



Sherwood Park Ringette Association

Guidelines & Procedures Manual

Revised April 2018

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Ringette Code

There are eight points in the Ringette Code. By reading these carefully, you can see that offering a Ringette program is a balancing act between competing needs. Not everyone enters the sport for the same reason, nor looks to take the same thing away. And, of course in the end, it's our money that's being spent. Please read these. Think about them, and before you criticize someone else for something they do or say, think about how differently they view these same eight phrases.

- Ensuring the wellbeing of every person involved in the sport;
- Ensuring mass participation and the opportunity for all to play in a fun atmosphere;
- Retaining the aspect of winter team sport with no intentional body contact;
- Giving the players the option of recreational or competitive level play;
- Maintaining a high standard of safety while retaining a low cost of participation;
- Fostering the development of players, coaches, managers, and officials;
- Maintaining player input into the administration of sport;
- Ensuring the promotion of goodwill and friendship.

Preamble

If you are reading this manual, you are a volunteer. Without volunteers, there would be no ringette. This manual is designed to assist you in making ringette a rewarding experience for not only the children but parents and coaches as well.

Guidelines have been established throughout the years to ensure that the majority of the needs of the players are met. There will always be exceptions, however, this manual is not intended to deal with every situation but is to act as a guideline in dealing with those situations that have arisen in the past and are common. Some of these policies touch many issues which are occasionally debated and around which there may be some difference of opinion.

That there should be debate ought not to be regretted, particularly when it is recognized that the Association is attempting to promote ringette in Strathcona County for a large and varied population with different (and sometimes conflicting) needs and aspirations. What is not debated is that one Association is the most effective vehicle for promoting ringette in Strathcona County and that by respecting and attempting to fulfill the hopes of all ringette players, ringette in the County will be promoted to the greatest possible **extent for the largest number of players.**

These policies reflect some of the collective knowledge of the past executives of the Association from time to time. As the needs of the children change, as the sport develops, and as other Zones and Ringette Alberta make changes, so must we. However, prior to making changes, please remind yourself that these guidelines and procedures were adopted after reflection and debate based on previous experience by prior executives who attempted to promote ringette to its fullest, balancing the needs and aspirations of all players, parents, coaches, and managers. The Board of Directors are assigned the tasks of running the day to day operations of Sherwood Park Ringette and ensuring that, as required, guidelines and procedures are amended to meet changing needs and to ensure that this manual is kept current for future volunteers.

At all times, however, our bylaws, policies and procedures must not be in direct conflict with Zone 5/BGL, Ringette Alberta, or Ringette Canada. ***To you, the volunteers, our thanks for your commitment.***

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Rename levels from Bunny to U8/U9, Novice to U10, Petite to U12, Tween to U14, Junior to U16, Belle to U19, Open to 18+
Date Revised	By Who	Summary of Changes
January 13, 2018	AGM	Rename levels from U8/U9 to Active start 1 and Active Start 2.

Sherwood Park Ringette Association is one of the Associations in Zone 5/BGL along with communities such as Spruce Grove, St. Albert, Leduc, Beaumont, Fort Saskatchewan, Hinton, and to name the major players. Our zone combines with Zone 6 and Zone 4 to make up the Black-Gold league. Those teams at U12 and above win the right to attend Provincials that take place in March. AA teams from U16 and above, compete at Provincials to compete for the right to go to the National Competitions. The U14 AA and U16 A teams winning provincials win the right to go to the Western Canada finals.

Black Gold League meets with all association with in the league from time to time to establish or amend the policy by which we run the Zone teams. The purpose of policy is to provide a guideline to make decisions that will be beneficial for most players and the growth of the sport. It is impossible to please everyone, but all sides are reviewed prior to establishing guidelines. If issues affecting the Zone come up where policy has been established, the Executive Committee at the Zone, simply administer the Zone based on that policy.

Zone 5/BGL has its own Constitution and Bylaws as well as an Operations and Procedures Manual. These should be taken into consideration when amending SPRA Bylaws and setting guidelines.

1. Ringette Alberta

For full information refer to the Bylaws of Ringette Alberta.

2. Sherwood Park Ringette Association

Sherwood Park Ringette Association was the first ringette association in the Province of Alberta having been formed in September of 1975. Our Constitution was written in 1975 and all guidelines and procedures must follow those bylaws. The bylaws may only be changed at an annual or general meeting and only by a two-thirds (2/3) majority vote of the voting members present.

2.1 Executive Voting Positions

2.1.1 In addition to those duties described in the Constitution, responsibilities as outlined in the position descriptions in Appendix I apply to each of the following Executive Committee positions. The following positions are voting positions except for the President who only votes in the event of a tie. Quorum is 50% of the Executive Committee as outlined in the bylaws.

2.1.2 Voting Positions:

- 2.1.2.1 President
- 2.1.2.2 Vice President
- 2.1.2.3 Secretary
- 2.1.2.4 Treasurer
- 2.1.2.5 Zone 5/BGL Rep

- 2.1.2.6 U12 Director
- 2.1.2.7 U14 Director
- 2.1.2.8 U16/U19 Director
- 2.1.2.9 U10 Director
- 2.1.2.10 Director Coach Development
- 2.1.2.11 Director Player Development
- 2.1.2.12 Registrar
- 2.1.2.13 Fundraising Director
- 2.1.2.14 AA Director
- 2.1.2.15 Director of Officials
- 2.1.2.16 Equipment Director

2.2 Executive Non-voting Positions

2.2.1 There are other positions in our association that are non-voting positions. The responsibilities of these positions are as outlined in Appendix I and may change from time to time.

2.2.2 Non-Voting Positions:

- 2.2.2.1 Past President
- 2.2.2.2 Ice Allocator
- 2.2.2.3 Assistant Ice Allocator
- 2.2.2.4 Marketing
- 2.2.2.5 Web Master
- 2.2.2.6 Sponsorship
- 2.2.2.7 Tournament Coordinator
- 2.2.2.8 Referee Allocator
- 2.2.2.9 Assistant Tournament Coordinator
- 2.2.2.10 Active Start Coordinator
- 2.2.2.11 U10 Division Director
- 2.2.2.12 U12 Division Director
- 2.2.2.13 U14 Division Director
- 2.2.2.14 U16/19 Division Director
- 2.2.2.15 Photo Coordinator
- 3.2.2.16 Social Media Coordinator

2.3 Criminal Record Checks

2.3.1 All Executive members dealing with funds or contracts; all team staff and all instructors must provide a criminal record check (CRC) every 2 years. Executive members must provide the CRC by April 30th of their new term. Team staff must provide by November 15th. If the CRC comes back as anything other than a negative match, SPRA will require fingerprinting to be completed to confirm no existence of a criminal record. SPRA will not bear the cost of fingerprinting. If through this search the individual either has pending or existing charges. Application or ability to represent SPRA may be rejected.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Add Criminal Record Checks for executive members, for legal purposes
February 23, 2007	AGM	Approved
March 6, 2012	AGM	Move AA Director, Fundraising, Ref

		Allocator to non-voting, move Technical Director to voting; Criminal Record Check required every 2 years
March 24, 2015	AGM	Move Past President to non-voting and divide Technical Director to Director Coach Development and Director Player Development-both voting
April 18, 2018	AGM	Added Social Media Adjusted Coordinator to Director. Removed Positions AB Director, Statistician, Volunteer Cord, Team Wear Cord.

3. Policy & Procedure Addition/Revision Process

3.1 Policy Scope:

3.1.1 This policy will apply to all SPRA policies as they are created or revised.

3.2 Philosophy & Intent:

3.2.1 This policy is intended to provide a consistent approach to both content and application of policies/procedures as SPRA membership and executive members change from year to year. It is also intended that this process will create an atmosphere of open communication and increase awareness regarding the work being done by the SPRA executive.

3.3 Boundaries & Guidelines:

3.3.1 All SPRA policies/procedures will align to Zone 5/BGL and Ringette Alberta policies and procedures with reference to those that apply specifically if applicable.

3.3.2 SPRA policies should include the following sections as a minimum: Scope, Philosophy & Intent, Boundaries & Guidelines, Application Guidance, Timing Requirements, Roles & Responsibilities, and a Revision Log.

3.3.3 All policies/procedures will be revised by sub-teams of not less than two SPRA members.

3.3.4 All proposed additions/revisions will be posted to the web page for a 2-week review by all interested SPRA members.

3.3.5 Communication to SPRA members that a policy has been posted for review should be done via email.

3.3.6 Once the 14-day review period is complete, comments will be compiled and reviewed by the sub-team for possible inclusion.

3.3.7 All incorporated changes from feedback gathered will be posted on the website prior to the annual general meeting.

3.3.8 A motion to adopt the revised policy/procedure will then be brought forward at an SPRA executive meeting.

3.3.9 The revised policy will be voted on at the Annual General Meeting of SPRA.

3.4 Application Guidance:

3.4.1 All the conditions listed in the Boundaries & Guidelines section of this document must be met in order to adhere to this policy.

3.5 Timing Requirements:

3.5.1 Policy creation/review should be completed in a timely fashion with a target timeline of no longer than 3 months from start to finish. For policy revisions to be ratified at the Annual General Meeting, they must pass a motion at a SPRA meeting prior to the AGM.

3.6 Roles & Responsibilities:

3.6.1 Vice President Is responsible to ensure that this process is followed and would typically initiate the first team meeting/discussion regarding the proposed policy/revision. Works with the “Webmaster” to ensure the policy is posted to the web, comments collected, etc.

Revision Log:

Date Revised	By Who	Summary of Changes
December 8, 2004	Naomi Gould	Created document to capture a standardized process and template for policy creation/revision.
February 24, 2005	AGM	Approved
March 12, 2013	AGM	Updates to reflect current process. Approved at AGM.

4. Registration Policy

4.1 Policy Scope:

4.1.1 To ensure consistent management of registrants throughout the spring, summer, and fall.

4.2 Philosophy and Intent:

4.2.1 To balance the growth of the sport with equalization of teams and volunteer workload.

4.3 Boundaries and Guidelines:

4.3.1 A registration deadline will be determined annually; however, will typically fall in the middle of August each year.

4.3.2 Registrations received after the deadline or after the established cap for each division will be held and reviewed each week by the Registrar, Division Coordinator, Vice-President and President. Final registration deadline will be posted on the website each season. Deadline will be determined by SPRA executive.

- 4.3.3 Acceptance of late registrations or registrations on the waiting list will be based on: keeping number of players per team at optimal levels, balance of teams, player experience and ability to fit in.
- 4.3.4 There will be no reductions in fees for late registrants.
- 4.3.5 Any Late registration will be subjected to a \$100 fee
- 4.3.6 SPRA reserves the right to wave any late registration fees to make viable teams
- 4.3.7 Exemptions to late fee registrations will be observed for Active start 1&2, and come try events.

4.4 Application Guidance:

- 4.4.1 Players registering after evaluations have been completed will be placed on a team as determined by the Vice-President and the President, Division Director, or Active Start/U10 Director.

4.5 Timing Requirements:

- 4.5.1 Registration dates and deadlines will be advertised and clearly communicated.

4.6 Roles and Responsibilities:

- 4.6.1 Registrar to notify Division Director of possible late registrants.
- 4.6.2 Coaches to notify Division Director if approached by potential players.

Revision Log:

Date Revised	By Who	Summary of Changes
February 28, 2010	AGM	38. New Policy
March 6, 2012	AGM	38.3.1 May receive a discount
March 12, 2012	AGM	Added to 38.3.3 to indicate that deadlines for registration will be determined by the Executive and posted on the website. Approved at the AGM.
April 18, 2018	AGM	Changed registration deadline to August 15. Late fee addition of \$100

5. Fees

5.1 Policy Scope

- 5.1.1 SPRA members pay fees to cover ice costs, referees, coach and player improvement clinics, equipment, jerseys and if offered, power skating.

5.2 Philosophy and Intent

5.2.1 Policy is to provide guidelines for fee payment and refunds.

5.3 Boundaries and Guidelines

5.3.1 The policy of the Sherwood Park Ringette Association with respect to the alternate payment of fees is that any method of alternate payment of fees is to be used only in circumstances when the criteria set out below are met. Alternate fee payment is not to be used because it is a matter of preference or a matter of convenience for the family.

5.3.2 A request must be submitted to be considered for alternate fee payments. Appendix D.

5.3.3 Alternate fee payment is to be used only in cases of financial hardship. Financial hardship may be one or more of the following:

- A dramatic change in income or family circumstances;
- Serious illness in the family;
- Main source of income is government support.

5.3.4 Alternate fee payment is to be reviewed on an annual basis.

5.3.5 Fundraising fee must be paid one month after registration deadline.

5.3.6 Alternate fee payment is available only to players for whom ringette is their sole sport requiring fees greater than \$50.00.

5.3.7 A family requesting an alternate fee payment plan should be aware that participation in an A or AA team results in significant additional costs, which arise due to extra ice time, additional tournaments, and equipment purchase. It may be expected that participation on an A team will result in approximately \$200 extra each season; AA costs will be expected to be at least \$1,000 per season. These figures are exclusive of travel costs. Many B and C teams also require additional funding for tournaments and practice ice. These costs cannot under any circumstances be met by an alternate fee payment plan but must be paid directly by the player's family. If it will be of assistance in the payment of fees, Sherwood Park Ringette Association will accept payment according to an agreed upon schedule.

5.3.8 The request will be reviewed by the President, Registrar, Fundraising Director, and Treasurer, and the family will be advised as soon as possible of their decision. The committee will consider whether the request is within the Alternate Fee Payment Policy.

5.3.9 Any request for alternate fee payment will be kept in the strictest confidence, and the identity of families requesting alternate fee payment will not be made known to any other person than those already identified.

5.4 Application Guidance

5.4.1 All fees must be paid in full, to remain in good standing in the association.

5.5 Timing and Requirements

- 5.5.1 Players who register with SPRA and subsequently withdraw prior to the formation of teams will be eligible for a partial refund of their registration fee.
- 5.5.2 The refund request must be made to the Treasurer and Registrar in writing by letter or email. The date the request is received will be used in calculating the amount to be refunded.
- 5.5.3 A \$50 Administration charge will be withheld from refunds requested prior to the start of evaluations.
- 5.5.4 A \$150 Administration charge will be withheld from refunds requested from the start of evaluations up to when teams are formed.
- 5.5.5 The registration fee is non-refundable once a player has been placed or selected to a team.
- 5.5.6 Requests for extraordinary circumstances may be considered following a written request to SPRA. The executive will pass motions for individual cases.
- 5.5.7 Players joining late may receive a reduction in fees depending on the circumstances. The executive will pass motions for individual cases.
- 5.5.8 Only those players moving to the Zone 5/BGL AA Association, University Ringette Team, or Open team will have their registration fees transferred to the receiving Association. All other player refunds will be issued according to the current refund policy.

5.6 Roles and Responsibilities

- 5.6.1 Members will pay current fees by deadline.
- 5.6.2 Registrar will confirm fees are collected for all members and forward on to treasurer.
- 5.6.3 Treasurer/Registrar (depending on method of payment) will provide refunds if requested, according to policy 6.0.
- 5.6.4 If registered players have not paid by August 15, the registrar will notify the association member informing them of the deadline date of August 15.
- 5.6.5 Non-payment may result in the athlete being suspended from participation until payment is received.

5.7 Administration Fees

- 5.7.1 Individual player/teams receiving sponsorship monies from businesses which are intended as a direct team sponsorship, will be disbursed by SPRA treasurer, and will be charged the following to cover admin fees and other financial processing costs:
 - 5.7.1.1 If the amount is greater than or equal to \$1,000.00, the Association will disburse to the team, the amount less \$50.00;

- 5.7.1.2 If the amount is less than \$1,000.00, then the Association will disburse to the team, the amount less \$25.00.

Revision Log:

Date Revised	By Who	Summary of Changes
December 5, 2006	Dave Hedden, Kim Perry, Harry Benders, Linda Gillespie	Formatted policy as per policy template. Change in administrative fee. Change to refund policy.
February 23, 2007	AGM	Approved
October 2007	Dave Hedden, Harry Benders	Eliminated medical reason for receiving refunds. Specify how refund requests are accepted.
February 21, 2008	AGM	Approved
March 2011	Pam Sims	Added 15.5.6
March 12, 2013	AGM	Change to the Refund Policy. Approved at the AGM.
March 24, 2015	AGM	Update to add admin fees
April 18, 2018	AGM	Fundraising Fees to be Paid no later than one month after Registration closes.

6. Fundraising

6.1 Fundraising Options

- 6.1.1 Each year SPRA will attempt to provide its members with a fundraising option to assist the Association raise the necessary fees to run the program and to help members reduce the financial cost to participate. The fundraising option may vary from year to year and all members are required to participate. Any option that consists of a raffle or other give-away will be organized and administered under Alberta Gaming and Liquor Commission rules and regulations.

6.2 Fundraising Commitment Cheques/Prepayments

- 6.2.1 SPRA requires fundraising fees to be paid at time of registration. All players may have the opportunity to recoup this payment during the season through fundraising efforts.
- 6.2.2 Voting members on the Executive may be excused from a portion of the required fundraising commitment. This will be determined by the type of fundraising option being proposed.

6.3 Fundraising Operation

- 6.3.1 The Fundraising Director is responsible for administering all aspects of the fundraising program. This includes obtaining all necessary permits and licenses.

6.4 Use of Fundraising Proceeds

- 6.4.1 The use of fundraising proceeds is determined by the Alberta Gaming and Liquor Commission and must be adhered to. Approved uses may change over time but are generally as follows:

- 6.4.1.1 Equipment purchase/repair;
- 6.4.1.2 Officials/Instructors fees;
- 6.4.1.3 Registration/affiliation fees;
- 6.4.1.4 Rent - facility usage including ice costs;
- 6.4.1.5 Travel costs within Alberta.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Delete 5.3.2 as SPRA no longer works Bingos
February 23, 2007	AGM	Approved
March 2011	Pam Sims	5.2.1 cheques may be required
March 24, 2015	AGM	Prepayments added

7. Clinics

7.1 Referees

- 7.1.1 Participants from outside SPRA must pay a fee, established by the executive to attend referee refresher courses. The costs for the instructor, room and SPRA participants are paid for by SPRA.
- 7.1.2 SPRA charges a fee for each person taking the National Officiating Clinic. This fee will be returned to each member on completion of the course, no matter of the outcome. This fee is to encourage the completion of the course.

7.2 Coaches

- 7.2.1 Costs of those ringette related courses pre-approved each year by the executive (such as coaching and refereeing clinics) shall be reimbursed.
- 7.2.2 A fee will be charged for each out-of-association person attending a coaching clinic hosted by Sherwood Park. This amount may change from time to time and is intended to recover our costs of putting on the clinic.

8. SPRA Equipment

8.1 Mandated

- 8.1.1 All equipment must be as per Ringette Canada Guidelines.

8.2 Purchases

- 8.2.1 Any expenditure over \$2,000 must be tendered to a minimum of three vendors and brought to an executive meeting for approval.

8.3 Sale

- 8.3.1 Prior to the start of each ringette season, the Sherwood Park Ringette Association, may sponsor a used equipment sale. SPRA may permit cheques to be written to

SPRA so purchases can be made with one cheque. This is designed to simplify equipment sale purchases.

8.4 Storage

8.4.1 SPRA carries insurance on the equipment.

Revision Log:

Date Revised	By Who	Summary of Changes
March 6, 2012	AGM	Remove 7.4.1 – 7.4.3 storage at Shell
March 24, 2015	AGM	Increase expenditures from \$1000 to \$2000

9. Coaching Selections

9.1 Procedures

- 9.1.1 One of the most important tasks that our Association undertakes is the selection of coaches. It is our responsibility to ensure that coaches be selected consistent with the Ringette Code and Ringette Alberta certification and gender equity requirements.
- 9.1.2 Applications (available on SPRA website), for all coaching positions, must be submitted online, to be considered.
- 9.1.3 Vice-President will review all registration forms for potential coaches and volunteers and prepare a list for the Selection Committee.
- 9.1.4 Directors will identify all previous coaches and ascertain coaching certification levels and prepare a list for the Selection Committee.
- 9.1.5 Feedback may be obtained by way of the Coaching Evaluation Form to be completed by the previous year's players and parents. These forms are submitted to the Division Directors for review and summary. All information is to remain confidential.
- 9.1.6 Yearend coach evaluations will be distributed upon request to the individual. The Selection Committee may have access to historical coach evaluations.
- 9.1.7 The selection committee shall consist of five or more, of the following positions:
 - 9.1.7.1 President of Sherwood Park Ringette;
 - 9.1.7.2 AA Director;
 - 9.1.7.3 Division Directors;
 - 9.1.7.4 Director Coach Development
 - 9.1.7.5 Player Development Director
- 9.1.8 If one of these is not available or the vice-president deems any of these six to be in direct conflict of interest, the Vice-President will select an unbiased alternate for the level in which the conflict exists. No member of a coach selection committee shall have a child playing at the level where coaches are being selected.

- 9.1.9 At the time of head coach application one assistant coach can be identified and be considered by the TSC
- 9.1.10 Seasoned ringette players are encouraged to apply for assistant coaching positions.
- 9.1.11 If deemed necessary, by the committee, a personal interview will be carried out. All team staff must obtain and submit a RCMP security clearance every second year before November 15 of the current season. If the CRC comes back as anything other than a negative match, SPRA will require fingerprinting to be completed to confirm no existence of a criminal record. SPRA will not bear the cost of fingerprinting. SPRA will be guided by RAB Screening Policy. Reference 3.3.1
- 9.1.12 Once the coaching selection is made, it is imperative that all the Sherwood Park Ringette Association, be supportive of its coaches throughout the year if they are within the guidelines set out in the Code of Conduct (appendix A), the Guidelines and Procedures Manual, Zone 5/BGL Guidelines and Ringette Alberta by-laws. All decisions of the coach selection committee are final.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Head Coach selection committee is now definitive. Coach application now required for head coaching positions.
February 23, 2007	AGM	Approved
March 6, 2012	AGM	Coaching Apps Submitted Online Security checks every 2 years
March 12, 2013	AGM	Updates to align with current process. Approved at the AGM.
April 18,2018	AGM	Coaches to Submit one Assistant with Application.

10. Evaluations and Team Selection

10.1 Evaluation Process

- 10.1.1 Player evaluations are conducted at all levels. The creation of similar teams applies when there is more than one team at that tier or step. The highest-level team(s) in a tier or step is/are selected first in each age division, followed by the next highest level.
- 10.1.2 At U12 and above players are tiered, U10 are placed in Steps. For more information, refer to the Evaluation Guidelines on the SPRA website.
- 10.1.3 To ensure fairness in the grading process as well as the perception of fairness the following rules will apply:
 - 10.1.3.1 Player evaluators will be both qualified and independent as agreed to by the Division Directors. At all levels evaluators will not have children trying out at that level;
 - 10.1.3.2 The Division Directors, are accountable for the evaluators during the grading process and the athletes on the ice.

- 10.1.3.3 The Division Directors, will not be involved in team selection if they have a child at that level unless they are acting as a coach in the selection of the final players for that team;
- 10.1.3.4 Where possible the coaches will be involved towards the end of the team make-up process to ensure agreement that the teams are equal.
- 10.1.3.5 A coach may request to the Vice-President that team equity be reviewed within 24 hours of team selection.

10.1.4 Player evaluation and placement is not subject to the right to appeal.

Revision Log:

Date Revised	By Who	Summary of Changes
January 5, 2008	Orrin Perry, Harry Benders, Stuart Frunchak	Removes the requirement to form equal teams where a draft is used to create 2 or more teams at a given age and level. Also specifies that a draft be used to form B teams in levels where C teams exist.
February 21, 2008	AGM	Approved
March 6, 2012	AGM	Remove 9.1.14 honorarium for evaluators
March 12, 2013	AGM	Updated 9.1.4 to indicate that Coordinators at U12 and above will not have a player in that division. Approved at the AGM.
April 18, 2018	AGM	Division Directors are responsible for the Evaluators. Coach Requests to go through the VP.

11. Affiliation Guidelines

11.1 Policy Scope:

11.1.1 Affiliation is to be used by all SPRA teams on a game by game basis.

11.2 Philosophy & Intent:

11.2.1 This policy is intended to provide SPRA teams with “back-up” player options when a specific need exists

11.2.2 The purpose of affiliation is team viability, not player development.

11.3 Boundaries & Guidelines:

11.3.1 All player affiliation within SPRA must comply with Ringette Alberta and Zone 5/BGL policies and guidelines.

11.3.2 Affiliate players will usually be identified and selected from the next lowest level through the grading process. (See also Application Guidance section.) In some case, however, it may be necessary to affiliate a player from more than one level or age division lower. (I.e. player availability, skill levels, etc.) This will be reviewed on an individual situation basis and will be approved by the Division Directors and President.

- 11.3.3 Coaches of all teams are permitted to use affiliate players according to the most recent Ringette Alberta Rules.
- 11.3.4 The team requesting the use of an affiliate must notify and receive approval from the affiliate's primary coach for each instance. Approval to use an affiliate will not reasonably be withheld.
- 11.3.5 Affiliated players are responsible to their own team schedule first (including games, practices, exhibition games, playoffs, tournaments, etc.). Exceptions to this will require approval from both coaches and the age appropriate director(s).
- 11.3.6 If it is known in advance that an affiliate player(s) will be required and that practicing with the team will be of benefit to the player and team beforehand, then notification and approval is required from the affiliate's primary coach.
- 11.3.7 Affiliate players must be properly recorded on game sheets.
- 11.3.8 Coaches violating the intent of this policy will be subject to consequences as defined by the Ringette Alberta Affiliation policy and possible additional disciplinary action by SPRA.
- 11.3.9 Player affiliation outside of SPRA requires executive approval.

11.4 Application Guidance:

For affiliation purposes:
 Refer to current Ringette Alberta (RAB) Affiliation matrix at www.ringettealberta.com.

- 11.4.1 U10 Step1 players may cross-affiliate to another U10 Step 1 team only to prevent forfeiture of game due to shortage of players. U10 Step 1 affiliates are not required to complete affiliation forms with RAB but must be noted on the game sheet.
- 11.4.2 Goalie Affiliates: Affiliate goalies will be assigned from U12 C level and above and will be chosen by the coach and approved by the Division Director. Affiliate goalies will only play for their affiliate team if the regular goalie is unavailable.

11.5 Timing Requirements:

- 11.5.1 Player affiliates will be assigned to teams within 2 weeks after grading is complete at all levels.

11.6 Roles & Responsibilities:

- 11.6.1 Division Directors – Identify the numbers of affiliates required for each level.
- 11.6.2 Division Directors – Assign the affiliates to teams based on grading.
- 11.6.3 Coaches – Understand and comply with this policy. Coaches may request certain affiliates, but division Directors must approve.

Revision Log:

Date Revised	By Who	Summary of Changes
January 2, 2004	G. Batey, N. Gould, T. Phillips	Formatted policy as per policy template. Added goalie affiliation wording and

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		revised skater affiliation wording to more closely align with Ringette Alberta guidelines.
February 6, 2005	Gould	Incorporated comments from SPRA executive meeting.
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, Tanya Phillips	Add coaches input to 10.3.2 Remove RA reference. (as reference may change from year to year) Included U12 C Approved
February 23, 2007	AGM	
October 2007	Rob Wiesner	Allow affiliates to practice with team if necessary. Require notification of director if affiliate plays in a game Approved
February 21, 2008	AGM	
February 28, 2010	AGM	Added 10.2.2 10.3.3 U14 affiliate rules deleted 10.3.4 Affiliate rules as per RAB rules 10.3.5 updated - notification to Director/AB Director and approval from coach 10.4.3 cross-affiliate for U8/U9 added 10.6.1 updated U8/U10 Director 10.6.3 added coach may request certain affiliate
March 12, 2013	AGM	Removed 10.3.3 U14 affiliate rules which were document on February 28, 2010 in changes but was not removed. Updated communication process for using affiliates. Approved at AGM
March 24, 2015	AGM	Update affiliation policy to align with RAB

12. On-Ice Assistants

12.1 On-ice Assistants

12.1.1 All on-ice assistants must meet the guidelines as outlined by Ringette Alberta.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	On-Ice Assistants removed
March 12, 2013	AGM	Added On-Ice Assistants section back in the document and aligned with guidelines used by Ringette Alberta. Approved at the AGM.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot	Delete, as this does not occur.
February 23, 2007	AGM	Approved

13. Expenses

13.1 Meeting Expenses

- 13.1.1 Pre-approved individual expenses as required for attending the Ringette Alberta Annual General Meeting and Ringette Alberta Semi-Annual General Meeting will be paid by the association with consideration given to carpooling and shared accommodations when possible.

14. Financial

14.1 Signing Authority

- 14.1.1 Any two of the three signatures of the President, Treasurer and Secretary are required for transactions and cheques.

14.2 Auditing of financial records

- 14.2.1 Two independent association members or a duly qualified accountant, other than the treasurer, president or secretary will audit the association financial records once per year and provide a statement to Sherwood Park Ringette Executive verifying the accuracy of the records.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, T. Phillips	Clarify specifics for audit.
February 23, 2007	AGM	Approved

15. Ice Allocation

15.1 Ice Allocated per Team

- 15.1.1 The policy (standard of play), as initially set by the Sherwood Park Ringette Association & the County of Strathcona, is that adequate ice time for participants is two slots per week (including games). Excluding Active Start Program
- 15.1.2 Teams may be expected to pay for any additional ice above the amounts allocated as described in Section 17.1. In order to satisfy these commitments, some practice ice slots will be shared by two teams.
- 15.1.3 Lower age groups will be expected to practice on majority of shared ice surfaces. Any full ice surface practices should be considered advantageous.

15.2 Team cancellation of Ice Allocated

- 15.2.1 Teams must give 96 hours' notice to the Ice Allocator to cancel an ice slot. Cancelled ice assigned to a team will not be made up and will count against a team's overall allotment. If sufficient notice is not given, the team responsible may be assessed one additional practice time against their overall allotment (i.e.

one for the cancellation and one for the late notice) and may be held responsible for any additional costs resulting from the late cancellation.

- 15.2.2 If a team does not show up or give 96 hours' notice for an allocated ice slot, it will not be made up and will count against a team's overall allotment. The team will also be assessed one additional (Desirable) practice time against their overall allotment (i.e. one for the cancellation and one for the late notice) and will be responsible for any costs resulting from the no show.

15.3 Desirable versus Undesirable Ice

- 15.3.1 Undesirable ice times (such as 6:00 a.m.) shall be distributed equitably among all house league teams in each division. It is recognized that U10 (Step 2 and 3), U12, U14 and U16 shall bear the burden of the early morning ice. U19 and 18+ shall bear the burden of the late-night ice slots. Active Start and U10 Step 1, **unless circumstances dictate**, should not have 6:00 a.m. ice slots. Small ice (i.e. Broadmoor, SOC Small) before 5:00 p.m. on weekdays will be allocated to the younger groups.

15.4 Minor Ice User Meetings (County of Strathcona)

- 15.4.1 Attendance at all county minor ice user allocation meetings is mandatory for the Ice Allocator and President or designates.

15.5 Tournament Ice

- 15.5.1 In situations where teams are participating in a weekend tournament and are not available to practice, the team will forfeit one practice time against their overall allotment.

Revision Log:

Date Revised	By Who	Summary of Changes
March 6, 2012	AGM	17.1.1 – two slots per week includes games 17.3.1 – payment for cancelled ice 17.3.2 – new 17.4.1 – small ice allocated to younger groups 17.6 - new
April 18,2018	AGM	Lower age Groups expected to share Ice.

16. Additional SPRA Programs

16.1 Power Skating

- 16.1.1 The Association will provide whenever possible power skating to teams, as determined on an annual basis as set out by the respective budget for the season.

16.2 Other Training

- 16.2.1 SPRA will endeavor to provide additional training as deemed necessary and affordable by the Executive from year to year. I.e., Goalie clinics, Shooting clinics, Coaching clinics. As set out by the respective budget for the season.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Updated
March 24, 2015	AGM	Remove 18.3 initiation
April 18, 2018	AGM	Extra programs based on yearly budget.

17. Insurance

17.1 Property Insurance

- 17.1.1 The Sherwood Park Ringette Association will maintain an insurance policy covering all property of the Association while in storage and \$1,000,000 Comprehensive General Liability.

17.2 Member Insurance

- 17.2.1 Directors and Officers insurance protection and Accident Insurance for all members is provided by Ringette Alberta. Each year the current executive shall obtain from Ringette Alberta a Certificate of Insurance outlining the coverage in place under that policy.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Remove 19.3 Ladies Ringette

18. AA Program

- 18.1.1 Except as specified below SPRA Guidelines and Procedures will apply.
- 18.1.2 AA Director will organize all try outs and evaluations.
- 18.1.3 Coach Selection – AA director will solicit for qualified coaches. The SPRA selection committee will select qualified coaches prior to team selections.
- 18.1.4 Evaluations – Players will be evaluated by independent evaluators. Evaluators will be both qualified and independent as agreed to by the AA Directors. Evaluators will not have children trying out at that level.
- 18.1.4.1 Athletes will be selected based on their ability to compete at the AA level, as determined by the AA Director, coaches and the selection committee.

- 18.1.5 Ice will be allocated as per SPRA guidelines. Additional ice expense is sole responsibility of the team.
- 18.1.6 Team viability will be determined by the AA director, President, Vice President, and the Division Director at each level prior to the start of the season.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Remove 20.3 U12 AA
April 18, 2018	AGM	Changes to reflect current evaluation Process

19. Provincials / Western / Canadian Ringette Championship

19.1 Funding of Teams

- 19.1.1 SPRA teams attending Provincial Championships, Western Canadian Ringette Championships and/or Canadian Ringette Championships will be responsible for their entry fees and any other financial obligations.

Revision Log:

Date Revised	By Who	Summary of Changes
November 26, 2006	Kim Perry, Harry Benders, Stuart Frunchak, Jeff Elliot, T. Phillips	Changed \$100 funding to \$500 for players going to nationals, due to increase in costs.
February 23, 2007	AGM	Approved
February 28, 2010	AGM	Section National Team Funding removed

20. Residency

20.1 Non-resident players

- 20.1.1 Non-resident player registrations will be held until the Registration deadline. The following conditions must be met prior to the evaluation process:
 - 20.1.1.1 Their inclusion does not conflict with the forming of any teams composed of Sherwood Park players.
 - 20.1.1.2 Athletes must notify their home association of their intent to participate in SPRA evaluations.
- 20.1.2 Once a player has been admitted to our association they become full members with all the privileges and obligations of any other member of the Association and they must participate in the evaluation process.

20.2 Releases

- 20.2.1 All resident athletes are required to attend SPRA evaluations prior to requesting a release.

- 20.3 Division Directors will be appointed to review and evaluate residency issues brought forward on a case by case basis, which will align with Ringette Alberta Residency Policy

Revision Log:

Date Revised	By Who	Summary of Changes
February 28, 2010	AGM	Updated - non-resident registrations held until registration deadline

21. Reserve Fund

21.1 Reserve Fund Use

- 21.1.1 The Association must establish and maintain a reserve fund of \$55,000. The purpose of this fund is to allow the association time to replace lost revenue from Fundraising. These funds can only be accessed by a minimum of two-thirds (2/3) majority vote of Sherwood Park Ringette Association voting executive members.
- 21.1.2 The revenue from the reserve fund will continue to grow in the fund. Each February the executive will review the reserve fund and determine if any changes should be made to the size of the fund based on the obligations of the association and the fundraising revenue. Changes should be approved at the AGM.
- 21.1.3 Should the need arise to access the funds; the executive is required to put in place a reasonable plan to replenish the fund. The fund will be kept in the form of annually maturing GIC's or similar products.

Revision Log:

Date Revised	By Who	Summary of Changes
March 24, 2015	AGM	Increase from 45,000 to 55,000

22. Jersey Replacement Fund

22.1 Scope

- 22.1.1 This fund is intended for replacement of team jerseys only.

22.2 Philosophy and Intent

- 22.2.1 A fund should be established and maintained such that all association teams' home/away jerseys can be replaced at regular required intervals.

22.3 Boundaries and Guidelines

- 22.3.1 SPRA will establish a fund intended for the replacement of team jerseys. The fund will be kept in the form of annually maturing GIC's or similar product.

22.4 Application Guidance

22.4.1 The fund will be used only for purchase of all complete sets of jerseys plus identified spares at the prescribed intervals. Purchase of individual replacement jerseys from time to time during the replacement cycle will be done using association operating funds.

22.5 Timing Requirements

22.5.1 Fund should be supplemented annually in order to have enough money to replace jerseys approximately every 6-8 seasons.

22.6 Roles and Responsibilities

22.6.1 Executive each season will determine annually how to supplement the Jersey Replacement fund in order to reach the estimated total for replacement of all team jerseys by the desired season. Money used to form and subsequently augment the fund will come from either of the following as decided annually by the executive committee:

- Special fundraising revenues in a given budget year or;
- An additional amount included in registration fees.

Revision Log:

Date Revised	By Who	Summary of Changes
February 2008	Harry Benders,	New Policy added
February 21, 2008	AGM	Approved
March 24, 2015	AGM	Remove calculation

23. Special Events

23.1 Banquet

23.1.1 SPRA may subsidize a year-end banquet subject to available funding.

23.1.2 SPRA may provide funds for purchase of prizes subject to available funding.

23.2 Come Try Ringette

23.2.1 The purpose is to introduce new members to Ringette by having players bring their friends to the rink and allow them to try the game.

Revision Log:

Date Revised	By Who	Summary of Changes
January 2008	Harry Benders, Orrin Perry, Stuart Frunchak	Account for various number of U10 teams from which to draw players
February 21, 2008	AGM	Approved
March 24, 2015	AGM	Remove U10A Section

24. Referees

24.1 Request of referees

- 24.1.1 All coaches should give a minimum of 72 hours' notice of any request for referees. The association cannot guarantee referees with less than 72-hour notice.

24.2 Referee Compensation

- 24.2.1 Will be as per approved fee schedule for the Association.
- 24.2.2 Second year referees their helmets will be paid for as per Appendix H. In each case this amount not to exceed the amounts listed in Appendix H.

24.3 Referee Payment Policies

- 24.3.1 All outside referees will be paid as per Zone 5/BGL guidelines.
- 24.3.2 SPRA assigned referees will be paid travel as outlined in Appendix H to work games at Moyer Arena and other Association facilities.
- 24.3.3 SPRA assigned referees showing up to a game, only to find it cancelled due to weather or scheduling problems will still be paid.
- 24.3.4 The association will pay the referees two to three times per season.

25. Sponsorship

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Sponsorship removed
April 18, 2018	AGM	First year Jersey refund removed.

26. Tiering

26.1 Tiering Teams

- 26.1.1 Tiering guidelines and numbers of teams must follow the Zone 5/BGL and Ringette Alberta Guidelines.

27. Player Movement

27.1 Policy Scope:

- 27.1.1 This policy applies to all player movement (up or down) for all divisions/levels within SPRA. Player movement is typically initiated by players or parents but in some circumstances such moves can be requested by the association as outlined in this document.

27.2 Philosophy & Intent:

- 27.2.1 This policy is intended to deter player movement between levels outside of the Ringette Alberta divisional rules. Exceptions will be considered in rare cases and must meet the criteria outlined in this policy and must adhere to Ringette Alberta and Zone 5/BGL policies.

27.3 Boundaries & Guidelines:

- 27.3.1 Requests to move more than one level higher or lower will not be allowed.
- 27.3.2 Once a player movement request has been granted, the player must play where tiered – no retreat is allowed.

- Player movement decisions must be made prior to the formation of teams in both divisions based on RAB Policies

27.4 Application

- 27.4.1 For each type of player requested move, the request must be submitted in writing and all criteria within the applicable section must be met, in order to comply with this policy.
- 27.4.2 All requests for moves must be made prior to the start of evaluation or grading processes.

27.5 Movement Up

- 27.5.1 For a player requested move in all divisions, to be considered, the following criteria will apply:
- The player move will not have a negative impact on the division from which the player requests to move. Factors to consider are: taking away skilled role models for that division, providing a leadership opportunity for that player and weakening the division by removing strong players.
 - The player move will not have a negative impact on the division the player requests to move to. Factors to consider are: the player's maturity level and their ability to fit in at that division, removing an opportunity for a player in the correct division to play at an A level and creating an unacceptable number of players per team in either division.
- 27.5.2 Association requested player movement up may also be considered when there is a need and the following prioritized criteria will be used:
- Consideration will be given to players that have graded in the top of their current age division.
 - These moves will be approved by the Division Director in consultation with the SPRA President and Selection Committee.

27.6 Movement Down

- 27.6.1 For a player requested move down to be considered, the following criteria must be met:
- The player has 0 years or limited playing experience;

- There is evidence or it can be substantiated that playing at the current level will be detrimental to the player's development or confidence.

27.6.2 At levels where evaluations, grading or equalization take place, the player must grade not above the 50% range in the lower age division.

27.6.3 All player movement downward must be approved by the Division Director, Zone 5/BGL executive committee and Ringette Alberta. In addition, the player must understand that (if approved) they are able to compete in league play but may not be eligible to participate in provincials or provincial qualifying play downs. (Note: For tournaments outside of Zone 5/BGL approval must be granted by the tournament organizers in order for an overage player to compete.)

27.6.4 Unique situations will be addressed on an individual basis at the SPRA using this policy as guideline.

27.7 Timing Requirements:

27.7.1 All player requested moves must be made prior to the start of evaluation or grading processes.

27.8 Roles & Responsibilities:

27.8.1 Players/Parents – are responsible for submitting requests in writing prior to the start of the evaluation or grading process to the registrar.

27.8.2 Registrar – is responsible for forwarding all requests submitted to the Division Director.

27.8.3 Division Director – are responsible for notifying the Division Director of any player movement requests and keeping them informed about the grading of those players.

27.8.4 Division Directors – are accountable to ensure this policy is followed.

Revision Log:

Date Revised	By Who	Summary of Changes
December 14, 2003	Batey, Dahrouge, Gould, Townsend	Revised document to align with SPRA policy template. Additional detail was added to the application guidance section.
November, 2004	Gould	Incorporated feedback received on proposed policy revisions.
February, 2005	Gould	Incorporated feedback from SPRA executive meeting.
June, 2006	Gillespie, Carwell, Elliot, Van Beek, Stafiniak, Karpyshyn, Sandberg	Revised section 30.3.3 to limit move-up options to B level. Provided further guidelines to section 30.5
July, 2006	Gillespie, Carwell, Elliot, Van Beek, Stafiniak, Karpyshyn, Sandberg	Reviewed feedback received on proposed policy revisions
August, 2006	Gillespie	Changes approved by SPRA Executive for 2006/07 season.
February 23, 2007	AGM	Approved

February 28, 2010	AGM	Make consistent with non-residency, players graded and not restricted to 'B'
March 12, 2013	AGM	Removed 30.5.4 so that move up policy consideration is based upon top rated athletes. Approved at the AGM.
April 18, 2018	AGM	Player Movement to Follow RAB Policy.

28. Social Media

28.1 Policy Scope:

- 28.1.1 SPRA players represent Sherwood Park community athletes playing the sport of Ringette. The association expects athletes to conduct themselves on Social Media as ambassadors for the sport.
- 28.1.2 Sherwood Park Ringette Association encourages the use of social media by its Representatives to enhance effective internal communication, build the SPRA brand, and interact with members. Since there is so much ambiguity in the use of social media, SPRA has created these guidelines to set boundaries and standards for Representatives' social media use.

28.2 Philosophy & Intent:

- 28.2.1 Social Media is a term used to refer to digital communication over the Internet via computer (desktop/laptop) or through handheld devices. Examples include Facebook, Twitter, Instagram, Snapchat, Group Texting, and Team Snap. Social Media plays an invaluable role in promoting the sport of Ringette in our communities. However, when used improperly, Social Media can be a forum for the inadvertent disclosure of personal information without consent, and in extreme cases, disrespectful, improper and unlawful communication such as "cyberbullying".
- 28.2.2 SPRA strongly encourages personal communications and photos or images to be respectful to teammates, coaches, officials, opposing teams, and the sport of Ringette, as per the SPRA Social Media Guidelines.
- 28.2.3 If individuals choose to post information or photographs, those individuals must remember these activities are subject to the SPRA Code of Conduct. The SPRA Code includes behavior on Social Media and improper behavior or improper disclosure of personal information including negative comments targeted at one person or group by any mode may be subject of discipline up to and including expulsion from SPRA. Any report of negative comments or misuse of social media must be brought to the attention of the Board for immediate consideration and possible action.

28.3 Roles & Responsibilities:

- 28.3.1 Sherwood Park Ringette Representatives will not:
- Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, SPRA's Code of Conduct, or any other applicable jurisdiction.
 - Impersonate any other person or misrepresent their identity, role, or position with SPRA.

- Display preference or favoritism with regard to Associations, athletes, or other members.
 - Upload, post, email, or otherwise transmit:
 - I. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person’s privacy, or otherwise objectionable.
 - II. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others.
 - III. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party.
 - IV. Any material that is considered Sherwood Park Ringette Association’s confidential information or intellectual property.
- 28.3.2 Representatives shall refrain from discussing matters related to Sherwood Park Ringette Association or its operations on Representatives’ personal social media. Instead, matters related to Sherwood Park Ringette Association or its operations should be handled through regular communication channels (i.e. email).
- 28.3.3 Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with Sherwood Park Ringette Association.
- 28.3.4 Representatives shall use their best judgment to respond to controversial or negative content posted by other people on Sherwood Park Ringette Association-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at Sherwood Park Ringette Association.
- 28.3.5 Representatives shall use a clear and appropriate writing style.
- 28.3.6 Sherwood Park Ringette Association’s Representatives will:
- Ensure that Representatives only use social media in a positive manner when connecting with others;
 - Properly vet and understand each social medium before directing Representatives to engage with, or create, Sherwood Park Ringette Association-branded social media;
 - Bring in third party social media supports if further education is needed;
 - Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive.

28.4 Definitions

- 28.4.1 “Social media” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Instagram, Snapchat, Facebook, and Twitter
- 28.4.2 “Sherwood Park Ringette Association (SPRA)-branded social media” – Official social media engagement by Sherwood Park Ringette Association, including SPRA’s Facebook page(s), Twitter feed, photo sharing accounts, YouTube

channels, blogs, or other social media engagement; both those that exist currently and those that will be created by SPRA in the future..

- 28.4.3 “Representative” – All individuals employed by, or engaged in activities on behalf of Sherwood Park Ringette Association.

28.5 Enforcement

- 28.5.1 Failure to adhere to these Guidelines may permit discipline in accordance with Sherwood Park Ringette Associations Discipline Policy, legal recourse, or termination of employment/volunteer position.

Revision Log:

Date revised:	By Who:	Summary Of Change:
April 20, 2018	AGM	Added new section

29. Complaints – Suggestion Process

29.1 Principles

- 29.1.1 Sherwood Park Ringette Executive will be open in its resolution of complaints and suggestions.
- 29.1.2 Sherwood Park Ringette Executive will respect the confidentiality of complaints and suggestions when requested.
- 29.1.3 Sherwood Park Ringette Executive will utilize the following process to ensure complaints and suggestions are not misplaced or forgotten.
- 29.1.4 Sherwood Park Ringette will treat people with respect at all times. To do this the process used must meet the needs of the parties involved in the complaint / conflict.
- 29.1.5 To ensure fairness in the process, where applicable, Sherwood Park Ringette will utilize one of their facilitators to manage the resolution process.

29.2 Process Flow

- 29.2.1 SPRA expects the 24 hour rule to be observed prior to submitting complaints. Complaints and Suggestions can be submitted in writing or using E-mail. The documentation of the complaint and suggestions helps us track them.
- 29.2.2 Complaints/suggestions should contain the following information:
 - 29.2.2.1 Complaint or suggestion;

- 29.2.2.2 Enough details to allow understanding of the issue;
 - 29.2.2.3 Proposed solution;
 - 29.2.2.4 Your name;
 - 29.2.2.5 Do you want this anonymous;
 - 29.2.2.6 Expected resolution date;
 - 29.2.2.7 Do you want to be involved in the solution;
 - 29.2.2.8 Any other relevant information.
- 29.2.3 All complaints and suggestions will be forwarded to the Vice President who will track the complaints and suggestions from initiation to resolution.
- 29.2.4 The Vice President will record the complaints on one log and the suggestions on another log.
- 29.2.5 The Vice President will assign the complaints and suggestions to the applicable executive member (owner) with a planned resolution date and will communicate the issue (respecting confidentiality) to the entire executive.
- 29.2.6 Where a complaint cannot be resolved by a phone call to clarify the issue then the Conflict Resolution Process attached will be used. All complaints involving physical or psychological abuse of a player, coach, parent, fan or official must use the conflict / complaint resolution process.
- 29.2.7 Suggestions will be recorded and where the idea cannot be incorporated at this time will be brought forward to the annual planning meeting. The final resolution will be recorded.
- 29.2.8 The Vice President will bring forward to the executive any overdue issues as a standing item on the executive agenda.
- 29.2.9 The Vice President will report the status of suggestions and resolutions at the AGM.

30. Conflict / Complaint Resolution Process

30.1 Gain Full Understanding of the Issue

- 30.1.1 A member of the executive (or delegate) will need to investigate the details of the complaint. This step as a minimum should entail 3 parts:
- 30.1.1.1 Meeting with the players, parent(s), officials, or outside organization that sent in the complaint to gather specific details about the issue and gain an understanding of what the individual(s) currently see as an appropriate resolution to the problem. If the complaint is anonymous then the issue owner may simply communicate the issue to the affected coach and record an anonymous item. (E.g. Anonymous complaint about vocal parent or Communicated to parent that a comment was made about their behavior.)
 - 30.1.1.2 The next step in clarifying the issue would be to meet with the individual (player, parent, coach, official) to whom the complaint was addressed and discuss the complaint. The individual must be given the details of the complaint in order to understand the problem and provide their perspective on the problem and potential solutions.
 - 30.1.1.3 To ensure the executive member (or delegate) has a complete understanding of the issue, the next step should be to gather information from other people involved with the team (e.g. parents, coaches,

manager) to get their perspective on the problem and potential solutions. Care must be taken to balance the need for confidentiality when gathering the information.

30.2 Determine Next Steps

- 30.2.1 Based on all the information gathered about the problem and potential solutions, the executive member must decide how to move forward. The options are as follows:
- 30.2.1.1 Facilitated resolution process;
 - 30.2.1.2 Executive decision.
- 30.2.2 For details on how to make this decision, refer to the next section. If you need help with this decision involve one of the facilitators.
- 30.2.3 If this is to be an executive decision then contact the president to agree on which executive members to involve. This group will then meet, review the information, and decide on the outcome and implement an appropriate communication strategy. The next section provides some key points on executive decision making.
- 30.2.4 If the decision is to use a facilitated resolution process then contact one of the Sherwood Park Ringette facilitators to manage the issue to resolution. The facilitator will meet with the vice president and agree on which three of the following executive members to include.. The outcome will be communicated with an appropriate communication strategy.

31. Conflict Resolution Additional Information

31.1 Philosophy:

- 31.1.1 The underlying principle of this document is that treating people with respect must be forefront at all times. To do that, we need to avoid creating situations in the process that people may find intimidating or humiliating (e.g. large group settings) and the people managing this process must be seen as impartial and fair.
- 31.1.2 There is no magic process for handling situations when dealing with human behavior and emotions. The processes and methods available for resolving conflict are vast but none can be successful unless the parties in conflict actually “want” to achieve a win-win resolution. Since the range of issues that can arise is large, we need to first address a method to get a true understanding of the situation before moving into a resolution phase.

31.2 Proceeding by Executive Decision or Facilitated Resolution

- 31.2.1 The choice of whether to intervene between and among persons who are in conflict with each other needs careful attention, since the session can make things worse instead of better. Here are the criteria that we use in deciding whether to conduct an intervention:
- Readiness: Are the individuals capable of working through the situation effectively? (Are emotions running too high?)
 - Commitment: Are they willing to do what it takes to improve their relationship? (Has so much happened that they would rather walk away than work on it?)

- Ability to Influence: Will they be open and responsive to each other's needs and points of view? (Is the attitude Win/Lose or Win/Win?)

31.2.2 The general consideration is, do we have enough to work with in this situation. "From the 1996 HR Handbook, E. Biech & J.E. Jones, Eds. Amherst, MA: HRD Press. (If the answer to the above question is yes, see appendix A for details on how to facilitate the conversation). If the feeling is that this approach would be harmful, don't do it. It may be that an "executive decision" is the right answer and even this can come across well if handled appropriately. One option might be that during the information gathering step, the executive member may have heard some viable solutions to the problem. If that is the case, he/she could work with the individuals independently to try to implement a solution. Or it may be that given the circumstances, the executive needs to make a decision for the overall benefit of the team and/or association.

31.2.3 To ensure this type of decision is credible, it's important that the executive have some pre-defined criteria in place for this scenario. (E.g. Values around treatment of people, including those people who volunteer and make the association successful.)

31.3 Facilitator Selection

31.3.1 The facilitator will have the following attributes;

- Neutral third party;
- Calming Influence;
- Good Listener;
- Fair Minded / Non-Judgmental tendencies;
- Highly committed to getting all the facts;
- Respected;
- Trustworthy;
- Impartial.

31.4 Facilitated Conflict Resolution Discussion

31.4.1 Structuring an Intervention:

31.4.2 There is a critical need to develop a definite structure for intervening between two individuals in conflict. The facilitator may have to impose it to cut through the conflict, provide focus for the interchange. There is an obvious need for a climate of equality in order to relieve anxiety and use problem-solving methods. The session(s) need a strong sense of concreteness, definiteness in the discussions and outcomes. The interaction needs to be marked by genuineness, authenticity, not game-playing.

- 31.4.3 It is important that the facilitator not be "finessed." Push them to clean their own laundry, and don't take sides. A critical consideration for the facilitator is, "who is the client?" The relationship is, not either individual.
- 31.4.4 The facilitator needs to be careful to establish realistic expectations on the part of parties in the conflict. Sometimes they don't like each other for very good reasons. Their readiness to engage each other productively is a vital determinant of the success of the intervention. Both must be ready, willing, and able to submit themselves to the process. They need to commit to going all the way.
- 31.4.5 Participation must not be conditional. They must promise to go through the entire design. The overall goal is to come to "win-win" action plans. Avoid win-lose "solutions," and test for this condition: is either party feeling like a loser at any time in the process?
- 31.4.6 Logistics for the Exchange.
- 31.4.7 Third-party interventions need to take place on neutral ground. Privacy, a lack of interruptions, and no "turf dominance" are clear requirements. Even having others know that the session is taking place can have unintended effects and may put pressure on the parties (and the facilitator) to communicate the results.
- 31.4.8 The initial session should not last more than ninety minutes. This is a pressure situation, and there is a need to limit the amount of time that the parties in the conflict will talk with each other. If there is a large agenda, schedule more than one meeting.
- 31.4.9 It is always important for the interventionist to meet with the parties separately before bringing them together. These individual meetings establish the agenda, set expectations, clarify the facilitator's role, and prepare the person to participate appropriately.
- 31.4.10 The facilitator needs to be in charge of the actual session that involves the parties in the conflict. This means that the facilitator has a job to do: direct traffic and facilitate. In the beginning of such sessions the individuals often talk directly to the facilitator rather than to each other. The facilitator gradually steers them into a dialogue.
- 31.4.11 During the exchange the facilitator needs to be prepared to stay out of the way, letting the process flow, but ready to intervene when it isn't flowing. The goal here is for these two people to talk honestly and constructively to each other. So long as that is happening, the facilitator's guidance is minimal.
- 31.4.12 The facilitator will set the format for the discussion as follows:
 - 31.4.12.1 OPEN with what and why - This is the first step in any conflict discussion. Introduce the topic to be discussed. Explain why it is important to discuss the issue. Request that participants avoid using language that may sound judgmental. The discussion should focus on the situation, not on attitudes, personality or motives. Request participants approach the situation calmly and with an open mind;
 - 31.4.12.2 CLARIFY details - Provide the specifics of the issue and ask the participants to provide their points of view. When all the information about the topic has been explained clearly, summarize to make sure everyone is on the same track;

- 31.4.12.3 DEVELOP ideas - Seek win/win in exploring alternatives for resolving the situation. Work together to generate ideas and suggestions to resolve the conflict and the problems behind it. Build on each other's ideas to create an even better solution;
- 31.4.12.4 AGREE on actions - Incorporate ideas from both parties if possible, individuals will be more committed to actions that they have input into. Document the agreements about who will do what and when;
- 31.4.12.5 CLOSE with review and follow up - Summarize key decisions and set follow up if appropriate. Highlight what's been accomplished by reviewing the major decisions and agreed to actions. Conflict is never pleasant, so try to end on a positive note. Express your confidence that the conflict will be resolved and thank the individuals for meeting.

32. Conflict of Interest Policy

32.1 Definitions

32.1.1 The following terms have these meanings in this Policy:

- "Association" – Sherwood Park Ringette Association;
- "Conflict of Interest" – A 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;
- "Individuals" - All persons directly engaged in decision-making within the Association which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, managers and administrators;
- "Non-Pecuniary Interest" –An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss;
- "Pecuniary Interest" - An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated;
- "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist;
- "Person" – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

32.2 Purpose and Application

32.2.1 The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the Association will make decisions in situations where conflicts of interest may exist.

32.2.2 This Policy applies to all Individuals as defined in the Definitions section.

32.3 Obligations

32.3.1 Individuals will fulfill the requirements of this policy. Individuals will not:

- Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Association;
- 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;
- In the performance of their official duties, accord preferential treatment to any Person;
- 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;
- 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;
- Use Association property, equipment, supplies or services for activities not associated with the performance of official duties with the Association without permission;
- 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
- 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.

32.4 Disclosure of Conflict of Interest

- 32.4.1 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 Board of Directors immediately.

32.5 Reporting a Conflict of Interest

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

32.6 Resolving Complaints of a Real or Perceived Conflict of Interest

- 32.6.1 Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
- 32.6.2 After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.
- 32.6.3 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 Board of Directors will determine the appropriate actions.

- 32.6.4 If the Individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
- 32.6.5 The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
- Removal or temporary suspension of certain responsibilities or decision making authority;
 - Removal or temporary suspension from a designated position;
 - Removal or temporary suspension from certain the Association teams, events and/or activities;
 - Expulsion from the Association;
 - Other actions as may be considered appropriate for the real or perceived conflict of interest.
- 32.6.6 Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Association until such time as compliance occurs.
- 32.6.7 The Board of 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 meeting and a decision of the Board of Directors.

32.7 Resolving Conflicts in Decision-making

- 32.7.1 Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Association Board of Directors provided that:
- 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;
 - The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
 - The Individual abstains from voting on the proposed decision or transaction;
 - The Individual is not included in the determination of quorum for the proposed decision or transaction; and
 - The decision or transaction is in the best interests of the Association.

32.8 The Association Decision-Makers

- 32.8.1 Individuals wishing to obtain a position as a decision-maker within the Association must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Association.
- 32.8.2 In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

32.9 Decision Final and Binding

- 32.9.1 Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Association's Appeal Policy.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added

33. CONFIDENTIALITY POLICY

33.1 Definitions

- 33.1.1 These terms will have these meanings in this policy:

- "Association" – Sherwood Park Ringette;
- "Individuals" - All individuals engaged in activities within direct control of the Association, including but not limited to, Directors, Officers, volunteers, coaches, officials, managers and administrators.

33.2 Purpose

- 33.2.1 The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Association by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

33.3 Application of this Policy

- 33.3.1 This policy applies to all Individuals as defined in the Definitions.

33.4 Responsibilities

- 33.4.1 Individuals will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Association, unless expressly authorized to do so.
- 33.4.2 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 Association.
- 33.4.3 All files and written materials relating to Confidential Information will remain the property of the Association and upon termination of involvement with the Association or upon request of the Association, 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.
- 33.4.4 The term "Confidential Information" includes, but it not limited to the following:

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

33.5 Enforcement

- 33.5.1 A breach of any provision in this policy may give rise to discipline in accordance with the Association's Discipline Policy.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added

34. PRIVACY POLICY

34.1 General

- 34.1.1 Background - Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA") and the Personal Information Privacy Act ("PIPA"). This policy describes the way that the Association collects, uses, safeguards, discloses and disposes of personal information, and states the Association's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the Association's interpretation of these responsibilities.
- 34.1.2 Purpose –The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the Association to collect, use or disclose personal information.
- 34.1.3 Definitions – The following terms have these meanings in this Policy:
- "Association" – Sherwood Park Ringette;
 - Commercial Activity – any particular transaction, act or conduct that is of a commercial character;
 - Personal Information – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions;
 - PIPA - Personal Information Privacy Act;
 - PIPEDA – Personal Information Protection and Electronic Documents Act;
 - Representatives – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Association.

- 34.1.4 Application –This Policy applies to Association Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the Association.
- 34.1.5 Statutory Obligations – The Association is governed by the Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act in matters involving the collection, use and disclosure of personal information.
- 34.1.6 Additional Obligations – In addition to fulfilling all requirements of PIPEDA and PIPA, the Association and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The Association will not:
- 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;
 - Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - 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;
 - Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Association; and
 - Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.
- 34.1.7 Ruling on Policy – Except as provided in PIPEDA and PIPA, the Board of Directors of the Association will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

34.2 Accountability

- 34.2.1 Vice President –The Vice President is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Vice President also handles personal information access requests and complaints. The Vice President may be contacted at the following address:

Sherwood Park Ringette
P.O. Box 3001, Sherwood Park, Alberta, T8H 2T1
Email: vp@sherwoodparkringette.ca

34.3 Identifying Purposes

- 34.3.1 Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:
- Receiving communications from the Association 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;
- Purchasing equipment, manuals, resources and other products;
- Published articles, media relations and posting on the Association website, displays or posters;
- Determination of membership demographics and program wants and needs;
- Managing insurance claims and insurance investigations.

34.3.2 Purposes Not Identified –The Association will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.

34.4 Consent

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

34.4.2 Implied Consent – By providing personal information to the Association, individuals are consenting to the use of the information for the purposes identified in this policy.

34.4.3 Requirement – The Association will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill the specified purpose of the product or service.

34.4.4 Form – Consent may be written or implied. In determining the form of consent to use, the Association 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 used of personal information in the following ways:

- Completing and/or signing an application form;
- Checking a check off box;
- Providing written consent either physically or electronically;
- Consenting orally in person; or
- Consenting orally over the phone.

34.4.5 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. The Association will inform the individual of the implications of such withdrawal.

- 34.4.6 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.
- 34.4.7 Exceptions for Collection – The Association is not required to obtain consent for the collection of personal information if:
- It is clearly in the individual's interests and consent is not available in a timely way;
 - 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;
 - The information is for journalistic, artistic or literary purposes; or
 - The information is publicly available as specified in PIPEDA and PIPA.
- 34.4.8 Exceptions for Use – The Association may use personal information without the individual's knowledge or consent only:
- If the Association 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;
 - For an emergency that threatens an individual's life, health or security;
 - If it is publicly available as specified in PIPEDA and PIPA;
 - If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - 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.
- 34.4.9 Exceptions for Disclosure – The Association may disclose personal information without the individual's knowledge or consent only:
- To a lawyer representing the Association;
 - To collect a debt the individual owes to the Association;
 - To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
 - 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;
 - 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;
 - 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;

- In an emergency threatening an individual's life, health, or security (The Association will inform the individual of the disclosure);
- To an archival institution;
- 20 years after the individual's death or 100 years after the record was created;
- If it is publicly available as specified in the regulations; or
- If otherwise required by law.

34.5 Challenging Compliance

34.5.1 Challenges – An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.

34.5.2 Procedures – Upon receipt of a complaint the Association will:

- Record the date the complaint is received;
- Notify the Vice President who will serve in a neutral, unbiased capacity to resolve the complaint;
- 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;
- Appoint an investigator using the Association personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel;
- Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Association;
- Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

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

- Disclosed to the commissioner that the Association has contravened or is about to contravene the Act;
- 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
- Has refused to do or stated an intention of refusing to do anything that is in contravention of the Act.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2014	Tracey Partridge	Policy added

35. Discipline Policy

35.1 Preamble

- 35.1.1 The Sherwood Park Ringette Association (SPRA) is committed to providing a sport environment which is athlete-centered, and which is characterized by open and clear communication, honesty, fairness, and mutual respect.
- 35.1.2 Membership in SPRA brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules and regulations of SPRA.
- 35.1.3 The SPRA Code of Conduct (Appendix A) identifies the standard of behavior which is expected of members of SPRA. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

35.2 Application

- 35.2.1 This policy applies to all categories of members in SPRA, as well as to all individuals engaged in activities with or employed by SPRA, including, but not limited to, athletes, coaches, officials, volunteers, directors, and executive members.
- 35.2.2 It applies to discipline matters which may occur during the course of all SPRA business, activities and events, including but not limited to, tournaments, training camps, games, practices, meetings and travel associated with these activities.
- 35.2.3 Discipline matters arising within the business, activities or events of Ringette Canada, provincial/territorial ringette associations, teams, or affiliated organizations of SPRA shall be dealt with using the discipline policies and mechanisms of such organizations.

35.3 Disciplinary Procedures - Minor Infractions

- 35.3.1 Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of SPRA will be dealt with by the appropriate person having authority over the situation (i.e. Division Director, Vice President, President, Director of Referees etc.)
- 35.3.2 Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- 35.3.3 The following disciplinary sanctions may be applied, individually or in combination, for minor infractions:
 - 35.3.3.1 Verbal reprimand;
 - 35.3.3.2 Written reprimand to be placed in individual's file;
 - 35.3.3.3 Verbal apology;
 - 35.3.3.4 Hand-delivered written apology;
 - 35.3.3.5 Team service or other voluntary contribution to SPRA;

35.3.3.6 Suspension from the current competition.

- 35.3.4 Other sanctions as may be considered appropriate for the offense as outline by SPRA or Ringette Alberta.
- 35.3.5 Minor infractions which result in discipline shall be recorded using the Incident Report form in Appendix C.

35.4 Disciplinary Procedures - Major Infractions:

- 35.4.1 Examples of major infractions are shown in Appendix B. Any member of SPRA may report to the Vice-President a major infraction using the Incident Report form in Appendix C.
- 35.4.2 Upon receipt of an Incident Report, the Vice-President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.
- 35.4.3 If the incident is to be dealt with as a minor infraction, the Vice-President will inform the appropriate person in authority as described in 35.3.1 and the alleged offender, and the matter shall be dealt with according to Sections 35.3.2 through 35.3.3 of this policy.
- 35.4.4 If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible, and in any event no later than five days from date of receipt of the Incident Report and shall be advised of the procedures outlined in this policy.
- 35.4.5 Major infractions occurring within competition may be dealt with immediately, if necessary, by a SPRA representative in a position of authority (including coaches), provided the individual being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeals provisions of this policy.

35.5 Hearing

- 35.5.1 Within 10 days of receiving the Major Incident Report, the Vice-President (or other chairperson, as appointed by the President) shall appoint three individuals to serve as a Disciplinary Panel. Where ever possible, those individuals on the panel should include the Division Director, Technical Director Division Coordinator or President.
- 35.5.2 The Disciplinary Panel shall hold the hearing as soon as possible but not more than 21 days after the Incident Report is first received by the Vice-president.
- 35.5.3 The Disciplinary Panel shall govern the hearing as it sees fit, provided that:
 - 35.5.3.1 The individual being disciplined shall be given ten days written notice (by courier or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone;
 - 35.5.3.2 The individual being disciplined shall receive a copy of the Incident Report;

- 35.5.3.3 Chairperson for the panel shall be the Vice President. In the absence of the Panel, the panel shall select from among themselves a Chairperson;
 - 35.5.3.4 A quorum shall be all three Panel members;
 - 35.5.3.5 Decisions shall be by majority vote and the Chair carries a vote;
 - 35.5.3.6 The individual being disciplined may be accompanied by a representative;
 - 35.5.3.7 The individual being disciplined shall have the right to present evidence and argument.
- 35.5.4 The hearing shall be held in private and only discussed among members of the Panel to ensure the utmost confidentiality is maintained for SPRA members.
 - 35.5.5 The Panel may request that witnesses to the incident be present or submit written evidence.
 - 35.5.6 Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.
 - 35.5.7 The Disciplinary Panel shall render its decision, with written reasons within five days of the hearing. A copy of this decision shall be provided to all of the parties to the hearing and the Vice-president.
 - 35.5.8 The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SPRA policy, such as those dealing with harassment, personnel or event-specific matters.
 - 35.5.9 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
 - 35.5.10 If the individual being disciplined does not participate in the hearing, the hearing shall proceed without them.

35.6 Sanctions

- 35.6.1 The Disciplinary Panel may apply the following disciplinary sanctions individually or in combination, for major infractions:
 - 35.6.1.1 Written reprimand to be placed in individual's player record;
 - 35.6.1.2 Hand-delivered written apology;
 - 35.6.1.3 Forfeiture of certain games;
 - 35.6.1.4 Suspension from certain SPRA events which may include suspension from the current competition or from future teams or competitions;
 - 35.6.1.5 Suspension from certain SPRA activities (i.e. competing, coaching or officiating) for a designated period of time;
 - 35.6.1.6 Suspension from all SPRA activities for a designated period of time;
 - 35.6.1.7 Expulsion / Release from SPRA;
 - 35.6.1.8 Other sanctions as may be considered appropriate for the offense.
- 35.6.2 The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SPRA policy, such as those dealing with harassment, personnel or event-specific matters.

- 35.6.3 Unless the Disciplinary Panel decides otherwise, any disciplinary sanctions shall commence immediately.
- 35.6.4 In applying sanctions, the Disciplinary Panel may consider the following aggravating or mitigating circumstances:
 - 35.6.4.1 The nature and severity of the offense;
 - 35.6.4.2 Whether the incident is a first offense or has occurred repeatedly;
 - 35.6.4.3 The individual's acknowledgment of responsibility;
 - 35.6.4.4 The individual's extent of remorse;
 - 35.6.4.5 The age, maturity or experience of the individual; and
 - 35.6.4.6 The individual's prospects for rehabilitation.
- 35.6.5 Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense shall face automatic suspension from SPRA for a period of time corresponding to the length of the criminal sentence or suspended sentence imposed by the Court, and may face further disciplinary action by SPRA in accordance with this policy.

35.7 Appeals Procedure

- 35.7.1 Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of SPRA.

36. Harassment Policy

Note: For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

36.1 Preamble

- 36.1.1 SPRA is committed to providing a sport environment which promotes equal opportunities and prohibits discriminatory practices.
- 36.1.2 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada.
- 36.1.3 Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

36.2 Application

- 36.2.1 This policy applies to all categories of members in SPRA, as well as to all individuals engaged in activities with or employed by SPRA, including, but not limited to, athletes, coaches, officials, volunteers, directors, and executive members.
- 36.2.2 This policy applies to harassment which may occur during the course of all SPRA business, activities and events, including but not limited to, tournaments, training camps, practices, and games. It also applies to harassment between individuals associated with SPRA but outside ringette business, activities, and events when

such harassment adversely affects relationships within SPRA's work and sport environment.

- 36.2.3 Discipline matters arising within the business, activities, or events of provincial/territorial ringette associations, teams, or affiliated organizations of SPRA shall be dealt with using the discipline policies and mechanisms of such organizations.

36.3 Definitions

- 36.3.1 Harassment can generally be defined as a comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

- 36.3.2 For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- Such conduct has the purpose or effect of interfering with an individual's performance; or
- Such conduct creates an intimidating, hostile or offensive environment.

- 36.3.3 Types of behavior which constitute harassment include, but are not limited to:

- Written or verbal abuse or threats;
- The display of visual material which is offensive or which one ought to know is offensive;
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks; body, attire, age, race, religion, sex or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect the sport environment;
- Practical jokes which cause awkwardness or embarrassment endangering a person's safety or negatively affecting performance;
- Unwanted physical contact including touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations;
- Physical or sexual assault.

36.4 Confidentiality

- 36.4.1 SPRA recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment. SPRA recognizes the interests of both the complainant and the respondent in keeping the matter confidential except where such disclosures are required by law. This shall not preclude publication of the final outcome of any matter.

36.5 Complainant Procedure

- 36.5.1 A person who experiences harassment is encouraged to make it known to the respondent that the behavior is unwelcome, offensive and contrary to this policy.
- 36.5.2 If confronting the respondent is not possible, or if after confronting the respondent the harassment continues, the complainant should request a meeting with an official of SPRA (for the purposes of this policy, an "official" may be a member of the Executive, a Committee member, a team manager, a coach or any other person in a position of authority).
- 36.5.3 Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another SPRA official.
- 36.5.4 There are three possible outcomes to this meeting of complainant and official:
- It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
 - The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
 - The complainant may decide to lay a formal written complaint in which case the official shall advise the Vice-president of SPRA, who shall appoint an independent individual to conduct an investigation of the complaint.
- 36.5.5 Ideally, the person(s) conducting the investigating should be a person experienced in harassment matters and may be an outside professional. He or she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the Vice-president.
- 36.5.6 Within seven days of receiving the written report of the Investigator, the Vice-president shall appoint three individuals to serve as a Panel.
- 36.5.7 Harassment complaints occurring within competition may be dealt with immediately, if necessary, by a SPRA representative in a position of authority, provided the respondent is told of the nature of the complaint and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeals provisions of this policy.

36.6 Hearing

- 36.6.1 A hearing shall take place in accordance with the process set out in SPRA's Discipline Policy, and in addition:
- The complainant and respondent shall each receive a copy of the Investigator's report;
 - Subject to Section 36.6.2, the complainant shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel;

- The respondent may choose to attend or not attend the hearing; however, in the absence of the respondent, the hearing shall proceed;
 - The Investigator may attend the hearing at the request of the Panel.
- 36.6.2 If at any point in the proceeding, the complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive to continue the review of the complaint in accordance with this policy. In such instances, SPRA shall take the place of the complainant.
- 36.6.3 As soon as possible, but no later than 21 days prior to the hearing, the Panel shall present its findings in a report to the Vice-president Administration with a copy to be provided to both the complainant and respondent. This report shall contain:
- A summary of the relevant facts;
 - A determination as to whether the acts outlined by the complainant constitutes harassment as defined in this policy;
 - Recommended disciplinary action against the respondent if the acts constitute harassment; and
 - Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- 36.6.4 If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report may recommend disciplinary action against the complainant.

36.7 Sanctions

- 36.7.1 When recommending appropriate disciplinary sanctions, the Panel shall consider factors such as:
- The nature and severity of the harassment;
 - Whether the harassment involved any physical contact;
 - Whether the harassment was an isolated incident or part of an ongoing pattern;
 - The nature of the relationship between the complainant and respondent;
 - The age of the complainant;
 - Whether the respondent had been involved in previous harassment incidents;
 - Whether the respondent admitted responsibility and expressed a willingness to change;
 - Whether the respondent retaliated against the complainant.
- 36.7.2 In recommending disciplinary sanctions, the Panel may consider the following options individually or in combination, depending on the nature and severity of the harassment:
- Verbal apology;
 - Written apology;
 - Letter of reprimand from the Association;
 - A fine or levy;

- Referral to counseling;
- Removal of certain privileges of membership;
- Temporary suspension;
- Expulsion from Association.

36.7.3 Failure to comply with a sanction as determined by the Panel shall result in automatic suspension in membership from SPRA until such time as the sanction is fulfilled.

36.7.4 Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, or sexual assault, shall face automatic suspension from SPRA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by SPRA in accordance with this policy.

36.8 Appeals Procedure

36.8.1 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel, in accordance with SPRA's Appeals Policy.

37. Appeals Policy

37.1 Definitions

37.1.1 MEMBER refers to all categories of members in SPRA, as well to all individuals engaged in activities with or employed by SPRA, including but not limited to, athletes, coaches, officials, volunteers, directors, and executive members.

37.1.2 APPELLANT refers to the member appealing a decision.

37.1.3 RESPONDENT refers to the body whose decision is being appealed.

37.2 Scope of Appeal

37.2.1 Any member of SPRA who is affected by a decision of any Committee of the Executive, or of any body, panel or individual who has been delegated authority to make decisions on behalf of the Executive, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 37.4.1 of this policy. Such decisions may include, but are not limited to carding, harassment, selection and discipline. For greater clarity in issues regarding carding (whether or not a player is of caliber for a specific team), a difference of opinion between the views of an evaluation committee and some other person or group does not constitute basis for an appeal, unless conditions detailed in 37.4.1 below are in existence.

37.2.2 This policy shall not apply to matters relating to the rules of ringette, which may not be appealed.

37.3 Timing of Appeal

- 37.3.1 Members who wish to appeal a decision shall have 21 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, to the Vice-president Administration of SPRA.
- 37.3.2 Any party wishing to initiate an appeal beyond the 21day 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 21day period shall be at the sole discretion of the President and is not subject to appeal.

37.4 Grounds for Appeal

- 37.4.1 A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:
- Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - Failing to follow procedures as laid out in the by-laws or approved policies of SPRA;
 - Making a decision which 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;
 - Exercising its discretion for an improper purpose; and
 - Making a decision which was grossly unreasonable.

37.5 Screening of Appeal

- 37.5.1 Within three days of receiving the notice of appeal, the Vice-president shall decide whether or not the appeal is based on one or more of the categories of errors by the respondent as set out in Section 37.4.1. The Vice-president shall not determine if the error has been made, only if the appeal is based on such an allegation of error by the respondent. In the absence of the Vice-president, a member of the Executive shall perform this function.
- 37.5.2 If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing giving reasons. This decision is at the sole discretion of the Vice-president and may not be appealed.

37.6 Appeals Panel

- 37.6.1 If the Vice-president is satisfied that there are sufficient grounds for an appeal, within ten days of receiving the original notice of appeal he or she shall establish an Appeals Panel (the "Panel") as follows:
- The Panel shall be comprised of three individuals who shall have no significant relationship with the affected parties', shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict;
 - At least one of the Panel's members should be from among the appellant's peers, if practical;

- The appellant shall be given the opportunity to recommend the peer member on the Panel, provided that member satisfies criteria of 37.6.2.
- Should the appellant not recommend the Panel member as set out in 37.6.4 above within five days, the Vice-president Administration shall appoint the peer member of the Panel.

37.7 Preliminary Conference

- 37.7.1 The Panel may determine that the circumstances of the dispute warrant a preliminary conference:
- 37.7.2 The matters which may be considered at a preliminary conference include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings.
- 37.7.3 The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

37.8 Procedure for the Appeal

- 37.8.1 The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:
- The appeal hearing shall be held within 21 days of the Panel's appointment;
 - The appellant, respondent and affected parties shall be given 14 days written notice of the date, time and place of the appeal hearing;
 - The Panel's members shall select from themselves a Chairperson;
 - A quorum shall be all three Panel's members;
 - Decisions shall be by majority vote, where the Chairperson carries a vote;
 - Copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least five days in advance of the hearing;
 - Any of the parties may be accompanied by a representative or advisor including legal counsel;
 - If the matter under appeal relates to team selection, any person potentially affected by the decision of the Panel shall become a party to the appeal;
 - The Panel may direct that any other individual participate in the appeal;
 - In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members;
 - Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.
- 37.8.2 In order to keep costs to a reasonable level, the Panel may conduct the appeal by means of a conference call or video conference.

37.9 Appeal Decision

37.9.1 Within seven days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

- To void or confirm the decision being appealed;
- To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
- To refer the matter back to the initial decision-maker for a new decision; and
- To determine how costs of the appeal shall be allocated, if at all.

37.9.2 A copy of this decision shall be provided to each of the parties and to the President.

37.10 Timelines

37.10.1 If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the disputes are such that the appeal cannot be concluded within the timelines indicated in this policy, the Panel may direct that these timelines be extended.

37.11 Documentary Appeal

37.11.1 Any party to the appeal may request that the panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or in-person hearing.

37.12 Arbitration

37.12.1 All differences or disputes shall first be submitted to appeal pursuant to the appeals process set out in this policy. If any party believes the Appeals Panel has made an error such as those described in Section 5 of this Policy, the matter shall be referred to arbitration, such arbitration to be administered under The Zone Administration or Ringette Alberta, or by another independent body agreeable to the parties.

37.12.2 Should a matter be referred to the Zone or Ringette Alberta, all parties to the original appeal shall be parties to the arbitration.

37.12.3 The parties agree the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

37.13 Location and Jurisdiction

37.13.1 Any appeal shall take place within the associations boundaries unless held by way of telephone conference call or held elsewhere as may be decided by the Panel as a preliminary matter.

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- 37.13.2 This policy shall be governed and construed in accordance with the laws of the Province of Alberta.
- 37.13.3 No action or legal proceeding shall be commenced against SPRA, or executive member in respect of a dispute, unless SPRA has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in this policy.

Appendix A - Code of Conduct

SPRA is committed to providing an environment in which all individuals are treated with respect. Furthermore, SPRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of SPRA. Members will be subject to sanctions according to SPRA's Discipline Policy for engaging in any of the following behavior:

- (a) Any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors;
- (b) Verbally or physically abusing an official, or an opposing team member preceding, during or following a game;
- (c) Showing disrespect to the officials, including the use of foul language and obscene or offensive gestures;
- (d) Not complying with the rules, regulations, or policies of SPRA, as adopted and amended from time to time;
- (e) Any behavior on or off the ice which in the judgment of the person in authority, places the integrity of the event or SPRA in question;
- (f) Deliberately disregarding the Ringette Alberta or SPRA Rules as amended from time to time.
- (g) Verbally or physically abusing a member of a bench staff, member of the SPRA Executive or any SPRA ringette player immediately preceding, during or following a SPRA event including but not limited to games, practices, tournaments, evaluations, and tryouts.
- (h) Athletes or Family member's intent to use Social Media in a conduct that negatively impacts any member of SPRA or any Association with in the Ringette Communities.
- (i) The SPRA Code of Conduct shall govern all disciplinary matters within our association to the extent that it conflicts with or augments the Code of Conduct of the Alberta Ringette Association or Ringette Canada but shall not supersede or replace elements of the Zone bylaws or Ringette Alberta By-Laws.

Appendix B - Infraction Incident Examples

Examples of minor infractions:

- (a) A single incident of disrespectful, offensive, abusive, racist, or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- (b) Unsportsmanlike conduct such as angry outbursts or arguing.
- (c) A single incident of being late for or absent from SPRA events and activities at which attendance is expected or required.
- (d) Non-compliance with the rules and regulations under which SPRA events are conducted, whether at the local, provincial, national, or international level.

Examples of major infractions:

- (a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- (b) Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
- (c) Knowingly participating while ineligible.
- (d) Knowingly competing with players who have been disqualified.
- (e) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- (f) Repeated incidents of being late for or absent from SPRA events and activities at which attendance is expected or required.
- (g) Activities or behavior which interferes with a competition or with any athlete's preparation for a competition.
- (h) Pranks, jokes or other activities which endanger the safety of others.
- (i) Deliberate disregard for the rules and regulations under which SPRA events are conducted, whether at the local, provincial, national, or international level.
- (j) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
- (k) Any use of alcohol by minors.
- (l) Use of illicit drugs and narcotics.
- (m) Use of banned performance enhancing drugs or methods.

Appendix C - Incident Report

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

In the view of the writer this incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident

Description of the incident (please be concise, accurate and nonjudgmental - use additional paper if necessary):

Names of individuals who observed the incident

Disciplinary action which was taken (if applicable):

Signature of Writer: _____ Date: _____

Appendix D - Alternate Fee Payment Request

Sherwood Park Ringette Association Request for Alternate Fee Payment

Name of player: _____

Division: _____

Please provide a brief explanation of the reasons for your request:

I acknowledge that I have read the Sherwood Park Ringette Association Alternate Fee Payment Policy and meet the criteria for Alternate Fee Payment.

Signature

Relationship to Player

Date

Appendix E - Criminal Record Check Letter

SAMPLE

To: The Royal Canadian Mounted Police
Sherwood Park Detachment
911 Bison Way
Sherwood Park, Alberta

September 9th, 20XX

The Sherwood Park Ringette Association is now in the process of selecting coaches and assistant coaches for the 20XX – 20YY ringette season. As the programs which are provided by Sherwood Park Ringette are youth-oriented programs, we have decided to request that all volunteer team officials provide a Criminal Record Check to the Division Director prior to the final selection of coaches. All assistant coaches and managers will also be asked to provide a Criminal Record Check. This is in keeping with the due diligence exhibited by many minor sports associations in our community.

The Sherwood Park Ringette Association requests that the holder of this letter, _____, have a Criminal Record Check done so that he may apply to be a coach, assistant coach, or manager for a team registered with the Sherwood Park Ringette Association.

President
Sherwood Park Ringette

Appendix F – Referee Fees

Referee Equipment Reimbursement

Helmets - to second year referees to a maximum of \$100.00

Referee Fees

Fees for referees will be determined periodically and will reflect and consider fees charged by other organizations.

Traveling allowance

Referees will be paid per trip traveled, for games outside Sherwood Park.

Revision Log:

Date Revised	By Who	Summary of Changes
March 2011	Pam Sims	Helmet reimbursement updated

Appendix G – Code of Conduct

Code of Conduct for Players & Families

SPRA is committed to providing an environment in which all individuals are treated with respect. Furthermore, SPRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of SPRA. Members will be subject to sanctions according to SPRA's Discipline Policy for non-compliance of the following:

- I will not abuse or harass any official, opposing team member, team mate, parent, member of the coaching staff or SPRA Executive.
- I will not show disrespect to the officials, including the use of foul language and obscene or offensive gestures.
- I will comply with the rules, regulations and policies of SPRA.
- I will ensure any behavior on or off the ice shows integrity to the event and SPRA.
- I will not deliberately disregard the Ringette Alberta or SPRA Rules.
- I will not engage in any conduct detrimental to the game of ringette, including but not limited to, abusive use of alcohol, non-medical use of drugs, and use of alcohol by minors.
- I will represent SPRA with pride and will not use Social Media (such as but not limited to Facebook, Twitter, Instagram) to disrespect, harass, or intimidate others.
- I will only post appropriate, positive social media content which is consistent with the values of SPRA.
- I will not take photographs or videos in the locker room.

- The SPRA Code of Conduct shall govern all disciplinary matters within our association to the extent that it conflicts with or augments the Code of Conduct of the Alberta Ringette Association or Ringette Canada, but shall not supersede or replace elements of the Zone bylaws or Ringette Alberta By-Laws.

My family and I agree to this code of conduct, and will follow it.

Athlete: _____ Signature: _____
Family Representative Signature: _____ Date: _____

All information on SPRA's Policies, Values and Code of Conduct can be found on our website under the About Us tab

Appendix H - Position Descriptions

PRESIDENT

(January 2006)

This is a voting position (*only in the event of a tie*).

- co-signee with Secretary and Treasurer
- attend SPRA executive committee meetings
- represent SPRA at Ringette Alberta annual general meetings
- preside over all executive meetings
- prepares list of meeting agenda items
- ensure all executive members fulfill their obligations
- ensure a quorum is available for meetings
- accept telephone calls on behalf of the Association

PAST-PRESIDENT

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- provide guidance to all members of the SPRA Executive
- maintain the Sherwood Park Ringette Policy and Procedures Manual

VICE-PRESIDENT

(Last Updated February 2016)

This is a voting position.

- maintain one other executive or committee function
- assist President in execution of Association business
- fulfill duties of the President in his/her absence
- prepare Schedule of Events for ringette season
- coordinate and oversee Selection Committees
- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meetings
- ensure that a Manager's training program is provided before Oct. 15th each season
- responsible for handling complaints, appeals, and disciplinary items

SECRETARY

(Last Updated January 2015)

This is a voting position.

- Co-signee with President and Treasurer
- May represent SPRA at Ringette Alberta annual general meetings
- Maintain SPRA records and files
- Attend SPRA executive committee meetings:
 - inform committee members of upcoming meetings
 - prepare meeting agendas
 - report on Association correspondence
 - record, type and distribute Minutes
- Maintain list of Motions arising from meetings
- Ensure list of executive committee members are current (names, addresses, telephone, etc.)
- Ensure executive committee job descriptions are current prior to SPRA Annual General Meeting
- Ensure new executive have copies of their job descriptions, SPRA policies and procedures, Zone 5/BGL policies and procedures, etc.
- Have possession of SPRA mailbox key
- Update Guidelines and Procedures Manual
- Coordinate distribution of Criminal Records Check requests and subsequent follow up

TREASURER

(Last Updated January 2017)

This is a voting position.

Time required varies from 5-10 hours per month.

- Co-signee with President and Secretary
- Attend SPRA executive committee meetings
- May represent SPRA at Ringette Alberta annual general meetings
- Assist with setting registration fee amounts
- Assist with establishing annual budget
- Perform bookkeeping and maintain all financial records of the Association.
 - Computer required. SPRA uses Quickbooks Pro 2016
 - Open and maintain accounting records for any new bank accounts that may be required
 - SPRA General, Casino and other fundraising bank accounts as required
 - Pay all approved Association bills ~400 - 500 manual cheques per year
 - Create and send all accounts receivable invoices
 - Collect and deposit all SPRA receipts into appropriate SPRA bank accounts
 - Prepare all necessary reconciliations:
 - Monthly:
 - bank accounts
 - credit card clearing
 - as required:
 - Accounts receivable
 - Investments
 - Revenue to Member count
 - Monitor account balances and advise the executive if there are concerns with achieving the budget.
 - File Association's Annual Return with the Societies Branch, Alberta Municipal Affairs

Prepare Financial reports:

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- Provide financial information to the executive at monthly meetings
- Prepare a forecast at mid-year for the executive, to project if there will be a deficit or surplus at year-end
- Prepare financial statements at year end (June 30), and have them reviewed by two non-voting members of the Association
- Support tournaments (Platinum Ring/ provincials' hosting etc.) with cash floats, cash handling procedures, accounting and financial reports
- Prepare a financial report of actual revenues and expenses compared to budget (and or forecast), for information purposes, for the Annual General Meeting
- Provide finalised and approved financial statements for prior fiscal year end at the Annual General Meeting

Collect mail throughout season.

Maintain stock of cheque, stamps, and other required office supplies

ACTIVE START/U10 DIRECTOR

(Last Updated February 2017)

This is a voting position.

- responsible for organizing U10 for SPRA
- Liaising with with Active Start Coordinator
- attend SPRA executive committee meetings
- work with Registrar and A/B Director to organize fall registration
- work with age group co-coordinators to organize player evaluation and team formation
- advise the Coaching Selection Committee in coach recruitment and selection
- maintain communication between SPRA, Coordinators and Coaches.
- address parent and coaches issues as they arise in a timely and effective manner

Annual Schedule of Activities

March

- attend 'turnover' meetings with current executive

April

- ensure coordinator positions for the following year are filled. Also, begin preparing agenda for improvements in the next year. Coach evaluations **should be** reviewed with the coaches with key points summarized for executive review.

July

- obtain early player count from Registrar in late July

August

- Liaise with U10/Active Start Coordinators
- Key Agenda items:
 - Introductions
 - Clarify Roles of Coordinators – Active Start and U10
 - Review Preliminary Schedule for Player Evaluations
 - Review Evaluation needs (so Coordinators can assist in finding coaches if required)
 - Review Evaluation protocol; address outstanding concerns
 - Develop volunteer list for Evaluations
 - Active Start – work with coordinator to assign ice times and groups.

September

- Evaluations will begin.
- final coaching selection should only take place after Evaluation is complete, however, some leg work needs to be done early to identify possible coaches. It is important to follow proper procedure with formal team selection.
- Ensure that U10 teams at each Step are balanced to the best of SPRA's ability using best practices and guidance from Ringette Alberta
- Work with Active Start Coordinator to ensure program is ready to roll out and final preparations are complete.

October

- League play will begin after the October long weekend for U10. At this point, grading and team

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- selection will be complete.
- Active Start ice times will begin after October long weekend. Maybe a ice time prior to set the stage for groups.
- Coaches Meeting held in the first week in October. Work with A/B Director to ensure all agenda items are documented and reviewed. U10 Director to discuss fair play within these divisions
- Organize affiliate player selection and communicate them with teams.

November/January

- Check-in with teams in the organization to check on how things are going

January

- Liaise with the Active Start Coordinator to begin preparing for year end Jamborees for Active Start 1 and 2
- Secure ice for Jamboree with ice allocator.

February

- Prepare year-end player evaluation documents; ensure their distribution to all U10 teams.

MARKETING COORDINATOR (Last Updated February 2016)

This is not a voting position

- attend SPRA executive committee meetings
- represent SPRA at Ringette Alberta annual general meetings
- organize and promote Come Try Ringette Events (early September)
- execute Come Try Ringette Event
- act as liaison for SPRA in Ringette Alberta Marketing Initiative – attend meetings, and coordinate marketing plan actions where SPRA will be involved.
- work closely with webmaster to make sure all information is made available to the public
- place advertising in Recreation and Parks Guide once a year to announce registration information
- make sure that banners for provincial winners get displayed in GARC
- update display case in Arena
- The Annual General Meeting is held in the spring each year and an announcement must be made publicly at least 21 days prior to the meeting.

WEBMASTER

(Last Updated January 2015)

This is not a voting position.

- attend SPRA executive committee meetings
- create and update ringette information on a regular basis – working closely with SPRA executive, coaches, parents, and player and outside visitors to the site
- must have knowledge of website design and maintenance
- work with Platinum Ring Tournament team to display information
- manage tournament website, design and maintenance
- design appropriate logos, signage, and or media as required
- long term strategy for online presence and maintenance
- guide and strategize hosting commitments and technical requirements
- update tournament site as required
- maintain and update email accounts for executive
- provide electronic materials for printing as required

BLACK GOLD LEAGUE DIRECTOR

(Last Updated February 2016)

This is a voting position.

- attend SPRA executive committee meetings
- attend and represent SPRA at BGL meetings
- may represent SPRA at Ringette Alberta semi-annual and annual general meetings
- participate actively and productively at BGL, communicating decisions made at SPRA meetings which affect BGL
- coordinate entry of Sherwood Park teams into BG league
- liase between SPRA and BGL

DIVISION DIRECTOR – U12, U14, U16/U19

(Last Updated February 2017)

This is a voting position.

- Responsible for organizing house league for SPRA – U12-U19 divisions.
- Work in coordination with executive members (i.e. AA Director, U10 Director, Equipment Director, Registrar, etc.) as there is crossover/overlap with items such as ice requirements, volunteers for player evaluations, coach selection, goalies, player lists, data analysts, other associations, etc.
- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta (RAB) Annual General Meetings.
- Attend Zone 5/BGL Annual General Meeting.
- Work with Registrar to organize registration.
- Organize player grading and team formation.
- Assist and/or lead the Coaching Selection Committee with coach recruitment and/or selection.
- Maintain communication between SPRA.
- Address any issues as they arise in a timely and effective manner.
- Work within a budget provided by the Treasurer.
- Review and leverage workload for areas of responsibility with the Assistant AB Director.

Schedule of Activities:

March-April

- Attend “turnover” meetings with current executive.
- Provide all pertinent information to new AB Director, if applicable.
- Work with executive to review/plan ahead for next season. Secure potential resources if needed (i.e. UAA).

April

- Ensure division Coordinator positions are filled for the following year, if applicable.
- Prepare list of items regarding improvements for the following season (re: lessons learned).
- Share Coach Evaluations with coaches and summarize key points for executive review. Address any serious concerns with coaches.

May-June

- Assist the Registrar and/or other executive members with registration for following season.
- Attend in-person registration(s), if applicable.

July

- Work with Ice Allocator to organize ice schedules for Shiny/Evaluations for the upcoming season.
- Review/update U12-19 Evaluation Guidelines & Process. Ensure this is on the website and communicated.

August

- Meetings (re: Coordinators), if applicable.
Key agenda items:
 - Clarify roles and responsibilities of Coordinators and A/B Director.

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- Review preliminary schedule for player evaluations.
 - Review coaching needs (leverage Coordinators to assist in recruiting coaches, if required).
 - Review grading process and plan ahead to bring in resources as needed (i.e. UAA, volunteers).
 - Develop volunteer list for player evaluation sessions.
 - Spreadsheet and data analyst.
 - List action items and maintain a log (to ensure all items are completed).
- Obtain a preliminary player count for upcoming season.
 - Communication to players/parents/executive - this is paramount.
 - Review coaching applications. Identify potential coaches for upcoming season. If there are any coaching application deficits then solicit requests for coaches, as needed.
 - Review registrations to identify any potential problem areas (i.e. lack of coaches, goalies, # of players, etc.).
 - Ensure criteria listed in the Policies and Procedures Manual is followed.
 - Work closely with the Assistant AB Director to conquer and divide workload.
 - Identify evaluation resource requirements – volunteers, player evaluators, goalie evaluators, IT, etc.
 - Check community school-year calendars and aim to coordinate timelines for player evaluations, if possible.
 - Ice resources and schedules to be confirmed for evaluations and communicated to appropriate areas (i.e. outside evaluators for UAA testing).

September

- Work closely with Registrar and items to be reviewed – players from other associations, AA teams, requests (i.e. player movement, friend, etc.), team viability, etc.
- Evaluations should begin after the September long weekend.
- Confirm volunteers, evaluators (this may include goalie evaluators, bench helpers, pinnie helpers, etc.).
- Work closely with the data analyst to ensure IT resources are working.
- Creation and coordination of player/pinnie/evaluation sheets. This may include grouping players appropriately for maximum efficiency of resources.
- Ensure data is being entered in a timely manner.
- Communicate and meet with Coordinators to ensure action items are completed (if applicable).
- Coaching confirmation should only take place after player evaluations are complete. Critical judgment is needed in this area and it is paramount to follow Policy and Procedure with formal team selection.
- Identify and assist with the creation of teams. Need to be mindful of number of players per team, goalies, number of teams per division, breakdown of A, B and C tiering (see RAB-P&P), RAB Universal Athletic Assessment (UAA) criteria, etc.
- Affiliate players - based on evaluation data, identify and submit player names to teams. Include communication and forms for processes (re: RAB Policies and Procedures).

October

- League play begins in October. Player evaluations/team selections need to be complete by this time.
- Coach meeting is held after teams have been created, usually in the first week of October. A/B Director or designate will chair meeting. Vice-President will schedule meeting and book room. Work closely with the Secretary in preparation for this meeting.

November-January

- Work with the Registrar regarding hard cards, as needed.
- Address and concerns from teams in the organization and touch base on how things are going.
- Assist with any items related to team movement – BGL/RAB.
- Communication regarding play-downs and provincials as needed.

February

- Prepare report for upcoming Annual General Meeting.
- Ensure coaching evaluations/survey is distributed.
- Work with executive on any new items to be added to season for approval (i.e. year-end evaluations).
- Brief coaches on potential year-end player evaluations, if needed. Collect and collate player evaluation forms.
- Finalize budgetary items and submit to Treasurer for re-imbusement, as needed.

March-April

- Evaluate success/lessons learned and formulate for next year's plan.
- Collect and collate coach evaluation survey/forms.
- Attend SPRA AGM

AA DIRECTOR

(Last Updated January 2016)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting
- provide updates to/from SPRA regarding AA events and encourage AA participation
- Work with Zone 5/BGL AA Association with respect to try outs and player releases and affiliates

REGISTRAR

(Last Updated February 2016)

This is a voting position.

- attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta and annual general meeting
- provide registration information throughout the year (by email, in person, etc.)

Pre-Ringette Season (usually May):

- advance mail out of registration forms to previous year's players

Registration Day (late May/early June – one date):

- attend registration and accept registrations (recruit assistance as needed)
- ensure registration forms have complete player information (year of birth, years of experience - ringette/hockey, waiver of liability, volunteer positions, etc.) and complete payments (registration fees)
- note method of payment and level of player
- note special circumstances (e.g. AA tryouts, etc.)
- provide Treasurer with copy of all registration forms with registration and fundraising cheques attached within two weeks of receipt.
- enter registration information into RAB-compatible spreadsheet for later submission to RAB

After Registration Forms are completed:

- sort by level (e.g. Active Start, U10, U12, U14, U16, U19 and 18+)
- update executive on registration numbers/team sizes
- update AA director on names of people who indicated interest in coaching
- forward division-appropriate registrant information to applicable coordinators prior to player evaluation dates

After Team Selections:

- set up email contact list for each division for mass membership contact throughout the season

Throughout Season:

- update registration information and team lists as necessary
 - report to Executive on registration statistics
 - provide Treasurer with accurate registration count (to include players, coaching staff and referees)
- liaise with Executive and Ringette Alberta to complete on-line provincial registration forms

ICE ALLOCATOR

(Last Updated February 2017)

This is not a voting position.

General

(This position may be provided with an honorarium, approved annually at the AGM)

- may attend SPRA executive committee meetings
- may represent SPRA at Ringette Alberta annual general meeting

Equipment Required

- access to PC with spreadsheet software
- e-mail capabilities
- easy access by phone (answering machine, available for calls)

Duties

- Input games from BGL and schedule practices based on SPRA ice slots available.
- convert the SPRA winter contract ice slots into a useable ice allocation spreadsheet schedule (Oct – Mar)
- forward game ice slots to Zone (in format specified by BGL) for league play (3x's – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- receive and input Zone league schedule into ice allocation spreadsheet schedule (3x's – 1st half season, 2nd half season, playoffs (for U10S2 and S3 only) and provincial playdowns (U12 – U19))
- schedule practice times based on league schedule from Zone attempting to manage a fair distribution of early morning weekend slots (6:00 a.m., 7:00 a.m.), early (4:00 p.m.) and late (>= 9:30 p.m.) weekday slots, and less desirable rinks (Moyer, Broadmoor)
- update schedule for other SPRA teams, activities, associated teams (i.e. Zone 5/BGLAA team, OPEN teams, Active Start teams, NRL Rush team, U10/U12 Power Skating sessions with Donna Stewart, U10/U12 Goalie sessions, U10-3-1 to U14A/B Development camp sessions with Quantum Speed, Coach Development for all teams with Lorrie Horn, etc.)
- distribute ice schedule to all teams after updates keeping managers and coaches informed
- send out weekly Flood Schedule to county rink staff
- Coordinate reschedules of games and notify referee allocator, BGL, home and away teams
- manage schedule changes/requests due to tournaments, snow storms, etc., submit league game schedule requests via BGL website and ensure all parties are notified (referees, coaches and managers) of changes
- cancel ice when not required in accordance with County policies and send Returned Ice back to County using provided template
- liaise with the County and other minor ice users to facilitate tournaments (ice exchanges to obtain additional ice for SPRA's PRT tournament (Oct)
- contact County in February to purchase and select ice for grading and team selection in September Approx. 26 - 30 hours are needed. This is outside our normal allocation and at the regular fee. The A&B League Director will organize the division of this ice between the divisions
- schedule ice for U14AA friendship tournament (if required)
- schedule ice for U10-S1 and AS-1/2 wrap up Jamborees (Mar)
- convert the SPRA summer Ice contract into a useable spreadsheet schedule (May – Aug)
- check and double-check your work utilizing an Assistant Ice Allocator (if possible) to avoid mistakes
- attend Ice Allocation User Group Meetings and ensure Sherwood Park Ringette receives fair share of ice through negotiation with other league ice allocators
- coordinate the checking and signing of ice contracts with the County

FUNDRAISING DIRECTOR

(Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings
- Responsible for organizing a fundraising committee on behalf of SPRA to provide fundraising opportunities to its members.
- Ensure all fundraising efforts comply with Alberta Gaming and Liquor Commission regulations.
- Present fundraising ideas (approved by SPRA executive) and implement for each season
- Inform the association members of their commitment requirements and keep a record of all participants.

Annual Schedule of Activities

- March
 - Attend "Turnover" meeting with current executive.
- April
 - Notify AGLC with an updated copy of the SPRA Board contact list.
 - Strongly recommend attending GAIN course through AGLC
 - Free and available online or ½ day seminar.
 - This is very helpful in understanding licensing requirements.
 - Especially critical in calendar years where we are hosting a Casino event.
 - Recruit volunteers to assist with the fundraising committee as required.
 - Hold first meeting with committee to discuss fundraising ideas for the upcoming season.
 - Prepare cost and income estimates for fundraising ideas.
 - Ensure proposed events are in compliance with AGLC requirements.
- May
 - Present fundraising ideas and budget to the SPRA Board of Directors
 - Investigate any additional ideas or instruction from the executive.
 - Seek approval from executive for selected fundraising concept.
 - Provide registrar with "letter to association members" to detail fundraising commitment for the upcoming season to be available for early registration.
- June/July
 - Obtain any applicable licenses required from AGLC that are required for the fundraising event.
 - Do not delay as licenses can take 4 to 6 weeks and must be obtained before raffle tickets can be ordered from printing.
- August
 - Hold meeting with committee to ensure implementation of fundraising efforts
 - Key Agenda items:
 - Ensure compliance with Alberta Gaming
 - Ensure all members (parents) are aware of the fundraising requirement
 - Confirm action plan for implementation
 - Provide details to webmaster to update website with any changes
- September/February
 - Execute fundraising efforts
 - Forward list of any non-complying members to registrar/treasurer for processing of fundraising commitment cheques

DIRECTOR OF OFFICIALS (Last Updated March 2017)

This is a voting position.

- Attend SPRA executive committee meetings.
- May represent SPRA at Ringette Alberta annual general meeting.
- In conjunction with the Referee Allocator, select officials for each season and implement a plan to train and develop all officials.
- Train new referees and provide all officials with development opportunities.
- Document games officiated by individual referees.
- Hold two meetings with referees (beginning and end of season) to discuss rule interpretation, development progress, situations, and game issues.
- Liaise with Ringette Alberta regarding official recommendations for Provincials.
- Work with directors in other associations to ensure all games are covered with qualified officials.
- Liaise with Ringette Alberta regarding official game reports.
- Mediate any issues that arrive between coaches, parents, players, and the officials, working with Ringette Alberta when necessary.
- Work with Platinum Ring tournament chair to provide tournament officials.
- Respond to Ringette Alberta information requests.

EQUIPMENT DIRECTOR

(Last Updated January 2017)

This is a voting position.

- maintain inventory of ringette jerseys/equipment (automated/paper based)
- ensure jerseys/equipment is available for pre-season evaluations and/or ad-hoc events (upon notification)
- coordinate and distribute jerseys/equipment to teams at the beginning of the season and/or at any other times throughout the season as needed
- collect equipment deposit cheques from teams/individual players/parents prior to release of jerseys/equipment and transferring of deposit cheques to the treasurer – as required
- responsible for acquiring quotes for jerseys/equipment - as requested
- responsible for coordinating the selection and purchase of jerseys/equipment - as required
- notify the treasurer of purchases/expenses incurred and forward all receipts to him/her as close to the purchase date as possible
- arrange repair/replacement of damaged and/or unused equipment as needed
- monitor and maintain storage facility to include shelving units, keys, cleaning, etc. – coordinate payment of rental facility with the treasurer as needed
- coordinate return of all jerseys/equipment at end of season and/or throughout the year as needed
- responsible for documenting if jerseys/equipment is soiled, lost and/or damaged at time of return and follow processes for same – as required
- responsible for informing treasurer of deposit refund cheques to be shredded or deposited – as required
- may be required to benchmark with other associations, organizations, societies, stores, etc. for best practices, pricing, and/or standards regarding jerseys/equipment
- Source out equipment needs/requirements for short-term basis possibly with other associations (i.e. technical events such as goalie clinics)
- Create/update equipment policy/guidelines as needed
- Will work directly with coaches, players, teams, executive members, businesses, RAB, etc.

DIRECTOR COACH DEVELOPMENT (Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings
- Position requires a skilled, knowledgeable coach
- Serve on Coach Selection Committee
- Serve on Team Selection Committee and assist A&B Director and Division Coordinators as needed
- Serve as director for other coaches, including assisting new coaches with resources
- Organize coaching clinics as required with Ringette Alberta and surrounding associations

Annual Schedule of Activities:

March

Attend "turnover" meetings with current executive

April

Liaise with A & B Director to address any serious concerns with regard to coaching development

May/June

Identify coaching clinic needs and arrange fall coaching clinics in Sherwood Park with Ringette Alberta

August

Work with Vice President with selection of coaches, reviewing certification requirements for each coach.

Work with Division Directors and President to determine coach development programs for the fall.

Coordinate guest speakers

September

Assist Division Directors with grading sessions, finalize coaching staff with Division Directors

Assist Division Directors with Coaches meeting and provide all coaches the requirements for their age/tier.

October

Assist coaches with resources.

Submit program invoices and track program cost

Complete coach's certificate tracking numbers check sheet

Work with Ringette Alberta to ensure all coaches are certified and have submitted documentation.

November-March

Provide assistance to coaches as required

February

Programs evaluation

DIRECTOR of PLAYER DEVELOPMENT (Last Updated February 2016)

This is a voting position.

- Attend SPRA executive committee meetings and any others as needed – coaches meeting, managers meeting, team building meetings, etc.
- May be required to work with A & B Director to develop grading sessions at the beginning of the year, assist with technical advice at grading sessions, and assist with “over-sight” committees as needed.
- Organize power skating and goaltender clinics as required. Review evaluation/feedback from previous season for lessons learned (re: areas that worked well and areas for improvement). This item will need approval by the Association.
- Organize Mentorship and Development Programs.

Annual Schedule of Activities:

March

Attend “turnover” meetings with current executive.

April

Liaise with A & B Director or other executive members to address items of concern regarding player development.

June

Attend “early registration”, if possible, and address any technical items regarding player development.

August

Identify potential power skating and goaltender instructors for clinics. This will need to be broken down into divisions, number of sessions for each division, timelines, etc. Account for ice requirements vs sourcing these out to other groups (re: send goalies to instructional sessions outside of SPRA)..

Obtain quotes from instructor(s) for the year.

Work with A & B Director or other executive members to review grading plans and drills.

Assist A & B Director or other executive members with Coordinators meetings if required.

September

Assist A & B Director or other executive members with grading sessions

Work with ice allocator to schedule power skating and goalie sessions

Finalize power skating and/or goalie clinic contracts

Coordinate Development Program, camps, etc.

October

Provide direction/follow up to maintain proper flow for clinics

Work within a budget, submit program invoices and track program costs

November-December

Work on coordination Mentorship program for the younger teams

Mid-season Review

January- February

Programs evaluation/feedback

ASSISTANT ICE ALLOCATOR

(Last Updated January 2011)

This is a non-voting position.

- this position assists the Ice Allocator in preparation for the Ice Allocator position the following year (see Ice Allocator job description)
- require access to computer, internet, email, and excel
- Attend SPRA meetings
- Potential to attend other meetings in place of Ice Allocator
- Double check work done by Ice Allocator:
 - Double check ice contracts
 - Double check all ice submit to BGL and ensure there are no conflicts
 - Double check the main schedule and graphic schedules for double bookings etc.
 - Double check and ensure that the following are updated on the main and graphic schedules:
 - Practices
 - Games and rescheduled games
 - Tournaments and exhibition games teams are participating in
 - Any clinics or power skating sessions etc.
 - Special requests from teams (e.g. late practice requests etc.)
- Do a weekly schedule for the county of the SPRA ice schedule and send it to the county via email
- Assist with any schedules as requested by Ice Allocator

REFEREE ALLOCATOR

(Last Updated March 2017)

This is a non-voting position.

- Assist the Director of Officials with the selection of referees for each season, and work collaboratively to train and develop referees.
- Using the online assigning system, Arbiter, assign referees to all games within the association (U10 to U14B).
- Help create an appropriate tournament game schedule and assign referees to all games for the Platinum Ring Tournament (U10 to U19A)
- Keep an open line of communication with the Ice Allocator relating to scheduling, game changes and referee needs.
- Communicate all payroll information to the Treasurer three times per year (after the Platinum Ring, after session #1 and after the season) with a copy to Director of Officials.
- Notify the Director of Officials of any problems that occur relating to games, officials, coaches etc.
- Coordinate two season meetings with Officials and Director of Officials.
- Direct questions pertaining to refereeing to the Director of Officials i.e. rule changes.

SPONSORSHIP COORDINATOR

(Last Updated February 2016)

This is not a voting position.

- send letters to all last season's team sponsors, asking for their support again for upcoming season
- follow up with each sponsor canvassed within 14 days, and canvas potential new sponsors, in writing, and follow up with personal visit.
- provide sponsor list to Marketing Coordinator (for inclusion in ringette newsletter and thank you advertising in local papers).
- Provide IT company (Stratomer IT Services) with name of sponsor to be added to website
- Provide sponsor list to organizing committee and Tournament Coordinators for any Provincials or Tournaments we host (for inclusion in the tournament program).
- Contact sponsors and inform them of "appreciation night" (if there is one). Extend an invitation and ensure they are provided with tickets.
- Ensure each sponsor receives a Thank you card or letter of appreciation from the association.
- Provide Sponsorship report at Annual General Meeting

Note:

- examples of all required correspondence for this position are available in the files
- use of a personal computer is recommended

TOURNAMENT DIRECTOR (Last Updated January 2015)

This is not a voting position.

- attend SPRA executive meetings
- responsible for organization and coordination of Platinum Ring tournament including accurate accounting of costs.
- Assist, as required with the organization and coordination of provincial tournaments hosted by SPRA.

TEAM PICTURE COORDINATOR (Last Updated February 2017)

This is not a voting position.

- research and acquire photographer to take team photographs
- liaise with Ice Allocator and set time and location for photo shoot (early in the season)
- confirm teams' rosters with Registrar
- ensure all players wear current jerseys
- ensure delivery of completed photos to all teams

