such a manner so as to not make a travesty of the game.
- 3.6 In the instance when a male is required to be in a dressing room or at a ringette-related activity/event they shall be accompanied by an adult female (18 years of age or older).
- 3.7 The SMRA will not tolerate obscene, abusive, or obnoxious behavior by Team Personnel, Athletes, Parents, or Fans.
- 3.8 Generally, parents and fans are not permitted in the dressing rooms except, as expressly permitted or required by the respective team's Head Coach.
- 3.9 Standards of behavior consistent with SMRA Code of Conduct, Ringette Alberta, Ringette Canada, and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary for behavior which transgresses acceptable standards.
- 3.10 Conduct that violates the SMRA Code of Conduct may be subject to sanctions pursuant to SMRA policies related to discipline.

## Section 4 – Suspension on Financial Grounds

4.1 Members can be suspended on Financial Grounds and therefore no longer be entitled to privileges or powers in the SMRA. Members suspended for this reason cannot:

- A. Vote in any meeting or executive meeting;
- B. Be involved in any way as a Athlete or in a Team Personnel position;
- C. Be appointed to, or perform any of the duties of, any appointed position in the SMRA; and
- D. Be elected to or perform any duties of an Executive Member position.

4.2 The Member (if 18 years or older) or any Athlete that the Member is financially responsible for is not permitted to participate in any practice, game, or event sponsored by the SMRA. The suspension will end when the arrears have been paid to the SMRA.

## Section 5 – Neglect of Duty

5.1 Any person not fulfilling the duties of a position (elected, selected, appointed) within the SMRA can be removed from the role. While the SMRA understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must be accepted. Removing persons from their positions is not desirable but may be necessary. There are additional considerations for team personnel.

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

- A. Result in removal of the person from a selected or appointed position.
- B. Result in a "Request for Resignation" Form being completed and issued if the person is in an elected position. If this person refuses to resign, a Special Resolution will be formed to have the person removed from the position.

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

## Section 6 – Removal of Team Personnel

6.1 Team Personnel are entrusted with the instruction, care, and supervision of Athletes, 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 Athletes, the game of Ringette, and SMRA, 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 a corrective action is required by a specified date. If the desired result is not achieved a "Team Personnel Removal" Form will be completed and submitted for Executive approval.

6.2 If a parent (or Athlete 18 years or older) believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt to reach resolution within the Team. If resolution cannot be achieved, the Director of Coaching will assist the process. If resolution still cannot be achieved then the Director of Coaching will submit a "Team Personnel Removal" Form for Executive approval.

## Section 7 – Registration

### A. General

7.1 Each athlete shall pay fees based on requirements as determined on an annual basis by the Board of Directors. Special circumstances will be presented to and voted upon by the Board of Directors.

7.2 No athlete shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association by completing the designated form and paid the Registration fee by the date specified, as registration is the mechanism by which Athletes become insured through Ringette Alberta. (The exception to this would be “Bring a Friend or Come Try Ringette” publicity style events, which are by default insured by Ringette Alberta).

### B. Withdrawal

7.3 Withdrawal “with cause” shall be: a substantial reason preventing a registrant from playing ringette in the SMRA (e.g., family relocation).

7.4 The determination of “with cause” is made by the SMRA Board of Directors. This decision is final and not subject to appeal.

7.5 Withdrawal for all other reasons shall be deemed “without cause”.

### C. Withdrawal and Registration Refund

7.6 Withdrawal for any reason before the athletes are assigned to teams will result in a full refund of the registration fee, less a \$50.00 administration fee.

7.7 Withdrawal for any reason after team formation and before October 15<sup>th</sup> will result in a 75% refund of registration fees, less a \$50.00 administration fee.

7.8 Withdrawal for any reason after team formation and before November 15<sup>th</sup> will result in a 50% refund of registration fees, less a \$50.00 administration fee.

7.9 Withdrawal for any reason after November 15<sup>th</sup> until December 15<sup>th</sup> will result in a 25% refund of the registration fee, less a \$50.00 administration fee.

7.10 After December 15<sup>th</sup>, there is no refund for withdrawal for any reason.

7.11 All notifications of withdrawal must be sent in writing to the Secretary of the SMRA.

## D. Prolonged Absence Due to Injury

7.12 Any SMRA athlete who sustains an injury while playing ringette, and as a direct result of said injury is prevented from playing for a period of 30 days or greater, will be eligible for a credit towards registration the following season.

7.13 The credit will be applied as follows: the athlete will receive a credit for 1/6 of their total registration fee for each full month of absence. Beyond 30 days, absence for a portion of a month will be prorated accordingly.

7.14 Documentation of the injury, and confirmation that it prevents the athlete from participating in ringette for the claimed period of absence, must be obtained from a physician. The athlete/family is responsible for any cost associated with procuring this letter.

## E. Registration Refund if Season Cancelled by SMRA

7.15 The intent of this provision is to address refunds of registration fees when the ringette season has been cancelled by the SMRA. For example, if a public health emergency requires the SMRA to cancel the ringette season, this policy would apply to the refund of registration fees.

7.16 If no ice time is used, a full refund (minus administrative costs) will be issued.

7.17 If less than one month of ice is used, a refund of 75% (minus administrative costs) will be issued.

7.18 If more than one month but less than two months of ice is used, a refund of 50% (minus administrative costs) will be issued.

7.19 If more than two months but less than four months of ice is used, a refund of 25% (minus administrative costs) will be issued.

7.20 Once 4 months of ice time has been used, no refunds will be issued.

7.21 Ice time used is calculated from the first day a participant's age group is permitted to skate as a member of the SMRA.

## F. Goaltender Registration

7.22 U12 Goaltenders are eligible for Up to a \$300.00 registration rebate payable at the end of the season.

7.23 For all U12 teams a \$300.00 registration fee, per team, will be rebated at the end of the season to athletes who played a minimum 25% as a Goaltender. For example if two (2) U12 athlete play 50% of the time each as a Goaltender, \$150.00 of registration fee will be rebated to each athlete. If a team has one athlete who played 75% or greater of the games as Goaltender and no other athlete meets the minimum 25% then the entire rebate may be granted to that one athlete in recognition of there dedication. Final determination of time played will be determined by game sheets and coaches at the end of the season. SMRA Board can review and make determination on time played by a Goaltender in the event of a conflict, the decision of the Board will be final.

7.24 Each team from Active Start to U12 will receive a set of Goaltender equipment to be used for athletes rotating into the Goaltender position. It is the responsibility of the head coach to ensure the equipment is kept in good condition and is returned at the end of the season to the equipment coordinator.

7.25 Athletes U14 and above are eligible for a \$300.00 registration rebate if registered as a full-time Goaltender. Goaltender MUST supply their own equipment.

7.26 Goaltenders must be aware (even at the higher age divisions) that in many instances there will be more than one Goaltender on each team and that sharing Goaltender duties will be expected. In the event that two athletes on the same team are registered, and play, as a full-time Goaltender then both athletes would be eligible for the full rebate.

## Section 8 – Playing Up and Down

### A. Process for Requesting Athlete Movement

8.1 If a athlete/parent/guardian of a registered SMRA member feels that they or their child may be better placed at an age division that differs than the natural birth year, they must do so by completing the Athlete Movement Request Form (See Appendix) which is available on the SMRA website. All athletes requesting to move must complete the form, for all age divisions, and whether the request is to play up or down. The form must be submitted no later than 11:00 pm on August 15th of the upcoming ringette season. For each request, the Director of Athlete Development will interview the Athlete, the Athlete's parents, and other persons deemed appropriate (e.g., former coaches). 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 CRL, RAB, and Ringette Canada rules), will be formulated into a recommendation as to whether the requested move should be considered. If requests are considered valid, an Athlete Movement Committee (AMC) shall be struck by the Director of Player Development. This committee shall consist of the Director of Player Development, the coach of the team the athlete wishes to move to, and at least one other person with demonstrated ringette knowledge (e.g., former coach). Committee members shall have no conflict of interest to said athlete.

### B. Playing Up or Down Divisions

8.2 If the request is to play down and the AMC approves, the move will be permitted. The Director of Player Development will advise the overage athlete's Head Coach an "Overage Athlete Request" will need to be submitted to RAB for Divisions U12 and above.

8.3 Athletes requesting to move up a division must submit a \$100.00 cheque, payable to the Strathmore Minor Ringette Association. This is for all levels except athletes registered in Active Start requesting a move to U10. Athletes that are requesting to move up a division must attend evaluations for the age level they would like to move to. In order to be considered for placement on the higher team, the athlete must be able to contribute to the team's competitiveness and develop their overall skills at the higher level.

8.4 If the request is to play up and the AMC accepts the recommendation of the Director of Player Development, an evaluation process will occur. The \$100 cheque is only cashed if an evaluation occurs. If the initial decision of the Director of Player Development and/or the AMC is to deny the request to play up, the cheque is returned.

8.5 Evaluation of individual athlete attributes include but are not limited to:

- A. Athlete maturity (i.e., age, socially);
- B. Ringette experience (standard of previous playing levels);
- C. Ringette skills, decision making ability / game sense;
- D. Athleticism, speed, and development potential; and
- E. Work Ethic: Is the athlete hardworking—consistently makes effort in games and practices.

8.6 The following conditions apply to playing up:

- A. If approved, the athlete movement is only valid for one year only;
- B. The AMC will look at all division athlete numbers to determine viable teams at each division prior to an Athlete Evaluation Process;
- C. The AMC monitors the evaluation and determines placement; and
- D. The results of the athlete evaluation will be presented to the SMRA Board as appropriate as per the recommendations of the AMC.

## C. Association Needs

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

8.8 The AMC and/or the SMRA Board reserves the right to place athletes in a division that is more in line with their skill level and not necessarily in alignment with their age group or recommend development opportunities to allow the athlete to play in the desired level. This is adhering to Ringette Alberta's implementation of Long-term Athlete Development (LTAD), and the principle of "meaningful competition" embodied by the Universal Athlete Assessment (hereafter referred to as UAA).

# Section 9 – Evaluations and Team Formation

## A. Team Formation Procedure

9.1 Team formation may include a combination of UAA, game evaluations, skills evaluations, previous coach evaluations, outside evaluators and selected coach input. Should outside evaluators be used, process's for team formation may follow the outside evaluators protocols.

9.2 UAA Evaluations will take place. Athletes will be notified in advance of evaluations and therefore athletes missing an evaluation without extenuating circumstances, or prior written notification to the SMRA, will receive the lowest possible ranking for the missed evaluation.

9.3 Ensure adequate numbers of athletes on a team:

A. Determine the permanent movement (up or down as allowed by RAB) of any registered athlete in an age division that does not have the minimum number of athletes to form a team.

- i. The minimum number of athletes to consider forming a team at that age division level is 7.
- ii. This movement will occur prior to UAA evaluations.

B. An age division with a minimum of 8 athletes will be filled to a maximum of 12 athletes through athlete movement (up or down as allowed by RAB) or as directed by the Team Selection and Athlete Evaluation Committee (EC):

- i. Athletes with no team in their age division, if moved, are included in the minimum number of 8 in the division in which they are moved. Otherwise, the minimum number of athletes must be made up of athletes from that age division.
- ii. Athletes from an age division above or below will be asked to fill the team to a maximum of 12 athletes or as directed by the TSC. Athletes will be asked to move after UAA evaluations.

9.4 For divisions U10 to U14 there will be a UAA evaluation at the beginning of the season. The Athlete Evaluation Committee (EC) will evaluate all athletes in the divisions.

A. For U10, the UAA evaluation is to assist with tiering purposes (Step 1/2/3), and for making recommendations for athlete movement up or down.

B. For U12 to U14, the UAA evaluation is to tier the teams, and to place teams in appropriate divisions as required by Ringette Alberta guidelines. It will also be used to make recommendation for athlete movement up or down.

C. The Conditioning Camp practices will include skills, UAA testing, and games.

D. If a division needs more athletes to field a viable team, the appropriate number of athletes from the top 3<sup>rd</sup> of the seeding will be asked to play up. If no one volunteers, the Board will meet with the parents of the lower division to encourage volunteers.

E. Determining the tier of each team will be based on the regulations set out by RAB and the EC recommendations.

- i. For 1<sup>st</sup> year Active Start and U10 athletes, the Board will consider any requests to play with a referring friend.
- ii. Requests to be on a specific team will otherwise not be accepted by the Board.
- iii. Extenuating or unforeseen circumstances may be brought before the Board on an individual basis.
- iv. A member of the Board will be present during the splitting of the teams to ensure that the data from the EC evaluation is used.

9.5 If an A team should be formed:

- A. The EC will select 2/3 of the team from the top seeded athletes.
- B. The coach of the A team will select the rest of the athletes to form the team.
- C. The team will have a minimum of 9 athletes and a maximum of 15 athletes, or as directed by the EC.

9.6 If an athlete registers after the teams have been formed, the athlete will be evaluated according to their physical skating, ring handling abilities, and game play/knowledge. Based on the athlete's ringette evaluation and the overall complexion of the SMRA teams, the athlete will be designated to a team as directed by the EC and/or the Director of Player Development.

## B. Team/Athlete Evaluation

9.7 Whenever there are sufficient numbers of registered athletes to comprise two or more teams, there must be a minimum of 9 athletes per team. Numbers may dictate upward or downward movements in order to meet the athlete number requirements.

- A. Those athletes shall be subjected to an on-ice UAA testing and game simulation for the purpose of determining the physical skating, ring handling abilities, and game play/knowledge of each athlete, in order to tier out the teams.

B. Athletes that choose not to participate shall be placed in the lower tier.

9.8 Each athlete will be put through UAA tests at which time they will be given a score. The scores will be tabulated and then scaled from highest to lowest.

9.9 The EC is responsible for the evaluation process. They will use the guidelines provided to them by the SMRA.

## C. Athlete Affiliation

9.10 Affiliation means that an athlete may be called up from their regular team in an association to play at a higher team in the same association on an “as needed” basis.

9.11 SMRA teams are bound by RAB rules for affiliation.

9.12 Before a team can take affiliate athletes, the coach of that team must consult with the parents of the selected athlete, the athlete, and the coach of the team concerned.

9.13 The intention of affiliates is not to strengthen a team, but rather to replace injured or missing athletes and/or bring the number of athletes up to a viable team. The affiliate's main responsibility is to their own team's schedule (practice, league games, exhibition games, play-offs, tournaments, etc.).

9.14 The affiliation rules are in place to help promote fair play—fair for opposing teams, the affiliating team and the affiliate's team. Affiliates will not be given ice time at the expense of a regular team athlete. However, if it is known in advance that an affiliate athlete will be required and that practicing with the team will be of benefit to the athlete and team beforehand, then notification and approval from the sending and receiving coaches is required prior to practicing. Affiliates must fulfill their practice, game (league, exhibition, play-offs), fundraising, or dry land responsibilities with their regular team regardless of any needs or requests of the affiliating team.

9.15 It is expected that all SMRA coaches will abide by this policy.

## D. Goaltender Development Policy

9.16 The purpose of this policy is to foster the development of a broad base of goaltenders within SMRA’s Children’s Ringette programs. The intent of this policy is to help alleviate the problem of a shortage of goaltenders at the older age groups due to the natural attrition that occurs as athletes age.

9.17 Applicability – This policy applies to Strathmore Minor Ringette Association as a Group Member operating Children’s Ringette, and to all teams and participants in Children’s Ringette (Active Start, U10, U12).

9.18 Principles:

- A. RAB is unable to effectively monitor local compliance with a provincial goaltender development policy.
- B. SMRA has a responsibility to ensure that short-term coaching decisions related to which individuals play goal do not negatively impact the long-term availability of goaltenders, the viability of future teams, and cause over-reliance on affiliate goaltenders.
- C. Development of goaltenders is predicated on individuals having the opportunity to practice and play the position on a regular basis.

9.19 Policy Requirements:

A. Precedence: Where this policy differs from Ringette Alberta’s Policy 27.0 *Group Member Goaltender Policy*, Ringette Alberta’s Policy 27.0 will take precedence.

B. Goaltender Development Policy: The Association must have a goaltender development policy in effect and is responsible for monitoring and enforcing this policy. The Association may determine consequences for non-compliance with this policy.

C. Goaltender Participation Rules:

- i. Any athlete may choose to be a full-time goaltender (see Definitions) at any time.
- ii. A full-time goaltender is not necessarily entitled to play goal in every game.
- iii. While not playing goal, athletes may choose to play a different position but are not required to. This athlete would be considered a Part Time Goaltender (see Definitions).

D. Maximum Goaltender Game Participation

- i. At Active Start and U10 Step 1 and 2, 25% of the total games played by their team on or before December 31st and 25% after December 31st.
- ii. At U10 Step 3, 50% of the total games played by their team on or before December 31st and 50% after December 31st.
- iii. At U12B and U12C, 75% of the total games played by their team on or before December 31st and 75% after December 31st.

9.20 Goaltender Coach: SMRA recommend the addition of a Goaltender Coach to the team roster for the age groups of U12 – U19. Goaltender Coaches are required

to obtain Ringette Alberta Team Staff Requirements and Certifications equivalent to an assistant coach.

9.21 Consequences: Failure of the Association to have and enforce a Goaltender Development Policy that complies with Ringette Alberta's Group Member Goaltender Policy may result in the Association ceasing to be a member of Ringette Alberta in good standing.

9.22 Definitions:

- A. Children's Ringette: Includes Active Start, U10, and U12.
- B. Full Time Goaltender: An athlete who does not play any other position aside from goal.
- C. Part Time Goaltender: An athlete who plays goal and any other position(s) on a regular basis.

# Section 10 – Team Personnel

## A. Team Personnel Screening

10.1 All Team Personnel will be subject to the SMRA Screening Policy.

## B. Team Personnel and Team Staff

10.2 Team Personnel are any Members involved in the instruction, care, or supervision of Athletes, or in the operation or management of the Team. Team Staff are positions according to Ringette Alberta rules. The Team Staff must consist of at least one Head Coach and one Assistant Coach. All U19 and under teams must comply with the Ringette Alberta Gender Equity Clause whereby one qualified coach must be a female 18 years of age or older. The Team Staff may be comprised of:

- A. Head Coach
- B. Assistant Coaches
- C. Manager
- D. On Ice Assistant
- E. Goaltender Coach
- F. Junior Coach

10.3 Certification requirements for Team Personnel positions at all age levels and tiers are defined by Ringette Alberta. All SMRA on-ice personnel must have completed the minimum coaching certification (CSI – Community Sport Initiation) for U12 and above. For Active Start and U10, “Ice Assistants” will only be designated with approval of both the Head Coach and Director of Coaching.

10.4 Junior coaches will be assigned by the Director of Coaching. The decision to place each junior coach will be based on a discussion with junior coaches regarding their preferences, the experience of the junior coach, and the needs of each team.

10.5 Coaching groups will be formed through a collaborative discussion between the qualified coaches in a division and the Director of Coaching. The final decision regarding coaching groups will be made by the Director of Coaching based on the needs of each team and its athletes.

## C. Coaching Philosophy

10.6 The coaching philosophy of the SMRA is to ensure the health and well-being of every athlete, mass participation, a fun atmosphere, no intentional body contact, equal opportunity, sportsmanship recognition, goodwill and friendship.

10.7 It is up to the coach to help athletes develop respect for themselves and each other. Sportsmanship values, fair treatment of all athletes, adherence to rules, knowledge of their own abilities, and the ability of opponents help to develop this respect.

10.8 SMRA prides itself on its attempts to pursue excellence in competition while maintaining the opportunity to participate in every game regardless of ability.

10.9 SMRA Team Personnel are expected to review and abide by the SMRA Code of Conduct and the Ringette Alberta Code of Conduct for Coaches.

## D. Athlete Evaluation

10.10 All athlete evaluations shall be done according to the SMRA prescribed process.

## E. Athlete Positions

10.11 All Active Start, U10 and U12 athletes should be given the opportunity to play every position. For all other divisions, position placement is at the discretion of the Team Personnel.

## Team Finances

10.12 Each team will be responsible for their own team funds. This will include any team cash calls, fundraisers, or donations. The manager, along with the head coach and any other member included in the team finances, will create a budget and provide the team with updates as to where the funds are and what the plan is for them.

10.11 Funds can be used for, but not limited to:

- A. Team building activities
- B. Team apparel
- C. Team gifts and events
- D. Tournaments, etc.

## Section 11 – Tournament Policy

11.1 All ringette tournaments held under the jurisdiction of the SMRA will be organized by the Tournament Director and/or a designated director and committee. All Ringette Alberta policies regarding eligibility for athletes and Team Personnel apply.

11.2 Any athlete or Team Personnel who is under suspension within the SMRA, Ringette Alberta, or any other ringette organization sanctioned by Ringette Canada, is ineligible to participate in any SMRA tournament.

11.3 The Code of Conduct and ZERO TOLERANCE policy applies to all individuals associated with, or participating in, an SMRA Tournament. This applies to all athletes, Team Personnel, family members, etc.

11.4 Tournament Grievance Committee reserves the right to remove any family member, athlete, coach, or team from a tournament for behavior in transgression of this policy.

11.5 All tournaments must be run in a cost-recovery manner, such that all expenses are covered by revenue.

11.6 The Board of Directors, in conjunction with the Director of Tournaments, will set entry fees each year for the Laurie Ruppe Memorial Tournament, as well as the sponsorship requirement for each SMRA team. Should revenue for the Laurie Ruppe Memorial Tournament exceed expenses, the profits are held by the SMRA to be used as deemed necessary for programming, capital purchases, and other operating costs. Sharing or distribution of tournament profits with individual teams is done at the discretion of the Board alone. Any profits will be redistributed based on association needs.

## Section 12 - Directors and Their Duties

12.1 In accordance with Article 5 of the SMRA Bylaws, the Board of Directors consists of the President, the Vice President, the Secretary, the Treasurer, the immediate Past President (the “Executive Officers”) and up to 15 additional Directors as provided by the within Operating Policies.

12.2 The duties and responsibilities of the various Executive Officers are set out at section 5.3 of the SMRA Bylaws.

12.3 The duties and responsibilities of the following Directors are as follows:

### A. Director of Coaching Development

1. Shall attend all Board of Director meetings.
2. Shall be responsible for the advancement of the skill levels of all Coaches.
3. If Coaches are in need of training clinics (theory or technical), shall co-ordinate/schedule all coaches’ clinics available from the Provincial Association for skill development preferably at the beginning of the year and monitor continuing education of the coaches contact the appropriate organizations of times and cost of clinics. If clinics do not exist at the time of need, then work with the organizations to host such clinics.
4. Act as a resource for the Coaches and the Association to acquire materials, videos, book of plays, Handbooks, etc. to assist the development and training of the Coaches and athletes.
5. One (1) month prior to end of season, distribute Athlete Evaluation forms to Head Coaches. Collect and place on Athlete Personal Files at the end of the year.
6. Encourage and support the mentoring of lower level Coaches by higher-level Coaches.
7. In conjunction with the Secretary/Registrar, ensure that the appropriate formal paperwork is filed with Ringette Alberta for each Coach and verify if the records are accurate.
8. Shall be responsible for receiving and documenting any complaints with respect to any Coach and shall discuss with the individual Coach. Continuous complaints regarding any one Coach will be addressed with as outlined through the grievance process and/or disciplinary guidelines.
9. The Director of Coaching (in consultation with all Executive Officers) has the authority to suspend a Head Coach, Assistant Coach or any other Bench staff if in their opinion the Coaching/Bench staff’s actions are placing the athletes at risk. This suspension will then be reviewed under the grievance process outlined in Section 3.
10. Ensure the availability of Coaches Applications available for the recruitment of coaches and other volunteers.
11. Actively promote and recruit coaches, paying particular attention to older athletes, former athletes and females.

12. Shall perform other duties as assigned.
13. Request and receive coaching applications for the coaching positions required for the upcoming season, following the SMRA Coaching Application (Exhibit 2) and the selection guidelines.
14. Make selection of Head Coaches by using the Selection of Coaches process and recommend those selections to the Board of Directors for approval.
15. Ensure that all Coaches have the proper certifications as proposed by Ringette Alberta, Ringette Canada, Sports Canada and SMRA for the level of Coaching.
16. Hold meetings with the Coaches on as needed basis, with a mandatory meeting at the beginning of the season, expressing the desires of the Association, process for affiliate athletes, grievances, parent relations, etc.
17. Shall assist in the promotion and growth of Ringette by organizing such events as, guest coaches, high level exhibition games, specialty training clinics (eg. power skating, etc.)

## B. Ice Co-ordinator

1. attend board meetings;
2. prepare annual budget;
3. oversee the administration of SMRA ice booking contracts (acquisitions, revisions, and cancellations) with the Various rinks and communities;
4. assist with the development of SMRA Practice schedules;
5. meet with the Town of Strathmore, Rockyford and Standard to plan special event ice;
6. advise the Director of Officials of game bookings regarding leagues or other events (e.g. exhibition games) requiring SMRA Referees;
7. review all tournament schedules and advise of any improvements to maximize ice usage, flood schedule, or ice slot cancellations to which could provide any cost savings;
8. work with the Town of Strathmore and Village of Rockyford and Village of Standard to contract ice for:
  1. i games
  2. ii practices
  3. iii tournaments
  4. iv playdowns
  5. v clinics
  6. vi special events;
9. responsible for keeping an organized up to date schedule of all ice booked;
10. work with other ice users to facilitate sharing of ice and efficient use of facilities and equipment;
11. send ice contracts to the Treasurer;
12. provide ice to Chinook League and Zone 2 for scheduling;
13. liaise with the Tournament Director to plan tournament ice and schedules;
14. provide practice schedule to teams;
15. work with the Director of Athlete Development to plan and schedule evaluations; and

16. provide ice budget to Board for review.

## C. Director of Evaluations

1. Shall attend all Board of Directors meetings.
2. Director of Evaluations is responsible for the coordination and organization of athlete evaluations in each division at the beginning of each new season.
3. Will issue an evaluation process information sheet to every athlete (and or parent/guardian) outlining the evaluation process.
4. Shall be responsible for creating evaluation forms, drill plans and arrange for on-ice coaches (non SMRA) for each of the division evaluations.
5. Arrange for independent evaluators from other associations within Zone 2 or from a list of individuals who have no vested interest of the athletes that are being evaluated.
6. The Director of Evaluations shall chair the Evaluation Committee when and whereby no conflict of interest occurs.

## D. Director of Officials

1. Shall attend all Board of Directors meetings.
2. In conjunction with the Head Official, shall be responsible for all officials in the SMRA including the advancement of their skill levels.
3. Shall prepare, propose and present for discussion with the SMRA Board of Directors, the payment fee schedule for referees for the coming season, at the first or second Board of Directors meeting. Such fees shall be similar to that of the other Associations within Zone 2 and shall allow for tournament and outside referring.
4. Shall select and assign a pair of officials from the available Referee List for a scheduled game and/or re- scheduled or unscheduled game, as advised by the Division & Ice Co-ordinator and/or Team Managers and to ensure that the officials experience and skill set are appropriate for the division being officiated.
5. Assist in establishing the operating budget for the coming season by supplying the President with projected refereeing costs based on the proposed game schedule for each division.
6. Shall ensure that all available referees have received appropriate training which is deemed by Ringette Alberta and Ringette Canada as being necessary to officiate at a specific level (community, regional, provincial, national).
7. Provide encouragement and the means for SMRA Tween and higher level athletes to begin their referee training.
8. In conjunction with Zone 2, plan, arrange and coordinate referee clinics as required but not less than once every two years under the guidance and direction of Ringette Alberta.
9. Solicit and/or conduct informal evaluations of all officials performance and co-ordinate discussions with the Head of Officials.

10. Shall be responsible for receiving any complaints with respect to any Official and shall discuss with the Head of Officials. Continuous complaints regarding any one official will be addressed with and by the Director of Officials, the President of the Association and the Head of Officials.
11. As the Association continues to grow, the Director of Officials, working with the Treasurer, utilizing the established fee schedule, may arrange for the payment of the Officials on a weekly/monthly basis. Currently the Team Managers are handling this function.
12. Shall be responsible for encouraging all parents of athletes on SMRA teams to take the time to learn how to operate the timekeeping clock and shot clocks, where applicable, in our home arena(s) in order to act as minor officials during home games and tournaments.
13. Shall perform other duties as assigned.

## E. Director of Athlete Development

1. Shall attend all Board of Director meetings.
2. prepare annual budget;
3. coordinate development including: Power Skating Sessions, Goaltender development clinics, General skills clinics;
4. chair the Team Selection and Athlete Evaluation and committee;
5. assist with the development of the SMRA Practice schedules;
6. manage athlete/team selection process as per SMRA Policy;
7. manage athlete movement as per SMRA Policy;
8. set up and run the conditioning camp in early September;
9. help and support coaches on ice with athlete development;
10. set up and manage Goaltender clinics and support Goaltender development; and
11. prepare annual budget for conditioning camp, clinics, and costs that fall under play development role.
  
12. Shall act on behalf of all athlete complaints or protest in all divisions via Division Co-coordinators.
  
13. Shall represent each athlete in all matters pertaining to suspension or expulsions.
14. Shall be responsible to coordinate the athletes and skill development clinics and tests available from the Provincial Association.
15. Shall perform other duties as assigned.

## F. Director of Fundraising

1. Shall attend all Board of Director meetings.

2. Shall proactively seek out practical fundraising programs and to coordinate and oversee the executing of such programs keeping in mind the maximum profit versus the overall time vested.
3. Research fund raising methods and make recommendations/suggestions including donations and sponsorships, gifts, grants, legacies, endowments, etc.
4. Head up a fundraising committee from the list of all mandatory Team Representatives.
5. Coordinate and oversee the fundraising events of the SMRA and set fundraising targets on a yearly basis with the Treasurer as outlined in the annual budget.
6. Approach local businesses for goods and services as needed throughout season and to assist the Director of Tournaments with fundraising and sponsorship for home tournament.
7. Maintain a full record of all fundraising programs and file all necessary reports with the Board of Directors and/or the Gaming Commission (eg. licensed raffles)
8. Should SMRA set a participation fee (surcharge) to ensure that every parent/guardian supports the club in fundraising and volunteer activities, the Director of Fundraising will be responsible with the Treasurer to administer the participation fee program including the monitoring of required participation hours and setting the participation fee.
9. Shall coordinate and acquire all Casino eligibility forms from the Alberta Gaming Commission and prepare and submit on behalf of SMRA.
10. Arrange for a Casino Advisor to represent the SMRA once a casino date has been advised.
11. Coordinate through Team Managers and Division Co-ordinators, the collection of eligible volunteers for Casinos.
12. Prepare and distribute volunteer lists (including all backup people) for the casino and recommend appropriate penalties for non-attendance.
13. Provide status report on Casino.
14. Completion of the application for the next eligible Casino after the current Casino has been completed.
15. Shall perform other duties as assigned.

## G. Director of Marketing

1. Shall attend all Board of Directors meetings.
2. Shall be responsible for all promotions dealing with the SMRA including press releases, advertising and notices of fundraising events.
3. Implement a media blitz prior to registration dates in conjunction with the Registrar with the goal of having the advertisements highly visible including but not limited to the following:
  4. Posters and pamphlets distributed and posted throughout the community.
  5. Letters/registration forms to prior season registrants.
  6. Newspaper announcements.
  7. Public displays. (Parade etc.)
  8. Announcements to other community groups.

9. Promote the sport of Ringette with local business to increase interest, public awareness of the sport in the local community.
10. Periodically forward information articles, etc. via Division Co-ordinators and Team Managers to the association members (Laurie Ruppe Tournament, Ringette Week Activities, Clinic, etc.)
11. Establish a mechanism to continually update the resource material of the club and to turn such materials over to the Secretary of the Association for distribution if required.
12. Annually re-establish media contact with the Strathmore Standard and inform Team Managers of such arrangement and the parameters to follow to get articles and scores published.
13. Maintain Website for SMRA including all Association information and individual team information.
14. Post published newsletters and distribute any information via mass mailing to the membership.
15. Assist Director of Fundraising and Director of Tournament with preparation of any programs or written materials required for tournaments, or any other sanctioned events sponsored by the SMRA.
16. Maintain SMRA bulletin board at Arena.
17. Shall perform other duties as assigned.

## H. Director of Equipment

1. Shall attend all Board of Directors meetings.
2. Take an annual inventory of all equipment prior to season start and issue a report to the Board of Directors and provide a copy to the Secretary.
3. Shall be responsible for the allocation and maintenance of all equipment owned by the SMRA.
4. Distribute jerseys and other equipment to the Head Coaches of each team at the beginning of the season/collect jerseys and other equipment at the end of the season noting any losses or deficiencies.
5. Shall purchase replacement or new equipment as needed, within the budget as set by the Board of Directors or as approved by a resolution of the Association.
6. Take an annual inventory of jerseys and equipment, before and after the season.
7. Ensure that name bars are removed and returned to athletes.
8. Arrange locker contents and keys so that Head Coaches and Equipment Managers can access for extra equipment needs.
9. Arrange for the sale/trade of obsolete equipment as necessary (new or used) to raise funds to purchase new equipment.
10. Shall be responsible for the education of all coaches, parents and athletes within the SMRA, on the use, care and safety of all equipment belonging to the SMRA.
11. Shall conduct equipment inspections for each team and report equipment deficiencies pursuant to the Ringette Canada Official Rules regarding regulation equipment to the

Head Coaches and Division Co-ordinators who in turn will advise the parent/guardian of the child.

12. Shall perform other duties as assigned.

## I. Director of Tournaments

1. Shall attend all Board of Directors meetings.
2. Shall chair annual tournament committee including scheduling required tournament committee meetings to discuss and decide:
3. Collection of Business Donations.
4. A budget for the Board of Directors Approval.
5. Securing any sponsors and development of program.
6. Issuance of invitations, team selection and notification to teams that are accepted.
7. Draft ice schedule and finalize.
8. Coordinate volunteer sign up schedules.
9. Discuss Officials with Director of Officials.
10. Produce and distribute Coaches packages.
11. Set up Tournament Grievance Committee.
12. Set up Tournament Office.
13. Advertising & Decorations
14. Shall co-ordinate all aspects of the Association's annual tournament with the assistance of the committee that consists of mandatory volunteers from each team.
15. Prepare all Ringette Alberta paperwork for sanctioning of tournament.
16. Maintain fiscal responsibility for the revenue and expenditures of the tournament and as such must maintain complete and accurate books on such. Issue a post tournament Financial Report to the Board of Directors.
17. Shall perform other duties as assigned.

## J. Director of Division Coordinators:

1. Shall attend all Board of Directors meetings
2. Shall oversee all Division Coordinators and provide support when required
3. Shall help the Evaluation Committee with team formation (excluding divisions their athletes are in)
4. Shall bring forward members suggestions to adjust Bylaws and/or Operating Policies, Procedures, Rules and Regulations
5. Shall organize the Kick Off and Wind Up events including preparing and staying within a budget
6. Shall perform other duties as needed

## K. Division Co-ordinators

1. Shall attend all Board of Directors meetings.
2. There shall be one Division Co-ordinator for every age division that has a functioning team within the Association.
3. The Division Co-ordinator will not have any athletes playing Ringette at the level they direct unless specifically appointed by the Board of the Directors.
4. Shall be a full voting member of the Board of Directors.
5. If numbers dictate upward or downward movement of athletes in order to meet the team athlete minimum and maximum requirements as per SMRA Policies and Procedures, Rules and Regulations, the Division Co-ordinator will work in conjunction with the Director of Evaluations, Coaches and other members of the Team Selection Committee in the team selection process at their level.
6. After the evaluation process is complete, the Division Co-ordinator will work closely with the Evaluation Director and Coaches to determine at what level each division should be competing in.
7. Prior to the first evaluation session, the Division Co-ordinator will hold a meeting to introduce themselves to the parents of the level he/she is co-ordinating and to explain the Division Co-ordinator role and the evaluation process if required.
8. The Division Co-ordinator will make themselves known to all parents at the team level and be approachable with concerns involving all aspects of the team.
9. When approached by parents, team staff or athletes with a concern, the Division Co-ordinator would be responsible for conducting an impartial investigation, by talking to applicable parties and may include watching some games within the division they are responsible for.
10. The Division Co-ordinator must prepare a report once the concern is resolved detailing the concern, the information received and from whom, and the resolution reached. The report will be signed by the interested parties and the Division Coordinator. This report may be reviewed at a later date if a Grievance Committee is established to help resolve the issue.
11. Responsible to report to the Board of Directors of any situations that cannot be resolved at a team level that which may require further investigation and possible recommendation for disciplinary action as per the SMRA Code of Conduct.
12. Communicate appropriate information disseminated at the Board of Director meetings to the teams within their division. This may include policy changes and/or clarifications.
13. Bring forward memberships suggestions to adjust Bylaws and or Operating Policies, Procedures and Rules and Regulations
14. Shall be present at Rust Bust and Evaluations for their Division when possible.
15. Shall prepare team reports to present at board meetings.
16. Shall help with Kick Off and Wind Up events
17. Shall perform other duties as assigned.

## Section 13 – Volunteer Policy

13.1 Importance of Volunteers: Volunteering of time, resources and ideas is critical to the sustainability of SMRA as a non-profit organization. The SMRA volunteer policy requires that a parent/guardian of a athlete or athlete if over the age of 18, must complete volunteer shifts to meet 8 volunteer hours per season to a maximum of 16 per family.

13.2 The policy applies to athletes registered in U10 to U 19 divisions. This policy does not apply to athletes registered in the Open Divisions (see 13.10). The SMRA Board of Directors is responsible to identify and define what constitutes Association-related volunteer activities. Volunteer opportunities will be available throughout the year for parents/guardians of athletes and athletes over the age of 18 to fulfill their hours.

13.3 Volunteer Cheques: One undated volunteer cheque in the amount of \$250 will be required for each athlete, to a maximum of \$500 / family. This cheque will be collected by Team Managers within 2 weeks of team formation. All cheques will be submitted to the Director of Managers the same week. If a athlete's cheque has not been received, that athlete will not be allowed on the ice until their cheques have been received. If you are not able to provide a cheque, you will be required to pay an upfront bond.

13.4 Tracking Association-Related Volunteer Time: The Director of Managers will keep track of those parents/guardians of athletes and athletes over the age of 18 who volunteer their time to the Association.

13.5 Failure to Meet Volunteer Commitments: If a parent/guardian of a athlete or athlete over the age of 18 has not met their volunteer commitments, their cheque(s) will be cashed by the SMRA at the end of each season. Failure to meet volunteer commitments includes being late to an assignment that hinders volunteer activities; and not being able/qualified to work the shift the individual has signed up for.

13.6 No shows/ Last minute cancellations: Once a parent/guardian of a athlete or athlete over the age of 18 has signed up to a volunteer activity they are responsible to fulfill that commitment. If a parent/guardian of a athlete or athlete over the age of 18 has signed up to complete a volunteer activity and fails to show up for that activity without providing 48 hours' notice they will be deemed to have not met their volunteer commitment and their volunteer cheque will be cashed immediately.

13.7 Volunteer Exemptions: The Board is responsible to determine what exemptions are allowed for volunteer obligations. In recognition that Board members and Head Coaches already volunteer time towards Association-Related Volunteer

Activities in excess of the time commitment required under this Policy, board members and head coaches are exempt from any further Association-Related Volunteer Activities. This exemption can be revoked or expanded at the discretion of the Board.

13.8 Volunteer Buy-out: Buyouts will not be considered an option. A buyout may be allowed for extenuating circumstances at the discretion of the board.

13.9 Team-Related Volunteer Activities: These do not count towards the mandatory 8 hours of volunteering. Individual teams require parents to contribute time and resources to support games, tournaments, and team-specific costs such as team swag or team gatherings.

Team-related volunteer hours include the following:

1. Time/Score Keeper.
2. Penalty Box person.
3. Shot Clock (U12 and up).
4. Team based fundraising activities such as bottle drives to support tournament participation or team gatherings.
5. Any other activity declared by the SMRA to be a Team-related volunteer activity.

## Section 14 – Disciplinary Committee Policy

14.1 The purpose of this policy is to provide clear procedures for managing disciplinary issues in a fair, timely, and consistent manner during activities organized or sanctioned by SMRA, tournaments or provincial championships hosted by SMRA, or when formally requested by affiliating or partnering associations. The policy outlines the authority, responsibilities, and operations of the SMRA Disciplinary Committee.

14.2 This policy applies exclusively to individuals participating in activities organized or sanctioned by SMRA, during tournaments or provincial championships, and to individuals from other associations ONLY when SMRA is acting as host, partner, or governing authority at tournaments, provincials, or upon formal request by an affiliating or partnering association.

1. Players
2. Coaches and team staff
3. On-ice and off-ice officials
4. Volunteers and board members

## 5. Parents/Guardians and Spectators

It also applies, as needed, to individuals from **other associations** when SMRA is acting as host, partner, or governing authority (e.g., at tournaments, league events, or inter-association incidents).

14.3 The SMRA Disciplinary Committee is responsible for receiving and reviewing complaints or reports of misconduct arising during activities organized or sanctioned by SMRA, tournaments, provincials, or upon formal request by an affiliating or partnering association; conducting fair investigations and/or hearings; determining appropriate disciplinary action; ensuring consistency with SMRA policies, Ringette Alberta guidelines, and Ringette Canada's Safe Sport principles; and supporting partnering associations in resolving disciplinary matters **ONLY** when formally requested.

1. Receiving and reviewing complaints or reports of misconduct
2. Conducting fair investigations and/or hearings
3. Determining appropriate disciplinary action
4. Ensuring consistency with SMRA policies, Ringette Alberta guidelines, and Ringette Canada's Safe Sport principles
5. Supporting partnering associations in resolving disciplinary matters when formally requested

14.4 The Disciplinary Committee shall consist of 3 members:

1. **Disciplinary Chairperson** (appointed by the SMRA Board)
2. **Director of Division Coordinators**, or a Division Coordinator appointed to act on their behalf
3. At least one member of the **SMRA Board Executive**

**Note:** Any person directly involved in a complaint or incident, or with any conflict of interest, will not serve on the Committee for that case. All committee members involved in disciplinary matters must complete Ringette Alberta-approved Safe Sport training prior to serving in their role.

14.5 Grounds for Disciplinary Action

Examples of conduct that may trigger disciplinary review include (but are not limited to):

1. Violations of the SMRA or Ringette Alberta Code of Conduct
2. Abuse (verbal, physical, or emotional)
3. Bullying, harassment, or discrimination

4. Unsportsmanlike behaviour (on or off the ice)
5. Inappropriate behaviour on social media
6. Non-compliance with safety or conduct policies
7. Damage to facilities or equipment
8. Repeated violations of team or association rules

14.6 All procedures (reporting, review, investigation, hearing, decision, appeals) apply **ONLY** to incidents occurring during tournaments or provincials hosted by SMRA, or when the committee is formally requested to act by an affiliating or partnering association.

## A. Incident Reporting

14.7 All concerns or complaints must be submitted using the official **Incident Report Form**, preferably within **7 days** of the incident.

14.8 Reports may be submitted by any participant, parent, volunteer, coach, or official.

14.9 Submit reports to the **Disciplinary Chair** (as designated on the SMRA website)

## B. Initial Review

14.10 The Disciplinary Chair will review the report to determine if the issue falls under the Committee's jurisdiction.

14.11 If not, the issue may be referred back to the team, coach, or another authority.

14.12 If disciplinary review is required, an investigation will be initiated.

## C. Investigation

14.13 The Committee will collect statements from the complainant, respondent, and any witnesses.

14.14 All parties will be treated fairly and respectfully, with a presumption of innocence until facts are reviewed.

14.15 Depending on the situation, an in-person, phone, or virtual meeting may be held.

## D. Hearing (If Required)

14.16 The Committee may hold a formal hearing, especially for serious incidents or repeat offences.

14.17 The respondent has the right to know the allegations, present their case, and bring a support person.

14.18 Hearings are confidential and conducted with impartiality.

## E. Decision & Outcome

14.19 After reviewing all evidence, the Committee may impose one or more of the following:

1. Verbal or written warning
2. Temporary suspension (games, practices, events)
3. Mandatory apology or conflict resolution session
4. Permanent removal from team, volunteer position, or the association
5. Referral to Ringette Alberta or other governing bodies for further action
6. Decisions will be communicated **in writing within 7 days** of conclusion of the process.

## F. Appeals

14.20 Appeals must be submitted in writing within **7 days** of receiving the disciplinary decision.

14.21 Appeals will be heard by the **SMRA Board of Directors** or an independent Appeal Panel.

14.22 Grounds for appeal may include:

1. Procedural error
2. New evidence
3. Perceived bias or conflict of interest
4. Severity of the decision

14.23 Use by Other Associations: Affiliating or partnering associations may formally request the use of the SMRA Disciplinary Committee when;

1. SMRA is the host of the event or tournament where the incident occurred
2. The issue involves participants from multiple associations
3. The other association does not have a Disciplinary Committee
4. A neutral third-party is preferred

14.24 Requests must be made **in writing by the requesting association's President or Vice-President**. The SMRA reserves the right to accept or decline such requests based on availability, appropriateness, and jurisdiction.

14.25 All disciplinary proceedings and documentation are confidential. Only involved parties will be informed of the incident, process, and outcome. Breaches of confidentiality may themselves be subject to disciplinary action.

14.26 All incident reports, decisions, and outcomes will be retained by SMRA for a minimum of **5 years** in a secure and confidential format. Access is limited to the SMRA Executive and Disciplinary Committee Chair.

14.27 This policy is aligned with **Ringette Alberta's Conduct and Discipline Policy, Ringette Canada's Safe Sport Framework** and SMRA Bylaws and Codes of Conduct. Where conflicts exist, the higher authority (e.g., Ringette Alberta or Ringette Canada) shall prevail.

14.28 This policy shall be reviewed annually by the SMRA Board of Directors or more frequently as required. Amendments must be approved by the Board.