

# **RINGETTE CALGARY ASSOCIATION**



## **AA OPERATING POLICIES AND PROCEDURES**

Updated October 2<sup>nd</sup>, 2012, with changes noted in red

**AA COMMITTEE**  
**OPERATING POLICIES AND PROCEDURES**

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**SECTION 1: INTRODUCTION**

**1.1.General:**

- (a) THE AA RINGETTE CALGARY FOUNDATION, a private non-profit company under the Alberta Companies Act, (hereinafter referred to as the AA Committee) shall work to foster, encourage, support and promote the development of competitive level Ringette in Calgary for the enjoyment of the players, coaches, managers, parents and administrators.
- (b) The AA Committee shall develop operating policies and procedures specific to Calgary's AA program. Such operating policies and procedures shall be included in Ringette Calgary's Bylaws and Rules and Regulations, and shall follow the procedures for incorporating or amending Ringette Calgary's Bylaws and Rules and Regulations. Such operating policies and procedures shall be consistent with the Memorandum of Association and the Articles of Association for THE AA RINGETTE CALGARY FOUNDATION.
- (c) The AA Committee shall value the game of ringette, including its volunteers, and shall operate under a set of operating policies and practices which ensure a fair, equitable, fun and successful ringette program.
- (d) Competitive level ringette players shall possess above average technical skills, be intensely competitive and highly committed to the game of ringette, be physically and mentally fit, and always give maximum effort. Competitive level ringette is not for everybody as it means a significant commitment to yearlong training and involvement by both the player and their family. Before the final team selection process ends, each player and their family shall be informed of the program's commitment expectations in a general meeting by the head coach(s) of the division the player is trying out for. These expectations should include potential consequences for failing to honour that commitment. The player and their family shall then make an informed decision as to whether the player's personal and family circumstances (e.g. school, family, work commitments, finances, etc.) allow them to make the necessary commitment to AA ringette.
- (e) **Winning is recognized as part of any competitive level sport and the reality is, especially at the competitive level, that player satisfaction and winning are often synonymous. For Calgary's AA ringette program, winning shall not be pursued at all costs but shall be recognized as important, especially at U-16 and above where teams strive for Provincial and National titles. Winning shall be less significant at U-14 and below where more emphasis shall be placed on individual and team skill development.**

## **1.2 Aims and Objectives:**

- (a) To provide an environment for ringette players to play, compete and develop at a competitive level;
- (b) To advance the number of competitive level ringette players in Calgary;
- (c) To look for improvements to the game of ringette based on experiences and observations;
- (d) To conduct its business and affairs with fairness, integrity and equal opportunity;
- (e) To present a favourable picture of Calgary's AA ringette program amongst players, coaches, parents, other ringette organizations, the news media and the general public;
- (f) To provide effective administration of Calgary AA ringette based on solid operating policies and procedures;
- (g) To encourage participants to aim for excellence in spirit, team work, team discipline and personal development; and
- (h) To work cooperatively with Ringette Calgary, Ringette Alberta and Ringette Canada in furthering the development of ringette.

## **1.3 Code of Conduct:**

### **Policy Statement**

- (a) Calgary AA Ringette participants are required under the Code of Conduct to behave at all times in a manner which upholds Calgary AA Ringette Core Values.

### **Purpose**

- (b) To ensure a safe and positive environment within Calgary AA Ringette programs, activities and events by making all participants aware that at all times there is an expectation of appropriate behaviour consistent with the Core Values of Calgary AA Ringette.

## **1.4 Principles**

### **Core Values**

- (c) All participants will treat others with respect; discrimination and harassment will not be tolerated.
- (d) All participants will have equal opportunity limited only by their desires, effort and ability.
- (e) Participants will act ethically and with integrity
- (f) Participants will foster a safe and fun environment.
- (g) Participants will emphasize teamwork and co-operation

- (h) Participants will strive to achieve excellence in their on and off ice participation

### **Applicability**

- (i) This policy applies to all participants in Calgary AA Ringette relating to conduct that arises during the course of Calgary AA Ringette business, activities and events, including but not limited to, office environment, board and committee meetings, games, practices, evaluations, competitions and Ringette social events.
- (j) Participants are defined as players, coaches, trainers, managers, volunteers, parents/guardians, members of the AA Committee and individuals assisting the Committee, and AA Ringette employees.
- (k) This policy applies to conduct that may occur outside of Calgary AA Ringette activities, business and events only when a member of the AA Board of Directors or an AA coach is involved and the conduct significantly affects relationships within Calgary AA Ringette work and sport environment and/or is highly detrimental to the image and reputation of Calgary AA Ringette.
- (l) This policy applies to the use of telecommunications and computers including but not limited to phone calls, text messages, e-mail and internet social networking programs such as “FACEBOOK”.
- (m) Conduct that violates this Code of Conduct may be subject to corrective or disciplinary action pursuant to Calgary AA Ringette policies and procedures.

### **1.5 Provisions of the Code of Conduct relating to All participants**

- (a) All participants will act in accordance with Calgary AA Ringette core values by their actions. Participants shall:
  - (i) Demonstrate respect for other participants and individuals and their property; discrimination and harassment will not be tolerated;
  - (ii) Focus comments or criticism appropriately;
  - (iii) Demonstrate good sportsmanship and respect for the rules and spirit of the rules of Ringette;
  - (iv) Act, when appropriate, to prevent or correct practices contrary to the core values;
  - (v) Act ethically and with integrity;
  - (vi) Athletes must abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods;
  - (vii) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
  - (viii) Comply with the Constitution, Bylaws, policies, rules and regulations of Ringette Canada, Ringette Alberta, Ringette Calgary and Calgary AA Ringette as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Ringette Alberta.

## 1.6 Provisions of the Code of Conduct relating to Coaches

- (a) In addition to the provisions under **Section 1.5, Coaches** have additional responsibilities. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of the athletes. Coaches will:
  - (i) Ensure a safe environment for athletes and educate athletes on how to contribute to such an environment;
  - (ii) Prepare athletes appropriately, refraining from using training methods that may harm them;
  - (iii) Communicate and cooperate with medical professionals in the diagnosis, treatment and management of athletes' medical problems;
  - (iv) **Not** promote or condone the use of non prescription drugs and performance-enhancing substances or allow underage players to consume alcohol;
  - (v) Allow athletes equal opportunity limited only by their desires, effort and ability.
  - (vi) Give athletes and parents/guardians an opportunity to discuss, contribute to and agree with decisions regarding proposed training and performance standards as is reasonable in all of the circumstances including the age, education and maturity of the athlete;
  - (vii) Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success;
  - (viii) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a Ringette coach;
  - (ix) Keep confidential any information about athletes or others gained through coaching activities where such information would be considered confidential by those persons;
  - (x) Understand and respect the inherent power imbalance that exists in the coach-athlete or coach-assistant coach relationship and be careful not to abuse it.
  - (xi) **Not engage** in any inappropriate or unlawful sexual relationship or activity with a Calgary AA athlete or a coach under their supervision;
  - (xii) Set a good example and act as a role model for the athletes and other coaches on the team;
  - (xiii) Understand their actions reflect on the reputation of Calgary AA Ringette and refrain from acting in a way that will harm that reputation or bring it into disrepute.

### 1.6(b)

Section 1.6 applies to all coaches whether head coaches, assistant coaches or volunteer coaches but it is recognized that assistant or volunteer coaches will act under the direction of the head coach and may be less responsible or not responsible at all for performing actions described in

## 1.7 Pledges

- (a) The Calgary AA Ringette Committee shall approve Pledge forms for participants to sign or acknowledge requiring compliance to the Code of Conduct. Pledge forms may be in document or electronic form and may be included in a Calgary AA electronic registration. Acknowledgment of the participants understanding and duty to comply with the Code of Conduct Pledge may be included in such electronic registration in any form as determined by the Registrar of Calgary AA Ringette.
- (b) The Pledge forms shall be appendices to the Operating Policies and Procedures and will be posted on the Ringette Calgary website or a Calgary AA Ringette website.
- (c) At the beginning of each Ringette year all Calgary AA Ringette participants shall sign or acknowledge the Pledge in document form or electronically. Document Pledges shall be signed and returned to the team managers as soon as feasible with athletes pledge forms returned no later than the first league play. Document pledges will be kept in the Ringette Calgary office for a period to be determined from time to time by the Calgary AA Ringette Board of Directors.
- (d) If included in electronic registration, acknowledgment of the Code of Conduct Pledge shall be mandatory for the registration to be accepted. Proof of valid registration shall be proof of the acknowledgement of the Code of Conduct pledges attached to that registration without further record.
- (e) If a Pledge form is not signed or electronically acknowledged, participants are still bound by the Code of Conduct and subject to corrective action or discipline for breach of the Code of Conduct.

## 1.8 Discipline

- (a) Allegations of breaches of the Code of Conduct by a participant excluding an allegation by a member of the Calgary AA Ringette Committee, should initially be dealt with in an informal fashion by being brought to the attention of the coach, manager or parent as appropriate in the circumstances for informal mediation and resolution. This process should not be initiated until there has been a 24 hour “cooling off period” after the event has occurred. The proposed informal resolution must be acceptable to the participant making the allegation.
- (b) If the allegation cannot be resolved informally as described above, then **Section 17** of the Calgary AA Ringette Operating Policies and Procedures applies and the grievance must proceed as described in that section.
- (c) Allegations of a breach or breaches of the Code of Conduct may also be raised by any member of the Calgary AA Ringette Committee and by motion of the Committee may be referred to the AA President to be dealt with pursuant to **Section 17** of the Operating Policies and Procedures.

- (d) Any coach charged with an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act is automatically considered to be in breach of the Code of Conduct. That Coach is automatically and immediately suspended from acting in any capacity as a Calgary AA Ringette Coach and the matter is referred automatically to the Calgary AA Ringette Committee for consideration under **Section 17** of the Policies and Procedures.
- (e) Any member of the Board of Directors charged with an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act is automatically considered to be in breach of the Code of Conduct. That member is automatically and immediately suspended from acting in any capacity as a member of the Board of Directors and the matter is referred automatically to the Calgary AA Ringette Committee for consideration under **Section 17** of the Policies and Procedures.

## **SECTION 2: AFFILIATION**

- 2.1. The AA Committee is a subcommittee under Ringette Calgary Association is subject to Ringette Calgary's Bylaws and Rules and Regulations. Interpretations of these Bylaws and Rules and Regulations shall be as directed by Ringette Calgary's Board of Directors.

## **SECTION 3: AA COMMITTEE MEMBERS**

- 3.1 AA Committee members shall be those individuals designated by each AA ringette team to speak for and to cast votes on matters pertinent to Calgary's AA ringette program.

## **SECTION 4: AA COMMITTEE FORMATION**

- 4.1 The AA Committee shall include three (3) representatives from each U-14 team(s), U-16 team(s), U-19 team(s) and +18 team and one (1) representative from the double-carded U-12 team(s). Such representatives shall be appointed to the AA Committee by their respective teams for the current playing season (more or less October 1 to the following September 30). Team representatives do not have to include a team staff member but team representatives must ensure team managers are informed of all decisions that affect them and their team. Representation from the double-carded U-12 AA team(s) shall begin as soon as the team(s) is formed (early to mid November). Other members of the Ringette community who are not Team representatives may join the AA Committee if they are elected or appointed for Executive positions or they are accepted as members by a majority vote of the AA Committee.

- 4.2 The AA Committee President shall continue as President until the Annual General Meeting of The AA Ringette Calgary Foundation and chair the Annual General Meeting until the next President of the Board of Directors is elected or appointed. The Annual General Meeting should occur in the last two weeks of September after team selection for all levels excluding U-12 has been completed.
- 4.3 **In advance of the Annual General Meeting**, each team shall notify the AA President or other member of the Board of Directors of the name of their appointed AA committee member in advance (excluding U-12 teams) for the purpose of assisting in identifying individuals suitably qualified to fill the special positions on the AA Committee (see Section 5 and 6).
- 4.4 Formal transfer of AA Committee duties shall occur after the Annual General Meetings to all individuals newly appointed or elected to the various positions available.

## **SECTION 5: AA COMMITTEE STRUCTURE AND POSITIONS**

- 5.1 The AA Committee shall be composed of two bodies being the **Board of Directors** and the **Committee at Large**. The Board of Directors shall be responsible for the day to day decisions regarding the operation of the Foundation and shall be comprised of executive officers responsible for working groups who complete the necessary operation tasks. Each working group is comprised of the Executive member and members of the Committee at Large. The Board of Directors shall regularly report back to the AA Committee concerning their decisions on daily operations. The whole of the AA Committee is responsible for **major** decisions made by the Foundation that are philosophical, financial or strategic in nature.

### **(See Appendix 1 for Operating Structure)**

- 5.2 All members of the AA Committee except the President and Past President shall be entitled to vote with each member having one vote. In the event of a tie, the President shall vote to break the tie. A member may vote by appointing a Proxy to another member of the Committee allowing that member to vote for them at any meeting including the Annual General Meeting or any Special Meetings. The form of Proxy to be used is as approved from time to time by the Board of Directors and attached as an appendix to this document. No member of the Committee shall have more than three Proxy votes at any meeting. All Proxy forms must be given to a member of the Board of Directors prior to any vote at the meeting.
- 5.3 Proxy forms may be given in person, mailed, faxed, e-mailed or otherwise received electronically by the Board of Directors but they must be signed by the appointee although that signature may be electronic.

- 5.4** The Board of Directors of the AA Committee shall consist of the following positions: President, League Vice President, Finance Vice President, Operations Vice-President and Secretary. The use of the word Chairperson in the Articles of Association shall be interpreted as referring to the President of the Board of Directors and vice-versa. In addition, if the President is not re-elected, the President shall assume the position of Past President on the Board of Directors to provide direction to the new President. The Committee at Large shall consist of all other Committee members.
- 5.5** At the Annual General Meeting, nominations for all Board of Director positions except Past President, shall be called for and received. The position of Past President shall be filled for one year by the last President when that person is not re-elected. If the President is re-elected then there will be no Past President position in that year.
- 5.6** If there is only one nominee for any position then that individual shall be declared acclaimed by the Committee. If more than one individual is nominated for a position then a vote shall be taken by secret ballot and the nominee receiving the highest number of votes shall be declared elected for that position. The President shall count the vote for all positions if the President is not seeking re-election. If seeking re-election, the President shall designate a member of the committee to count any vote concerning the position of President.
- 5.7** If there are no nominees for a Board of Director position at the Annual General Meeting, the position shall be filled at any subsequent AA Committee meeting by appointment or election following the rules stated in 5.6

## **SECTION 6: BOARD OF DIRECTORS RESPONSIBILITIES**

### **6.1 General Duties of the Board of Directors**

- (a) to oversee and manage the day to day operations of Calgary AA Ringette including authorizing expenditures as are consistent with the yearly budget
- (b) to report to the AA Committee concerning the day to day operations of Calgary AA Ringette
- (c) to evaluate the progress toward AA program and financial goals and provide leadership to the AA Committee on long term planning regarding achievement of those goals
- (d) to prepare reviews, revisions and updates to the operating policies and procedures of Calgary AA Ringette for presentation to the AA Committee and Ringette Calgary for approval and adoption
- (e) to call meetings of the Board of Directors once per month and meetings of the AA Committee a minimum of five times in a year before the next annual general meeting
- (f) to determine the agenda items for meetings of the AA Committee
- (g) to oversee the operation of all working groups and Committee members responsible for individual duties

- (h) to recommend ways to improve AA operations, game play, coaching and player development to the AA Committee

## **6.2 Duties of AA President**

- (a) is charged with the general management, supervision and evaluation of the operation and affairs of the Board of Directors and the AA Committee and oversees the operation of all other positions on the Board of Directors.
- (b) shall preside at and chair all meetings of the Board of Directors and of the AA Committee or appoint a designate to chair such meetings
- (c) represents the AA Committee on Ringette Calgary's Board of Directors and attends Ringette Calgary meetings as possible or appoints a designate to attend
- (d) acts as a liaison between the AA Committee and Ringette Calgary
- (e) acts as or appoints a chair for the Head Coaches Selection Committee
- (f) acts as a signing officer of the AA Committee
- (g) supervises the preparation of the Annual and Semi-Annual General Report of the AA Committee for submission to the Ringette Calgary Board of Directors for approval and inclusion in Ringette Calgary's reports for the annual and semi-annual general meetings
- (h) delegates such duties as are necessary and appropriate to other members of the Board of Directors
- (i) requests the convening of sub-committees of the AA Committee to determine and report on issues as deemed appropriate
- (j) serves as an ex-officio member of all AA sub-committees
- (k) acts as the AA Committee's representative in meetings with City, Provincial or National agencies, or other similar bodies
- (l) reports to the Board of Directors all matters required to be brought to their attention
- (m) accepts submissions of all grievances unless in a position of conflict in which case the President shall appoint a designate to act
- (n) determines if a Grievance Committee is required for the submission and sit on that Committee and conduct all necessary hearings and procedures pursuant to **Section 17** of these Operating Policies and Practices
- (o) select or designate another member of the Board of Directors to select a knowledgeable, impartial person to supervise the tryout/evaluation and team selection process for each age division (Division Coordinator) pursuant to **Section 13** of the Operating Policies and Practices.
- (p) prepares an end of the year report summarizing the activities of AA Board of Directors and Committee at Large and distribute the report to the AA Community

### 6.3 Past President

- (a) acts as President at the Annual General Meeting for the AA Committee and chairs that meeting until a new president is duly appointed or elected
- (b) remains a member of the Board of Directors for the purpose of providing advice and direction regarding past practices and procedures of the AA Committee to the new President and other Board Members
- (c) attends the meetings of the Board of Directors and the AA Committee as required

### 6.4 General Duties of All Vice-Presidents

- (a) to assist the President in the general management and supervision of the affairs and operations of the Committee
- (b) to assume the duties of the President in the absence or incapacity of the latter or as delegated by the President. In the absence or incapacity of the President, the Board of Directors shall designate one of the Vice-Presidents to preside at and chair all meetings of the Board of Directors and the AA Committee
- (c) to undertake such tasks and responsibilities as requested by the President or the AA Committee from time to time
- (d) to meet with their working groups as required

### 6.5 Duties of League Vice-President

- (a) co-ordinates applications for criminal record checks or declarations for each AA coach and assistant coach and team manager and ensure these documents are completed and stored at the Companies Registered Office
- (b) to ensure that Code of Conduct Pledges are signed or otherwise acknowledged by coaches, parents, and players for each team which can be by electronic acknowledgement and that pledges are stored for the time period required by the Policies and Procedures which storage can include scanning or other electronic storage
- (c) to oversee the duties of the following which may include personally undertaking any of those duties alone or in conjunction with a member of the Committee at Large:
  - i) Equipment Manager
  - ii) the Ice Allocator
  - iii) the Esso Golden Ring AA Representative
  - iv) the LTAD (Long Term Athletic Development) Representative
- (b) the duties of the **Equipment Manager** shall include the following:
  - i) preparation of a list of required equipment purchases for budget approval

- ii) the purchase, distribution, and management of AA game jersey's and pants, rings, shotlocks, evaluation pinnies and any other AA accessories and equipment
  - iii) ensuring the return of all equipment distributed as required
  - iv) arranging for the repair, storage, and cleaning of equipment
  - v) preparation of inventory records of equipment
  - vi) any other duties related to equipment as determined by the League Vice President or the AA Committee
- (c) the duties of the **Ice Allocator** shall include the following:
- i) is responsible for the acquisition of ice rentals for Calgary AA Ringette, the allocation of ice time for each team and redistribution of unused ice time
  - ii) reporting to the League Vice-President regarding the cost and allocation of ice rentals and ensuring payment is made for all ice acquired
- I ii) any other duties relating to ice rental and allocation as determined by the League Vice President or AA Committee
- (d) the duties of the **Esso Golden Ring Representative** shall include the following:
- i) attend all required meetings of the Esso Golden Ring Organization Committee
  - ii) undertake any duties assigned by the Esso Golden Ring Organization Committee
  - iii) ensure that volunteers for the Esso Golden Ring are provided by each AA team
  - iv) report to the League Vice-President regarding the Esso Golden Ring
  - v) any other duties relating to the Esso Golden Ring as determined by the League Vice President or the AA Committee
- (e) the duties of the **LTAD Representative** shall include the following:
- i) attend all meetings of the LTAD Committee as possible
  - ii) report back to the League Vice President the results of the Committee's meetings
  - iii) educate the Board of Directors and the AA Committee concerning developments in the area of LTAD
  - iv) assist the Board of Directors and the AA Committee with the preparation of positions concerning LTAD proposals
  - v) assist the Board of Directors and the AA Committee with proposals for the implementation of LTAD at the AA level
  - vi) any other duties relating to LTAD as determined by the League Vice President or the AA Committee

## 6.6 Duties of Finance Vice-President

- (a) is responsible for overseeing the duties of the following positions which may include personally undertaking any of those duties alone or in conjunction with a member of the Committee at Large :
- i) the Casino Coordinator

- ii) the Treasurer
- iii) the Silent Auction Chair, Controller and Coordinators
- (b) the duties of the **Casino Coordinator** shall include the following:
  - i) preparation and filing of all the required paperwork including the Casino License Application and the post casino paperwork which includes the Casino financial report
  - ii) obtaining of the necessary casino volunteers and the completion and filing of the required paperwork for those volunteers
  - ii) scheduling of the casino volunteers and distribution of the schedule accordingly
  - iv) report back to the Finance Vice-President and the AA Committee regarding the casino
  - v) the casino coordinator will contact and work with a Casino Advisor as funded by AA
  - v) such other duties relating to the casino as determined by the Finance Vice-President or the AA Committee
- (c) the duties of the **Treasurer** shall include the following:
  - i) the preparation of full and accurate accounts of all receipts and disbursements of the Board of Directors or the whole AA Committee
  - ii) presents a detailed account of the current status of funds under administration of the AA Committee as requested by the Finance Vice-President or the AA Committee;
  - iii) acts as signing officer of the AA Committee;
  - (iv) ensuring all monies or other valuable effects in the name and to the credit of the AA Committee are deposited and/or invested in such bank or banks as may from time to time be designated by the Board of Directors
  - v) ensuring the funds of the Committee are disbursed as necessary and as required for the proper financial operation of the Committee or as required under the direction of the Board of Directors or the AA Committee
  - (vi) prepare and present the annual budget for approval by the Committee and prepare and present any other financial reports as requested by the Board of Directors or Committee
  - vii) deliver all books of accounts and other financial documents to the appointed auditor as requested
  - viii) such other duties regarding the finances of the Committee as determined by the Finance Vice-President or the AA Committee
- d) the duties of the **Silent Auction Chair, Controller and Coordinators** shall include:
  - Chair**
  - i) Form a committee from reps supplied from each team. Delegate roles to reps: Controller, Volunteer Coordinator, Food Coordinator, Liquor Coordinator.
  - ii) Oversee general management of silent auction including renting facility, chair meetings, print tickets, supply bid sheets, solicitation letter, supply floor plan.

### **Controller**

- i) The teams involved in the silent auction will share equally the following cost: Liquor, corkage, hall rental, decorations, food.
- ii) Shared Revenues: Liquor proceeds, ticket sales at the door and open liquor sales.
- iii) reconciliation of all sales with bidding sheets
- iv) ensuring all expense receipts are submitted and paid and final funds disbursed

### **Coordinators**

- i) Volunteer Coordinator ensures volunteers are in place for the event, coordinate with team reps
- ii) Liquor Coordinator is responsible for buying alcohol and purchasing a liquor licence.
- iii) Food Coordinator selects and purchases food for event
- iv) Decorations Coordinator purchases decorations and decorates facility with volunteers
- v) Team Coordinators - find volunteers from team for evening. Collect items and prepare bid sheets. Help set-up team items and decorate hall.

### 6.7 Duties of the Secretary

- a) attends all Board of Directors and AA Committee meetings and accurately records the proceedings for distribution, in minute form, to the Board of Directors for the Board meetings or AA Committee members for meetings of the whole Committee or appoints someone for that purpose in their absence
- b) Distributes all minutes of the AA Committee meetings and any other pertinent information to the team managers or team representatives
- c) acts a signing officer of the AA Committee
- d) maintains an accurate mailing and contact list of all AA Committee members
- e) sends out notices of Board of Director and AA Committee meetings to the Board of Directors or AA Committee members
- f) coordinates retention of all correspondence received or sent by the Board of Directors or any AA Committee member
- g) ensures the annual documents required under the Companies Act are filed or appoints someone for that purpose
- h) ensures there are the required Shareholders Register and Minute Register keep at the Companies Registered Office
- i) collects or ensures the collection of yearly documentation from the Board of Directors, the AA committee or AA sub-committees
- j) ensures the maintenance, administration and storage of all documentation for the activities of the AA program for each playing season. At the end of each playing season, all documentation shall be assembled and filed at the

Ringette Calgary Office for record and use by subsequent AA Committees.

## 6.8 Duties of the Vice-President of Operations

- a) to oversee the duties of the following which may include personally undertaking any of those duties alone or in conjunction with a member of the Committee at Large:
  - i) The Registrar
  - ii) The Banquet Coordinator
  - iii) The Website & Photo Wall Coordinator
  - iv) The Hotel/Bus Coordinator
- b) the duties of the **Registrar** shall include the following:
  - i) is responsible for operation of the AA Registration system
  - ii) with the Vice-President of Operations sets evaluation, registration and equipment fees
  - iii) with the Vice-President of Operations determines when applications for registration have to be received and when payment of evaluation fees and any other registration fees must be received
  - iv) works with the ice allocator to ensure booking of the necessary ice for the next years evaluation
  - v) ensures notification to the Ringette Calgary Community of the AA evaluation registration, applicable fees and evaluation times
  - vi) is responsible for the proper registration of players for AA evaluations and provides list of those players to the coordinator
  - vii) Ensures that the team lists have been sent to Ringette Alberta for Registration
  - viii) Responds to requests from new players or new teams inquiring about AA Ringette and how to register
  - ix) Report to the Vice-President as required
  - x) Any other duties as determined by the Vice-President of Operations or the AA Committee
- c) the duties of the **Banquet Coordinator** shall include the following:
  - i) determining the date of the year end banquet which should be no later than the end of April of that playing season
  - ii) ensuring the booking of the venue for the banquet and payment of any deposit and rental fee for that facility
  - iii) booking the caterer and handling all business transactions relating thereto including determining the menu and ensuring payment of any deposit and payment to the caterer
  - iv) determining the individual attendance cost for the banquet and ensuring that list of the attendees from each team are prepared and that all ticket funds have been received - teams are responsible for the ticket costs of each player and the coaching staff
  - v) deciding the program for the banquet including obtaining any guest speaker(s) or entertainment and determining the nature of team

- presentations allowed at the banquet including providing any gift or honorarium to the guest speaker within a \$500 spending limit
  - vi) obtaining any additional computer, audio visual or sound equipment required for the banquet within a \$500 spending limit
  - vii) obtaining the necessary volunteers for the banquet from each team
  - viii) making all necessary arrangements for the set up and decorating of the banquet facility, coordinating the volunteers, overseeing the cleanup of the facility, obtaining the liquor licence and buying the required alcohol
  - ix) the report to the Vice-President of Operations from time to time on the matters pertaining to the banquet and to prepare a final report regarding the banquet including details of all banquet expenditures to the Vice-President
  - x) any other duties as determined by the Vice-President of Operations or the AA Committee
- d) the duties of **The Website & Photo Wall Coordinator**
- i) to communicate with the Ringette Calgary website coordinator to ensure that important news and photographs relevant to AA Ringette are placed on the website
  - ii) to obtain display space at arenas in the City of Calgary to place AA Ringette photographs
  - iii) to ensure that photographs of AA Ringette teams are mounted and displayed at the arenas designated for those displays
  - iv) to report completion of duties to the Vice-President of Operations
  - v) any other duties relating to their positions as determined by the Vice-President of Operations or the AA Committee
- e) the duties of **Hotel/Bus Coordinator**
- i) to locate appropriate hotels and/or buses for the upcoming years Ringette tournaments, including tournaments in Regina and Saskatoon, the Woods tournament in Edmonton and the AA Provincials and any other tournaments as requested
  - ii) to ensure advance reservation of the necessary hotel rooms and buses for the above AA tournaments including the signing of contracts as necessary and ensuring all necessary payments are made to secure the rooms or buses
  - iii) assign the hotel rooms to the respective AA teams including ensuring as much as possible that players of the same family are booked into the same hotel
  - iii) handle all complaints relating to the hotels or buses in consultation with the Vice-President of Operations
  - iv) report to the Vice-President of Operations regarding completion of duties
  - v) any other duties relating to hotel/bus coordination as determined by the Vice-President of Operations or the AA Committee

## **6.9 Duties of Committee at Large**

- (a) every member of the Committee at Large except team representatives for U-12, must volunteer for and undertake duties in connection with one or more of the positions in the working groups overseen by the Vice-Presidents, including sitting on any AA sub-committees that have been struck
- (b) to report to their respective Vice-President regarding any duties they have undertaken
- (c) to attend all AA Committee meetings unless unable to attend for good reason and endeavour to read all materials relevant to the meeting in preparation
- (d) ensure their team manager and the members of their respective teams are made aware of all matters of importance discussed at the AA Committee meetings
- (e) bring the concerns of their teams and the AA Community as a whole to either the Board of Directors or the AA Committee as appropriate, to be discussed and addressed
- (f) to represent their team by casting votes on motions presented during AA Committee meetings
- (g) to vote on the annual budget including approving the allocation of general program funds such as silent auctions and casinos to each team
- (h) to ensure the proper dedication and use of assets of the AA Ringette Calgary Foundation for the benefit of AA Ringette for the present operating year and the future years

## **SECTION 7: MEETINGS**

- 7.1** Unless otherwise agreed to by the AA Committee, a minimum of five (10) meetings of the AA Committee shall be held each year. The Secretary shall set the date, time and place of all such general meetings. The Board of Directors shall meet on a monthly basis.
- 7.2** Special meetings of the AA Committee may be called by the President or at the request of a majority of the AA Committee members. E-mail discussion, text messages, conference calls, computer link and any other means of communication as deemed appropriate and efficacious by the President or designate may be used in short notice situations.
- 7.3** The AA Committee meeting protocol shall be in accordance under the Robert's Rules of Order.
- 7.4** A quorum at all meetings shall be fifty percent (50%) of the AA Committee members including proxies.

- 7.5 Meetings of the Board of Directors shall be set by the President or designate and all Board members shall be notified of the date and time of those meetings by e-mail or other appropriate and efficacious means as determined by the President or designate.
- 7.6 Members of the Board may attend meetings in person, by e-mail, text message, conference call or computer link or any other means as determined to be appropriate or efficacious by the President or designate.
- 7.6 Decisions of the Board of Directors shall be decided by the majority with or without the necessity of formal voting as determined by the President or designate.

## **SECTION 8: VOTING RIGHTS**

- 8.1 Each AA Committee member except the President shall be entitled to one vote, except that members should not vote where it could be perceived that they have a conflict of interest regarding the subject matter of the vote. In the case of a tie vote, the President of the AA Committee shall be entitled to cast the deciding vote.
- 8.2 On any general motion, a simple majority vote of the quorum shall pass the motion.
- 8.3 A motion to adopt a AA policy or a procedure shall require a 2/3<sup>rd</sup>s majority vote of the quorum to pass the motion.
- 8.4 A general motion shall be recorded in writing by the Secretary and shall be decided by a show of hands.
- 8.5 A motion to adopt an AA policy or a procedure shall be recorded in writing by the Secretary or designate and shall be decided by a show of hands.

## **SECTION 9: INCORPORATING OR AMENDING RINGETTE CALGARY'S BYLAWS AND/OR RULES AND REGULATIONS**

- 9.1 All requests for a new or revised policy or procedure shall be presented and discussed by the AA Committee at a regular Committee meeting. If a motion is accepted by the Committee to further review the proposed new or revised policy or procedure, the AA President shall approve a sub-committee to work on the proposal and present its recommendations to the AA Committee.
- 9.2 The sub-committee shall review, research and document information relevant to the proposal as deemed necessary and prepare recommendations for submission to

the AA Committee. Prior to submitting their recommendations, the sub-committee shall review the recommendations for the purpose of determining if there is possible conflict with Ringette Calgary's Bylaws and Rules and Regulations. Any possible conflict must be noted in the submission to the AA Committee.

- 9.3** The AA Committee shall receive the recommendations of the sub-committee regarding the proposed new or revised polices and procedures. Motions regarding the acceptance of any of the recommendations for the purpose of presentation to Ringette Calgary with or without amendment shall be moved and voted on by the Committee. At this stage, a majority of the AA Committee quorum is sufficient to accept any of the recommendations.
- 9.4** Any accepted recommendations shall then be presented to the Ringette Calgary Board of Directors by the AA President or designate for review, consideration and approval. Any possible conflict with Ringette Calgary Bylaws or Rules and Regulations must be brought to the attention of the Ringette Calgary Board of Directors during this presentation.
- 9.5** Any accepted recommendations shall then be presented to the Ringette Calgary Board of Directors by the AA President or designate for review, consideration and approval. Any possible conflict with Ringette Calgary Bylaws or Rules and Regulations must be brought to the attention of the Ringette Calgary Board of Directors during this presentation.
- 9.6** If the proposal is approved and does not affect Ringette Calgary Rules and Regulations then the proposed new or revised policy or procedure must be formally approved by the AA Committee. Pursuant to the Bylaws of Ringette Calgary, there shall be 30 days written notice given to the AA Committee of the motion to adopt such new or revised policy or procedure and the motion must pass by a 2/3rds majority vote of the AA Committee quorum.
- 9.7** If Ringette Calgary denies the proposal, then Ringette Calgary's Board of Directors shall submit in writing to the AA Committee the reasons for such denial and recommend possible changes to the proposal if applicable. The AA Committee shall review the proposed changes to determine if the matter should be pursued further or withdrawn. If deemed to pursue the matter further, then the changes shall be made and the proposal resubmitted for approval by the AA President or designate to Ringette Calgary's Board of Directors.
- 9.8** Generally, revisions to the Ringette Calgary's Bylaws and Rules and Regulations shall take effect the first day of the following season. Changes to the Rules and Regulations shall not become retroactive for the current playing season unless otherwise agreed to by both the AA Committee and Ringette Calgary's Board of Directors.

**SECTION 10: DETERMINING NUMBER OF TEAMS AND NUMBER OF PLAYERS PER TEAM**

**10.1** All AA teams (except for U-12 - see Section 10.2) shall be fixed not later than October 1 of the current playing season to allow players not selected to return to their Quadrant programs for team determinations. Tryouts shall commence as soon as ice becomes available for the current playing season in late August or early September (but no earlier than the last week of August).

**10.2** Tryouts for the double-carded Petite team(s) shall commence as soon as practical after the Quadrants have finalized their U-12 A and B teams. In any event, double carded U-12 AA tryouts shall commence in time for the team(s) to attend tournaments commencing in November.

**10.3 Categorizing and Tiering:** Consistent with the stated objectives of Ringette Calgary's AA program, the AA Committee shall strive to organize its teams to be balanced and competitive utilizing a realistic appraisal of the available players' skills, current player/team registrations in Calgary and competitive levels throughout Alberta and Canada.

**10.4 Number of Teams:**

(a) Ringette Calgary's philosophy shall be to provide at least one (1) team in each age division from U-12 to +18.

(b) Unless and until revised pursuant to Section 10.4(c), the AA Committee shall have Ringette Calgary's approval to form the following teams each season:

*Two (2) double-carded U-12 teams;*  
*Two (2) single-carded U-14 AA teams;*  
*One (1)Two(2) single carded U-16 AA team;*  
*One (1)Two(2) single carded U-19 AA team;*  
*One (1) single carded +18 AA team*

(c) (i) **Preseason (initial) Assessment:** The AA Committee shall review past records for prospective returning players, players moving up an age division and possible new players and offer an opinion on the likely number of players who are potential AA level candidates.

The AA Committee shall use all available resources to determine the probable number of teams to be formed in each AA division prior to April 30 of the current playing season. These resources shall include: AA President, previous year's AA player registrations, previous year's AA coaches, previous year's A level player registrations for all Quadrants, previous year's A level coaches, success of AA level teams from the previous year, success of A level teams from previous years, outstanding

players who have the potential to move up from A to AA level play (A level coaches shall provide this information), ice availability and the number of suitable coaches available with proper qualifications.

If, based on this preseason assessment, the AA Committee desires to change the number of AA teams at any age division from that Committee shall prepare a recommendation for submission to Ringette Calgary's Board of Directors for approval. The AA President shall make the presentation to Ringette Calgary's Board as soon as practical thereafter but in no event later than May 31. To expedite the process, a special Ringette Calgary Board meeting may be convened.

- (ii) **Tryout Reassessment:** The AA Committee shall allow sufficient time to accommodate the number of teams to be formed as determined from the preseason assessment. Either Ringette Calgary or the AA Committee may request an evaluation review if, after the first two (2) tryout ice sessions, it appears the actual number of suitably skilled players does not warrant the number of teams determined from the preseason assessment. The issue may be either too many or too few teams based on the actual number of AA caliber players attending tryouts. The evaluation review team shall consist of the following: AA Coordinator for that age division, AA President, a Ringette Calgary Board of Directors' representative (e.g. League Director) and the applicable AA coach or coaches. Unless the vote to change the number of teams is a majority excluding the President who shall vote only to break any tie, the number of teams at that age level shall remain unchanged from that determined from the preseason assessment.

#### **10.5 Number of Players per Team:**

- (a) If player evaluations show there to be an insufficient number of players with the necessary skills to play at the AA level for two teams in the same age division, then only one team shall be formed (subject to the necessary approvals required by Section 10.4) and the coach shall be encouraged to expand team size to include all AA quality players. This makes possible the development of younger players and thereby helps ensure that suitable numbers of players shall be available at the older age divisions in future years.
- (b) The AA Committee shall not control the minimum or maximum number players selected for the +18 team. The number of players selected shall be at the discretion of the head coach since he/she shall be allowed to pickup players for Nationals.
- (c) For the two(2) U-19, U-16 and U-14 teams, there will be twelve(12) skaters and one(1) goalie. Each year, at/by the September Ringette

Calgary meeting, requests to increase skaters and/or goalies will be considered.

- (d) For the U-12 age division, coaches shall draft a minimum of thirteen (13) skaters and two (2) goalies provided there are enough players possessing the necessary skill development and potential to improve. Any variations from these minimums shall require AA President approval. Coaches are encouraged to draft at least one (1) U-12 player from each Quadrant where possible.

<b>SECTION 11:</b>	<b>PLAYER ELIGIBILITY</b>
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**11.1 Residency of Players Registering:** AA players shall play in the Zone where they reside provided a AA program is offered. If no AA program is offered, then out-of-Zone players may apply to play in Zone 3's AA program provided the necessary player releases are obtained except that no non-Zone 3 player shall tryout for Calgary's double-carded U-12 AA team unless approved by AA President due to low tryout numbers.

**11.2. Players:**

- (a) Players shall play within their proper age division. If no AA team is formed in a particular division, then those players shall be allowed to try out for the next higher age division AA team subject to Ringette Alberta and Ringette Canada rules and regulations.

As of December 31 of the current playing season, the age divisions are as follows:

<i>U-12</i>	<i>10 and 11</i>
<i>U-14</i>	<i>12 and 13</i>
<i>U-16</i>	<i>14 and 15</i>
<i>U-19</i>	<i>16, 17 and 18</i>
<i>+18</i>	<i>over 18</i>

- (b) Players on Calgary's Quadrant novice teams shall not be allowed to tryout for Calgary's double-carded U-12 AA team unless warranted by low tryout numbers (requires AA President's approval).
- (c) Players who try out and are not selected for their proper age division AA team shall be eligible to be selected for the next age division AA team provided insufficient qualified players have tried out for that team and provided those players are sufficiently competitive at the next age division.

- (d) AA teams shall have their rosters reduced to (or below) the maximum number of players allowed under Ringette Canada Rules not later than October 1.
- (e) A player having made a AA team shall not be cut after October 1 for any reason (e.g. discipline, commitment, absenteeism, etc.) without prior approval of the AA Committee (may require special meeting).
- (f) Additions to AA teams (e.g. affiliations, pickups, etc.) shall be allowed as per Ringette Calgary, Ringette Alberta and Ringette Canada rules and regulations. Should one of Calgary's U-16 AA teams represent Alberta at the Western Canadian Championships, then any players picked up by that team shall be selected from Calgary's other U-16 AA team. The only exception to this would be when Alberta is hosting Western Canadian Championships. In this case the Calgary teams may pick up players from other zones in Alberta.

## **SECTION 12: TRYOUT REGISTRATION**

- 12.1** The AA Committee shall be responsible for administering notification and contact procedures to ensure all eligible players are aware of the tryout registration dates and associated costs. The AA Committee shall use whatever means necessary to ensure maximum notification within Zone 3 (e.g. use Ringette Calgary's mailing list). The AA Committee shall likewise provide all eligible players with the location, date, time and cost of late registration if late registration is allowed.
- 12.2** Tryout registration (except for U-12 - see Section 12.2(e)) shall be handled in two parts, early and late (walk-in) registration as follows:
- (a) **Early Registration:** An early registration letter shall be sent out by e-mail or other electronic means to all eligible players on or before June 15<sup>th</sup> of each year. Completed registrations shall be received and paid by means of an electronic registration process approved by the AA Committee.
  - (b) All players registering to tryout shall receive a minimum of three (3) ice times before any cuts are made to show their ringette skills, commitment and ability to improve.
  - (c) Each division (except U-12) shall receive a minimum of three (3) ice times to complete their evaluations. Further ice times may be available depending on availability, number of players trying out, etc.

- (d) Tryout registration for the double-carded U-12 AA team(s) shall take place in early October and shall be initiated by the U-12 AA head coaches on behalf of the AA Committee. An invitation letter shall be distributed to each Quadrant's U12 AA representative for delivery to all Quadrant U-12 A and B teams. The letter shall outline the objectives of the program, team/player numbers, tryout fee, tryout dates, times and locations. The U-12 tryout process shall be limited to three (3) ice times followed by final team selections.

### **SECTION 13: TRYOUT/EVALUATION AND TEAM SELECTION PROCESS**

#### **13.1 AA Committee's Objectives in the Evaluation Process:**

- (a) To provide coaches with the flexibility to build a team based on their own coaching philosophy and knowledge of player skills and attitude;
- (b) To provide a fair and impartial assessment of a player's total ringette skills during the skating and scrimmage sessions;
- (c) To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent;
- (d) To provide appropriate evaluation documentation;
- (e) To form teams composed of players of similar ability playing together to maintain balanced and competitive teams where the athletes can develop and participate equitably and have satisfaction playing ringette during the season; and
- (f) To form teams that are competitive in the leagues in which they play and capable of challenging for Provincial and National championships (U-16 and higher).

**13.2** The AA President shall appoint a knowledgeable, impartial person to supervise the tryout/evaluation and team selection process for each age division (Division Coordinator). Except as noted in Section 13.11(j), these Division Coordinators shall not be directly involved in the tryout/evaluation and team selection process. Their main responsibility shall be to ensure that the process proceeds with fairness and impartiality. These individuals shall be available to answer any questions or concerns that the coaching staff may have during the evaluation process.

**13.3** AA tryouts shall be organized, designed and planned by the coaches. Players are looked at by the coaches and selected to teams by those coaches.

**13.4** If a player misses the evaluation because of illness, injury or family emergency, a committee including the AA President, Division Coordinator and head coach shall decide whether this player shall be selected.

- 13.5 Players shall be informed of what the coaching staff is looking for in the skating drills and in the scrimmages. All players shall do the same drills as a means of ensuring fairness.
- 13.6 Coaches shall be responsible for formulating evaluation teams for the purpose of player evaluation. Evaluations shall be documented, shall remain confidential and shall not be supplied to the general membership. It shall be unwarranted under any circumstance to disclose player evaluation information to anyone, either during or after the tryout process, except as may be required to address a grievance.
- 13.7 Evaluators shall assess skills such as skating, ring control, ringette sense, knowledge of the game, drive and sportsmanship to various degrees, depending on the division being evaluated. Coaches may also take into account factors such as dedication, compatibility, self-discipline, and willingness to learn in their selection process.
- 13.8 A player's ranking may be adversely affected by factors such as attitude or team cohesion. The coaching staff shall communicate this to all players during the selection process if attitude and team factors are a concern.
- 13.9 Returning AA players shall not be guaranteed a spot on next year's team (all players earn their spots).
- 13.10 Coaches are encouraged to solicit input on a player's ringette skills, attitude, etc. from prior year's coaches.

**13.11 Drafting Procedure (More Than One Team in a Division):**

- (a) Prior to a draft being conducted, those players who do not demonstrate the skill to play at the AA level shall be cut. This shall not apply to **U-12** since there are only three (3) ice times in all and therefore no time for cuts.
- (b) All remaining players shall be drafted in accordance with the following format:

*DRAFT - REVERSING ORDER*

Coach #1

**Coach #2**

**Round**

*1<sup>st</sup> Pick*  
*4<sup>th</sup> Pick*  
*5<sup>th</sup> Pick*  
*8<sup>th</sup> Pick*

*2<sup>nd</sup> Pick*  
*3<sup>rd</sup> Pick*  
*6<sup>th</sup> Pick*  
*7<sup>th</sup> Pick*

*Round 1*  
*Round 2*  
*Round 3*  
*Round 4, etc.*

- (c) Skaters and goalies shall be drafted in two (2) separate drafts.

- (d) First pick shall be decided based on a coin flip. The winner of the coin flip shall have the choice as to drafting of goalies or skaters first and the first draft pick of the first draft.
- (e) The loser of the coin flip shall have the first pick of the second draft.
- (f) Draft order shall never be published and shall only be known to the coaching staff and Division Coordinator.
- (g) The Division Coordinator whose role shall be to ensure the coaches are aware of and follow the drafting procedures shall observe the draft.
- (h) Each team shall be allowed to have a maximum of two (2) coaches (e.g. head coach and an assistant coach or manager) attend the draft.
- (i) No child or parent's request for a specific coach shall be entertained except under exceptional circumstances. The Division Coordinator shall be responsible to make a judgment in each case and such decision shall be final.
- (j) **Coaches' Children:** When two (2) or more teams are to be formed involving parents as head and/or assistant coaches, then the coaching staffs and the Division Coordinator shall meet prior to the draft and all, including the Division Coordinator, shall agree in which round of the draft that parent shall select their child. During the draft, they shall pick their child in that position. If unanimous agreement cannot be reached, then the Division Coordinator shall make the decision and such decision shall be final.

## SECTION 14: SELECTING HEAD COACHES

**14.1 Formation of Head Coaches Selection Committee:** Head coaches for all AA teams shall be selected by a Head Coaches Selection Committee chaired by the AA Director or designate and consisting of a minimum of four (4) of the following individuals:

- *AA President or delegated representative*
- *Senior ranking ringette referee*
- *Veteran +18 AA player*
- *Veteran AA level coach (inactive)*
- *Veteran NCCP level 2 (or higher) coach external to the sport of ringette*
- *League Director, VP Technical or Past President of Ringette Calgary*

The AA President or designate shall approach these individuals to confirm their willingness to participate in the selection process. The Head Coaches Selection Committee shall undertake to administer the selection procedure in

accordance with this document. The term of the Head Coaches Selection Committee shall end when all final head-coaching selections have been made and confirmed in writing.

The AA President will make their best effort to fill the requirements of the exiting clause. In the event of being unable to do so, the AA President will fill any vacant positions at his/her discretion, with the approval of the AA Board of Directors. In filling the requirements of the Coaches Selection Committee, the AA President will at all times endeavor to have IMPARTIAL MEMBERS. Any significant conflict of interest, ie. Relative of applicant, parent of possible player on team to be formed, will exclude the member in question from all discussion and voting privileges pertaining to the coaching applicant in question.

In case of there being only one coaching applicant for a particular team, the AA President will make the decision as to awarding the applicant the position of Head Coach subject to final approval of the Selection Committee.

#### **14.2 Operation of Head Coaches Selection Committee:**

- (a) The AA Director or designate shall chair the Head Coaches Selection Committee and shall act as a non-voting scrutinizer of the committee (except as provided by Section 14.2(b) below).
- (b) Each committee member shall be entitled to one vote. In the case of a tie vote, the Chairperson of the Head Coaches Selection Committee shall be entitled to the deciding vote.
- (c) The majority vote of the committee members shall pass the motion. The vote shall be decided by a secret ballot, to be counted by the AA Director/designate.
- (d) Parties interested in head coaching shall apply in writing to the Chairperson of the Head Coaches Selection Committee and should state preference of age division. Other possible competent head coaching candidates who do not apply on their own may be approached by the Head Coach Selection Committee to ascertain their interest in coaching next season.
- (e) The AA Director or designate shall be responsible for advertising for head coaching applications and shall provide sufficient detail to obtain suitably qualified applicants. The advertising should, if practical (cost concerns), be in more than one media form and be aimed to maximize distribution to the general public. Advertising should be set up to start on or before May 31<sup>st</sup>.
- (f) All coaching applications meeting the minimum requirements shall be considered for the upcoming playing season.
- (g) Coaching applications shall be due by June 15 for the upcoming playing season. Provided sufficient suitable applications have been received by the closing date, the Head Coaches Selection Committee shall proceed to interview all qualified applicants and render their decisions not later than August 1<sup>st</sup> of the current playing season. If sufficient suitable applications

have not been obtained, the Head Coaches Selection Committee shall extend the closing date and solicit further applications.

All applicants shall be notified in writing as to the disposition of their application by the AA President / designate.

- (h) Confidentiality of head coach selection for each division shall be maintained for seven (7) days after mailing of selection confirmation to all applicants in that division.
- (i) Coaching selections shall be final. No appeals shall be considered.

### **14.3 Head Coach Eligibility and Selection Criteria:**

- (a) **Eligibility:** All AA head coaches applying to coach within Zone 3 shall meet the following minimum criteria in order to have their applications considered:

- (i) Be a current member in good standing of Ringette Calgary or a current member in good standing of an association that is an active member of Ringette Alberta; and
- (ii) Hold NCCP certification, or be capable of completing same by December 15 of playing season, at the level required by Ringette Alberta for the age division applied to head coach.

- (b) **Selection Criteria:** The Head Coaches Selection Committee shall be responsible for administering the selection process and the development of a criteria scope for each Division of coaching. The selection criteria shall include but not be limited to the following:

- (i) Must meet Ringette Calgary's, Ringette Alberta's and Ringette Canada's minimum certification requirements for the age division applied for;
- (ii) Previous coaching experience at AA or A level in Ringette;
- (iii) Feedback from prior seasons;
- (iv) History of adherence to AA policies and willingness to work within the system;
- (v) Ability to maintain a positive team environment;
- (vi) Ability and willingness to teach;
- (vii) Ability to provide positive reinforcement to players in both practice and game situations;
- (viii) Use of coaching assessments from previous years if possible;
- (ix) Demonstrated commitment to the objectives of the AA program (creation of an environment conducive to improving player development and commitment to its highest level of competition);
- (x) Personal conduct on and off the ice;
- (xi) Communication skills (verbal and written);
- (xii) Gender (shall only apply if candidates equally qualified);
- (xiii) Written application; and

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

## **SECTION 15: COACHING EVALUATIONS**

- 15.1** The AA Committee shall be responsible for the preparation, distribution, and collection of coaching evaluation forms whether paper or electronic for all AA coaches and assistant coaches, to be performed at the end of the playing season and returned by April 30 of that season. Team managers shall ensure player and parent cooperation in completing and returning these coaching evaluation forms. All information shall be considered confidential to the Head Coaches Selection Committee. Summaries of all returned evaluation should be shared with the coaches involved as prepared by the AA President. To help ensure confidentiality, if evaluations are returned in a paper form they should be mailed directly to the AA President at Ringette Calgary's office. If the evaluation is electronically submitted, the process must ensure confidentiality.
- 15.2** The AA President shall be responsible to review and summarize the results of the evaluation forms. Copies of the summaries are to be forwarded in confidence to the respective head coaches for their information. The AA President will keep all records of evaluation forms, letters and summaries, to be forwarded to the incoming AA President. The Coaches Committee shall have access to all evaluation forms from current and prior years at time of selections.
- 15.3** Following the mid season evaluation, at the request of either the coach or the AA Director, a meeting will be held between them to develop an action plan to improve or rectify any shortfalls or unsatisfactory performances identified from the evaluation.

## **SECTION 16: HEAD COACH'S RESPONSIBILITIES**

- 16.1** Head coaches, without exception, shall be directly responsible and accountable to the AA Committee throughout the playing season.
- 16.2** Head coaches and managers shall familiarize themselves with the AA Operating Policies and Procedures and shall ensure that activities related to Calgary's AA ringette program are carried out under their care and control in compliance with these policies and practices.

- 16.3** The head coach shall be responsible for the discipline and behaviour of the team members before, during, and after games and practices, until the team has left the dressing room. This shall apply to any team-related event, including out-of-town tournaments.
- 16.4** The AA Committee shall retain the right to take whatever action deemed appropriate (e.g. warning, suspension or removal) against any head coach whose performance has been found unacceptable and who has shown an unwillingness or inability to improve their performance.
- 16.5** The head coach of each team shall be responsible for selecting their bench staff, including assistant coaches, manager and trainer. The head coach shall ensure all bench staff are properly qualified to at least the minimum requirements of Ringette Calgary, Ringette Alberta and Ringette Canada. The head coach shall meet with their assistant coaches to review and address any problems or concerns raised by either the mid-season or yearend coaching evaluations. The AA Committee encourages all AA teams to have a minimum of one member of their bench staff who is an on-ice-working member. The AA Committee encourages each AA team to have the maximum number of assistants to facilitate development of future coaches.
- 16.6** Each head coach shall inform, preferably in writing, all players (and parents depending on the age division) trying out for their team as to the level of commitment expected from the players (including the number and duration of weekly on-ice practices, off-ice fitness sessions, mental training sessions and home and away tournaments. Also, the head coach shall outline, preferably in writing, the consequences of a player failing to provide this level of commitment once the season is underway.
- 16.7** Each head coach and assistant coach shall read and sign a Calgary AA Coaches pledge for that playing season.
- 16.8** Each head coach and assistant coach shall complete a Police Information check for that playing season except if there has been a Police Information check completed within five years of that playing season, the coach shall complete the Police Information Declaration instead.

## **SECTION 17: GRIEVANCE COMMITTEE**

- 17.1** All grievances shall contain a clear and concise written summary of the grounds for the complaint, allegation or protest with particular reference to the AA policy or practice that has been violated. The grievance shall be signed and submitted to the AA President if the complaint is from a participant. If the complaint is by motion of the AA Committee, the complaint shall be drafted by the Grievance Committee with due reference to the motion.

**17.2** If the complaint is by a participant, the President (or designate in the event of conflict) has the power to summarily reject the grievance as of no merit or refer the grievance to a Grievance Committee for further handling and decision. If the complaint is by motion of the Committee the President must refer the complaint to a Grievance Committee

**17.3** The Grievance Committee shall be comprised of no less than three (3) persons: the AA President(or designate in case of conflict) shall be the chairperson and no less than two (2) impartial, knowledgeable persons selected by the AA Committee President.

**17.4**

- (a) The Grievance Committee shall review and obtain pertinent facts of all allegations, complaints and protests properly submitted according to the operating procedures and policies, and to render a just and fair verdict of their findings as quickly as practical under the circumstances.
- (b) Pending the final decision of the Grievance Committee, the Committee may order any remedial action to be taken as they believe advisable including temporary suspension of the participant from any Ringette related activity or function.
- (c) Any Coach or Member of the Board of Directors charged with an offence under the Criminal Code of Canada or the Controlled Drug and Substances Act is automatically suspended pending review by a Grievance Committee under **S.17**

**17.5**

- (a) The Grievance Committee shall investigate the grievance by either calling witnesses, requesting statements or dealing with the grievance in any reasonable manner that in their discretion will enable them to reach a just and proper decision. A formal hearing will not necessarily be held.
- (b) Where a coach or member of the Board of Directors has been charged with any offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act, no review will be taken by the Grievance Committee until the charges have been finally dealt with in court. If there is a conviction on the charges, the coach or member of the Board is automatically suspended indefinitely from participation as a coach or Board member for Calgary AA Ringette. If the coach or Board member is acquitted of the charge(s), the grievance committee will review the matter further.

**17.6**

- (a) The Grievance Committee shall give all individuals entitled to attend the hearing or provide input to the Committee adequate and reasonable notice of the date and time set by the Committee for hearings or for providing information and statements. These individuals shall have the right at any

hearing to be present in person and/or be accompanied by a parent/guardian. If there is no hearing, they shall have the right to provide statements or other information to the Grievance Committee.

- (b) Reasonable requests for adjournment of hearing dates will be permitted by the Grievance Committee with the understanding that adjournments may affect whether a formal hearing will be held.

**17.7** Grievances involving player evaluation and/or team selection issues shall first be discussed with the Division Coordinator. If the Division Coordinator is unable to provide a resolution, then the concerned party has the right to formally submit their grievance in writing to the AA Committee President. The President will deal with such a complaint pursuant to the procedures of this section.

**17.8**

- (a) The Grievance Committee shall restrict the persons attending the hearing or providing input to: the parties involved, their parents or guardians, the coaches involved or any persons representing any party or coach involved together with such other person(s) as the Grievance Committee shall determine. The Grievance Committee shall render its decision in writing within forty-eight (48) hours following the hearing and forward copies of its decision to all parties involved.
- (b) If a hearing is not being held, the Grievance Committee shall set a date for all statements or other information requested by the Committee to be received. Reasonable requests for adjournment of those dates will be permitted by the Grievance Committee.
- (c) A decision on a grievance without a hearing shall be made within seven clear days of the date for receipt of statements and information and shall be rendered in writing with copies of the decision forwarded to all parties involved.

**17.9**

The decision of the Grievance Committee shall be final and shall be rendered in writing. Where the Grievance Committee finds a grievance to be baseless, the Grievance Committee shall dismiss the appeal. Where the Grievance Committee finds there has been a breach of an AA policy or practice, then the Committee shall order corrective action to be taken and/or determine any discipline. Discipline may include suspension from further participation in Calgary AA Ringette for any period of time deemed justified by the Grievance Committee. Anyone who knowingly ignores a Grievance Committee's decision may, subject to the President's discretion, face disciplinary action.

**17.10**

As soon as practicable, the Grievance Committee or the AA President shall report in writing to the President of Ringette Calgary any finding of a breach of AA policy or of the Code of Conduct and the corrective or disciplinary action taken as a result.

## **Appendices**

1. Organizational Structure
2. Voting Proxy
3. Athlete (U-16/U-19/Open) Pledge Form
4. Athlete (U-14/U-12) Pledge Form
5. Parent Pledge Form
6. Coach Pledge Form
7. Police Information Declaration