



ZONE 2 AA RINGETTE

Operating Policies 2015

Revision 3

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1.0 GENERAL INFORMATION

1.1 Intent

The policies and procedures contained within this Operating Policy are intended for administering the day-to-day operations of the Zone 2 AA ringette program (hereafter referred to as either the "Z2AA").

The policies provide a framework that will be applied unless a change in policy direction is made.

1.2 Z2AA Ringette Objectives

The objects of the Association shall be:

1. To provide athletes from Zone 2 who display the desire, drive and ability to play competitive ringette;
2. To advance the number of competitive level ringette players in Southern Alberta;
3. To promote, administer and develop excellence in ringette;
4. To conduct its business with fairness, integrity and equal opportunity;
5. To present a positive image of the Z2AA amongst players, coaches, parents, other ringette organizations, the media and the general public;
6. To provide effective administration of Z2AA based on solid Operating Policies;
7. To encourage participants to aim for excellence, team work, team discipline and personal development;
8. To recognize the special nature and requirements of competitive ringette;
9. To sponsor and support Zone 2 teams, players, and coaches striving for excellence through participation in competitive ringette; and
10. To work cooperatively with all Zone 2 Associations, Ringette Alberta, and Ringette Canada in furthering the development of the sport of ringette. ↴

Z2AA will uphold the philosophy of Ringette Canada and Ringette Alberta which is:

Ringette Canada Philosophy Statement

Ringette is a mass participation team sport, which encourages the physical, mental, social and moral development of the individual participants within the highest standards of safety, sportsmanship, personal excellence and enjoyment.

Ringette Alberta Mission Statement

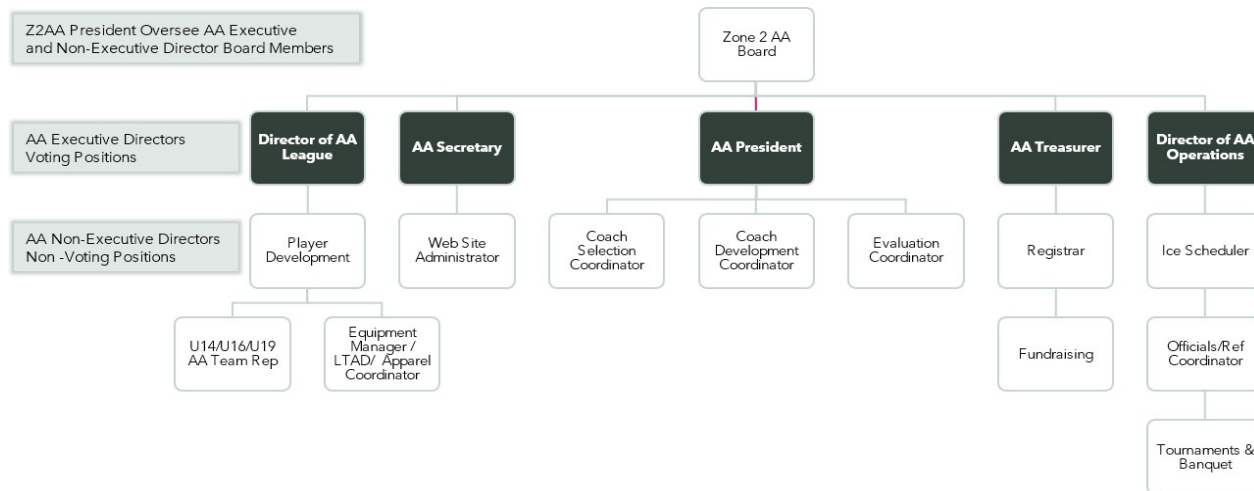
To be the most innovative and well managed sport association in Canada to make Ringette the #1 sport choice for female athletes.

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1.3 Z2AA Ringette Board Members

The Executive Directors and Non-Executive Director Board members are elected and comprised of members nominated by the Z2AA Association Membership.



1.4 Z2AA Ringette Board Formation

1.4.1 Z2AA Board shall include one (1) representative from each U14 team(s), U16 team(s), U19 team(s). Such representatives shall be appointed to the Z2AA Association Members for the current playing season (from first meeting after team selection to next year's first meeting after team selection). Team representatives do not have to include a team staff member but team representatives must ensure team managers are informed of all decisions that affect them and their team.

Other members of the Z2AA Association who are not team representatives may join the Z2AA Board if they are accepted by vote by the Z2AA Executive Directors. These individuals hold their position at the association from the time of the first meeting after team selection for that ringette season until the first meeting after team selection for the next ringette season.

1.4.2 The Z2AA Board President shall continue as President until the first meeting after team selection of the following season or until a special meeting of voting members is called for the purpose of electing Executive Director Board Members.

1.4.3 In advance of the first meeting after team selection, each team should notify the Secretary or other member of the Z2AA Executive Director Board Members of the name of their appointed Z2AA Board representative in advance for the purpose of assisting in identifying individuals who would be willing to volunteer to fill the other positions on the Z2AA Board.

1.4.4 Formal transfer of Z2AA Board duties shall occur after the first meeting after team selection to all individuals newly appointed or elected to the various positions available.

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1.5 Z2AA Board Structure and Positions

1.5.1 The Z2AA Board shall be composed of two bodies being the Executive Directors and the Non-Executive Board members. The Executive Directors shall be responsible for the day-to-day decisions regarding the operation of the association and shall be comprised of Non-Executive officers responsible for working groups who complete the necessary operational tasks. Each working group is comprised of the Executive Director Member and Non-Executive Director Members of the Board. The Non-Executives Directors shall regularly report back to the Z2AA Executive Directors concerning their decisions on daily operations. The Z2AA Association Executive Directors are responsible for major decisions made by the Association that are philosophical, financial or strategic in nature.

1.5.2 All members of the Z2AA Executive Directors shall be entitled to vote with each member having one vote.

1.5.3 The Z2AA Board Executive Directors shall consist of the following positions: AA President, Director of AA League, Director of AA Operations, AA Secretary and AA Treasurer. The Executive Director Board Members shall consist of all other committee heads/members.

1.5.3.1 At the first Z2AA annual general meeting ("AGM") after team selection, nominations for all Executive Director and Non-Executive Director positions shall be called for and received.

1.5.3.2 If there is only one nominee for any position, then that individual shall be declared acclaimed by the Association. If more than one individual is nominated for a position, then a vote shall be taken and the nominee receiving the highest number of votes shall be declared elected for that position. The President and one other Association Member not affiliated to the decision shall count the vote for all positions if the President is not seeking re-election. If seeking re-election, the President shall designate a member of the committee and another Association Member to count any vote concerning the position of President.

1.5.3.3 If there are no nominees for an Executive Director position at the first meeting after team selection, the position shall be filled at any subsequent Z2AA Association meeting by appointment or election following the rules stated above.

1.6 Z2AA Association Executive Director Responsibilities

1.6.1 General Duties of the Executive Directors

(a) to oversee and manage the day to day operations of Z2AA including authorizing expenditures as are consistent with the yearly budget.

(b) to report to the Z2AA Board concerning the day to day operations of Z2AA.

(c) to evaluate the progress toward AA program and financial goals and provide leadership to the Z2AA Board on long term planning regarding achievement of those goals.

(d) to prepare reviews, revisions and updates to the operating policies and procedures of Z2AA.

(e) to call meetings of the Executive Directors once per month and meetings of the Z2AA Board a minimum of five (5) times in a year before the next annual general meeting.

(f) to determine the agenda items for meetings of the Z2AA.

(g) to oversee the operation of all working groups and committee members responsible for individual duties.

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- (h) to recommend ways to improve AA operations, game play, coaching and player development to the Z2AA .
- (i) to oversee and approve coach and team selection.

1.6.2 Duties of Z2AA President

- (a) is charged with the general management, supervision and evaluation of the operation and affairs of the Executive Directors and the Z2AA and oversees the operation of all other positions on the Executive and Non-Executive Directors.
- (b) shall preside at and chair all meetings of the Executive Directors and of the Z2AA Board or appoint a designate to chair such meetings.
- (c) acts as a liaison between the Z2AA and Zone 2 Associations.
- (d) acts as or appoints a chair for the head coaches selection committee.
- (e) acts as a signing officer of the Z2AA Association.
- (f) supervises the preparation of the Annual General Report of the Z2AA.
- (g) delegates such duties as are necessary and appropriate to other members.
- (l) requests the convening of sub-committees of the Z2AA to determine and report on issues as deemed appropriate.
- (j) serves as an ex-officio member of all Z2AA sub-committees.
- (k) acts as the Z2AA representative in meetings with City, Provincial or National agencies, or other similar bodies.
- (l) reports to the Executive and Non-Executive Directors all matters required to be brought to their attention.
- (m) accepts submissions of all grievances unless in a position of conflict in which case the President shall appoint a designate to act.
- (n) determines if a grievance committee is required for the submission and sit on that committee and conduct all necessary hearings and procedures.
- (o) the President shall select a knowledgeable, impartial person and both shall supervise the tryout/evaluation and team selection process for each age division (Division Coordinator) pursuant to Section 3 of the Operating Policies.
- (p) performs such duties as may from time to time be assigned to him by resolution of the Z2AA or as are incident to his office.

1.6.3 General Duties of All Executive Directors

- (a) to assist the President in the general management and supervision of the affairs and operations of the committee.
- (b) to undertake such tasks and responsibilities as requested by the President or the Z2AA Board from time to time.
- (c) to meet with their working groups as required.

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1.6.4 Duties of the Director of AA League

(a) co-ordinates applications for criminal record checks or declarations for each Z2AA coach and assistant coach and team manager and ensure these documents are completed.

(b) to ensure that Code of Conduct Contracts are signed or otherwise acknowledged by coaches, parents, and players for each team which can be by electronic acknowledgment and that pledges are kept in secure storage in case they are required by the Board, storage can include scanning or other electronic storage.

(c) to oversee the duties of the following which may include personally undertaking any of those duties alone or in conjunction with a member of the board members:

- i) equipment manager;
- ii) the LTAD (Long Term Athletic Development) representative;
- iii) the duties of the equipment manager shall include the following;
- iv) preparation of a list of required equipment purchases for budget approval;
- v) the purchase, distribution, and management of Z2AA game jersey's and pants, rings, shot clocks, evaluation pinnies and any other Z2AA accessories and equipment;
- vi) ensuring the return of all equipment distributed as required;
- vii) arranging for the repair, storage, and cleaning of equipment;
- viii) preparation of inventory records of equipment;
- ix) work with team managers to collect a \$100 deposit per jersey. Deposit will be returned if there are no damages (to include cuts, snags, stains). If damage is not at the fault of the player, it must be reported within 24 hours to the team manager; and
- x) any other duties related to equipment as determined by the Director of AA League or the Z2AA Association.

(d) the duties of the LTAD Representative shall include the following:

- i) research and schedule appropriate player development plan for U14, U16 and U19 teams. This could include, but not limited to, the development of dry land training program, power skating, sports psychology, goalie training nutrition, and any other development as approved by the Z2AA Executive Directors;
- ii) educate the Z2AA Executive Directors concerning developments in the area of LTAD;
- iii) assist the Executive and Non-Executive Directors with the preparation of positions concerning LTAD proposals;
- iv) assist the Executive and Non-Executive Directors with proposals for the implementation of LTAD at the AA level; and
- vi) any other duties relating to LTAD as determined by the Director of AA League or the Z2AA Executive Directors.

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1.6.5 Duties of the AA Treasurer

(a) the duties of the AA Treasurer shall include the following:

- i) ensure insurance coverage for the Executive Directors;
- ii) the preparation of full and accurate accounts of all receipts and disbursements of the Executive Directors or the whole Z2AA;
- iii) presents a detailed account of the current status of funds under administration of the Z2AA as requested by the Z2AA Executive Directors;
- iv) acts as signing officer of the Z2AA;
- v) ensuring all monies or other valuable effects in the name and to the credit of the Z2AA are deposited and/or invested in such bank or banks as may from time to time be designated by the Executive Directors;
- vi) ensuring the funds of the Z2AA are disbursed as necessary and as required for the proper financial operation of the program or as required under the direction of the Executive Directors;
- vii) prepare and present the annual budget for approval by the Z2AA Executive Directors, prepare and present any other financial reports as requested by the Executive Directors;
- viii) deliver all books of accounts and other financial documents to the appointed auditor as requested; and
- ix) such other duties regarding the finances of the Z2AA or as determined by the Z2AA Executive Directors.

(b) is responsible for overseeing the duties of the following positions which may include personally undertaking any of those duties alone or in conjunction with a member of the Board:

- i) the casino coordinator;
- ii) the fundraising coordinator (excluding casino and gaming); and
- iii) the registrar.

(c) the duties of the casino coordinator shall include the following:

- i) preparation and filing of all the required paperwork including the casino license application and the post casino paperwork which includes the casino financial report;
- ii) obtaining of the necessary casino volunteers and the completion and filing of the required paperwork for those volunteers;
- iii) scheduling of the casino volunteers and distribution of the schedule accordingly;
- iv) report back to the Z2AA Treasurer and the Z2AA Executive Directors regarding the casino; and
- v) such other duties relating to the casino as determined by the Z2AA Treasurer or the Z2AA Executive Directors.

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(d) the duties of the Fundraising Coordinator shall be to implement the fundraising initiatives approved by the Z2AA Executive Directors including:

- i) working with the Z2AA Treasurer, plan and administer the fundraising budget including ensuring the proper submission of expenses, funds raised and the proper disbursement of funds;
- ii) coordinating, planning and executing the fundraising initiative including forming and overseeing any committee(s) required for its execution;
- iii) ensuring fundraising is legally compliant and compliant with any licenses obtained;
- iv) completing any reports required by the Z2AA, sponsors, donors, The Alberta Gaming and Liquor Commission, etc.; and
- v) ensuring the fundraising initiative is properly advertised and the Z2AA Membership is informed of its progress.

(e) duties of the Registrar shall include the following:

- i) is responsible for operation of the Z2AA registration;
- ii) with the Executive Directors sets evaluation, registration and equipment fees;
- iii) with the Executive Directors determines when applications for registration have to be received and when payment of evaluation fees and any other registration fees must be received;
- iv) works with the ice allocator to ensure booking of the necessary ice for the next year's evaluation;
- v) ensures notification to the Zone 2 ringette community of the Z2AA evaluation registration, applicable fees and evaluation times;
- vi) is responsible for the proper registration of players for Z2AA evaluations and provides list of those players to the coordinator;
- vii) ensures that the team lists have been sent to Ringette Alberta for registration;
- viii) responds to requests from new players or new teams inquiring about Z2AA and how to register;
- ix) report to the Executive Directors as required; and
- x) any other duties as determined by the Executive and Non-Executive Directors.

1.6.6 Duties of the AA Secretary

(a) to oversee the duties of the following which may include personally undertaking any of those duties alone or in conjunction with a member of the board:

- i) the Secretary; and
- ii) The Website & Photo Wall Coordinator.

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(b) the duties of the Secretary include the following:

- i) attends all Executive and Non-Executive Director meetings and accurately records the proceedings for distribution, in minute form, to the Z2AA Members for meetings of the whole committee or appoints someone for that purpose in their absence;
- ii) distributes all minutes of the Z2AA Executive Director meetings and any other pertinent information to the team managers or team representatives;
- iii) acts a signing officer of the Z2AA;
- iv) maintains an accurate mailing and contact list of all Z2AA Members;
- v) sends out notices of Executive and Non-Executive Director meetings to the Executive or Non-Executive Members;
- vi) coordinates retention of all correspondence received or sent by the Executive or Non-Executive Members or any Z2AA Member;
- vii) collects or ensures the collection of yearly documentation from the Executive or Non-Executive Directors, the or Z2AA sub-committees; and
- viii) ensures the maintenance, administration and storage of all documentation for the activities of the Z2AA for each playing season,

(c) the duties of The Website & Photo Wall Coordinator include the following:

- i) to ensure that important news and photographs relevant to Z2AA are placed on the Z2AA website;
- ii) to work with managers to submit media releases to local publications and to Ringette Alberta;
- iii) to ensure that banners of Z2AA teams are mounted and displayed at the arenas designated for those displays;
- iv) to report completion of duties to the Z2AA Secretary; and
- v) any other duties relating to their positions as determined by the Z2AA Secretary or the Z2AA Executive Directors

1.6.7 Duties of the Director of AA Operations

(a) to oversee the duties of the following which may include personally undertaking any of those duties alone or in conjunction with a member of the Executive or Non-Executive Directors:

- i) ice allocator;
- ii) the banquet coordinator; and
- iii) The tournament and hotel/bus coordinator.

(b) the duties of the ice allocator shall include the following:

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- i) is responsible for the acquisition of ice rentals for Z2AA, the allocation of ice time for each team and redistribution of unused ice time;
- ii) reporting to the Director of AA Operations regarding the cost and allocation of ice rentals and ensuring payment is made for all ice acquired; and
- iii) any other duties relating to ice rental and allocation as determined by the Director of AA Operations or Z2AA Executive Directors.

(c) the duties of the banquet coordinator shall include the following:

- i) determining the date of the year end banquet which should be no later than the end of April of that playing season;
- ii) ensuring the booking of the venue for the banquet and payment of any deposit and rental fee for that facility;
- iii) booking the caterer and handling all business transactions relating thereto including determining the menu and ensuring payment of any deposit and payment to the caterer;
- iv) determining the individual attendance cost for the banquet and ensuring that list of the attendees from each team are prepared and that all ticket funds have been received - teams are responsible for the ticket costs of each player and the coaching staff;
- v) deciding the program for the banquet including obtaining any guest speaker(s) or entertainment and determining the nature of team presentations allowed at the banquet. Any gift or honorarium to the guest speaker that must be pre-approved by the Executive Directors;
- vi) obtaining any additional computer, audio visual or sound equipment required for the banquet. Cost to be pre-approved by the Executive Directors;
- vii) obtaining the necessary volunteers for the banquet from each team;
- viii) making all necessary arrangements for the set up and decorating of the banquet facility, coordinating the volunteers, overseeing the cleanup of the facility, obtaining any and all required licenses;
- ix) the report to the Director of AA Operations from time to time on the matters pertaining to the banquet and to prepare a final report regarding the banquet including details of all banquet expenditures to the Director of AA Operations; and
- x) any other duties as determined by the Director of AA Operations or the Z2AA Executive Directors.

(ci) the duties of tournament and hotel/bus coordinator include the following:

- i) identify the upcoming year's Z2AA tournaments and apply for tournaments as early as possible. Confirm registration and ensure all payments are made to secure spots for U14, U16 and U19 teams in tournaments;
- ii) notify team managers of the registration. Have team managers complete any other administrative tasks as needed;
- iii) to locate appropriate hotels and/or buses for the upcoming years ringette tournaments, including tournaments in Regina and Saskatoon, the Woods tournament in Edmonton and the AA Provincials and any other tournaments as requested;
- iv) to ensure advance reservation of the necessary hotel rooms and buses for the above Z2AA tournaments including the signing of contracts as necessary and ensuring all necessary payments are made to secure the rooms or buses;

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- v) assign the hotel rooms to the respective Z2AA teams including ensuring as much as possible that players of the same family are booked into the same hotel;
- vi) handle all complaints relating to the hotels or buses in consultation with the Director of AA Operations;
- vii) report to the Director of AA Operations regarding completion of duties; and
- viii) any other duties relating to hotel/bus coordination as determined by the Director of AA Operations or the Z2AA Executive Directors.

1.6.8 Duties of Non-Executive Director Members

- (a) to report to their respective Executive Director regarding any duties they have undertaken;
- (b) to attend Z2AA Executive Director meetings when requested, and endeavor to read all materials relevant to the meeting in preparation;
- (c) bring the concerns of their teams'/program members as a whole to the Executive Directors as appropriate, to be discussed and addressed; and
- (d) to ensure the proper dedication and use of assets of the Z2AA for the benefit of Z2AA for the present operating year and the future years.

1.7 Zero Tolerance Policy

If a game misconduct, match penalty and/or repeated unsportsmanlike penalty is assessed against any member of the Z2AA during any league, exhibition or tournament game, the Z2AA Executive Directors will review the offence. This review may result in a reprimand (verbal or written), suspension or expulsion from the association in conjunction to any penalty given by RAB or any other League.

Any malicious destruction of Z2AA property, or any facility, may result in an automatic suspension of five (5) games for that player(s) and an automatic one (1) game suspension of the Head Coach. All damages will be the responsibility of the player or parent/guardian, and must be paid in full before the player will be allowed to return to the ice (practice or game).

Any abuse by a fan and/or parent directed toward game officials may result in stoppage of the game by the referee. The individual(s) will be ejected from the rink and, failing to do so within a reasonable time-frame set by the referee, cause the forfeiture of the game by the team he/she is associated with. If it cannot be determined which team this individual(s) is associated with, the police will be called to remove the individual from the facility.

Any person (i.e. fan, coach, player) who verbally confronts or abuses an official before, during or after a game will be subject to suspension pending the decision of the Z2AA Executive Directors. Any such suspension is to be supported by a verbal or written statement from the official noting the name(s) of the offending party and is to be forwarded to the Z2AA Executive Directors. Upon receipt of said report, the Z2AA Executive Directors will hold a hearing within seventy-two (72) hours. All parties affected by the proposed suspension are entitled to be in attendance at the hearing and are entitled to speak to the matter. A verbal decision may be issued at the time of the hearing; however, the Z2AA Executive Directors has the ability to delay its decision until the next business day if required. A final decision will be issued in writing in the form of a letter with a copy being forwarded to both parties. The Z2AA Executive Directors will retain a copy of all decisions for any future reference.

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1.8 Grievances

1. All grievances shall contain a clear and concise written summary of the grounds for the protest with specific reference to the Z2AA Operating Policy that has been violated. The grievance must be signed and submitted to the Z2AA Executive Directors. All grievances must be received, in writing, by the Executive Directors within seven (7) calendar days of the alleged breach of operating policy.
2. The Executive Directors (or designate in the event of a conflict) shall either summarily reject the grievance or refer the grievance to an Z2AA grievance committee for further handling.
3. The grievance committee shall be comprised of no less than three (3) Impartial, knowledgeable persons on the Z2AA Executive Director board (or designate in the event of a conflict).
4. The grievance committee shall review and obtain pertinent facts of all protests properly submitted in accordance within this Z2AA Operating Policy, and shall render a just and fair verdict of their findings as quickly as practical under the circumstances.
5. The grievance committee shall investigate the grievance by either calling witnesses, requesting sworn statements or dealing with the grievance in a manner that in their sole discretion will enable them to reach a just and proper decision. It should not be assumed that a formal hearing would be held in every case.
6. The grievance committee shall give all individuals concerned adequate and reasonable notice of any hearings. These individuals shall have the right at all hearings to be present in person and/or accompanied by a parent and/or guardian.
7. For a grievance hearing, the grievance committee shall restrict the persons attending the hearing or providing input to the parties involved, their parents or guardians, the coaches involved or any persons representing any party or coach involved together with such other persons as the committee shall determine. The grievance committee shall render its decision in writing within forty-eight (48) hours following the hearing and forward copies of its decision to all parties involved.
8. The decision of the grievance committee shall be final and shall be rendered in writing. Where the grievance committee finds a grievance to be baseless, the grievance committee shall dismiss the grievance. Where the grievance committee finds that there has been a breach of Z2AA Bylaws or the Z2AA Operating Policy, then the grievance committee shall order corrective action taken. Anyone who knowingly ignores a grievance committee's decision may, subject to the Z2AA Executive Directors discretion, face disciplinary action.

1.9 Appeals

For appeals not otherwise addressed in this Z2AA Operating Policy:

Members who wish to appeal a decision shall have fourteen (14) days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal. This submission, unless otherwise stated in the Z2AA Operating Policy, shall be to the Z2AA Executive Directors (or designate in the event of a conflict).

Any party wishing to initiate an appeal beyond the fourteen (14) day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow or not allow an appeal outside the fourteen (14) day period shall be at the sole discretion of the Executive Directors and is not subject to appeal. The appeal must be accompanied by a certified cheque or cash in the amount of two hundred dollars (\$200.00) which will be refunded only if the appeal is successful in whole or part.

1.10 Disciplinary Committee

The Executive Directors will appoint a disciplinary committee consisting of Zone 2 Members to preside over disciplinary matters on behalf of Z2AA.

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2.0 REGISTRATION

2.1 Player Registration

1. Zone 2 Ringette Association registrations may need to be completed at the player's home association and notice given to the home association in accordance with Ringette Alberta Bylaw 3.4.7.3, if the player is selected in the fall.
2. Late registrations may be accepted, depending on individual team requirements, and at the discretion of the Z2AA Executive Directors.
3. Registration fees are non-refundable except for exigent circumstances, this may be reviewed and waived at the sole discretion of the Z2AA Executive Directors. A written request for reimbursement must be forwarded to the Executive Directors. Decisions will be made on a case-by-case basis with such decisions being the responsibility of a committee made up of at least three members of the Executive Directors. The decision of the Z2AA Executive Directors in this circumstance is considered final.

2.2 Payment of Fees

1. Full payment of registration fees are payable to the Z2AA Association upon player selection to the Z2AA teams. Payment plans may be reviewed and approved by the Z2AA Executive Directors on a case-by-case basis; however, full payment of registration fees shall be completed prior to the start of session three. Players who have registered with their home association will be required to get a refund from their home association and make the required payment to the Z2AA for the designated registration fees.
2. Individual Team fees will be due as decided by majority rules by each team, all members of the team must be paid in full and be in good standing to be considered an active member of the team. Players who have not paid these additional fees by the date set by the team manager will be ineligible to play until such time as their fees are paid in full.
3. All Association members, by registering for and participating in Z2AA activities, shall be responsible for ensuring all expenses incurred are paid in full by the dates set out above.

3.0 EVALUATION AND TEAM SELECTION

3.1 Objectives in the Evaluation Process

1. To provide a fair and impartial assessment of a player's total ringette skills during the skating and scrimmage sessions.
2. To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent.
3. To provide appropriate evaluation documentation to assist with team selection.
4. To form teams composed of players of similar ability playing together to maintain balanced and competitive teams where the athletes can develop and participate equitably and have satisfaction playing ringette during the season.
5. To form teams that are competitive in the leagues in which they play and capable of challenging for Provincial and National championships (U16 and higher).

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3.2 Age Levels and Restrictions

Age Groups – As of December 31 of the playing year: U14 (age 13&12), U16 (age 15&14) , U19 (age 18&17&16):

Number of Players per Team:

- (a) if player registration numbers show there to be an insufficient number of players for the number of approved teams in the same age division, then a reduced number of teams, or a reduced number of players per team, shall be formed;
- (b) for each of the U14/U16/U19 teams, there can be a minimum of fourteen (14) skaters and one (1) goalie;
- (c) requests to change the number of skaters and/or goalies shall be presented by the head coach for approval to the Z2AA Executive Directors no sooner than after the second evaluation skate.

3.3 Evaluation Coordinator

The Z2AA Executive Directors shall appoint a candidate from within the Z2AA membership. This must be a knowledgeable, impartial person to supervise the tryout/evaluation and team selection process for the U14, U16 and U19 teams. Their main responsibility shall be to ensure that the process proceeds with fairness, consistency and impartiality to provide the required documentation for team selection as per section 3.1 (3). This individual shall be available to answer any questions or concerns that the coaching staff may have during the evaluation process. This Coordinator shall not be used as an evaluator.

3.4 Missed Evaluations

The following must be provided: (ii) Doctor's verification, listing date of injury, description of injury and projected recovery time (iii) Head Coach references from previous two seasons (iv) Online registration and payment for evaluation sessions completed. Each request will be reviewed individually and if an exemption is granted by the executive directors, the player will be placed in the appropriate position on the ranked list of players by the executive directors and the head coach. There is no guarantee a player who is granted an exemption will be placed on a team. Players should fully participate in evaluations, if possible, to maximize their chances of being selected.

3.5 Player Direction

Players shall be informed of what the coaching/evaluation staff is looking for in the skating drills and in the scrimmages. All players shall do the same drills as a means of ensuring fairness.

3.6 Evaluation Structure

The Z2AA Executive Directors shall provide due notice to evaluation dates and times. Notice will be provided which will outline the evaluation process for the upcoming season. U14 athletes will not be permitted to wear Z2AA, Team Alberta and /or Winter Games pants. Evaluations will be based on rankings provided by a non-bias third party that is experienced and knowledgeable in the sport of ringette. The top four (4) ranked players for forward position, the top three (3) ranked players for defense position and the top one (1) ranked player for center position shall be placed on the roster, this will not be disputed. The remaining roster spots will be at the coaches discretion.

The Z2AA Executive Directors will provide advance notice of evaluation dates and times, along with details outlining the evaluation process for the upcoming season. Each skater is guaranteed two (2) evaluation sessions, during which cuts may occur. A third and fourth session are not guaranteed. U14 athletes are prohibited from wearing Z2AA, Team Alberta, or Alberta Winter Games pants during evaluations. Rankings, determined by an unbiased and knowledgeable third party in the sport of ringette, will form the basis of evaluations. The top five ranked offensive players (including a mix of forwards and centers) and the top three ranked defensive players will automatically be placed on the roster; this decision is final. The remaining roster spots will be filled at the coach's discretion.

At the U14, U16 and U19 divisions:

- During these ice times, there will be drills to evaluate players on ringette specific skills.
- In addition, each ice sessions will also have a component of game play; this will be used to evaluate players in scrimmage game-like situations.
- Overall weighting will be 60% game play and 40% skills.

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3.7 Evaluation Disclosure

The evaluation coordinator shall be responsible for formulating evaluation teams for the purpose of player evaluation. Evaluations shall be documented, shall remain confidential, and shall not be supplied to the general membership. All results of the evaluation process shall be final, without appeal by the player, and will remain confidential, and, at no time, shall the information be shared players and/or parents. Should the player request a summary of their performance for use as a developmental aid, the evaluation coordinator may release a report highlighting strengths and areas for improvement. This report shall never discuss, relate to, or compare the player with other skaters. This report shall never disclose evaluation numbers or scores.

3.8 Evaluation Ice Time Criteria

All evaluation ice times will be a combination of skills and game play to give our evaluators and opportunity to assess players in all areas. During game play teams will be organized to be fair and equal according to position rankings from the previous skate. Our evaluators will be watching the skills and game play for the following attributes:

- a) Passing/Receiving
- b) Checking
- c) Anticipation/Positional Play
- d) Team Play
- e) Tenacity/Hustle
- f) Skating Forward/Backward
- g) Stops/Starts
- h) Overall Skating ability

In Addition, our evaluators will be watching the goalies for the following attributes:

- a) High shots
- b) Low shots
- c) Ring Movement
- d) Top of Crease/Angles
- e) Movement
- f) Tenacity/Hustle
- g) Skating ability

3.9 Other Evaluation Factors

A player's ranking may be adversely affected by factors such as attitude or team cohesion. Attitude and team cohesion concerns must be based on the previous season with Z2AA and have written documentation as proof of concern that was acknowledge and approved by the Z2AA Executive Directors. The player and parents will be informed of the decision by the coach and a representative of the Executive Directors. Players who are unlikely to be selected should be informed immediately to ensure they can evaluate for an alternative team. If documentation is not available, then the players evaluation ranking will remain in effect.

3.10 Returning AA Players

Returning AA players shall not be guaranteed a spot on nextyear's team (all players earn their spots).

3.11 Player Eligibility

Players shall play within their proper age division. If no AA team is formed in a specific division, then those players shall be allowed to try out for the next higher age division AA team subject to Ringette Alberta and Ringette Canada Rules and Regulations. As of December 31, of the current playing season, the age divisions are as follows: U-14 12 and 13; U-16 14 and 15 ; U-19 16, 17 and 18 (governed by National Ringette Association Rules) (b) Players who try out and are not selected for their proper age division AA team shall be eligible to be selected for the next age division AA team provided insufficient qualified players have tried out for that team and provided those players are sufficiently competitive at the next age division.

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4.0 **PLAYER RELEASES**

4.1 **Player Release Guidelines**

1. Z2AA is bound by the Bylaws and Policies set forth by Ringette Alberta for Player Releases.(See Ringette Alberta Policy 3.0 for full requirements).
2. A release is not required for any player moving from a home association that offers any combination of A, B, and/or C teams only at the player's level, to an AA team within the same zone. This would apply to all players who have registered in one of the Zone 2 Associations as per RAB Policy 3.4.4.2.
3. In addition to this, the player is not required to provide written notice to their home association but we would ask all players who are considering evaluations for Z2AA to please notify their home association to assist in their team planning and zone co-operation.
4. No request for releases will be considered until after the athlete attends try-outs unless previously approved by the Z2AA Executive Directors. The Z2AA reserves the right to request athletes attend a minimum of 3 try-out sessions prior to being considered for a release. Athletes are not eligible for a player release to another zone until they have been released from the Z2AA by the Z2AA Executive Directors and their home association president. In trying to build a sustainable AA program in Zone 2 and with the collaboration of Calgary AA, it was agreed that all players will only be eligible for a AA program in their home association zone.
5. Any player suspended by Z2AA on Financial Grounds as per the Z2AA Bylaws will not be permitted to attend try-outs, and subsequently will not be granted a release to play elsewhere until such time as the outstanding balance is paid in full, and the athlete attends evaluations and is released by the Z2AA Executive Directors.
6. Players that will be 18 years of age as of Dec 31 of the current playing year do not require signed release forms.
7. The objective of this process is to ensure fairness and consistency for all athletes and work in accordance with the framework of the Ringette Alberta Policies for Player Releases.
8. Releases are only valid for the current season and are automatically terminated at the end of the season. Players wishing a release for the following season must submit a new request to their home association.
9. While the athletes themselves are responsible for maintaining release documentation, it is the responsibility of the Zone 2 Associations and the Z2AA Executive Directors to keep a list of releases for each season.

4.2 **Athletes from Other Zones**

The Z2AA will permit athletes from other zones to play on Z2AA teams subject to:

- the release policy set forth by Ringette Alberta
- Executive Directors approval. Players may attend try-outs but will not be accepted on to a team without Executive Director approval.
- at U14 and U16 no imports will be accepted, as the goal of the Association is to develop players within Zone 2. An exception to this will be made in cases where a viable team cannot be formed in Z2AA without the addition of import players. This decision will be made by the evaluation coordinator and the Executive Directors.
- at U19 imports may be accepted as the focus shifts from development to a greater expectation of success. During the evaluation process, if after the second ice time (and no time prior) the current registered athletes are determined to not be able to form a competitive team by the evaluators, the Head Coach and the Executive Directors the process will be paused. The Executive Directors may then reach out to athletes from other zones to advise they can participate in the remaining two skates. These last two skates can be delayed by seven (7) days if required. Import players must make up less than 20% of a team's total athletes.

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4.3 Suspended Z2AA Athletes

Z2AA will not permit players to register with, or play for the Z2AA if they are formally under suspension or otherwise not in good standing with another Zone 2 ringette association. Although a player may still evaluate and be considered for a team, as long as their suspension has been discussed and the team is willing to allow their participation, the Z2AA will honor such suspensions until a formal letter allowing the release is received from either the President of the suspending association, or Ringette Alberta. It is the responsibility of the suspending association to notify the Z2AA Executive Directors, in writing, if such suspensions exist, the grounds for the suspension, and the requirements (if any) for the suspension to be lifted.

5.0 PLAYER AFFILIATION

5.1 Affiliation Guidelines

1. Affiliation means that a player can be called up from her regular team to play on a higher-level team within Zone 2 on an as needed basis.
2. All affiliation must be conducted in accordance with Ringette Alberta's Policy 5.0.
3. Player affiliation is conditional on the player, parents (guardian), coaches and the Z2AA agreeing to the affiliation. A designate from within the Z2AA Executive Directors shall represent the Z2AA on these matters.
4. An affiliate player's primary responsibility is to her own team. If there is a scheduling conflict, the player must attend her own ice time. At the request of the coach of the team with whom the player is affiliated, approval may be granted from the Z2AA Executive Directors to use an affiliate if there is a scheduling conflict. In this instance, written permission must be obtained from the coach of the player's regular team, and the decision will be rendered based on the likely effect on that team.
5. Violation of the Z2AA Player Affiliation may result in the player's affiliation being revoked. Such circumstances shall be considered, and a decision rendered by a meeting of the Z2AA Executive Directors. All such decisions shall be considered final.
6. There is no additional registration fee for affiliated players.
7. Scheduling conflicts between various levels of provincial play may be unavoidable, and coaches are advised to consider this possibility when selecting players to affiliate, as each affiliate's responsibility is to her regular team.
8. All Z2AA team affiliations must be done with the approval of the Association President from which the player is being affiliated along with the Z2AA Executive Directors.

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6.0 COACHES

6.1 Coach Selection Process

1. Anyone interested in being a Head Coach of a Z2AA team shall complete the coach's application form by the appropriate deadline for U14, U16 and U19. This submission should be as complete as possible and include any other information relevant to the application.
2. Other possible competent head-coaching candidates who do not apply on their own may be approached by the Z2AA Executive Directors to ascertain their interest in coaching next season.
3. If sufficient suitable applications have not been obtained, the Z2AA Executive Directors shall extend the closing date and solicit further applications.
4. The coaching selection decisions shall be final. Grievance of coaching selection will be restricted to procedural violations only. The selection committee will hear grievances. No other appeals will be considered.
5. In the advent of the successful coach applicant being a non-parent coach, it would be the responsibility of the team to provide the hotel room at the teams expense for away tournaments which would also be used as the team room for meetings. No other expenses would be covered unless agreed to prior by the executive directors or by a team parent vote.

6.2 Team and Coaching Selection Committee

The selection committee will be comprised of a minimum of two Z2AA Executive Directors, one senior official, one senior non-bias AA coach, and one senior current or previous ringette player.

Z2AA Executive Directors who, through their position, are designated as members of the selection committee shall remove themselves from selection committee meetings and decisions if they have a conflict of interest such as a child trying out for the level being discussed.

6.3 Coach Eligibility

All coaches (head and assistant coaches) applying to coach within the Z2AA shall meet the following minimum criteria in order to have their applications considered:

- Good standing in their previous association and/or other coaching experiences.
- Hold the applicable NCCP Certification, or be capable of completing same by December 15 of the current playing season, at the level required by Ringette Alberta for the age division applied to coach, and comply with the Z2AA Screening Policy.
- Provide an RCMP criminal records check. Criminal records checks for all coaches initially (year 1), and then a criminal disclosure form on year two (2) and year three (3). Then repeat cycle.

6.4 Coaching Selection Criteria

The 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:

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1. Must meet Ringette Alberta's and Ringette Canada's minimum certification requirements for the age division applied for.
2. Previous coaching and playing experience in ringette.
3. Parent/player feedback from prior seasons.
4. History of adherence to the Z2AA Operating Policies and a willingness to work within the system.
5. Ability to maintain a positive team environment.
6. Ability and willingness to teach.
7. Ability to provide positive reinforcement to players both in practice and games situations.
8. Demonstrated commitment to the objectives of the Z2AA (creation of an environment conducive to improving player development).
9. Personal conduct both on and off of the ice.
10. Communication skills.
11. Written application.

The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the selection committee deem the applicant (or all applicants) unsuitable, they shall then solicit additional applications for consideration. If no suitable coach can be found, then no team shall be formed.

6.5 Coaching Responsibilities

1. Head coaches, without exception, shall be directly responsible and accountable to the Z2AA Executive Directors throughout the playing season.
2. All coaches, managers, treasurers, and volunteers shall familiarize themselves with Z2AA Operating Policies and Z2AA Bylaws. They shall ensure that any team activities carried out under their care and control are in compliance with these policies and procedures.
3. The Head Coach, in conjunction with the team manager, shall be responsible for the discipline and behavior of team members before, during and after games and practices until the team has left the dressing room. This shall apply to all team events.
4. The Head Coach must submit any assistant or junior coaches to the Executive Directors for approval within fourteen (14) days after team selection.
5. The selection committee shall retain the right to take whatever action is deemed appropriate (i.e. warning, suspension or removal) against any team staff member whose performance has been found unacceptable and who has shown an unwillingness or inability to improve his/her performance.

6.6 Coaching Obligations

1. Make every effort to achieve or exceed the level of coaching required by Ringette Alberta. In order to participate in provincial playoffs, the team must have qualified people on the bench according to Ringette Alberta.
2. The Head Coach in collaboration with the team manager shall arrange with the Z2AA to pick up rings, game sheets, and team jerseys. The team jerseys are to be used for games only. At the end of the season, return all Z2AA equipment.
3. Ensure that your team's Ringette Alberta Registration Form is signed and returned it to the Z2AA Registrar no later than October 1st of each playing season.

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4. All games and practices are under the supervision of the coach or his/her designate and the coach must ensure that all players have proper equipment on including helmet and facemask. As of December 31, 2008, it is mandatory for all on-ice participants during practices or games (i.e. coaches, assistant coaches, volunteer helpers) to wear a CSA approved helmet.
5. A person may only be identified as the head coach for one Z2AA team in any given year unless the second team is a one-time special event team.
6. Should the head coach encounter any difficulty throughout the year, it is important that he relay his concerns to the Z2AA Executive Directors for assistance and/or guidance.
7. Ensure that all allocated ice times are used appropriately. In the event that an allocated ice time will not to be used, it is the responsibility of the head coach to contact the appropriate Ice allocator, preferably fourteen (14) days prior to the icetime, so that the ice can be returned or reallocated.
8. Contact the appropriate Director of Referee Scheduling to arrange for Referees for all exhibition games with a minimum of seven (7) days notice.
9. If you are affiliating players from another team, this must be done following Z2AA affiliation guidelines.
10. Ensure that any person who is helping at a practice or game, on the ice, must wear a helmet.
11. Will report any unsafe facility issues immediately to the appropriate Facility Manager and the Z2AA Executive Directors.

6.7 Coach- Disciplinary Action

1. Any Z2AA coach who has a breach of Code of Conduct (parent code or coach code) or that is **ejected** from a game for abusive or unacceptable behavior towards an official shall receive an automatic one (1) game suspension and must attend a mandatory meeting with the Z2AA Executive Directors. This suspension must be served during the team's next league, exhibition or tournament game, whichever shall occur first. The meeting with the Z2AA Executive Directors will take place within seventy-two (72) hours of the Z2AA Executive Directors becoming aware of the infraction.
2. For a second and/or subsequent breach of Code of Conduct (parent code or coach code) or an **ejection** during the same season, a minimum automatic three (3) game suspension will be assessed and attendance at a mandatory meeting with the Z2AA Executive Directors will again take place. This suspension will commence at that team's next league, exhibition or tournament game, whichever shall occur first, and will continue until the suspension is served in its entirety. The suspended coach cannot attend any on-ice team functions (games or practices) until the suspension is served in its entirety.
3. The Head Coach of any Z2AA team shall notify the Z2AA Executive Directors within twenty-four (24) hours of the breach of Code of Conduct (parent or coach code) or an ejection of any of their bench staff regardless of where this occurred.
4. Any Z2AA coach that is **written up** for any inappropriate, disruptive or intimidating behavior to include a breach of Code of Conduct (parent code or coach code) or in a referee's game report or written document shall attend a mandatory meeting with Z2AA Executive Directors within seventy-two (72) hours of the executive directors becoming aware of the infraction.
5. The second time during the same season that a Z2AA coach is **written up** for any inappropriate, disruptive or intimidating behavior for a breach of Code of Conduct (parent code or coach code) or in a referee's game report or written document, they shall attend a mandatory meeting with the Z2AA Executive Directors within seventy-two (72) hours of the executive directors becoming aware of the infraction. The coach shall also serve a minimum one (1) game suspension during his team's next scheduled league, exhibition or tournament game, whichever shall occur first.
6. The third and/or subsequent time during the same season that a Z2AA coach is **written up** for any inappropriate, disruptive or intimidating behavior for a breach of Code of Conduct (parent code or coach code) or in a referee's game report or written document, they shall attend a mandatory meeting with the Z2AA Executive Directors within seventy-two (72) hours of the executive directors becoming aware of the infraction. A minimum three (3) game suspension shall also be served by the coach commencing with the team's next scheduled league, exhibition or tournament game, whichever shall occur first, and will continue until the suspension is served in its entirety. The suspended coach cannot attend any on-ice team functions (games or practices) until the suspension is served in its entirety.

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7. The Z2AA retains the right to permanently remove any person from a coaching position for actions deemed to be unacceptable, as per the Z2AA Operating Procedure.
8. Decisions of the Z2AA Executive Directors shall be final. Grievance of disciplinary decisions and/or suspensions will be restricted to procedural violations only.

6.8 Coaching Courses and Ringette Officials Clinic Reimbursement

Costs of those ringette related courses per-approved each year by the Z2AA Executive Directors (such as coaching and officials clinics) shall be reimbursed by Z2AA.

7.0 MEMBER DISCIPLINE

7.1 Formal Complaints

Z2AA, through its elected or appointed officials, has the authority to discipline any member, defined as a player, team official, parent or guardian, board member, or regular member for behavior which is contrary to the objectives/principles including Respect in Sport, Parent, Player or Coach Code of Conduct of the Z2AA or Ringette Alberta.

Incidents may arise, which warrant the application of disciplinary measures against a member of Z2AA. Any actions taken by coaches towards players should always reflect the objectives of Z2AA and the interests of all concerned. Coaches may not discipline players by suspending them from team activities without the approval of the Executive Directors.

The Executive Directors, when approving of disciplinary measures, if possible, shall always base decisions upon past precedent. The Executive Directors shall require that the details of complaints/incidents be presented to the Z2AA Executive Directors in writing. The nature of written complaints must be considered serious enough by the Executive Directors to warrant review by the creation of a disciplinary committee. This committee shall consist of a minimum of three (3) Z2AA Executive Directors (or delegate in the event of a conflict).

The disciplinary committee has the authority to determine at which stage a written complaint will be dealt with based on the seriousness of the matter.

The intent of this policy is not to be used to deal with inner team conflicts or parent bickering. The disciplinary committee shall convene a hearing and invite such persons it may deem necessary to properly represent the issue being investigated. The disciplinary committee shall render a decision on the issue with due respect for the well being of the offending party and the Z2AA.

The decision of the disciplinary committee shall stand, subject only to a right of appeal, in writing (within seven (7) days of notification), by the offending member to the Z2AA Executive Directors. Any decision by the Executive Directors on the issue shall be final.

There will be three (3) stages of the discipline procedures:

1. Initial Complaint

A written complaint only regarding the behavior of a member shall be initially given to the Z2AA Executive Directors. The President (or delegate in the event of a conflict) will contact the offending member to discuss the nature of the complaint.

The complaint may be reviewed by the disciplinary committee to determine appropriate follow-up action, and if determined necessary, disciplinary action.

The offending member and/or parent may be called to discuss the complaint before the Disciplinary Committee. This could be to obtain information, or to present the disciplinary action, directly with the offending member.

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If the offending member is not called before the disciplinary committee, the President (or delegate in the event of a conflict) will explain the actions taken when contacting them.

A copy of the written decision will be forwarded to the member and one filed with the Z2AA Executive Directors.

2. Second Complaint

If the Z2AA Executive Directors regarding a member receives a second written complaint, which may or may not relate to the first complaint, the complaint shall be reviewed by the disciplinary committee to determine appropriate follow-up action.

This may or may not relate to the first complaint. The first complaint will be reviewed and may be considered in determining the appropriate follow-up action, or if necessary, disciplinary action.

The offending member and/or parent will be called to discuss the complaint before the disciplinary committee. This could be to obtain information, or to present the disciplinary action, directly, with the offending member. The disciplinary committee who will explain the actions taken will contact the offending member and/or parent.

A copy of the written decision will be forwarded to the member and one filed with the disciplinary committee.

3. Third Complaint

A third written complaint, which may or may not relate to the first and second complaint, against a member will be viewed as a serious infraction that may carry severe disciplinary action, including up to permanent suspension from the Z2AA. The offending member will be called to discuss the complaint before the disciplinary committee. This could be to obtain information, or to present the disciplinary action, directly with the offending member.

The disciplinary committee will issue a written decision regarding the disciplinary action imposed on the offending member. Examples of incidents (but not limited to) that may warrant disciplinary actions are as follows:

- a) Profanity, violent behavior or intention to harm;
- b) Showing disrespect to any volunteer member of Z2AA who gives their time to provide support to the association (e.g. board member, coach);
- c) Game misconduct, repeated unsportsmanlike like penalties or gross match penalty;
- d) A member who repeatedly brings discredit to the team and Z2AA, through violent, abusive, or gross behavior, on or off the ice;
- e) A member who exhibits conduct unbecoming to the integrity of the Z2AA Association;
- f) Social media activity reducing the cohesion of the team, bringing the Association into disrepute, or tarnishing the reputation of an individual, team or board;
- g) Abuse of officials by a member whether observed by other members of the association or written documentation by officials.

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7.2 Suspended Members

Z2AA Members who are suspended by the Association, or whose membership has been canceled cannot:

1. Be within 100 meters of any Z2AA Members or player at any team practice, game, event or Association event;
2. Vote in any meeting or executive meeting;
3. Be involved in any way as a player or in a team personnel position;
4. Be appointed to, selected for, or perform any of the duties for an appointed or selected position in the Association;
5. Be elected to, or perform any duties of a board member position.
6. Will not be eligible for refund of registration or any fees

Contraventions of Section 7.2 (1) shall be submitted, in writing to the Z2AA Executive Directors and will be considered if, and when, the member applies for reinstatement to the Association.

7.3 Suspension on Financial Grounds

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

1. Vote in any meeting or board meeting;
2. Be involved in any way as a player or in a team personnel position;
3. Be appointed to, selected for, or perform any of the duties for an appointed or selected position in the Association;
4. Be elected to, or perform any duties of a board member position;

The member (if 18 or older) or any player that the member is financially responsible for is not permitted to participate in any tryout, practice, game or event sponsored by the Association.

7.4 Player Code of Conduct

Please see appendix B of this policy

7.5 Parent Code of Conduct

Please see appendix C of this policy

7.6 Coach Code of Conduct

Please see appendix D of this policy


8.0 FINANCIAL RESPONSIBILITIES

8.1 Team Treasurers

1. Provide a budget and plan for the season that is available to all members of the team.
2. All Z2AA team treasurers shall ensure that their books are kept up-to-date at all times. At the request of the Z2AA Executive Directors these books and associated figures must be formally presented, within forty-eight (48) hours. If not presented in person, the team treasurer shall ensure that they are available to answer any questions the Z2AA Treasurer shall have.

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3. Failure of a Z2AA team Treasurer to comply with the above provision shall be considered a violation of Z2AA Operating Policy and automatically constitute a formal complaint as per Section 7.1.
4. If, at any time, the Z2AA Treasurer or designate of the treasurer locates inconsistencies with these books and/or figures, responsibility for managing the applicable team account shall automatically pass to the Z2AA Treasurer until such time as the Z2AA Executive Directors are satisfied that any concerns have been addressed and/or corrected.
5. Each team Treasurer will maintain a bank account for the duration of the season for which the account was created. Statements will be made available to all parents of the team upon request. 
6. All team, special event and Z2AA accounts shall be set up so that there are two (2) signatures required on the account to avoid any conflict of interest relative to finances.

9.0 **GAMING**

9.1 **General**

Z2AA has access to several types of gaming related fundraising activities. These include, but may not be limited to bingos, casinos, auctions, and raffles.

9.2 **Distribution of Proceeds**

1. Proceeds from gaming related activities are designated to assist in paying for capital expenditures, and to defray some of the ongoing operating costs of ringette;
2. Any surplus proceeds are to be used to the general advantage of the Association; to be redistributed in consultation with the executive directors through the executive treasurer;
3. From time to time, the Executive Directors may adjust the manner and amount of distribution of gaming proceeds, or designate a special use for such funds; and
4. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the gaming program.

9.3 **Gaming Coordinator**

The gaming coordinator shall be responsible to the Z2AA Executive Directors, and is responsible for the operation of the gaming program. This includes, but is not necessarily limited to:

1. All applications for gaming licenses, routine contact with gaming officials and provision of all required information to the Provincial Government or appointed Agencies;
2. Recruiting and ensuring members are properly trained to work at these events;
3. Representation of the Association with Gaming Associations;

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4. Providing information, reports and recommendations to the executive directors as requested; and
5. Any other activities to ensure a successful gaming program.

10.0 Zone 2 AA Representation

10.1 Z2AA Jerseys

1. All Z2AA registered teams must wear the approved team jerseys and pants supplied by the Z2AA.
2. The Z2AA may, for special occasions, sanction a special third Z2AA game jersey that is exempt from the provisions of item 10.1 (1).
3. Z2AA game jerseys shall not be worn other than for on-ice activities unless sanctioned by the Z2AA Executive directors.
4. Team jerseys {removed pants} are not to be worn for practice; they are for Game play only.
5. Parents/Players must sign the jersey responsibility form and will be accountable for the condition of the jersey. The Executive Directors have the right to request damaged jerseys are repaired by the player to an acceptable standard or repaired by the Association and charged to the player. Severe damage may require the jersey to be replaced at the player's expense and the player may then keep the damaged jersey.
6. All game attire must be in good, clean condition.

10.2 Z2AA Apparel

1. Team and coach apparel will be arranged and designated for the Z2AA in order to maintain the consistency and look of the program, each team and coach will be allowed to choose from the approved list of items. No other team or coach wear is allowed outside of the approved items.
2. Z2AA athletes and coaches, while representing the Z2AA shall only wear athletic apparel approved by the Z2AA Executive Directors, or athletic wear so chosen in past seasons.

10.3 Z2AA Logo Usage

1. Any usage of the logo must be requested and approved by the Z2AA executive directors prior to ANY use.
2. Proof of concept or design must be approved by the Z2AA Executive Directors.

11.0 CONFLICT OF INTEREST

11.1 Definition

A Conflict of Interest is situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Association's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to the Association.

This policy applies to all persons that are directly engaged in decision-making within Z2AA. This includes, but is not limited to: Executive Director Members, Non-Executive Director Members, committee members, coaches, officials and managers. These individuals will not:

1. Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties for themselves or their player within the Association;
2. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
3. In the performance of their official duties, accord preferential treatment to any person;

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4. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, where such information is confidential or is not generally available to the public;
5. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association;
6. Use Association property, equipment, supplies or services for activities not associated with the performance of official duties with the Association without permission from the Association Executive Directors;
7. Place themselves in positions where they could, by virtue of being a decision maker within the Association, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
8. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Association.

11.2 Disclosure of Conflict of Interest

At any time that an individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Z2AA Executive Directors immediately.

Individuals wishing to obtain a position as a decision-maker within the program must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Z2AA Executive Director for a position as a decision-maker within the program.

11.3 Reporting a Conflict of Interest

Any person, who is of the view that another individual may be in a position of conflict of interest, shall report this matter to the Z2AA Executive Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Z2AA Executive Directors.

In the event the conflict of interest involves the Z2AA Executive Directors the complaint must be submitted to the Z2AA Executive Directors where the Z2AA Executive Directors will find a non bias Z2AA Member to review and follow these operating policies.

11.4 Resolving Complaints and Reports

Upon receipt of a complaint or report, the Z2AA Executive Directors will determine if a conflict of interest exists provided the alleged individual has been given notice of, a reasonable opportunity to submit evidence to, and allowed to be heard at such meeting. After hearing the matter, the Z2AA Executive Directors will determine whether a real or perceived conflict of interest exists, and if so, what appropriate actions will be imposed.

Where the individual accused of being in a real, or perceived, conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Z2AA Executive Directors or the appointed committee will determine the appropriate actions. If the individual accused of being in real or perceived conflict of interest chooses not to participate in the meeting, the meeting will continue as planned.

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11.5 Sanctioning

The Z2AA Executive Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:

1. Removal or temporary suspension of certain responsibilities or decision making authority;
2. Removal or temporary suspension from a designated position;
3. Removal or temporary suspension from certain Z2AA teams, events and/or activities;
4. Expulsion from Z2AA; and
5. Other actions as may be considered appropriate for the real or perceived conflict of interest.

11.6 Failure to comply

Failure to comply with an action as determined by the Z2AA Executive Directors will result in automatic suspension of participation/involvement and/or membership in the program until such time as compliance with these policies is established.

11.7 Special Meetings

The Z2AA Executive Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a special meeting and subsequent decision of the Z2AA Executive Directors.

11.8 Resolving Conflicts

Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Z2AA Executive Directors provided that:

1. The nature and extent of the individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
2. The individual does not participate in discussion on the matter giving rise to the conflict of interest;
3. The individual abstains from voting on the proposed decision or transaction;
4. The individual is not included in the determination of quorum for the proposed decision or transaction; and
5. The decision or transaction is in the best interests of Z2AA.

11.9 Failure to Provide Disclosure

In the event that an individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

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11.10 Decision Final and Binding

Any decision of the Z2AA Executive Directors in accordance with this Policy may only be appealed in accordance with the Z2AA Appeal Policy.

12.0 SCREENING

12.1 Preamble

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport Associations that provide programs and services. Z2AA is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.

This Policy is one of several policy tools that Z2AA will use to fulfill its commitment to provide a safe environment and to protect its participants.

12.2 Policy Statement

Not all individuals associated with Z2AA will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form. Z2AA will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

For the purposes of this policy, "designated categories" are those classes of persons who work closely with athletes and who occupy positions of trust and authority within Z2AA. Such designated categories include:

- a) All Executive and Non-Executive Director Members; and
- b) Any persons appointed to a team whether as a coach, manager, chaperone, driver or official in another role.

It is Z2AA policy that:

- a) Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form;
- b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position;
- c) Z2AA will not knowingly place in a designated category an individual who has a conviction for a relevant offence, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of Z2AA, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the screening committee may approve a person's participation in a designated category;
- d) If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the executive directors; and
- e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Z2AA Discipline Policy.

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12.3 Screening Committee

1. The implementation of this policy is the responsibility of the Z2AA Screening Committee. This committee will consist of three persons appointed by the Z2AA Executive Directors. Quorum for the Z2AA Screening Committee will be two (2) members.
2. The Z2AA Executive Directors may, in its sole discretion, remove any individual of the screening committee. Where a position on the screening committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Z2AA Executive Directors, at its sole discretion, will appoint a replacement.
3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Z2AA Executive Directors.
4. The Screening Committee is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Association. In carrying out its duties, the screening committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

12.4 Procedure

1. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another Association, out of province or country to the Association.
2. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, marked "Confidential – Attention Screening Committee".
3. Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
4. After to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will:
 - 1.1. Approve an individual's participation in a designated category; or
 - 1.2. Deny an individual's participation in a designated category; or
 - 1.3. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
5. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the screening committee will notify the Z2AA President that the individual is eligible for the designated position. After providing notice, the screening committee will seal the original PRC, VSS, Screening Disclosure Document or letter of good standing together in an envelope and provide the envelope to the Z2AA Secretary to be held for a period of three (3) years, after which point the documents will be destroyed.
6. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the screening committee will notify the Z2AA President, render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the screening committee will seal the original PRC, VSS, Screening Disclosure Document or letter of good standing together in an envelope and provide the envelope to the Z2AA Secretary to be held for a period of three (3) years, after which point the documents will be destroyed.

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7. The decisions of the screening committee are final and binding.
8. Nothing in this Policy will prevent an individual from re-applying for a staff or volunteer position with the Association at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
9. PRCs and VSSs are valid for a period of two years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the screening committee may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the screening committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

12.5 Relevant Offences

1. For the purposes of this Policy, a "relevant offence" is any of the following offenses for which pardons have not been granted:
 - a) If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics; or
 - iii. Any violation/offence involving conduct against public morals.
 - b) If imposed in the last ten years:
 - i. Any violation/offence of violence including but not limited to, all forms of assault; or
 - ii. Any violation/offence involving a minor or minors.
 - c) If imposed at any time:
 - i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual violation/offence involving a minor or minors; or
 - iii. Any violation/offence involving theft or fraud.

12.6 Written Records

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

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13.0 PRIVACY

13.1 General

1. Application – This Policy applies to Z2AA Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to Z2AA.
2. Statutory Obligations – The Association is governed by the Personal Information Protection, Electronic Documents Act (hereafter referred to as PIPEDA) and Personal Information Privacy Act (hereafter referred to as PIPA) in matters involving the collection, use and disclosure of personal information.
3. Additional Obligations – In addition to fulfilling all requirements of PIPEDA and PIPA, the Z2AA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The Association will **not**:
 - 3.1. Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
 - 3.2. Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - 3.3. In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
 - 3.4. Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with Z2AA; and
 - 3.5. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.
4. Ruling on Policy – Except as provided in PIPEDA and PIPA, the Z2AA Executive Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

13.2 Identifying Purposes

Purpose – Personal information may be collected from Z2AA Members for purposes that include, but are not limited to, the following:

- Receiving communications from Z2AA in regards to E-news, newsletters, programs, events and activities;
- Inter Association communications between representatives for managing and arranging activities, programs, and events;
- Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications;
- Database entry to determine level of officiating certification and qualifications. Determination of eligibility, age group and appropriate level of competition;
- Implementation of the Association screening program. Promotion and sale of merchandise. Medical emergency;
- Athlete registration with the Association, Zone Association (if applicable) and Ringette Alberta. Outfitting uniforms, and various components of athlete and team selection;

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- Purchasing equipment, manuals, resources and other products;
- Published articles, media relations and posting on the Z2AA website, displays or posters;
- Determination of membership demographics and program wants and needs; and
- Managing insurance claims and insurance investigations.

13.3 Consent

Consent – Z2AA will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. Z2AA may collect personal information without consent where reasonable to do so and where permitted by law.

1. Implied Consent – By providing personal information to Z2AA, individuals are consenting to the use of the information for the purposes identified in this policy.
2. Form – Consent may be written or implied. In determining the form of consent to use, Z2AA will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified use of personal information in the following:
 - 2.1. Completing and/or signing an application form;
 - 2.2. Checking a check off box;
 - 2.3. Providing written consent either physically or electronically;
 - 2.4. Consenting orally in person; or
 - 2.5. Consenting orally over the phone.
3. Withdrawal – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. Z2AA will inform the individual of the implications of such withdrawal.
4. Legal Guardians – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.
5. Exceptions for Collection – Z2AA is not required to obtain consent for the collection of personal information if:
 - 5.1. It is clearly in the individual's interests and consent is not available in a timely way;
 - 5.2. Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
 - 5.3. The information is for journalistic, artistic or literary purposes; or
 - 5.4. The information is publicly available as specified in PIPEDA and PIPA.
6. Exceptions for Use – Z2AA may use personal information without the individual's knowledge or consent only:
 - 6.1. If Z2AA has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
 - 6.2. For an emergency that threatens an individual's life, health or security;
 - 6.3. If it is publicly available as specified in PIPEDA and PIPA;
 - 6.4. If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - 6.5. If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

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7. Exceptions for Disclosure – Z2AA may disclose personal information without the individual's knowledge or consent only:
- 7.1. To a lawyer representing Z2AA;
 - 7.2. To collect a debt, the individual owes to Z2AA
 - 7.3. To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
 - 7.4. To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
 - 7.5. To an investigative body named in PIPEDA or PIPA or government institution when the Association believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
 - 7.6. To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
 - 7.7. In an emergency threatening an individual's life, health, or security (The Association will inform the individual of the disclosure);
 - 7.8. If it is publicly available as specified in the regulations; or
 - 7.9. If otherwise required by law.

13.4 Retention

Retention Periods – Personal information will be retained as long as reasonably necessary to enable participation in The Association, to maintain accurate historical records and or as may be required by law.

13.5 Accuracy

Accuracy – Personal information will be accurate, complete and as up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

13.6 Challenging Compliance

Challenges – An individual will be able to challenge compliance with this Policy to the Z2AA Executive Directors.

Procedures – Upon receipt of a complaint Z2AA will:

1. Record the date the complaint is received;
2. Assign either the Director of AA League or Secretary to act as the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
3. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
4. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Executive Directors; and
5. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

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Whistle-blowing – Z2AA will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any Z2AA Representative, or other decision-makers within Z2AA or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

1. Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the Act; or
2. Has refused to do or stated an intention of refusing to do anything that is in contravention of the Act.

13.7 Copyright and Legal Disclaimer

1. The Z2AA website is a product of the Z2AA Association. The information on this web site is provided as a resource to those interested in Z2AA. The Association disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that The Association or Z2AA is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by the Association. The Association or Z2AA also reserves the right to make changes at any time without notice.
2. Links made available through this website may allow you to leave the Association site. Please be aware that the Internet sites available through these links are not under the control of the Association. Therefore, the Association does not make any representation to you about these sites or the materials available there. The Association is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The Association is not responsible for privacy practices employed by other companies or websites.

13.8 Applicable Law

The Z2AA website is created and controlled by Z2AA Association in the province of Alberta. As such, the laws of the province of Alberta will govern these disclaimers, terms and conditions.

14.0 CONFIDENTIALITY

14.1 Responsibilities

1. Individuals will not, during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of their involvement with Z2AA, unless expressly authorized to do so.
2. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the Z2AA.
3. All files and written materials relating to Confidential Information will remain the property of the Z2AA and upon termination of involvement with the program or upon request of Z2AA, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
4. The term "Confidential Information" includes, but it not limited to the following:

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4.1. Personal Information collected and retained by Z2AA, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;

4.2. Z2AA intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Z2AA, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

14.2 Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with Z2AA will be owned solely by Z2AA, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Z2AA may grant permission for others to use such written material or other works, subject to such terms and conditions as Z2AA may prescribe.

14.3 Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with Z2AA's Discipline and Complaints policy or legal recourse.

15.0 APPEALS

Any Individual who is affected by a decision of the Z2AA will have the right to appeal that decision in accordance with this Policy, subject to any limits in this Policy, to the applicable governing body as set out in the table below:

**Table 1:
Jurisdiction of
Appeals**

Organization	Ringette Alberta	Zone Member	Group Member (Association)
"1 st Level of Appeal"	Ringette Alberta	Ringette Alberta	Z2AA
"2 rd Level of Appeal"			Ringette Alberta

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15.1 Application

This Policy will apply to decisions relating to conflict of interest, discipline, membership or any other matter deemed appropriate by the Z2AA that has not already been specifically addressed in this Operating Policy.

This Policy will **not** apply to decisions relating to:

- a) Decisions made external to Z2AA;
- b) Matters of employment;
- c) Matters of board composition, committees, staffing, or employment opportunities;
- d) Commercial matters;
- e) Matters of budgeting and budget implementation, including fees, dues and levies;
- f) Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy;
- g) The rules of ringette or disputes over competition rules;
- h) Matters relating to the substance, content and establishment of policies, procedures or criteria;
- i) Disputes arising within competitions which have their own appeal procedures; and
- j) Any decisions made under this Policy.

15.2 Timing of Appeal

Members who wish to appeal a decision will have fourteen (14) days from the date on which they learned of the decision. The appeal must be accompanied by a certified Cheque or cash in the amount of two hundred dollars (\$200.00) which will be refunded only if the appeal is successful in whole or part. Submit in writing to the president of Z2AA the following:

- a) Notice of their intention to appeal;
- b) Contact information of the Appellant;
- c) Name of the Respondent;
- d) Ground(s) for the appeal;
- e) Detailed reason(s) for the appeal;
- f) All evidence that supports the reasons and grounds for an appeal; and
- g) The remedy or remedies requested.

15.3 Grounds for Appeal

Decisions may only be appealed on procedural grounds which are limited to the Respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
- b) Failing to follow procedures as laid out in the bylaws or approved policies of the Z2AA;
- c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or
- d) Failing to consider relevant information or taking into account irrelevant information in making the decision.

The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 6.

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The Director of AA League (or delegate in the event of a conflict) will oversee this Policy and has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:

- a) Receive appeals and the accompanied funds (\$200.00);
- b) Determine if the appeal lies within the jurisdiction of this Policy;
- c) Determine if appeal is brought in a timely manner;
- d) Determine if the appeal is brought on permissible grounds;
- e) Appoint the Tribunal to hear the appeal;
- f) Determine the format of the appeal hearing;
- g) Coordinate all administrative and procedural aspects of the appeal;
- h) Provide administrative assistance and logistical support to the tribunal as required; and
- i) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

15.4 Screening of Appeal

Upon receipt of the notice, grounds of an appeal and supporting evidence, the Director of AA League (or delegate in the event of a conflict) will review the appeal and will decide if the appeal falls within the jurisdiction of this Policy, and if it satisfies procedural grounds. If the Director of AA League (or delegate in the event of a conflict) is satisfied that the appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Director of AA League's (or delegate in the event of a conflict) decision on jurisdiction or grounds.

15.5 Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Director of AA League (or delegate in the event of a conflict) may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

15.6 Tribunal

If the appeal cannot be resolved through mediation, then a Hearing before a tribunal will take place. The Director of AA League (or delegate in the event of a conflict) will appoint the tribunal, which will consist of three (3) members of the Z2AA Executive Directors (or delegates in the event of a conflict), appointed to hear and decide a case. In this event, the Director of AA League (or delegate in the event of a conflict) will appoint one of the tribunal's members to serve as the Chair.

15.7 Procedure for the Hearing

The Director of AA League (or delegate in the event of a conflict) will determine the timing and format of the hearing, which may involve an oral Hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Director of AA League (or delegate in the event of a conflict) and the tribunal deem appropriate in the circumstances, provided that:

- a) The parties will be given appropriate notice of the day, time and place of the hearing;
- b) Copies of any written documents which the parties wish to have the tribunal consider will be provided to all parties in advance of the Hearing;
- c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense;
- d) The tribunal may request that any other individual participate and/or give evidence at the hearing;
- e) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome; and

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- f) A quorum will be all three (3) adjudicators and decisions will be by majority vote.

15.8 Decision

After the hearing, the tribunal will issue its written decision, with reasons. The tribunal may decide to:

- a) Reject the appeal and confirm the decision being appealed; or
- b) Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision; or
- c) To uphold the appeal and vary the decision.

The tribunal's decision will be considered a matter of public record, unless determined otherwise by the tribunal. A copy of this decision will be provided to the Parties and to Z2AA Executive Directors. Where time is of the essence, the tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

15.9 Confidentiality

The appeal process is confidential involving only the parties, the Director of AA League (or delegate in the event of a conflict) and the tribunal. Once initiated and until a written decision is released, none of the parties or the panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

15.10 Final and Binding Decision

The decision of the tribunal will be binding on the parties, unless Ringette Alberta agrees to hear an appeal of this decision in accordance with Ringette Alberta's Policies and/or Bylaws.

16.0 CODE OF CONDUCT

16.1 Application of this Policy

1. This Policy applies to conduct that may arise during the course of Z2AA business, activities and events, including but, not limited to; competitions, practices, training camps, travel, and any meetings.
2. This Policy also applies to the conduct of Individuals that may occur outside of Z2AA's business, activities, events and meetings when such conduct is detrimental to the image and reputation of Z2AA, as determined by Z2AA.

16.2 Responsibilities

All Individuals have a responsibility to:

- 1 Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - 1.1 Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - 1.2 Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - 1.3 Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;

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- 1.4 Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - 1.5 Consistently treating individuals fairly and reasonably; and
 - 1.6 Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
2. Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
- 2.1. Written or verbal abuse, threats or outbursts;
 - 2.2. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - 2.3. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - 2.4. Leering or other suggestive or obscene gestures;
 - 2.5. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - 2.6. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - 2.7. Any form of hazing;
 - 2.8. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
 - 2.9. Unwelcome sexual flirtations, advances, requests or invitations;
 - 2.10. Physical or sexual assault;
 - 2.11. Behaviors such as those described above that are not directed towards a specific individual group but have the same effect of creating a negative or hostile environment; or
 - 2.12. Retaliation or threats of retaliation against an individual who reports harassment.
3. Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- 3.1. Sexist jokes;
 - 3.2. Display of sexually offensive material;
 - 3.3. Sexually degrading words used to describe a person;
 - 3.4. Inquiries or comments about a person's sex life;
 - 3.5. Unwelcome sexual flirtations, advances or propositions; or
 - 3.6. Persistent unwanted contact.
4. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Association's Discipline Policy. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;
5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
7. In the case of adults, take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-orientated social situations associated with Association events;

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8. Respect the property of others and not willfully cause damage;
9. Promote ringette in the most constructive and positive manner possible;
10. Adhere to all federal, provincial, municipal and country laws; and
11. Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Z2AA and Ringette Alberta, as adopted and amended from time to time.

In addition to those points listed above, **Z2AA Executive and Non-Executive Director Members** will:

1. Function primarily as a member of the board and/or committee(s) of the Association, not as a member of any other particular member or constituency;
2. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Association;
3. Behave with decorum appropriate to both circumstance and position;
4. Be fair, equitable, considerate and honest in all dealings with others;
5. Exercise due diligence in upholding one's fiduciary responsibility to the Association;
6. Respect the confidentiality appropriate to issues of a sensitive nature;
7. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
8. Respect the decisions of the majority and resign if unable to do so;
9. Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings; and
10. Have a thorough knowledge and understanding of all Z2AA's governance documents.

In addition to those points listed above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Coaches will at all time:

1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Z2AA's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment;
2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance;
3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances or tobacco, and;
4. Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved;

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5. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;
6. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
7. Dress professionally, neatly and inoffensively; and
8. Use inoffensive language, taking into account the audience being addressed.

In addition to those points listed above, **Team Staff, including Trainers and Managers**, will have additional responsibilities to:

1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Z2AA's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment;
2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance;
3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances, or tobacco, and;
4. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;
5. Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
6. Dress professionally, neatly and inoffensively; and
7. Use inoffensive language, taking into account the audience being addressed.

In addition to those points listed above, **Athletes** will have additional responsibilities to:

1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
2. Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects; and
3. When competing, act in accordance with both the Z2AA and Ringette Alberta's Policies.

Zone 2 AA Screening Disclosure Form

Please print (for identification purposes only):

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____
Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Association's Screening Policy.

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Age When Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes _____ No _____

If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Age When You Allegedly Committed the Crime: _____

Further Explanation: _____

Certification

The answers on this Form are truthful, accurate and complete.

Signature: _____ Date: _____

Zone 2 AA PLAYER CODE OF CONDUCT

The Zone 2 AA (Z2AA) Ringette Program believes strongly in the values of teamwork, sportsmanship and leadership through example. As a Player in the Z2AA organization, your actions reflect not only on you, but also on your team, your coaches and the Z2AA program.

- I will never curse or use foul language or bring an attitude or ego to the team.
- I will respect my coaches at all times and listen carefully to their instructions. If I have any questions or concerns with the coaches, I will talk to them in a timely and respectful manner.
- I will support and respect my teammates and opponents at all times. I will be a "TEAM PLAYER" and appreciate the contributions that each player makes. I will not tease, ridicule, put down or make fun of any players on my team or the opposing team, at any time.
- I will not use any form of Social Media to harass, defame or otherwise attack or offend, another member of our association or our opponents at any time.
- I understand that my behavior both in person and online reflects on my teammates, my coaches and the Z2AA program. I will always be on my best behavior at games, practices, hotels and other team events.
- I will not complain about penalties or calls made by the officials and I will respect the referees at all times. I understand that they are in charge of enforcing the rules of Ringette, and I will neither complain about, nor blame the official for the result of a game. I will direct all comments to them through my captains or coaches.
- I will show good sportsmanship at all times, both when winning and losing. I will always congratulate the other team and wish them good luck.
- I will be committed to developing as a ringette player. This includes arriving at practices and games on time and prepared, listening to my coach, and always giving 100% effort every time I am on the ice. When I am with the team, they will be the focus of my attention and energy.
- I understand and accept that at the AA level, that equal playing time is not a consideration of the coaches. Though I may not agree, I understand that they focus on team priorities.
- I accept accountability for my actions. I will make smart decisions.
- I will always leave the locker room clean and in good condition, both at my home rink and away.
- I will never bring drugs, alcohol, tobacco products or weapons of any kind to Z2AA games, practices, trips or other events.
- I will have fun and always remember that there are no failures, just opportunities to improve and enjoy the game of ringette.

I understand that by signing this agreement I promise to uphold the Z2AA Player Code of Conduct. The coach shall deal with contraventions of the above conditions. A serious, or multiple breaches of the above conditions will be presented to the Z2AARboard in writing, by the coach, and shall be dealt with according to the provisions of Section 7.1 of the Policy Manual.

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Season

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Player

Parent / Guardian

Coach / Manager

Zone 2 AA PARENT/GUARDIAN CODE OF CONDUCT

h The Zone 2 AA (Z2AA) Ringette Program believes strongly in the values of teamwork, sportsmanship and leadership through example. As a Parent/Guardian in the Z2AAR organization, your actions reflect not only on you, but also on your team, your coaches and the Z2AA program.

- I will never curse or use foul language and refrain from coaching from the stands
- If I have any questions for, or concerns with the coaches, I will talk to them in a timely and respectful manner. I will not discuss any concerns with the coaches for a 24hr window following each game. This will help encourage dialogue more likely to be free of emotion by both parties.
- I will display respect and support for all of the girls in this program.
- I will support my child(s) desire to play competitive Ringette by offering encouragement and by taking a sincere interest in them and their team.
- I understand and accept that equal playing time is not a consideration of the coaching staff of this program.
- I will not use any form of Social Media to harass, defame or otherwise attack or offend, another member of our association, coaching staff or our opponents at any time nor wittingly allow my child to do so.
- I understand that my behavior both in person and online reflects on my Association, my child and the Z2AA program. I will always be on my best behavior at games, practices, hotels and other association events.
- I will respect our ringette officials. I understand that as a parent I represent all the girls on this team and will behave accordingly. I will set a positive example by neither complaining about, nor blaming the officials for the result of any game in the presence of any Z2AA player.
- I am mindful that everyone will get out of this program what he or she puts into it and for this program to be successful, each family must contribute and assist when requested.
- I will show good sportsmanship at all times, both when winning and losing. I will always congratulate the other team and wish them good luck.
- I will bring my child to practices and games on time and prepared. I understand that it is my responsibility to have them there as agreed upon by the team at the start of the season and that by showing up late affects not only my child but all players and staff of that team.
- I will ensure that my daughter attends all team practices, games and functions. If we are to miss a team event, I will notify the coaches at the earliest possible opportunity.
- I accept accountability for my actions.

I understand that by signing this agreement I promise to uphold the Z2AA Parent/Guardian Code of Conduct. The coach shall deal with contraventions of the above conditions. A serious, or multiple breaches of the above conditions will be presented to the Z2AA board in writing, by the coach, and shall be dealt with according to the provisions of Section 7.1 of the Policy Manual.

Season

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Player

Parent / Guardian

Coach / Manager



Ringette Alberta Association

Coaches Pledge

Code of Conduct for Coaches

I will serve as a positive role model for the players on and off the ice. I will remember that players need a coach they can respect.

I will be reasonable when scheduling games and practice time remembering that young athletes have other interests and obligations.

I will take the appropriate time to prepare practices that are meaningful, organized and challenging for player development.

I will always show a winning attitude and respect for my players, parents, officials and opponents. I will teach respect for the rules, officials, opponents and team-mates.

I will teach that winning is just one consideration and not the most important aspect of the game. Sportsmanship, skill development, team play, player confidence and self-esteem are essential to a positive environment.

I will maintain an open line of communication with my players, parents and Ringette Alberta. I will respectfully ask questions of an official, I will not use rude gestures or profanity.

I will not ridicule, yell or publicly embarrass my players for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will explain team goals to all of the players and parents.

I will obtain proper training and continue to upgrade my coaching skills.

I agree and understand that not abiding by these basic rules may restrict me from attending future games and practices. Ringette Alberta has the right to remove a member of the coaching team for not following these basic rules.

Print Name: _____

Date: _____

Signature: _____