

Greater Sudbury Ringette Association



Policy Manual

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Name

The Organization shall be known as Greater Sudbury Ringette Association, hereinafter to be referred to as the GSRA

Aims and Objectives

- To promote, administer and develop the recreational sport of Ringette
- To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship
- To provide entertainment and fun for the participants



- To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests
- To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators
- To ensure that all members have the opportunity of presenting and having their views heard
- To provide support and opportunity to players, coaches, officials and administrators to improve their skills
- To recruit and develop a capable, competent team of officials, coaches, managers and other leaders as required
- To actively promote, adhere to and support the objectives and policies of the Northeast Region Ringette Association, Ringette Ontario and Ringette Canada
- To assist any area outside the boundaries of the GSRA in the development of the sport of Ringette



Executive – Power and Duties

- The Executive shall hear and resolve all protests and appeals of any nature. All complaints regarding ice time allocation, playing time, conflicts with coaching staff or general complaints will be addressed promptly by the Executive providing the complaint is received in writing. The Executive will not address complaints received verbally. Responses to written complaints will also be in writing and will be addressed to the original complainant. [See Discipline, Complaint and Appeal Section of Policies.](#)
- Vacancies on the Executive: See GSRA Bylaws
- The Executive shall resolve other problems as may arise in a manner, which is in the best interest of the GSRA and its members.
- The Executive may suspend for such a time as it deems necessary, expel or discipline a team or any members thereof 1) for notorious or continued foul play, unsportsmanlike conduct or conduct unbecoming a person or team representing the GSRA 2) or for refusing to accept or obey a ruling of the Executive. The Executive may reinstate any team or member there of which is under suspension on conditions, which it may determine.
- At the beginning of each season, the executive shall designate an executive board member as a representative for each division. The assigned representative shall have no association or conflict of interest with that division.
- Ice allocations shall be determined by the GSRA Executive based upon the number of teams within the association. Every effort shall be made to allot ice time equally for teams within the same division. The Executive will ensure that a concerted effort is made by each coach to ensure that each player on a team is given equal ice time during games.



- Authorization for disbursements: See GSRA Bylaws
 - All purchases exceeding **\$300** must be authorized by a majority vote of the GSRA Executive. Two authorized signing officers may approve purchases of less than \$300.00. Small purchases shall not be made for the same reason or item to circumvent this \$300.00 requirement.
 - All the GSRA Executive, when representing the GSRA or being a part of any Ringette program, event or discussion shall:
 - 1) Conduct themselves in a manner that reflects positively on the GSRA
 - 2) Always act in the best interest of the GSRA
 - 3) Always act in the best interest of all the players/coaches in the GSRA
 - 4) Promote the sport of Ringette
- *All Executive members must agree to this upon being named to the Executive and are subject to the removal from the Executive if they show an intended effort to undermine the wellbeing of the GSRA.

For further detail regarding Executive Power and Duties, see the GSRA Bylaws.

Job Descriptions

All Executive Members shall do the following:

- 1) Attend executive meetings;



- a. Executive members are expected to attend ALL meetings. However, understanding that some absences are unavoidable, executive members are required to attend a minimum of 75% of meetings each season;
 - b. Executive members are expected to respond to GSRA related communications within 48 hours or 2 business days;
 - c. Executive members shall prepare a verbal report for each executive meeting which will be recorded by the secretary;
 - d. If an executive member cannot attend meeting, a written report must be submitted to the secretary prior to the scheduled meeting.
- 2) Perform other duties as assigned
 - 3) Prepare a written report to be verbally presented at the AGM
 - 4) Executive member(s) in possession of the GSRA Laptop are expected to care for the laptop and external hard drive and return it to the GSRA once their term is completed (NB: GSRA has one laptop which can be assigned to a member of the executive as needed on a yearly basis)
 - 5) Executive members deemed not to be fulfilling their duties (as outlined above and within their job descriptions) will be provided a written warning. Should such issues continue, they may be removed from the executive with a majority vote.

President:

- 1) Preside at all Executive and Executive Committee meetings
- 2) Prepare an agenda for all such meetings
- 3) Issue a notice of all meetings
- 4) Exercise the power and authority of the GSRA Executive in cases of Emergency and in the best interests of the GSRA. The decision will be subject to ratification by the entire Executive at the next meeting
- 5) Be the official spokesperson for the GSRA at the Local, Regional and Provincial level
- 6) Be responsible for the general management and supervision of the affairs and operations of the GSRA



- 7) Co-sign check signed by the Treasurer
- 8) Ensure that all Officers and Directors perform their duties
- 9) Approve the authorized members permitted in the equipment lockup, at the beginning of every season.
- 10) Be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the GSRA Executive

Vice-President:

- 1) Perform the duties of the President in his/her absence or at his/her request and he/she shall then have all the powers and rights of the President
- 2) Assist the President in performing his/her duties and shall hold the position of Advisor to the Tournament Committee and any other Committee as determined by the President
- 3) Co-sign cheques by the treasurer, In the absence of the President
- 4) Oversee the House League program to ensure appropriate and adequate player development opportunities are achieved

Treasurer:

- 1) Present a verbal and written balance and expense report at all regular scheduled executive meeting. This expense report will be embedded into the meeting minutes.



- 2) Draft up and propose a budget plan at the beginning of each season. Will present the proposed budget to the Board by September of each season.
- 3) Keep a detailed, accurate and updated spreadsheet of all the GSRA transactions (income and expenditures). This spreadsheet will be maintained monthly and when asked will be shared with the board during executive meetings.
- 4) Complete all accounts payable, using email transfers or a cheque. The maximum amount permissible in an e-transfer is up to and including \$500. The signature of the treasurer and one other approved authorizer must authorize all transactions. (See bylaws) For e-transfers, both authorizers will be recorded within the treasurers tracking file.
- 5) Work with the auditor to provide whatever documents are required to complete the audit.
- 6) Submit a financial statement of costs including league debits and credits at the AGM

Past-President:

- 1) Carry out all duties assigned by the President
- 2) Be a full voting member of the Executive

Secretary:

- 1) Maintain records of proceedings and meetings
- 2) Ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Executive. Have custody of all documents and records, except financial, pertaining to the affairs of the GSRA

Referee Chief

- 1) Be responsible for scheduling and tracking monthly payroll of all officials (including both referees and timekeepers/scorekeepers) in the GSRA including the advancement of their skill levels



- 2) Provide monthly report to the treasurer in order to allow the treasurer to pay officials by the 10th of each following month.
- 3) Prepare a report for the AGM

Registrar:

- 1) Be responsible for making all necessary arrangements for Registration. Online Registration will start on July 1st of each playing season.
- 2) Shall be the sole keeper of waiting lists for each age group
- 3) Shall ensure all players are registered with Ringette Ontario
- 4) Shall ensure all TRFs are prepared by the RO deadline on a yearly basis
- 5) Shall act as the GSRA Privacy Officer

Coaching Director:

- 1) Ensure all bench staff are qualified for their positions and provide proof of their qualifications to the registrar as required
- 2) Act on behalf of coaches' complaints in all Divisions
- 3) Be responsible for the advancement of skill of all coaches
- 4) Co-ordinate all clinics available from the Local, Provincial or National Association for skill advancement
- 5) Ensure all bench staff are qualified for their positions, maintain accurate records of all bench staff qualifications and provide proof of their qualifications to the registrar as required
- 6) Form a Coaching Selection Committee for selecting coaches as required. Coaching applicants may be invited to attend an interview if required. Refer to the [Coaching Recruitment and Selection Policy](#) for further detail.
- 7) Help organize and coordinate the annual Bench Staff Meeting at the beginning of each season. (End of September/First week of October)



- 8) At the beginning of each season, help coordinate any on ice team evaluations. The Coaching Director will help the coaches' layout a specific drill plan, in accordance with the age level being evaluated. The coaches will be asked to follow this plan during the evaluations.

Social Media and Website Director:

- 1) Assist in the advertising and promotion of all GSRA related events and news
- 2) Keep Facebook, Instagram and any other social media platforms updated
- 3) Responsible for keeping the website updated throughout the season

Equipment Manager:

- 1) Be responsible for all equipment **owned** by the GSRA
- 2) Supply jerseys, rings, first aid kits, goaltender equipment and game sheets as required, to all teams
- 3) Ensure arenas are equipped with shot clocks (and shot clocks are in good working order)
- 4) Advise the Executive of additional equipment needs and purchase equipment as approved in the budget
- 5) Ensure the equipment is inventoried and returned to storage
- 6) At the beginning of each season, following approval from the President, will be responsible for providing an updated written list of volunteers that are permitted in the Raymond Plourde lock up and/or the Twin Forks Playground lock up. Should also educate new arena staff regarding the list and the GSRA expectations.

Ice Convener:

- 1) Attend ice meetings with the City of Greater Sudbury
- 2) Attend coach's meetings to explain ice procedures for scheduling, cancellation etc.
- 3) Schedule pre-season ice times



- 4) Supply ice schedules to all teams (get anticipated tournament list from all teams before making out these schedules)
- 5) Cancel or reschedule any ice time conflicts as they arise
- 6) Complete and maintain a log of ice time given to each team for the whole season
- 7) Coordinate with other association ice conveners throughout the season
- 8) Schedule additional time slots for activities such as power skating, goalie training and other events as determined by the board.

Fundraising Coordinator:

- 1) Be responsible for coordinating fund-raising events as determined by the Executive
- 2) Act as a liaison to the Executive regarding individual team fund-raising
- 3) Be responsible for seeking out grants, alternative sources of funding and applying for any eligible programs/grants as applicable

Player Development Coordinator:

- 1) Support and oversee the A level programs
- 2) Assist in coordinating development opportunities including Exhibition games throughout the season

FUN Level Coordinator:

- 1) Liaison between the FUN teams and the Executive
- 2) Ensure each FUN level is adhering to RO guidelines for play/development
- 3) Be responsible for organizing Come Try Ringette Events for youth

Adult Ringette Coordinator:

- 1) Liaison between the Open teams/players and the Executive



- 2) Assist with recruitment and retention of adult players to GSRA
- 3) Liaise with the Northeast Adult Representative
- 4) Be responsible for organizing Come Try Ringette Events for adults

Tournament Coordinator:

- 1) Responsible for organizing the GSRA Tournament in accordance with RO policies for Sanctioned Events

Membership Policy

- Membership in the GSRA shall be open to all players within the geographic boundaries of the GSRA as defined by Ringette Ontario (RO). *For reference, the boundaries of GRSRA include the traditional boundaries of the previous Sudbury Ringette Association and Valley East Ringette Association. These boundaries encompass all addresses within “Sudbury”, Garson, Falconbridge, Coniston, Wahnapiatae, Estaire, Val Caron, Hanmer, Capreol. It is to be noted that residents of Azilda, Chelmsford and Dowling reside in a “grey zone” and may register with GSRA or WRA but once they’ve chosen their home association, they are expected to remain with that association or will require a release to move to the other association.*
- Players are required to register within their home association based on the geographic boundaries outlined above.



- Players residing within the geographic boundaries of GSRA but wanting to register for another association, must request a release in writing prior to the start of the season. Releases will be considered by the Executive on an individual basis and in line with Ringette Ontario's player release policies.
- The Executive may designate other persons who reside outside the boundaries of the GSRA to be eligible for membership, but residents within the GSRA boundaries shall be given priority
- Registration priority is as follows:
 - 1) Old players within boundaries
 - 2) New players within boundaries
 - 3) Old players outside boundaries
 - 4) New players outside boundaries
- All parents/guardians of players and anyone registered with the GSRA are members of the GSRA
- A member of the GSRA will be in good standing provided that the Member:
 - 1) Owes no outstanding Membership dues, participant fees or other debts to the GSRA
 - 2) Has not ceased to be a Member
 - 3) Has not been suspended or expelled from Membership, or had other Membership restrictions or sanctions imposed
 - 4) Has complied with the Bylaws, Policies, Rules and Operating Procedures of the GSRA and Ringette Ontario.
 - 5) Is not subject to a disciplinary investigation or action by the GSRA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the GSRA and Ringette Ontario.
- Members who cease to be in good standing (previous seasons or current season) will not be entitled to vote at meetings of the Members, will not be entitled to the benefits and privileges of the Membership and will not be permitted to be on the ice until the Executive is satisfied that the Member has met the definition of good standing as set out above.



Fee Structure/Family Discounts/Payment Deadlines/Refunds

Fee Structure:

Each player shall pay fees based on requirements as determined, on an annual basis, by the **GSRA** Executive.

Family Discount:

When more than two family members are registered with the GSRA, the following family discounts are available.

- 2nd family member: no discount
- 3rd family member: \$100 off their respective registration
- 4th Family member registered = \$125 off their respective registration
- 5th Family member registered = \$150 off their respective registration

***A new registration does not count towards this discount – already discounted**

*** The family discount only applies to registration from U10 and above.**

Adult Division Goalies:

- For the purpose of goalie recruitment and retention challenges, Open goalies will only pay the RO insurance and GSRA administration fee. The GSRA board, at the beginning of every registration, will determine this fee.

Registration Deadline:



- All returning members must complete the online registration in August* (date determined by Executive on a yearly basis and announced at least 30 days prior to the deadline). Failure to complete the online registration by this date will result in a \$50 increase to their registration.

* Only the registration is required. The GSRA registration fee can be deferred if paying by etransfer.

Payment Deadlines:

- The full-payment deadline shall be no later than September 30th each year unless a payment plan is in place.
- Should a player require an alternative payment plan (not offered at the time of registration), it is their responsibility to reach out to the treasurer prior to September 30th to organize a mutually acceptable plan.
- Players will not be permitted on the ice until full payment has been received. In the case of payment plans, players will not be permitted on the ice if payments are not made on scheduled dates.

Season Refund:

- A full refund is available before October 1st of each season upon written request.
- After October 1st, but before October 30th of each season, a refund minus a \$75 administrative fee will be issued.
- No refunds will be granted after October 30th unless there are extenuating circumstances, in which case the board will consider a pro-rated refund if it deems it appropriate.
- A request for refund of RO fees must be made directly to RO.

Police Record Check (PRC) and Coaching Course Reimbursement

- GSRA follows the RINGETTE ONTARIO SCREENING POLICY. Refer to the [Ringette Ontario](#) for full details.



- All Bench Staff, Executive Board Members and Officials, who are over the age of 18, are required to have a valid PRC. If working with anyone under the age of 18, a vulnerable sector check must be completed.
- The PRC must be renewed every 3 years at per RO policy.
- The PRC must be completed and handed in to the GSRA Privacy Officer by the RO deadline each year.
- The GSRA appointed Privacy Officer will be responsible for reviewing and keeping record of all PRCs.
- The cost of the PRC will be refunded by the GSRA upon request with a valid receipt.
- To cost of any required coaching course(s) will be refunded by the GSRA upon request with a valid receipt at the end of the season upon completion of at least 1 year of coaching for GSRA.

Logo

GSRA reserves the right to use and grant permission to use the GSRA logo in any way it deems appropriate. The GSRA reserves the right to request that other parties cease usage of the logos in instances where it deems the usage inappropriate, misleading or in violation of this policy.

- The logo will not be reproduced or used without written permission from GSRA.
- Requests to use the logos must be submitted in writing to the GSRA President at least fifteen (15) days prior to the expected use or reproduction of the logos. Submissions must include a sample and/or explanation of the proposed use or reproduction of the logo(s).
- GSRA will provide written permission or denial within seven (7) business days of receipt of the request. This decision is not appealable.
- Only the official logos may be used. Hand-drawn or altered versions are not permitted.

Preventing Bullying, Harassment & Abuse Policy



Adapted from the Ringette Canada Policy on Preventing Bullying, Harassment and Abuse and the Ringette Ontario Harassment and bullying policy.

The purpose of this policy is to ensure a safe and positive environment within GSRA and Ringette Ontario programs, activities and events, by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of Ringette Ontario, at all times. Ringette Ontario and the GSRA are committed to providing an environment in which all individuals are treated with respect. Furthermore, we support equal opportunity and prohibit discriminatory practices.

Everyone has a duty to report infractions. In order to report an infraction, any GSRA member can do so by following the complaint process. [\(Refer to the Discipline, Complaint and Appeal Policy\)](#)

Any form of abuse and neglect, whether physical, emotional or sexual of any participant in any of GSRA's programs, will not be tolerated.

The GSRA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

It is the policy of the GSRA that harassment and bullying in all its forms will not be tolerated during any Greater Sudbury Ringette Association activity or program.

Accordingly, all the GSRA personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment or bullying and following Local, Branch or National policy guidelines for reporting or responding to more serious complaints of harassment or bullying.



Players and other participants are expected to refrain from harassing or bullying behavior and are encouraged to report incidents of harassment or bullying.

Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Ringette Ontario's policies related to discipline and complaints.

Please Refer to Ringette Ontario's Harassment and Bullying policy for further details and information on this important topic.

This policy can be found on the website: Ringetteontario.com

Discipline, Complaint and Appeals Policy

Objective: Membership and participation in the activities of Ringette Ontario offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the GSRA and Ringette Ontario's Code of Conduct as well as with the GSRA and Ringette Ontario's other policies and procedures.

1. Discipline:

Penalties: (All from G&T manual)

Refer to Games and Tournaments Manual (Ringetteontario.com)

Excessive Penalties (All from G&T Manual)

Refer to Games and Tournaments Manual (Ringetteontario.com)



Misconduct and Match Penalties □

Refer to Games and Tournaments Manual (Ringetteontario.com)

2. Reporting a Complaint/Investigation Process

- If it is a minor complaint/concern, the GSRA encourages their membership to first reach out to their division representative. If both the division representative and/or the complainant feel the issue should be escalated, the complaint should then be escalated to the President.
- If the complaint involves the President, the complaint shall be escalated to the Vice President.
- Complaints must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident using the GSRA [Incident/Complaint Form](#).
- Upon receiving a complaint, the President, or delegate, will determine whether the complaint is frivolous or vexatious within ten (10) days of receiving it. If the President, or designate, determines the complaint is frivolous or vexatious, the complaint shall be dismissed immediately. (RO)
- A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or deny, the notice of complaint outside the fourteen (14) day period will be at the GSRA Board's discretion. This decision may not be appealed. (RO)

Initial Investigation:

- The President, or designate, may appoint an independent individual to conduct an investigation to determine the validity of a complaint. The Investigator will carry out the investigation (both sides of story) in a timely manner and at the conclusion of the investigation will submit a written report to the president, or



designate, concluding whether or not there is validity related to the complaint and if referral to the disciplinary committee is required.

Discipline Panel:

- Within fourteen (14) days of notifying the respondent of a complaint of a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the President, or designate, will appoint three (3) individuals to serve as a Discipline Panel (“Panel”).
- The members of the Panel will select from themselves a Chairperson. Members of the Panel will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.
- The Discipline Committee shall investigate the complaint by taking any steps that it considers necessary including summoning before it the Executive Member, member, volunteer, or athlete whose conduct is the subject of the complaint and any witnesses that were present.
- On completion of its investigation, the Discipline Committee shall make a written report to the President recommending that:
 - Action be taken against the Executive Member, member, volunteer, or athlete complained against; or
 - No further action be taken with respect to the matter under investigation
- The GSRA president shall notify the complainant and the individual complained against, of the above result. The notice shall be accompanied by the action that the Committee considers necessary to be taken.

- Once the final decision has been made by the disciplinary panel, both the complainant and/or individual complained against may request that the complaint be first referred to the Northeast Region Ringette Association and subsequently to the Ringette Ontario Association for further review. That request is to be



made within thirty days of the date on which both the complainant and individual complained against are notified of the Discipline Committee's conclusion.

Sanctions:

The Panel may apply the following disciplinary sanctions singly or in combination, for minor and/or major infractions:

- Written reprimand;
- Written apology;
- Removal of certain privileges of membership
- Suspension from certain events;
- Suspension from certain Ringette Ontario activities;
- Payment of a financial fine in an amount to be determined by the Panel;
- Suspension from all Ringette Ontario activities for a designated period of time;
- Expulsion from membership;
- Other sanctions as may be considered appropriate for the offense.

Unless the Panel decides otherwise, any disciplinary sanction will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in the GSRA and Ringette Ontario until such time as compliance occurs.

The GSRA will maintain a written record of the incident, investigation and decisions made for two consecutive seasons.

3. Appeal Procedure:

The decision of the Panel may be appealed, with the exception of match penalties.



Individuals who wish to appeal a decision have 7 days from the date on which they received notice of the decision. They are asked to complete the [GSRA Appeal Form](#) and submit the completed form to GSRA President.

Appeal Decision:

The appeal shall be heard at the next Executive Meeting, unless compelling reasons can be shown for it to be heard sooner. Should the appeal be heard sooner, the members of the discipline panel and 2 additional executive members will meet and make a final decision.

The final decision will be communicated to the appellant following the above meeting.

Dressing Room Policy

Objective:

GSRA firmly believes in accommodating everyone in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of all our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. The safety of our members is paramount. This policy provides details regarding the supervision and safety of our minor players, while in our change rooms and during off ice events.

This policy applies to:

- a) All change room use arising from Ringette Ontario and GSRA sanctioned events;
 - b) Off-ice events that are part of any GSRA activities or events, including tryouts.
-
- Ringette Ontario has implemented the ***RULE OF TWO** to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in



potentially vulnerable situations by ensuring more than one adult are present. There may be exceptions in emergency situations.

- GSRA stresses the importance of coaches in ensuring all players have equal access to pre and post team sessions and to all team related activities.
- GSRA recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to everyone.

At FUN 1, 2 and 3 (also known as U10) the following conditions will apply in all team environments:

- GSRA allows co-ed dressing room situations to exist at the FUN 1, 2 & 3 level (U6/U8/U10) with the understanding that the players will arrive either in full equipment or wear at a minimum a base layer (long underwear and shirt) at all times.
- Parents entering the dressing room should ensure there is always a second adult (parent/coach) present to accompany them.

At U12 level and above the following conditions will apply in all team environments:

- For Divisions U12 and above, no male coaches or parents are permitted in female dressing rooms while players are dressing or undressing, and no male players are permitted in the female dressing rooms. Male coaches and players may enter the dressing room for pre-game or post-game routines after being given the all clear by the female coach, team manager or screened volunteer, all of which have to be female. The same rules apply to male dressing rooms where only male coaches/parents are permitted in male dressing rooms.
- If the team has parents that provide supervision in the dressing rooms on a regular or semi-regular basis these parents must complete and submit a Police Record Check.
- Females and males will change in separate rooms. If an individual requests a private room or accommodation, the GSRA will work with the coaching staff and arena officials to help accommodate the request.



- Everyone shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- The smaller group shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- The larger group shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the smaller group.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the larger group dressing and showering first. Once the room with shower facilities has been fully vacated the smaller group may use the shower facilities.

*It is the responsibility of the Head Coach and Team Manager to ensure that these guidelines are followed.

***RULE OF TWO (Ringette Ontario 2020)**

Any one-on-one interaction between a coach and an athlete, both on and off of the field of play, must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete

Bench Policy

A First aid kit must be located on the bench and accessible to the bench staff, during practices and games.

All bench staff must have an up to date criminal record check completed in order to be on the bench.

A female must always be present on the bench.

If a team's trainer is not a female, the female bench staff must accompany the trainer while assessing the player.

All bench staff stepping onto the ice to tend to an injured player must wear a CSA approved helmet at all times.

GSRA has a strict "NO TOUCH" policy.



Cell Phones, Cameras and Personal Digital Assistant (PDAs) Policy

Cell phones and personal digital devices possess cameras that allow users the opportunity to secretly photograph objects in front of them while appearing to dial a number or text. This is a significant concern to the GSRA.

The potential exists for inappropriate behavior of camera phone users photographing others undressing and showering in the dressing rooms. The City of Greater Sudbury has a policy in place prohibiting the use of cellular telephones in the dressing rooms of recreational facilities.

The GSRA will not tolerate the potential danger of violating an individual's privacy; and therefore, the following policy in support of the City's policy will take effect immediately:

"The use of any form of camera, video camera, camera phone, or any personal digital accessory capable of photographs is prohibited in any recreational facility change rooms during any GSRA sanctioned event."

Equipment Policy

Jerseys:

Team jerseys are distributed at the beginning of each season, to an identified member of the bench staff. Teams and/or players are not permitted to alter numbers or attach nameplates unless approved by the GSRA. A post-dated cheque is required at the beginning of the season and will be returned at the end of the season upon return of the jerseys in good condition.

Team Apparel:



Teams in the Competitive division (also known as A), are required to have team apparel consisting of a minimum of hoodies and jackets bearing the GSRA logo. Teams are responsible for organizing the purchase of the apparel from a GSRA approved merchant.

Teams in the B/C division (also known as House league), may purchase GSRA apparel through the GSRA approved vendor. However, team apparel is not required.

First Aid Kits:

First aid kits are distributed to each team prior to the season. If items are used during the season and need replacing, please contact the equipment manager.

Rings:

Rings are distributed to each team prior to the season. If a team requires additional rings during the season, please contact the GSRA Equipment Manager.

Goaltender Equipment:

To ensure the safety of goaltenders, GSRA provides used goalie sticks, goalie pads and chest protectors, to all levels. Should a player decide that goal tending is their preferred position, GSRA encourages parents/players to purchase their own equipment, as our equipment is limited.

Equipment Return:

All jerseys, rings, first aid kits and goaltender equipment must be returned to the equipment manager at season's end or no later than the AGM.

Game Sheets:

Game sheets are distributed at the beginning of each season. If a team requires additional game sheets during the season, please contact the GSRA Equipment Manager.



As of 2022/23, RO will be transitioning to electronic game sheets. GSRA will provide tablets for team use to each manager. The team manager is responsible for ensuring the appropriate handling of the tablet and ensuring its return to the GSRA Equipment manager at the end of the season.

Player Helmets:

All players must wear CSA approved helmets. Helmets must be sized at the time of purchase and fit properly. The chinstrap must always be fastened. If a coach or referee identifies a poorly fitted helmet, the player will be asked to step off the ice until the issue is rectified.

Refer to Ringette Canada's Website for details. (Ringette.ca)

Facial protector (i.e. face mask)

All players must wear CSA approved Type 5 or Type 6 facial masks. There are specific combinations of CSA certified helmets and facial protectors that are permissible in Ringette. All players must ensure they have the correct combination.

See Ringette Canada's Website for details. (Ringette.ca)

Player Equipment:

- CSA approved helmet and Ringette face shield
- BNQ approved neck protector
- elbow pads
- protective gloves
- shoulder pads (strongly recommended at U19 and below)
- hip/tailbone/genital protection (girdle & 'Jill')
- shin guards with hard knee protection
- hockey/ringette skates (no picks)
- uniform jersey (jersey for games supplied by GSRA)
- ringette/hockey pants (Players at the A level must wear ringette pants)



- ringette stick
- mouth guard (optional)

Goalie Equipment:

- goal pads (supplied by GSRA)
- chest protector
- goal stick
- blocker
- gel glove, ringette blocker or trapper (gel glove supplied by GSRA)

Goalie Equipment Optional:

- goal skates
- arm pads
- CSA approved goalie mask (Ringette.ca)
- plastic throat protector

Bench Staff and Referee Helmet:

All bench staff and referees involved in on ice practices/games must wear a CSA approved helmet with a proper chinstrap in place.



Team Formation Policy B/C (aka House league) level

Objective:

At the B/C level, when a division consists of enough players to create two or more teams, a team formation process must be followed. The following team formation process aims to create a well-balanced league and is in the best interest of players, coaches, officials, parents and the Greater Sudbury Ringette Association (GSRA). Players will be evaluated by GSRA and will be entered into a “controlled draft”.

Procedure:

1. GSRA will choose 4 non-biased evaluators to avoid any conflict of interest. The evaluators will work in teams of 2 during the evaluations (Eg. [Skills evaluation sheet in Appendix](#))
2. The Player Development Coordinator will help layout a specific drill plan, in accordance with the age level being evaluated. The coaches will be asked to follow this plan during the evaluations.
3. Players will be ranked on a 1-4 scale (beginner, intermediate, advanced, elite)
4. Following evaluations, the coaches, Coaching Director and/or Player Development Coordinator (PDC), President and/or Vice President will meet to review and discuss the draft process.
5. Prior to starting the draft, the Coaching Director (or PDC) and the head coaches must conduct a general review of the ratings to ensure that all players were properly rated. If an improper rating is identified, the Coaching Director (or PDC) and the head coaches should discuss the rating and attempt to agree to a rating that is as accurate as possible. If agreement cannot be reached, then the Coaching Director (of PDC) must establish a reasonable rating based on the available information.
6. Coaches will draft teams under the supervision of the Coaching Director (or PDC) and the GSRA President and/or Vice President.



7. All players will be divided on separate sheets into their assigned category based on their rank (1-4). The draft will be started by a coin flip. The winner will get to make the first player selection. Subsequently, the first choice will be rotated among the coaches for each category.
8. Prior to starting the draft, the head coaches are entitled to select their child (or children) to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.
9. Prior to starting the draft, each head coach may name one assistant coach and is then entitled to select the child (or children) of the assistant coach to the team. The head coach must then miss a round(s) in the draft during which players of similar skill are being selected.
10. The draft will always begin with the highest ranked players being drafted first then working down the rankings to the lowest ranked players.
11. Goalies (if applicable) can be selected at any point during the draft. However, the remainder of the goalies must be drafted immediately after the first goalie has been selected.

Trading players post draft:

- The Coaching director (or PDC) at his/her discretion has the authority to permit players to be traded from one team to another. The players being traded should be made between players from the same ranking. Exceptions may be permitted as long as the trade maintains the competitive balance of the teams.
- Trades will be permitted for a maximum of one week after the draft. The trade deadline will be set at the draft meeting; no later than October 31st of the current season.

- A trade request must be submitted via email to the coaching director and both coaches must be cc'd.
- Once approved by the Coaching Director and/or PDC, prior to the movement of any player, the Coaching Director and or PDC must contact the relevant coaches and parents of the players to communicate the need for this action.

Player call ups/Substitutions for House league games:



- Should a team be short players for a house league game, they may fill their bench to a maximum of 10 players and 1 goalie.
- Efforts should be taken to replace players with other similar caliber players wherever possible.
- Player substitutions must be from the same division and tier or called up from a lower division.
- Examples of **unacceptable** “call ups”:
 - An underage player playing at U14 house league cannot be called “down” to play at U12 house league.
 - A U12A player cannot be requested to play on a U12 house league team
- Examples of **acceptable** “call ups”:
 - A U12 house league player from GSRA team 1 can be requested to play on GSRA team 2
 - A senior U10 player can be called up to play on a U12 house league team

Team Formation Policy Competitive (A/AA) level

Objective:

The GSRA A/AA level program offers an opportunity for talented players to develop their ringette skills at a competitive level. It introduces players to a faster pace of game play and challenges them to learn more complex game strategies. Teams will have the opportunity to test their skills against other competitive level teams through exhibition games played within the Northeast Region and tournaments throughout the season.

1. At the competitive level, players must tryout for a position on the team. GSRA hosts teams at the U12 division and above where there is enough interest to support a team.
2. The U12A team tryouts take place in the fall. While the U14 and above tryouts take place in the spring.
3. All interested players must pre-register for the tryouts and pay the tryout fee in order to attend. Some exceptions may be considered depending on individual and team circumstances.
4. Players must be registered with GSRA or their home association to be eligible to tryout. Players registered with an association other than GSRA will require a release from their home association to be eligible for a position on the team.



5. The cost of all tryout ice will be covered by all tryout fees collected. Any shortfalls will be GSRA responsibility. Any excess tryout fees will be collected and divided between all teams that have been declared or may be held in an account for the following year tryout ice.
6. Players must tryout in their age-appropriate division. However, they may also tryout in a higher division if there is a risk that no team will run at their age group. This must be mutually agreed upon by all parties involved and proven that all venues have been exhausted to form viable teams. Such a player would have to tryout in both age groups in order to qualify and must request permission to do so from GSRA prior to the tryout.
7. It is recommended that coaches choose a skilled full bench (2 goalies, 9 forwards and 6 defence); however, coaches may choose to shorten the bench to maintain the calibre of the team.

Procedure:

1. GSRA will choose 4 non-biased evaluators to avoid any conflict of interest. The evaluators will work in teams of 2 during the evaluations. (Eg. [Skills evaluation sheet in Appendix](#))
2. The PDC will help layout a specific drill plan, in accordance with the age level being evaluated. The coaches will be asked to follow this plan during the evaluations.
3. Players will be ranked on a 1-4 scale (beginner, intermediate, advanced, Elite)
4. Following evaluations, the coaches, coaching director and/or PDC, President and/or Vice President will meet to review and discuss the draft process.
5. Prior to starting the draft, the Coaching Director (or PDC) and the head coaches must conduct a general review of the ratings to ensure that all players were properly rated. If an improper rating is identified, the Coaching Director (of PDC) and the head coaches should discuss the rating and attempt to agree to a rating that is as accurate as possible. If agreement cannot be reached, then the Coaching Director (or PDC) must establish a reasonable rating based on the available information.
6. The Head Coach will draft the team under the supervision of the Coaching Director (or PDC) and the GSRA President and/or Vice President.
7. The draft will always begin with the highest ranked players being drafted first then working down the rankings to the lowest ranked players. Consideration during the draft will be made for ensuring the team has a full complement of players for each position.



8. At competitive levels for U19, U16, U14 and U12, the head coach may select the final two players from amongst those remaining players already not selected on the team by the evaluators.

Parent Coaches- If the coach selected has a child on the team

Greater Sudbury seeks applications for the head coach position for each team. Non-parent coaches may be confirmed immediately if they are the successful applicant. Parent coaches are accepted as the provisional head coach until their child is selected for the team by the independent assessors. Provisional head coaches (or assistant coaches designated by the provisional head coach and cleared by the Coaching Director) may be asked to run the assessment drills. The assessment will follow the Greater Sudbury tryout plan that has been approved by the Board. Assessors can ask for changes to the on-ice activity as needed through the A program coordinator. Before the first tryout, the A program coordinator will meet with the provisional head coach to discuss team composition by position. For instance a provisional head coach may indicate a desire for a team that is a 7-5 team (i.e. 7 forwards and 5 defence) or may have a target size in mind, e.g. 11 skaters.

At U12A-U19 A/AA the provisional head coach may indicate the desired team composition.

provisional Head coaches may not participate in assessment meetings.

Once the provisional head coach's child is selected to the team they are then confirmed as the head coach and once confirmed may participate in the remaining tryout assessments and meetings for Tryout 2 and Tryout 3.

The head coach should take his or her own notes using the assessment criteria and has one vote as does each assessor.

Player Movement Policy



Player movement decisions are based on the best interests of both the player and the GSRA. Talent/ability, maturity, size (safety), number of registered players and enhancement of the sport will all be taken into consideration.

Recommendation Guidelines

When Player Movement arises at the beginning of a season, the GSRA President will appoint a three-member panel.

Request for Movement Format

- A request for player movement must be submitted to the President of the GSRA, from the player's parent/guardian. This letter must include the child's playing history accompanied by the argument for movement.
- The request must be submitted within 7 days of the start of the season.
- If required, players will attend a minimum of 1 practice before team rosters are decided. They can participate in a maximum of 3 practices if the player assessment committee agrees the additional ice is required. During these practices the appointed panel will evaluate the player.
- The Player Assessment Committee will consider the evaluation and all pertinent information gathered. The decision of this board will be forwarded to the executive where a final decision will be made.
- Players should not move up unless they are ranked within the top 30% of the players of the team they are moving up to.

The Greater Sudbury Ringette Association Executive will make all final decisions.

Previous Player Movement UP:



Children who have previously been approved for movement UP and have completed two years in that division may proceed to the next division—HOWEVER MAY BE REQUIRED to repeat the Request for Movement format. Players wanting to remain in their division for a third year after being voted up in a previous year may remain with their age level and are not required to complete the Request for Movement format.

Previous Player Movement DOWN:

Children who have previously been approved of movement DOWN must reapply each movement year. This request is generally honored to help first time players into the sport.

Code of Conducts

The GSRA strives to provide a safe, healthy and positive environment for our players. The conduct of all members of the organization and their fans goes to the very heart of this mission.

As an organization, we will hold our executive members, coaching staff, players, parents and fans accountable for their conduct always. Any behavior that brings the GSRA into disrepute or is outside the GSRA or Ringette Ontario Code of Conduct, or conflicts with the mission and established goals of the GSRA will not be tolerated.

Each Executive Member, player, parent and member of a Coaching staff will sign a Code of Conduct Agreement annually. Parents & Players acknowledge the agreements to follow the GSRA Code of Conducts when they complete their child's online registration.

Executive Members and Bench staff will also acknowledge the agreements to follow the Code of Conducts when they complete their RO online registration on an annual basis.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the GSRA [Discipline, Complaint and Appeal Policy](#).

The Code of Conducts can be found on the RO website: ringetteontario.com



Concussion Code of Conduct: Refer to the Ringette Ontario Website as we follow their full Concussion Policy. ringetteontario.com

Coach Recruitment and Selection Policy

The GSRA's Coach Selection Committee shall consist of the following GSRA positions:

- President or designate
- Director of Coaching
- An experienced Ringette Coach, or community member with Ringette experience as selected by the Director of Coaching

The Director of Coaching shall chair the Coach Selection Committee. In their absence, the President (or designate) shall act as chair. If one or more members of the Coach Selection Committee are unable to attend a Coach Selection Committee meeting, the Director of Coaching shall request the attendance of another



Executive Committee member or Director to fill the vacant seat(s). The vacant Coach Selection Committee seat(s) shall first be offered to any remaining Vice President, then Director of Officiating, and finally Secretary.

Head Coach Selection:

Persons interested in Head Coaching shall apply in writing to the Director of Coaching by completing the Coaching Application form. All coaching applicants who meet the GSRA's minimum requirements shall be considered for the upcoming season.

Provided sufficient suitable applications have been received by the closing date, the Director of Coaching shall schedule interviews on behalf of the Coach Selection Committee. The Coach Selection Committee will consider any recommendations made as a result the interview process.

For the purposes of the interview, a series of questions shall be drafted by the committee and asked of all applicants. If sufficient suitable applications have not been obtained, the Director of Coaching shall extend the closing date and solicit further applications.

The GSRA, upon the recommendation of the Coach Selection Committee, shall select Head Coaches for all Greater Sudbury Ringette teams.

As it applies to A level teams, the Head Coach will be selected prior to tryouts and team selections.

The Director of Coaching shall notify all Applicants in writing as to the disposition of their application. Coaching selection decisions shall be final. Grievance of coaching selection will be restricted to procedural violations only. The Coach Selection Committee will hear grievances. No other appeals will be considered.

Head Coach Eligibility and Selection Criteria:

Eligibility: All Head Coaches applying to coach within the GSRA shall meet the following minimum criteria to have their applications considered:

- a) Be a current member in good standing of the GSRA, and



- b) Hold NCCP Certification, or can complete same by November 31st of the current playing season, at the level required by Ringette Ontario for the age Division applied to head coach, and
- c) Provide an up to date Police Record Check

Selection Criteria: The Coach Selection Committee shall be responsible for administering the selection process and the development of a criteria scope for each division of coaching. The selection criteria shall include but not be limited to the following:

- a) Must meet the GSRA, **Ringette Ontario** and Ringette Canada's minimum certification requirements for the age division applied for;
- b) Previous coaching and playing experience in Ringette **or hockey and any other sports**
- c) Parent/player feedback from prior seasons;
- d) Ringette Officials' (referee) feedback from prior seasons;
- e) History of adherence to the GSRA policies and a willingness to work within the system;
- f) Ability to maintain a positive team environment;
- g) Ability and willingness to teach;
- h) Ability to provide positive reinforcement to players both in practice and game situation;
- i) Demonstrated commitment to the objectives of the GSRA (Creation of an environment conducive to improving player development);
- j) Personal conduct both on and off the ice;
- k) Communication skills;
- l) Written application; and
- m) Interview.

If more than one coach has applied and passed the requirements stated above, with all merits being equal, the guideline will be, female to tie break, if there are two females, with all merits being equal, the guideline will be, Years & Level of Experience in Ringette to tie break.



The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Committee deem the applicant (or all applicants) unsuitable, they shall then solicit additional applications for consideration.

Coaching Evaluation:

The Coaching Director shall be responsible for the distribution and collection of the Coach Evaluation survey to be performed at the end of each season. The coaching evaluation forms are electronically distributed via an automatic survey and all responses are anonymous.

All information shall be considered confidential to the Coach Selection Committee. Summaries of all returned evaluations shall be shared with the coaches, at their request.

Fundraising Policy

Objective:

- Greater Sudbury Ringette Association recognizes that involvement in sports can present significant costs in the form of player fees, tournament registration costs, and travel expenses. GSRA endeavours to assist our members in meeting those financial obligations through fundraising activities.



- Ensure that GSRA players, team managers, coaches, and parents understand the association's fundraising policies and authorized activities. GSRA is recognized as a non-profit organization, and it is vital for the association to protect this non-profit status. Any unauthorized fundraising activities could put the association's non-profit status in jeopardy.

Fundraising Procedures:

When raising funds, members are representing Greater Sudbury Ringette Association and must project a positive image of GSRA. The following process must be followed for all Team Fundraising Activities:

- 1) Team manager will complete the **GSRA Fundraising Application Form**
- 2) Team manager will submit the Fundraising application to the fundraising coordinator.
- 3) Once approved, the Team will engage in the Team Fundraising Activity;
- 4) The Team Manager will log all funds raised and funds disbursed on a provided **Team Financial report** that must be turned in to the Fundraising Coordinator at the end of the season.

Usage of Funds Raised:

- Proceeds of fundraising activities must be used to pay ringette related expenses such as tournament costs and team building activities (examples include: pizza parties or team outings). Under no circumstances should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the team. All proceeds of Team Fundraising Activities must be utilized for the benefit of all members of the team. The association is not responsible to manage the collection and disbursement of funds raised.

Exclusivity of Fundraising Activities:

- A GSRA team may not claim "exclusivity" to any particular fundraising activity. For example, if one team is selling travel coffee mugs, a different GSRA team is not prohibited from also selling the mugs.

Fundraising Guidelines & Limitations:

- Sales of products or any other team specific fundraising activity may not occur at GSRA sanctioned events to avoid any partiality toward a specific team unless a designated 'team fundraising area' has



been established. If a 'team fundraising area' is established at a GSRA sanctioned event, all teams will be offered the opportunity to schedule times to utilize the area. Those that wish to take advantage will be awarded equal time.

- Raffle tickets of any sort require approval from the Fundraising Coordinator due to licensing requirements and require significant notice. This may or may not be approved.
 - Alcoholic beverages shall not be allowed as prizes.
 - The sale of homemade food items is prohibited.
 - Any calendar or like-product featuring photographs of GSRA players, coaches, or members is prohibited
 - Breweries, wineries, distilleries, cannabis or tobacco companies shall not sponsor any team.
-
- Sales of GSRA Apparel or Gear for Fundraising Activities are strictly prohibited.
 - Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance, as appropriate licensing is required to host this type of event. The board may however grant special permission.
 - Teams are not allowed to carry funds over to the next seasons.

Reviews

- All fundraising activities are subject to review by the GSRA Board.

No Assumption of Liability for Fundraising Activities:

- GSRA will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.

Fundraising Buyout option:



- GSRA offers a fundraiser buyout option for members who do not want to participate in Association fundraisers. (Team fundraisers are excluded from this buyout)
- The purpose of this buyout is to reduce any pressure a player or guardian may feel regarding participating in our GSRA fundraisers.
- The buyout cost is \$100.00 per player.
- The player needs to notify both their manager and the fundraiser coordinator via email.
- The amount can be paid via e-transfer.
- Please note: you will still receive all the fundraising notifications; however do NOT feel obligated to participate in them.

Point of Contact for Questions:

- For any questions regarding fundraising activities, please contact the Fundraising Coordinator.



APPENDIX



Appendix 1: GSRA Incident/Complaint Reporting Form

Date on which incident took place:	
Time of Incident (approx.):	



Role in Association (player, parent...):	
Location of Incident:	
Individuals involved in the incident:	
Objective description of the incident (please be concise, accurate and non judgmental):	
Name of individuals who witnessed the incident:	
Was any disciplinary action taken at the time? (If applicable):	
Name of Writer:	
Contact Information of Writer	<u>Phone Number:</u> <u>Email Address:</u>

Signature of writer: _____ Date: _____



Appendix 2: GSRA Decision Appeal Form

Individuals who wish to appeal a decision made by the GSRA discipline committee have fourteen (14) days, from the date on which they received notice of the decision, to submit the following form in writing to the GSRA President.

Date notice of the intention to appeal submitted:	
Contact information and status of the appellant:	
Name of the respondent and any affected parties, when known to the Appellant	
Date the appellant was advised of the decision being appealed	
A copy of the decision being appealed, or description of decision if written document is not available	



Grounds for the appeal	
Detailed reasons for the appeal	
All evidence that supports these grounds	
Requested remedy or remedies	
Name of Writer	
Contact Information	<u>Phone Number:</u> <u>Email address:</u>

Signature of writer: _____ Date: _____

Appendix 3: Example of Skills Evaluation Sheet



Appendix 4: GSRA Fundraising Application Form

Team Name/Division:	
Proposed Fundraiser:	
Proposed Date:	
Description of Event:	Who will be participating? What will they be doing? Where will it take place? When will it take place? What will proceeds go towards?
Anticipated amount to be raised:	
Do you require access to our GSRA logo	

