



**WATERLOO RINGETTE ASSOCIATION**  
**INFORMATION AND POLICY MANUAL**

Revision 1.7 – June 2025

## **1. GOVERNANCE**

### **1.1 Articles of Incorporation**

Waterloo Ringette was incorporated as a 'not for profit' under the Ontario Corporations Act in 1986. Our Ontario corporation number is 000693801.

### **1.2 Waterloo Ringette By-law**

Waterloo Ringette Association (WRA) by-law sets out the rules by which the association is governed – it's objectives, membership definition, meeting and voting rules, officer elections and roles, board committees, signing authorities etc. Amendments to the by-law requires a two-thirds vote of members present at the annual general meeting.

For the latest version of WRA's by-law, please refer to [www.waterlooringette.com](http://www.waterlooringette.com) under the section "About Us" and "By-laws".

### **1.3 Annual General Meeting Procedures**

The WRA Annual General Meeting is held in June after the fiscal year-end of May 31<sup>st</sup>. This allows financials to be completed for the season. The financials and all executive reports are presented to the membership, and any questions can be answered by board members.

Quorum is defined as ten (10) voting members present or by proxy. If quorum is present at the beginning of a meeting of the members, the members present may proceed with the business of the meeting, even if quorum is not present throughout the meeting.

Notice of the AGM of the members will be given at least ten (10) days and not more than fifty (50) days prior to the date of the meeting. Notice will be sent electronically to the membership and the City of Waterloo. Notice will also be placed on WRA's website and social media platforms (Facebook and Instagram).

### **1.4 Waterloo Ringette Association Executive Meeting Consent Agendas**

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate, either because they are routine reporting, are routine procedural decisions or decisions that are likely to be non-controversial or already have consent. A consent agenda allows the board to approve all these items together without discussion or individual motions, thereby freeing up time needed for discussion of other matters.

- Approval of minutes
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications.

- Routine matters such as appointments to committees
- Reports provided for information only
- Correspondence requiring no action

When preparing the meeting agenda, the President determines whether an item belongs on the consent agenda. Information relating to these items is provided with the agenda sufficiently in advance for members to ready them prior to the meeting. At the beginning of the meeting, the President asks members what items they wish to remove from the consent agenda to be discussed individually, and any such request must be granted. When there are no more items to be removed, the President states, “If there is no objection, these items will be adopted”. No objections? The President states “As there are no objections, these items are adopted”. A show of hands is not required. The Secretary should include a list of the items on the consent agenda, and the full text of resolutions or recommendations adopted.

## **1.5 Decision Making Authorities**

Although the Executive is ultimately accountable for all matters involving the Association, it delegates authority on certain matters to specific members on the Executive. The following indicates where decisions will normally be made. It is meant to be illustrative and does not cover all matters that the Executive deals with.

## **1.6 Matters Requiring Approval at the Annual General Meeting**

- Annual financial statements
- By-law amendments
- Election of board members

## **1.7 Matters Requiring Executive Approval**

- Association policies
- By-law amendments (before they go to the AGM)
- Executive appointments to fill vacant positions in-between AGMs
- Appointment of special committees
- Governance matters-meeting schedule, assessment of Executive performance
- The budget and any major deviations from it
- Policy regarding subsidization of AAA players, teams advancing to Nationals, NRL
- Matters which by law or regulations require approval of the Executive
- Accounting, banking, investment and other financial management policies and procedures (including choice of financial institutions)
- Website design and content

- k. Messages the President communicates to media, membership and public on behalf of the association
- l. Fundraising initiatives
- m. Discretionary player releases
- n. Removal of a player or coach from the Association (movement of a player to another team because of coach/player/parent issue can be resolved through Convenor, Directors of player/coaching development and President)
- o. Registration fees
- p. Choice of banking institution
- q. Appointment of Honorary Members of WRA, with all membership rights including a vote at the AGM
- r. Those to be recommended for recognition at the community, provincial or national level
- s. Appointment of auditor (if we have one)
- t. Referee and minor official fee schedule
- u. Player development initiatives

## **1.8 Risk Management**

WRA, like most organizations, can't operate successfully without exposing itself to risk – i.e. future events which may cause harm to the Association and the accomplishment of its objectives. The Board/Executive is accountable for ensuring adequate risk management, which includes:

- Explicit identification of risks. Primary risks have to do with potential harm to players, loss of volunteers, loss of reputation, and loss of funding
- Establishing and implementing policies and procedures to avoid/minimize the chance of those risks transpiring. Demonstrating that the association has followed appropriate procedures is important in exercising duty of care and as well, in the event of a lawsuit
- Determining how those risks will be managed should they transpire

It is the goal of WRA to reduce future losses associated with unwanted events by:

- Eliminating risk where possible (i.e.-not accepting volunteers with a record of criminal offenses)
- Modifying activities to reduce risk by adherence to Ringette Ontario (RO) policies with respect to players wearing required equipment, bullying, hazing, harassment and social media policies
- Transferring some risk to another party by remaining a member in good standing with RO and maintaining insurance coverage

- Maintaining funds in WRA's general bank account to sustain operations in the event of funding shortfall
- Providing oversight and control with respect to risk management and compliance matters through an annual review

## **1.9 Insurance**

A policy purchased by RO insures provincial associations, affiliated leagues, clubs and/or teams and their officers, directors, coaches, officials, players, auxiliary workers, employees and volunteers. Liability coverage is provided for all normal sports and social activities administered by RO and its member associations. RO's full insurance coverage list can be found here - [https://cloud.rampinteractive.com/ringetteontariogames/files/Forms/Ringette Ontario Insurance Guidelines.pdf](https://cloud.rampinteractive.com/ringetteontariogames/files/Forms/Ringette_Ontario_Insurance_Guidelines.pdf)

### **1.10 Attendance Requirements for Members of the Executive**

The executive must hold at least eight (8) board meetings during the fiscal year. Any director that is absent from three (3) consecutive meetings of the board without a reasonable excuse will be deemed at the discretion of the board to have vacated their seat. Note that at any meeting of the board, quorum will be a majority of directors present.

### **1.11 City of Waterloo Relations re Terms & Procedures for Ice Rentals**

WRA has a 3-year service agreement with the City of Waterloo. The agreement documents how the City supports WRA and the association's responsibilities, including ice usage, storage rooms, display cases, etc. The City has an ice return policy that we must follow. For ice time scheduled between September 1<sup>st</sup> and December 31<sup>st</sup>, we must return any unallocated ice to the City by September 15<sup>th</sup>. Ice time scheduled between January 1<sup>st</sup> and March 31<sup>st</sup> has a return date of December 15<sup>th</sup>. Any ice cancelled less than thirty (30) days before proposed date of use is non-refundable.

## **2. CONDUCT**

### **2.1 Code(s) of Conduct**

WRA adheres to the codes of conduct of RO and the City of Waterloo.

The RO code of conduct policy documents for athletes, coaches, officials, parents and spectators can be found here - <https://ringetteontario.com/content/policies>

The City of Waterloo Respectful Behaviour Policy can be found here -

<https://www.waterloo.ca/en/government/resources/Documents/Cityadministration/Policies/Corporate-Policy/Administrative/Respectful-behaviour-policy.pdf>

## **2.2 Waterloo Ringette Association Executive Confidentiality**

Directors are required to observe WRA rules of confidentiality. They may be privy to confidential information in the performance of their duties on the executive. Confidential information is information the executive, and the source of the information, understands or declares to be confidential. It does not include decisions recorded in the minutes, for example, but might include information serving as a basis for decisions. During and after the term of their appointments, directors are required to:

- a. Continue to observe the confidentiality of information obtained while serving on the executive
- b. Use confidential information only as required to perform their duties on the executive
- c. Take all responsible precautions to protect confidential information from theft, loss and any other unauthorized access, use or disclosure

The President can declare which items should be discussed “in camera”. This means non-board members will be asked to leave the room, and no minutes will be kept, for that portion of the meeting. The President can also declare what portions of a discussion should not be repeated outside of the meeting. A director breaches confidentiality if they use confidential information in an unauthorized manner, causing harm to the person confiding this information.

## **2.3 Conduct of Members of the Executive**

WRA executive members are expected to maintain a long-term outlook for the development of ringette, to abide by its by-law, to set policy and to conduct its affairs in a fair and prudent manner. It is anticipated that members will undertake to lead by example to create a supportive cohesive organization. Directors share responsibility for the executive decisions and the executive’s processes. It is vital that directors actively participate in discussions, respect the role of President and other directors, and respect the decisions of the group. Executive members must work together as a group to ensure that meetings run smoothly, conflicts are dealt with in a professional manner, decisions are recorded accurately, and to develop executive procedures.

## **2.4 Conflict of Interest**

WRA by-law 7.9 states “A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the

Corporation will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.”

The following expands on the by-law to help ensure that every attempt is made by members of the executive and its committees to reach decisions free of undue influence, conflict of interest or any appearance thereof.

- a. “Conflict of Interest” – a conflict of interest will exist for a decision-maker if at any time that decision-maker would receive a direct or indirect benefit as a result of a decision made in respect of the activities or operations of the organization. A direct or indirect benefit shall include, but not be limited to, any financial benefit received by the decision-maker, or by any spouse, partner, parent, sibling or child of the decision-maker or by any organization, association, group, proprietorship, corporation or partnership in which the decision-maker, or any spouse, partner, parent, child or sibling of the decision-maker is a director, officer, owner, employee, shareholder or business partner or otherwise holds financial interest.
- b. “Decision-maker” – includes any officer or director of the organization or any members of a committee, or task force charged with the responsibility to make recommendations to the Board of Directors or to any of its committees.
- c. Each decision-maker shall immediately following their election, appointment or re-election or re-appointment be directed to review this policy. In addition, each decision-maker is obligated to pre-disclose potential conflicts of interest at the time an issue is being considered.
- d. Prior to consideration of any issue regarding the affairs of the organization, each decision-maker shall consider whether that issue could give rise to a conflict of interest and if it does, immediately declare the conflict and require that the declaration be noted in the minutes of the meeting at which the issue is being considered.
- e. Upon declaration of a conflict of interest, the decision-maker with the conflict will temporarily remove themselves from the meeting so as not to be present during any discussion or voting on the issue which raises the conflict, and this decision-maker will not be included in the calculation of any required quorum for voting on the issue.
- f. If at any time a person becomes aware that a decision has been made regarding the affairs of the organization in circumstances where the provisions of this policy have not been complied with, this person will immediately disclose the conflict of interest in writing to the Board of Directors, and the decision giving rise to the conflict will be reconsidered by the Board at its next meeting in accordance with the provision in

paragraph (e) where such decision may either be ratified, overturned or tabled for further discussion as the Board may determine.

### **3. TEAMS, COACHES, WINTERFEST AND RINGETTE ONTARIO**

#### **3.1 Feedback on Coaches and the Work of the Executive**

All coaches are to communicate to families that feedback and suggestions are welcomes; that they should take compliments, questions, suggestions and concerns regarding their child's experience directly to the head coach. Parents should also be made aware that if they are not satisfied with a response from a coach, they make take the matter up with the Director of Coach Development.

Although survey practices can vary from year to year, WRA regularly seeks feedback from parent/players and from coaches. The purpose is to ensure that:

- a. The board and coaches get needed feedback
- b. Problems are dealt with effectively and as efficiently as possible
- c. Help can be given where and when needed
- d. The board has a means of getting information needed for purposes of recruiting and selecting coaches

The feedback process and survey questions will be reviewed by the Director of Coach Development and Director of Player Development each season.

#### **3.2 Policy on Vulnerable Sector Checks**

RO requires a Vulnerable Sector Check within the past three (3) years for those who work closely with minor athletes and who occupy positions of trust and authority within Ringette Ontario programs. This includes all bench staff and members of the Executive (except 18+ Open coaches since the age of majority in Ontario is 18-only a Criminal Record Check is required). A letter on WRA letterhead will be provided, which enables volunteers to get a reduced rate of \$20. There is no reimbursement for this expense.

Completed Vulnerable Sector Checks are to be submitted to the Vice-President of the Board (or another executive member as directed). The executive member will maintain records for the association in a secure manner as prescribed by the board.

An individual whose Vulnerable Sector Check establishes any of the unacceptable behaviours stated below, may be deemed unsuitable and may be rejected or dismissed as a volunteer for WRA.



- a. Sexual offences, including pardoned sexual offenses
- b. Violent or threatening behaviour against children or adults
- c. Conduct against public morals such as prostitution
- d. Substance or chemical abuse
- e. Violation of a position of trusting including theft or fraud
- f. Criminal driving offenses, including but not limited to impaired driving

### **3.3 Complaints about a Coach, Parent or Player**

Coaches should communicate to their players (at the relevant ages) and parents about WRA's Codes of Conduct (section 2.1). When a breach of conduct occurs, parents/players are encouraged to speak out. The complaint procedure applies to all discipline matters that may arise during WRA's activity and include but are not limited to, tryouts, practices, league games, tournaments, meetings and travel associated with activities.

WRA's procedure does not prevent discipline from being applied during league games and tournaments according to procedures in place for those activities. WRA may apply further disciplinary action according to this procedure.

#### **Complaint Procedure**

- I. Parent/player with concerns about a member of the bench staff or teammate should first be taken directly to the head coach. If complaint is regarding the head coach, complaint should be taken to their assistant coach.
- II. If complaint is not satisfactorily resolved, the matter should be brought to the Director of Coach Development. If there is a conflict with the Director of Coach Development, the conflict shall be declared to the President of the board, and the President will appoint someone to act in place of the Director of Coach Development.
- III. When a complaint has been made, the appropriate designate will determine if the complaint is a minor or serious infraction. A minor infraction is a **single incident** and generally does not result in the harm of others, WRA or the sport. A major incident can be repeated incidences or a single incident that can result or have the potential to result in the harm of others, WRA or the sport.

#### **Minor Infractions**

- Non-compliance with WRA's policies, procedures, rules and regulations
- Violation of WRA's Code of Conduct
- Behaviour that is contrary to the values of WRA
- An incident of disrespectful, angry/argumentative outburst, offensive, abusive, racist or sexist comments/behaviour

## **Major Infractions**

- Any incident of hazing (any activity that humiliates, degrades or risks emotional/physical harm, regardless of person's willingness to participate)
- Any incident of physical abuse
- Behaviour that constitutes harassment, sexual harassment or sexual misconduct
- Pranks, jokes or any activity that endangers the safety of others
- Intentionally interfering with a competition or with an athlete's preparation for competition
- Intentionally damaging WRA's property
- Improperly handling WRA's monies
- Abuse of alcohol, use of alcohol by minors, use or possession of illicit drugs/narcotics during WRA activities
- Any possession or use of banned performance enhancing drugs
- Repeated minor infractions

## **Investigation**

- I. Complaints shall be brought forward within ten (10) days of the alleged incident
- II. The head/assistant coach/Director of Coach Development will talk to all involved parties to determine type of infraction and validity of complaint.
- III. The president may appoint an executive from the board to complete the investigation should the aforementioned individuals not be able to carry out the investigation.
- IV. Depending on the nature of the infraction, the below discipline/resolution procedure shall be followed.

## **Discipline/Resolution**

### **Minor Infractions**

The person in authority has had the opportunity to investigate, review the incident and procedure for dealing with minor infractions and will be dealt with informally and immediately. Penalties for a minor infraction may include but are not limited to:

- Verbal or written reprimand from the person in authority
- Verbal or written apology from one party to another
- Discipline specific to the event or competition

Incident and discipline records are to be kept by the person in authority. Repeat minor infractions can be considered major infractions and may result in further discipline.

## Major Infractions

The person in authority has had the opportunity to investigate and review the incident and has determined it is a major infraction. An incident report must be immediately made to the President to be brought before the board. The board shall determine if the incident will be dealt within the association or instruct the player/family to file a complaint with RO's 3<sup>rd</sup> party provider - Alias (<https://app.alias-solution.com/contact/en/rinon>). Penalties for a major infraction may include but are not limited to:

- Verbal or written reprimand from WRA
- Verbal or written apology from one party to another
- Suspension from team, event(s) and/or activity(ies)
- Suspension from WRA activities for a designated period of time
- Expulsion from WRA
- Required payment for the cost of repairs/replacement for property damage
- Any other sanction considered appropriate

Incident and discipline records will be kept by WRA for a period of normal business practices.

An individual's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this policy, and will result in the immediate expulsion from WRA at the sole discretion of the Board of Directors:

- Any child pornography offences
- Any sexual offences
- Any offence of physical/psychological violence
- Any offence of assault
- Any offence of drug trafficking

All proceedings under this discipline policy will be kept confidential, except where disclosure is directed by law or in the best interest of the public.

### 3.4 Coach Recruitment and Selection Procedure

Head coach positions are advertised on WRA's website, Facebook and Instagram pages as well as an email to the membership. Coaching applications open in March and interviews for AA/A coaches are held by the end of March as tryouts start in April. Applications for Regional teams (including U12A) remain open as Regional teams are not formed until September.

The Director of Coach Development will form a coach selection committee of knowledgeable, experienced individuals (of at least 3) that may include board members depending on situation

and age level. No committee members shall have a conflict of interest of either a child at that age level or a position on the bench.

In seasons when there are combined teams at AA or A level with Kitchener Ringette Association (KRA) and/or Guelph Ringette Association (GRA), the Director of Coach Development will be part of the Coach Selection Committee, unless there is a conflict of interest at which time the Board will decide on an appropriate designate.

The coach selection committee shall bring their recommendations to the Board for a vote. When the vote passes, a public announcement via social media and an email to the membership shall be made.

### **3.5 Player Releases**

Players may try out for any AA/A team they wish but must follow the rules set out by the appropriate governing body(ies). If a player does not make their desired team in Waterloo (or combined team with KRA/GRA), the player will be given a “Roster Spot Not Offered” letter. Players playing for another association must complete an Athlete Release form - <https://ringetteontario.com/content/forms>. The player’s parent will fill out the form and forward it to the releasing club President. Once the home President signs, they will forward it on to the appropriate party. All player transfers need to be approved by RO prior to the start of the season.

### **3.6 Males Playing Ringette**

While ringette was initially designed to provide girls and women an option to play a team ice sport, more males have discovered what a great game it is and have joined associations. Ringette is governed by several overseeing bodies including, Ringette Canada, RO, Great Lakes Ringette League (GLRL) for Provincial teams and Lower Ontario Ringette League (LORL) for Regional teams. Each have had input on how to facilitate males on teams.

Ringette Canada Equal Opportunity Participation Guidelines - <https://www.ringette.ca/about-us/bylaws-and-policies/equal-opportunity-for-participation-guidelines/>

Ringette Canada Change Room Guidelines - <https://www.ringette.ca/wp-content/uploads/2021/06/Ringette-Canadas-Change-Room-Guidelines-Implementation-Guide.pdf>

RO Males in Ringette FAQ -

<https://cloud.rampinteractive.com/ringetteontariogames/files/MALES%20IN%20RINGETTE%20-%20FAQ.pdf>

LORL Policy & Procedures (page 8 & 9) -

<https://cloud.rampinteractive.com/lorl/files/Rules%20and%20Bylaws/LORL%20Rules%20and%20Procedures.pdf>

### **3.7 Waterloo Wildfire NRL Team**

The Waterloo Wildfire National Ringette League (NRL) team originated in 2003 and was a founding franchise of the National Ringette League that is governed by Ringette Canada. The team is *owned* by WRA (WRA paid the franchise fee). The team operates independently of WRA but WRA designates an individual (typically Ice Manager and President) to liaison with the NRL team. Players may tryout for the NRL team once they reach the age of 18.

Players for the NRL team register directly with RO and pay for their insurance through them. The main contact for the NRL team deals directly with the Ice Manager to secure 1 to 2 hours of practice ice per week. The team deals directly with the City of Waterloo to secure HUB ice for their games. WRA pays the City for all ice costs for the association and is reimbursed by the NRL team for their portion at the full adult rate.

Minor Officials (MO) are supplied by WRA but the MO's submit their games to Ringette Canada for compensation. The NRL team provides their own shot clockers. The team is responsible for their own fundraising and travel costs. They may charge admission to their games but provide free admission to ringette players wearing a team jersey.

WRA may provide up to 2 hours of ice, free of charge, for the team to provide clinics to association and area players. In exchange, players will volunteer a couple of hours of their time with WRA teams.

### **3.8 Waterloo Ringette Winterfest Tournament**

The Winterfest Tournament is organized and run by the Winterfest Chair (Chair). They are the main point of contact for RO, vendors, teams, MO's, shot clockers and the City of Waterloo.

Winterfest is typically held the 2<sup>nd</sup> weekend of January and is in RO's Provincial Qualifier timeline. All Waterloo teams are expected to register and attend. RO places provincial teams in their sanctioned tournaments and may send Waterloo teams elsewhere.

The Chair organizes all WRA teams volunteer hours for convening, prizes from the teams for the raffle, and the lottery licence. The Chair also organizes the schedule for MO and shot clockers and ensures payment to them.

Winterfest is the main fundraiser for WRA and has a reputation of being a well-run, competitive event.

### **3.9 WRA Player Development and Ringette Promotion Program**

To help players further develop their skills, WRA implemented the inclusion of power skating into its regular season schedule of all teams, the cost which is incorporated into the registration fee. Goalie clinics continue to be run for association goalies free of charge and is open to other association goalies for a fee set by the Board each season. Power skating is run by an outside third party and comes recommended by the Director of Player Development. Costs for instruction is also included in season registration fees and is offset by Winterfest fundraising.

The Board strives to build its number through several marketing initiatives:

- Gym ringette in schools
- Come Try Ringette Events (CTR)
- Marketing Initiatives (have included radio ads, Facebook ads, bus ads)
- Santa/Bring a Friend Skate

WRA holds three (3) CTR events each year. Typically, two (2) are held in the early spring (April) and participants are given a discount on registration if they attend both. The discount is set by the Board each season. WRA will also hold a third (3<sup>rd</sup>) CTR event in September, generally coinciding with opening weekend for Regional players.

### **3.10 Concussions**

See WRA's concussion policy at

[https://cloud.rampinteractive.com/waterlooringette/files/Bylaws%20and%20Policies/wra\\_concussion\\_policy\\_v1\\_0\\_20180925.pdf](https://cloud.rampinteractive.com/waterlooringette/files/Bylaws%20and%20Policies/wra_concussion_policy_v1_0_20180925.pdf)

### **3.11 Ringette Ontario, Great Lakes Ringette League, Lower Ontario Ringette League**

Members of the board and coaches need to be aware of policies, procedures, rules and information that govern WRA. Coaches, players and officials can find information at <https://ringetteontario.com>, <https://girl.ca>, and <https://www.lorl.ca>. Some noteworthy rules:

- All injuries must be reported to RO within 10 days of initial incident - <https://ringetteontario.com/content/sport-injury>
- Teams may have a maximum of five (5) bench staff, all must be eighteen (18) years of age or older. Minimum of one (1) bench staff of U19 or younger must be fully qualified female Head and/or Assistant Coach, who is present for all team activities
- A U16 or younger team may train a person who is between fourteen (14) and seventeen (17) years of age, as of December 31<sup>st</sup> of the playing season, with no official duties to be called a Junior Coach.

- It is recommended all teams have a registered Manager on their TRF. Managers are not permitted on the bench during sanctioned events but are a central figure in creating the flow of communication with parents, players and bench staff. Certified Managers take on the operational aspects of the team (finances, team bonding events, tournament/hotel registrations etc.)
- RO Fair Ice Guidelines -  
<https://cloud.rampinteractive.com/ringetteontariogames/files/RO-Fair-Ice-Guidelines-2022.pdf>
- All “AA” teams advance to Provincials, with the location determined by RO each season. “A” teams must attend two (2) ranking tournaments in the months of January and February as assigned by RO to qualify for Provincials, with the location determined by RO each season. “A” Provincials host ten (10) teams for U16 and U19. Typically, two (2) tiers of play are created for U14. 18+A must attend two (2) ranking tournaments between October and February as assigned by RO for qualification and seeding for Provincials.
- LORL follows Ringette Canada’s guidelines for Children’s Ringette (FUN2 and FUN3).
- Associations must follow ½ ice mandate style of play for FUN2 or be fined \$250
- LORL fair play rules -  
<https://cloud.rampinteractive.com/lorl/files/Rules%20and%20Bylaws/LORL%20Rules%20and%20Procedures.pdf>
- All U12 teams will be categorized as mixed. Loops are created based on level of play when possible (A/B/C). U12 is recognized as Regional play and will have their own year-end event.

## **4. FINANCIALS AND FEES**

### **4.1 Accounting and Internal Control Policies and Procedures**

The WRA Board:

- Oversees the financial management of the association
- Determines and monitors the method of accounting used
- Reviews the financial stability and sustainability of the association
- Monitors financial activity
- Approves the annual budget prepared by the Treasurer
- Ensures all electronic fund transfers and cheques adheres to the requirement of two (2) signatures, with one of them being the Treasurer. Eligible signing officers include the President, Vice-President and Treasurer.

- Ensure WRA maintains effective, generally accepted accounting procedures and practices

## **4.2 Financial Reserve**

WRA will maintain a reserve of three (3) to six (6) month's annual operating costs in its operating account. This may be drawn upon when there is a shortfall in revenue or a significant unforeseen cost, which makes it difficult or impossible for the association to offer its normal program in any given year and when other funding/fundraising can't be pursued in the time frame available.

## **4.3 Investment Policy**

- I. The Board establishes investment policy as per it's by-law, has exclusive authority to make investment decisions and delegates the Treasurer the authority to carry out approved investment transactions.
- II. WRA investment objectives would be to preserve capital, invest so as to meet liquidity requirements and generate investment return on its funds.
- III. Only Guaranteed Investment Certificates or their equivalent will be used and will not put capital at risk
- IV. Investments will be selected by the Board
- V. All investment transactions will require two (2) authorized signing individuals as determined by the Board

## **4.4 Tryout Fees**

Fees are set by the Board and will be sufficient to cover ice costs. Fees are usually capped when there are more than three (3) ice times for evaluations.

## **4.5 Registration Fees**

Registration fees are set annually by the Board on the recommendation of the Treasurer and should be sufficient to cover the cost of running the association.

Multi-family discounts apply when families have three (3) or more players in the FUN1 to U19 age divisions. The discount of 50% of the registration fee is applied to the lowest registration fee for the third (3<sup>rd</sup>) and subsequent player. If a player is unable to complete full payment at registration, they should contact the Registrar to arrange alternate payment options.



## **4.6 Fee Refunds/Late Registration Fees**

Refunds will be considered on an individual basis. All RO fees (membership dues and insurance) that are part of WRA registration fees will be non-refundable. Refund requests will be considered under the following restrictions:

- Player withdraws before two (2) or fewer ice times have been run
- Player withdraws on or before October 31<sup>st</sup>, a 50% refund will be considered
- Player that withdraws after October 31<sup>st</sup>, no refund will be issued

Registration fees will be considered on an individual basis for players that wish to register after the start of the season. Additional team fees such as dryland training, team apparel etc. are part of each individual team's budget and do not form any amount of WRA's registration fees. However, teams shall refund player's team fees based on a pro-rated amount of fees allocated to that player and not already spent.

## **4.7 Fee Subsidization**

WRA strives to keep players in ringette by offering payment options and having a community partnership with KidSport - <https://kidsportcanada.ca/ontario/kitchener-waterloo/> and JumpStart - <https://jumpstart.canadiantire.ca/pages/individual-child-grants> as payment options. Fees do not cover the costs of tournaments, provincials or playing in the Open divisions. The City of Waterloo also offer assistance to those who can't afford to pay fees. Assistance application can be found here - <https://www.waterloo.ca/en/things-to-do/assistance-programs.aspx>

## **4.8 Expense Reimbursement Policy**

### **Executive**

Board members will not normally be reimbursed for travel expenses associated with their WRA duties. This is consistent with the practice of other volunteers (coaches, bench staff etc.) who pay their own expenses. However, when a board member experiences significant travel costs for a trip that is exclusively for WRA (and not combined with one's business or personal affairs), such expenses can be submitted for reimbursement. Mileage will be paid at the approved RO rate. Travel and reimbursable expenses will need to be cleared in advance with the Board. Reasonable expenses include mileage and/or other transportation for a return trip more than 200 km, parking, meals, hotel and event admission fees.

## **Coaches, Manager, Trainers and Referees**

The fees on courses required to become qualified or remain qualified for the positions of head coach, assistant coach and manager will be reimbursed 100% on successful completion.

WRA will reimburse an individual up to two hundred dollars (\$200) for their First Aid/CPR course if they are providing this service to their team.

WRA will reimburse those taking the Officiating courses if they commit to officiating a minimum of six (6) games in Waterloo. The course fee includes the price of the rule/casebook and crests for all Level 1 officials. Reimbursement will occur once the six (6) games have been officiated.

### **4.9 Team Finance Review Policy**

WRA's registration fee structure covers the cost of its season league program (game and practice ice, refs, minor officials and league fees) plus an overhead amount for the operation of the Association. However, most teams will have significant additional costs that can but aren't limited to; tournament fees, provincial/regional fees, team swag, team bonding, dryland training etc. Each team will likely undertake significant fundraising efforts, look for sponsorships and collect funds from each player family to cover these additional costs.

Each team should develop a budget for the season and be accountable to the families of where and when funds are spent. A sample budget can be found here –

<https://cloud.rampinteractive.com/waterlooringette/files/Team%20Budget%20Example.pdf>

The Board reserves the right to audit a team's budget and actual expenses should a concern be raised.

It is highly recommended that each team have a manager that will handle creating the flow of communication with parents, players and bench staff. Certified Managers take on the operational aspects of the team (finances, team bonding events, tournament/hotel registrations etc.). The head coach and manager are accountable to the parents/players for administering team funds appropriately and maintaining open communication on revenue and expense decisions including what happens to money left over at the season end.

### **4.10 Subsidization of AAA and Team Canada Players**

The purpose of sponsorship, either through financial subsidization or letters of recognition for young WRA athletes is to support them in their endeavors to pursue high caliber of play in ringette.

Monetary sponsorship is one way to help assist players financially, to recognize our past and present players that demonstrate a need and demonstrate a commitment to the sport of

ringette and WRA. Any decision on this ultimately depends on the financial strength of the association.

Following are guidelines for considering sponsorship:

- Formally apply to WRA for funding in writing. The request for funds should describe the event/team the player is participating in. The level of play should be of high caliber (Nationals, Worlds, AAA team)
- Years with WRA – number of years player has played with WRA and number of years away from WRA. Most minor years should have been with WRA (FUN1 – U14)
- Contribution player has made at WRA – mentoring on ice with FUN program and or regional teams, volunteering for Winterfest, CTR or other association events
- Other fundraising initiatives undertaken by player

Following are guidelines for sponsorship levels:

- Played for WRA less than five (5) years (or less than 50% of their playing career) with little or no involvement with the Association – card of recognition and congratulatory post on social media
- Played for WRA for more than five (5) years (or more than 50% of their playing career) with Association involvement – card of recognition, congratulatory post on social media, and \$100

#### **4.11 Subsidization of WRA Teams Advancing to Nationals/Easterns**

Decision on such support will depend on the financial strength of the Association and volunteer activities by the players. WRA may provide:

- Additional ice at no cost
- Up to \$500 per team advancing to Nationals or Easterns

#### **4.12 Referee and Minor Official Rates of Pay**

Referee Officials

- Referees will be compensated in accordance with GLRL and LORL regulations.

Minor Officials

- MO's rate of pay to be determined at the beginning of each season by the board and is determined by level of play
- Shot clock positions are required for U12 and up. Usually done by parent volunteers from the team.

- A training session for scorekeeping/Ramp can be arranged through the Director of Minor Officials.
- Payment is completed every other month via e-transfer

## **5. EQUIPMENT**

### **5.1 Equipment Purchases – What, When and Where**

The equipment manager reports each year to the Board on the Association's inventory of equipment and needs for the season ahead. Once the budget has been approved, the equipment manager has discretion as to where purchases are made, except, where possible, it should be done through Waterloo suppliers.

### **5.2 WRA Equipment Loan Program**

This program is intended to encourage Waterloo families to participate in the sport of ringette. This offers an advantage of trying out the sport without investing several hundreds of dollars in equipment. The program usually runs during opening weekend and equipment is returned at the year-end event. Individual times may be set with the equipment manager at [equipment@waterlooringette.com](mailto:equipment@waterlooringette.com)

The program is offered to first time players between the ages of four (4) and thirteen (13) or in other financial situations that require the Association's attention. All participants are required to fill in an equipment loan form that indicated specific items borrowed for the season. A small fee, usually between \$30-100 (depending on the amount of equipment borrowed), will be held for the season. Fee can be given via post-dated cheque (for January 1<sup>st</sup>) or e-transfer. Upon return of ALL equipment, WRA will return the cheque or refund the e-transfer.

All equipment is to be returned in good, clean condition at the end of the season. If any equipment is missing or damaged (beyond the normal wear and tear and the item needs to be replaced) WRA will retain the fee.

### **5.3 Player Jerseys**

Players are responsible to provide their own practice jersey (excluding the FUN program). Game jerseys are given to players at the start of the season and are the players responsibility to maintain. Name bars may be purchased from The Ringette Store and are to be temporarily fixed (via stitching) to the bottom of the jersey for the season. Game jerseys shall be collected by the team manager or head coach and returned to the equipment manager at a prescribed time.

## **6 COMMUNICATION AND ADVERTISING**

### **6.1 Spokesperson for Waterloo Ringette Association**

The President is the official spokesperson for WRA. All members will direct statement requests to the WRA President. The President may ask a Board member to represent WRA and speak on its behalf. While representing WRA in public, members are expected to represent the Association's purpose and views, irrespective of their personal views.

### **6.2 Advertising Policy**

Decisions on advertising are decided on each season and are made depending on:

- The financial strength of WRA
- If the event warrants the exposure ie-CTR
- What will the return be for WRA from the expense
- Platform used – Newspaper, radio, bus, Facebook, Waterloo digital boards etc

### **6.3 Social Media**

WRA maintains its website <https://www.waterlooringette.com>, Facebook and Instagram pages. These are the mains form of communication for the Association for:

- News
- Teams and their season highlights
- Tournaments
- Schedule
- Registration
- Tryouts
- General Information

Teams are encouraged to promote their team and sport with their own team page on Instagram. WRA adheres to RO's social media policy and it can be found here - <https://cloud.rampinteractive.com/ringetteontariogames/files/Policies/Social-Media-Policy-NEW.pdf> The Board reserves the right to compel a team to take down their team's page if they are found to have:

- Published negative comments about other associations, teams, players or referees
- Used hostile or derogatory language
- Used copyrighted information without citations and links
- Published photos or names of others without permission
- Used music with explicit lyrics in post(s)

Teams should remember each posts represents the sport of ringette, WRA and the City of Waterloo!