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# OPERATING Policies

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Carried by Board RESOLUTION – **March 2018**

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## 1. Purpose

The purpose of these **Operating Policies** is to document the policies, procedures and protocols of the Ringette Calgary Association (the "Association" or "RC") to provide background information, continuity and transparency to its operations. This document is updated periodically to reflect the Association's actual operations.

These Policies and Procedures are intended to be used in complement to the Association Bylaws, Association Rules & Regulations and the rules of Ringette Canada and Ringette Alberta.

While it is intended that these policies are kept up to date, decisions made at the Board level may or may not appear in this document as soon as they happen.

Any changes to the Operating Policies are to be approved by the Association Board of Directors (Board). In cases where questions arise concerning interpretation of these Policies the final authority will be the Board.

## 2. Membership Types

All Members must abide by the Bylaws, Operating Policies, and Rules & Regulations of the Association and conduct themselves in a manner that does not jeopardize the Association, its reputation, or its best interest.

### 2.1 Full Members

- Players and/or their guardians on teams in good standing
- Individuals on the Board of Directors or on committees operated by Affiliate Member Groups.
- Full Members have full voting privileges

### 2.2 Affiliate Member Groups

Approved Sub-Committees, Sub-Associations, or other organizations connected with Ringette Calgary. For example, but not limited to:

The Officials Committee, The AA Calgary Ringette Foundation, Esso Golden Ring Tournament Committee, Northwest Calgary Ringette Society, Calgary East Ringette, South Calgary Ringette Association, Bow View Ringette Association.

### 2.3 Associate Members

Individuals registered with the Officials Committee, Adult Teams, Out-of-zone Organizations, and other groups connected with Ringette Calgary, upon approval of the Board and who are in good standing. Associate Members have no voting privileges.

### 2.4 Interim Members

Interim Membership is temporarily granted to any individual who volunteers for an Association Event, Bingo or Casino. The membership shall be for the duration of the duties as required. Interim Members have no voting privileges.

### 2.5 Life Members

Granted by resolution at a General Meeting, Life Members have full voting privileges.

### 3. Meeting Types, Quorums and Notice

#### 3.1 General Meetings

- 3.1.1 The quorum for General Meetings is:
- Twenty Members, including at least 40% of the filled Board positions; OR
  - A minimum of 50% of the filled Board positions.
- 3.1.2 Voting Privileges / Delegates
- a. Any Member may attend a General Meeting, however only Full Members and Life Members who are in good standing and are at least 18 years old can vote.
  - b. Each team shall be allowed up to 3 voting delegates
  - c. Members on committees operated by Affiliate Member Groups and members of the Board of Directors carry ONE vote.
  - d. Proxy voting is not permitted.
- 3.1.3 Annual General Meeting
- The AGM will be held no later than May 31st each year. The meeting date, location and time will be published on the Association website a minimum of 21 days in advance.
  - Motions submitted by any member - provided the motion (in writing) was received a minimum of 21 days prior to the meeting date will be addressed at the AGM.
  - Motions from the floor will not be accepted.
- 3.1.4 Special General Meetings
- A Special General Meeting of the Association will be called upon receipt of a written request signed by 100 Full Members (see Bylaws). The meeting will address only agenda items, and no other matters.
- 3.1.5 Emergency General Meetings
- The Board may call Emergency General Meetings as required from time to time.

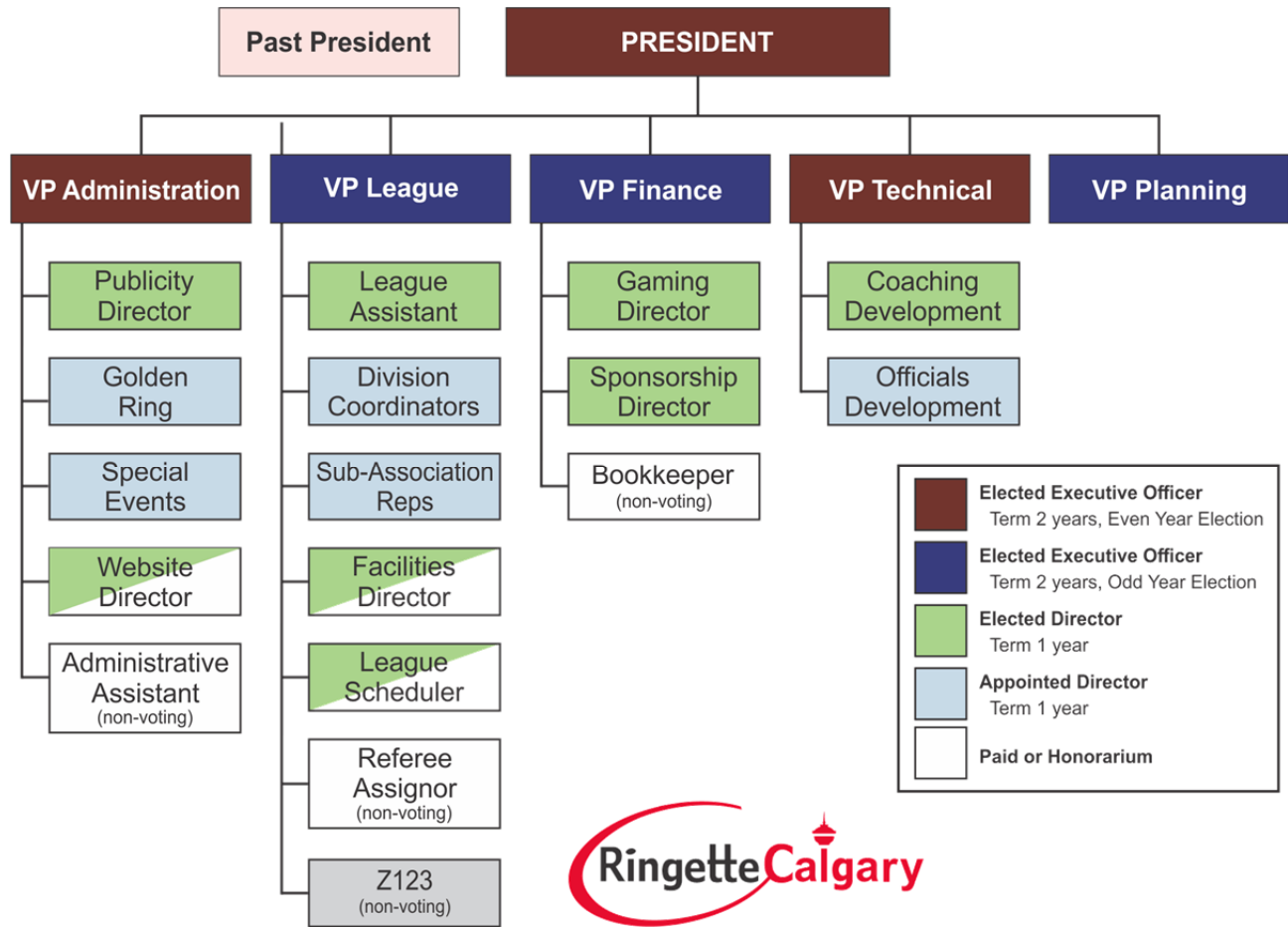
#### 3.2 Board & Executive Meetings

Meetings of the Executive and/or Board are held a minimum of 6 times during each year with a quorum being 40% of the filled positions.

Meetings are open to Members of the Association, but only Officers and Directors may vote. Members are only permitted to participate in a discussion when invited to do so by the Board. A simple majority of the voters present may ask any other Members or other persons present to leave.

## 4. The Board of Directors

The Board consists of the Executive Officers (Executive) PLUS the Elected and Appointed Directors.



### 4.1 Executive Officers:

- All Executive Officers except the Past President shall be elected at the AGM of the Association:  
 ODD Year Elections: VP League VP Finance  
 EVEN Year Elections: President VP Administration VP Technical
- Only a member who has served on the Board for a minimum of two (2) full years, one of which is immediately prior to nomination, may be nominated for President.
- Elections for partial terms where a vacancy has occurred will take place at the AGM.
- The term of office of Executive Officers shall be 2 years.
- There is no restriction to the number of consecutive terms for Executive Officers.
- For all Executive Officer positions other duties may be established by the Board as required.

#### 4.1.2 President

- Calls and Chairs meetings of the Association, the Board and the Executive,
- Is responsible for the overall direction of the Board and general supervision over the affairs of the Association,
- Is the main spokesperson for the Association,
- Performs other such duties as may from time to time be established by the Board,

- Is an ex officio member of the committees of the Association (the President may be a voting OR a non-voting member of the committees),
- 4.1.3 Past President
- Is a voting member, attends meetings and hearings as necessary
  - Advises the current President and Board of correct procedures, policy and precedent
- 4.1.4 VP Administration
- Assists the President as required,
  - Supervises work of any paid or unpaid administrative staff of the Association,
  - When applicable, oversees the Association office as required,
  - Ensures that the Association Annual Return, changes in Directors, amendments in the Bylaws, and other incorporating documents are filed with Corporate Registry as required.
- 4.1.5 VP League
- Oversees League Operations
  - Oversees Calgary City Championships and Year End Tournaments
- 4.1.6 VP Finance
- Responsible to make certain that the accounting records and actions are accurate and to ensure that the books of the Association are audited at least once a year,
  - Oversees any paid or unpaid bookkeeper of the Association as required,
  - Provides budgets yearly or as requested by the President,
  - Provides a report on the Association financial status at Association Meetings,
  - Make the books and financial records available at all AGMs for any Member to view,
- 4.1.7 VP Technical
- Coaching, officials and player development.
- 4.1.8 VP Planning
- Short and long term strategies and planning

## 4.2 Elected Directors:

The Elected Directorships shall include (but are not limited to):

- 4.2.1 Sponsorship Director
- Seeks and maintain long and short term grants, donations and sponsorship
- 4.2.2 League Scheduler (Honorarium)
- Scheduling of League Games, City Championships and Year end Tournaments.
  - Attends and participates at monthly Board Meetings with updates of current issues and status of scheduling, reports to the Board
  - Provides a listing of the games scheduled in a year by division, sub-association and zone to the board for billing purposes
  - Responsible for updating / changing games on the website to ensure accuracy and allow for proper assigning of officials
  - Liaisons with zone ice schedulers to ensure ice is provided for their home games
  - Assists coaches / managers / officials / zone reps / ice schedulers with any questions or issues they may have through the season
- 4.2.3 Gaming Director
- Responsible for Bingos and Casinos
- 4.2.4 Facilities Director (Honorarium)
- Responsible for seeking, booking and maintaining ice contracts.
  - Allocation of ice to Sub-Associations and reconciliation of ice bills.
- 4.2.5 Publicity Director
- Social Media, Print Media and Promotion.
- 4.2.6 Coaching Development
- Coaching Sessions

#### 4.2.7 Website Director (Honorarium)

- Responsible for maintaining the integrity, consistency, and accuracy of the written and graphical content of the association website(s) including the association history, forms, contacts lists, etc.
- Updating the website(s) with relevant information for players, coaches, officials, parents and administrators.

### 4.3 Appointed Directors:

The ex officio Appointed Directorships of Affiliate Member Groups shall include (but are not limited to):

#### 4.3.1 Esso Golden Ring

- Liaise with the Esso Golden Ring Committee and ensure communication between that committee and the Board of Directors.

#### 4.3.2 Officials Development

- Liaise with the Officials Committee and ensure collaboration between that committee and the Board of Directors.

#### 4.3.3 Division Coordinator

- Works with the League Director to monitor league play.
- Keeps the website up to date with game scores
- Communicates with team staff
- Attends City Championship Final Games and presents trophies and medals

#### 4.3.4 Sub-Association Reps (NW, BV, CE, SCAL, AA)

- Liaise with respective Sub-Associations and ensure collaboration between those committees and the Board of Directors.

#### 4.3.5 CORA Representative

- Liaise with CORA and ensure collaboration between that committee and the Board of Directors.

#### 4.3.6 Special Events Director

- Organizes a subcommittee for special events hosted by Ringette Calgary and reports to the Board.

## 5. Staff, Paid Positions and Honorariums

The Board has elected to employ the following:

### 5.1 Administrative Assistant

5.1.1 Carries out management functions under the direction and supervision of the Board. The Administrative Assistant position does not carry a vote.

5.1.2 Reports to the VP Administration, is responsible to the Board, and acts as an advisor to the Board and to Board Committees.

5.1.3 The Administrative Assistant acts as the administrative officer of the board in:

- attending board, and other meetings, as required;
- prepares, distributes and preserves Association minutes;
- keeps and preserves the correspondence, contracts and other important records;
- keeps the registry of members of the Association;
- prepares and distributes notice of meetings;
- interpreting and applying the Board's policies;
- keeping the Board informed about the affairs of the Association;
- with the VP Administration assists in hiring, supervising and evaluating all other paid staff; and
- Performs other duties as assigned or required by the Board

### 5.2 Bookkeeper

5.2.1 Carries out bookkeeper duties under the direction and supervision of the Board. The Bookkeeper position does not carry a vote.

5.2.2 Reports to the VP Finance and is responsible to the Board and to all Board Committees.

- Accounts for the funds of Ringette Calgary and keeps books;



- Reports to the VP Finance and is responsible to the Board and to all Board Committees;
- Provides a full detailed account of receipts and disbursements to the Board;
- Prepares monthly reports of current financial status; including financial statements vs. budget variance explanations for the last accounting period;
- Prepares an annual financial statement of all operations for presentation at the AGM;
- Prepares annual audit file for review;
- Files Annual Association returns as required;
- Ensures all applications and reports are submitted to the Alberta Gaming Commission;
- With the VP Finance, prepares the annual budget with input from the Board;
- Ensures accounting records and back-up data are available and current;
- Performs other duties as assigned or required by the Board

### **5.3 Referee Assignor**

- Assigning Officials to Exhibition, League and City Playoff Games.
- Submission of Referee Payroll to the Ringette Calgary Bookkeeper.

### **5.4 League Scheduler**

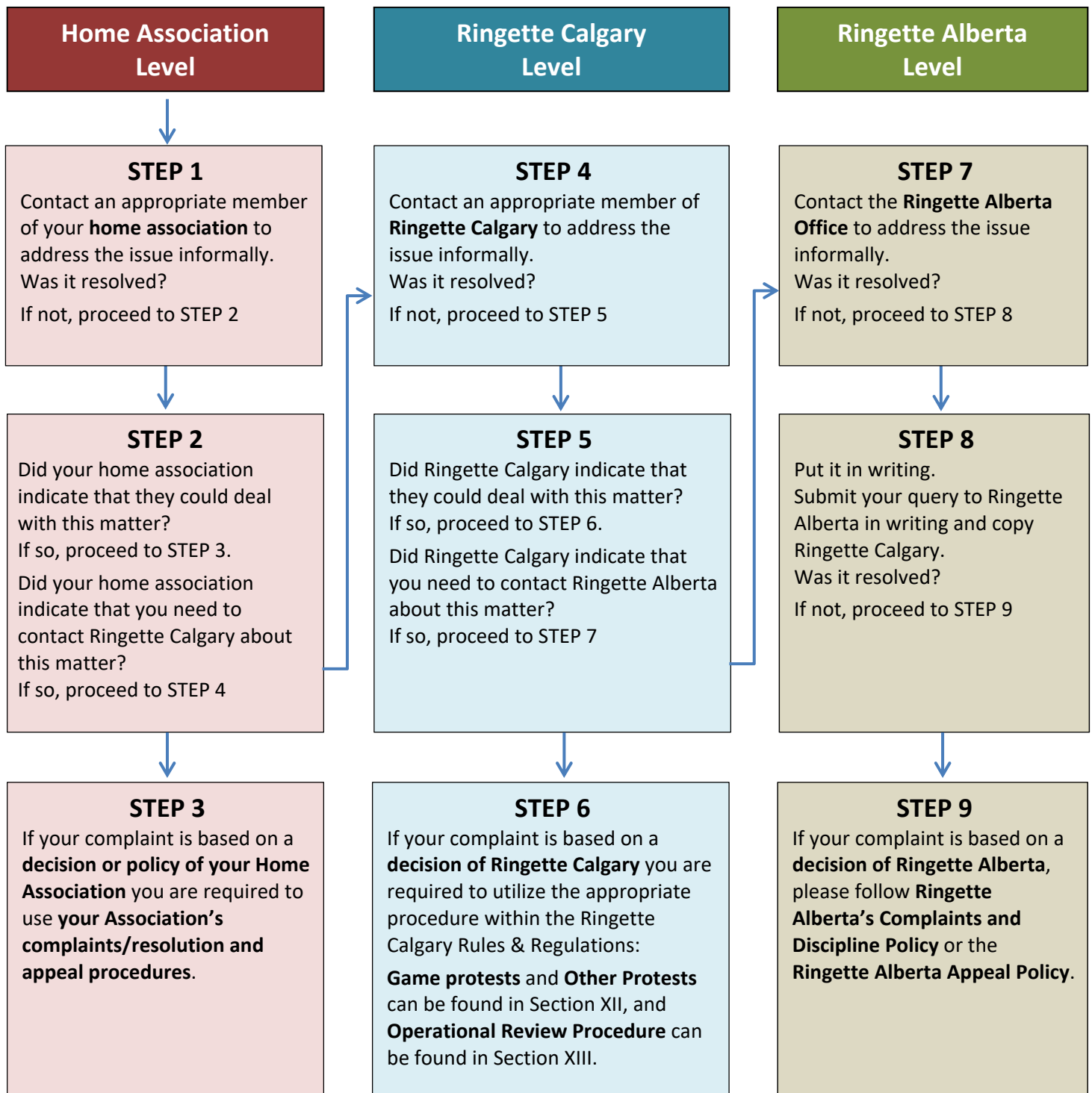
### **5.5 Facilities Director**

### **5.6 Website Director**

**6. Communications Flow Chart**

## Ringette Calgary Communications Flowchart for Queries, Complaints and Appeals

The goal is to resolve issues or get resolution at the *lowest level* that has the authority to do so. **Your questions should always start at your Home Association Level.**



## 7. Age Groups and Divisions

- 7.1.1 Ringette Calgary (Zone 3) has adopted the following terms of reference for divisional play to define the purpose of each division within Ringette Calgary's area of operation as defined by Ringette Canada/Ringette Alberta's Age Groups and Divisions.
- a. **Active Start and U10 "Step" Divisions** -- established to provide entry level access to the sport of Ringette in Zone 3, and provide an environment to learn the sport without the pressure of a high level of competition. These levels only require a desire to learn and enjoy the sport. Key outcomes are fundamental skill development.
  - b. **"C" Division** -- established to provide entry level access to the sport of Ringette in Calgary as well as an environment conducive to improving player development in preparation for advancement to a more competitive level of play. This level is accessible to all players who wish to participate but have yet to develop the skills required for the more competitive divisions.
  - c. **"B" Division** -- established to provide entry level access to the sport of Ringette in Calgary as well as an environment conducive to improving player development in preparation for advancement to a more competitive level of play. This level is accessible to all players who wish to participate but have yet to develop the skills required for the more competitive divisions.
  - d. **"A" Division** -- established to provide an advanced level access to the sport of Ringette in Calgary as well as an environment conducive to improving player development and commitment in preparation for advancement to a more competitive level of play. This level is accessible to all players who wish to participate and have demonstrated they have the skill and commitment to compete at this level.
  - e. **"AA" Division** -- established to provide the highest achievable level of access to the sport of Ringette in Calgary as well as an environment conducive to improving player development and commitment to its highest level of competition. This level is accessible to all players who wish to participate and have demonstrated they have the skill and commitment to compete at this level. Skill evaluations are determined through a competitive evaluation and tryout process.

## 8. Registration

### 8.1 Player Registration:

A Zone 3 player must register in the community, or other boundaries established by Ringette Calgary, in which he or she resides at the start of the season. (Refer Section 9 "Sub-Association Boundaries")

### 8.2 Team Registration:

- 8.2.1 Team registration must be properly completed and submitted within the published deadlines.
- 8.2.2 Ringette Calgary reserves the right to withhold the playing privileges of any team that fails to properly register.

### 8.3 Player's Release:

Only Ringette Alberta Player Release Forms will be accepted by the Ringette Calgary office.

### 8.4 Affiliated Players:

- 8.4.1 Refer to the Ringette Alberta Player Affiliation Policy.
- 8.4.2 Procedure for "Sub-Association to Sub-Association" Affiliate Transfer:
  - A player MAY NOT be contacted to register as an (AP) for another Sub-Association A, B, or C team, without first obtaining approval from both Sub-Associations.
  - A player MAY be contacted to register as an (AP) for a Sub-Association AA team. The completed Ringette Alberta Affiliation Form shall be approved by both Sub-Associations.

## 9. Sub-Association Boundaries

### 9.1 Ringette Calgary Sub-Association Boundary Definition:

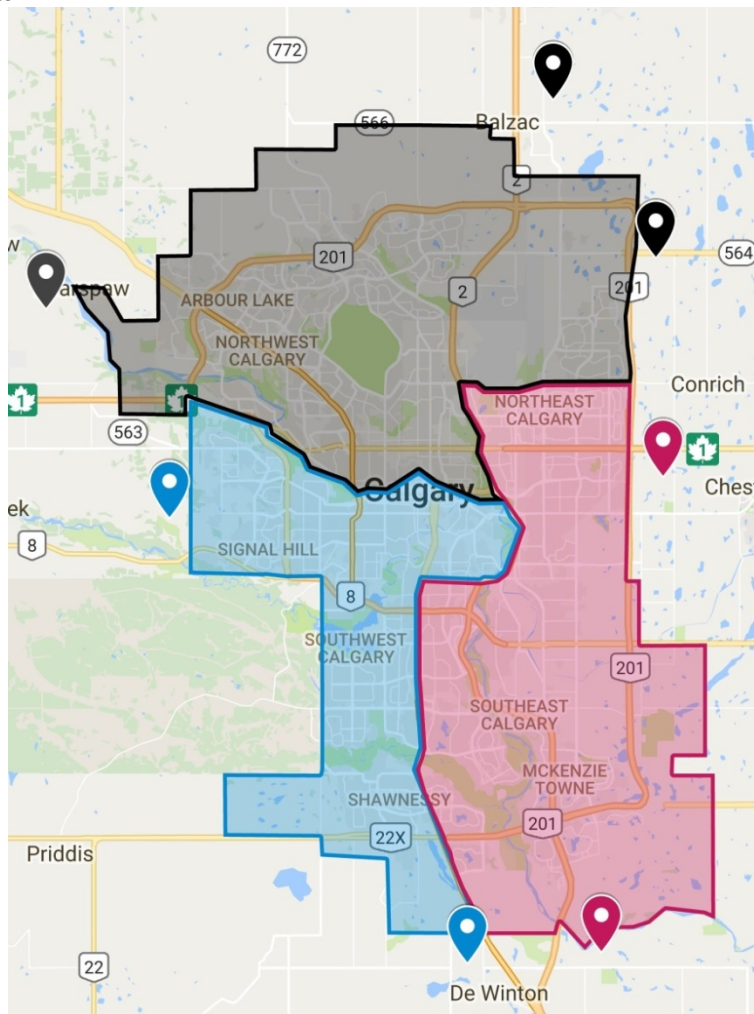
Ringette Calgary in cooperation with the operating Sub-Associations and the Boundary Review Committee have established the following boundaries for the purpose of registration and league operation **effective for the 2018-19 Season.**

### 9.2 Operating Sub-Associations

9.2.1 **“Northwest”** will include all communities north of Memorial Drive from the west city limits to Deerfoot Trail AND Crestmont AND all communities north of McKnight Blvd from Deerfoot Trail to the east city limits.

9.2.2 **“South Calgary”** will include all communities south of Memorial Drive from the west city limits to Macleod Trail AND all communities south of Memorial Drive from Macleod Trail to Deerfoot Trail which are north of 50<sup>th</sup> Ave SE.

**“Bow View”** will include all communities south of 50<sup>th</sup> Avenue and east of Macleod Trail to the east city limits AND all communities south of McKnight Blvd and east of Deerfoot Trail to the east city limits.



### 9.3 Grandfathered Players

Players who reside within these boundaries must register with that operating Sub-Association with the following exceptions:

- 9.3.1 All athletes who were born in 2005 or earlier and who registered with South Calgary, North West or BowView, may register where they played in 2017-2018, or
- 9.3.2 Any younger siblings of those athletes that are being grandfathered may also register in the same association as their sibling.

## 10. Mandatory Head Coaches Meeting

For all teams participating in Ringette Calgary league play, the HEAD COACH IS REQUIRED to attend one of two Ringette Calgary Mandatory Head Coaches Meetings held each season.

- 10.1.1 Regardless of how many teams an individual is associated with they may NOT represent multiple teams at the coaches meeting. It is also recommended that in addition to the head coach, the team manager attend.
- 10.1.2 Topics for discussion will include, but are not restricted to, a review of Ringette Calgary's rules and regulations, rule changes (if any), coaching certification requirements, and coaching protocol/etiquette.
- 10.1.3 Any head coach failing to attend an entire Mandatory Head Coaches Meeting will be suspended until the matter has been suitably dealt with by the League Director.

## 11. Respect In Sport

### 11.1 Respect In Sport Activity Leader Course

- 11.1.1 The Respect In Sport (RIS) – Activity Leader course is an on-line training course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment, and bullying in sport. The on-line, self-guided course takes approximately 2.5 hours to complete and has been designed with flexibility in mind. Once started the course can be stopped, saved and resumed at your convenience.
- 11.1.2 RIS-Activity Leader certification is issued and valid for 5 years once the online course is completed. RIS-Activity Leader certification is fully transferable to/from any other sports program.
- 11.1.3 Course completion REQUIRED for all Calgary TEAM STAFF 18 years of age and over by November 30<sup>th</sup>
- 11.1.4 On Ice Assistants and Junior coaches as those roles are defined by Ringette Alberta registered on the TRF are not required to complete the Respect In Sport.

### 11.2 Respect in Sport Parent Program

- 11.2.1 This program compliments Respect in Sport for Activity Leaders by reinforcing a parents role in a child or youth's activities, encouraging positive sport behaviours, and providing insight into the various roles other individuals (such as coaches and officials) play.
- 11.2.2 RIS-Parent certification is issued and valid for 3 years once the online course is completed RIS-Parent certification is fully transferable to/from any other sports program.
- 11.2.3 Course completion REQUIRED for one parent / guardian

## 12. City Championships

- The Membership has elected to hold annual City Championships at the U12 level and older.
- The format is Double Knockout.
- City Championship dates vary by division depending on RAB playdowns/provincials, Winter Games, and other such factors.

## 13. Tournaments

### 13.1 Tournament Attendance:

It is mandatory to complete and submit a Tournament Attendance Form after attending all tournaments, except the Esso Golden Ring. The form is on the association website ([www.ringettecalgary.ca](http://www.ringettecalgary.ca)).

### 13.2 Planning Tournaments:

All teams wishing to plan a tournament must advise the Ice Scheduler in advance to minimize any potential conflict with regular league play and /or City Championships.

**13.3 Sanctioning of Tournaments:**

Zone 3 teams organizing a tournament must obtain proper sanctioning from Ringette Alberta.

**13.4 Penalties Assessed at Tournaments:**

All penalties assessed during tournament play within Zone 3, or outside Zone 3, are subject to possible further disciplinary review as required by Ringette Calgary Rules and Regulations.

**14. Timeline of Major Events & Deadlines**

August	<ul style="list-style-type: none"> <li>▪ Office reopens (end August)</li> <li>▪ AA Tryouts begin</li> <li>▪ RC Board of Directors Meet</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ AA teams formed</li> <li>▪ Evaluations begin</li> <li>▪ RC Board of Directors Meet</li> </ul>
October	<ul style="list-style-type: none"> <li>▪ Mandatory Coaches Meeting</li> <li>▪ League play begins</li> <li>▪ RC Board of Directors Meet</li> <li>▪ Deadline for Esso Golden Ring application</li> </ul>
November	<ul style="list-style-type: none"> <li>▪ Deadline for completion of Respect In Sport (Nov 30)</li> <li>▪ RC Board of Directors Meet</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Deadline for Coaching Staff Certification (RAB, Dec 15)</li> <li>▪ Deadline for declaring intent to participate in Provincials (RAB, Dec 15)</li> <li>▪ RC Board of Directors Meet</li> </ul>
January	<ul style="list-style-type: none"> <li>▪ League Play commences after Christmas break.</li> <li>▪ Esso Golden Ring Tournament</li> <li>▪ RC Board of Directors Meet</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ City Playoffs begin (U16A, U19A, OA)</li> <li>▪ RC Board of Directors Meet</li> <li>▪ RAB Playdowns begin</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ RC Board of Directors Meet</li> <li>▪ RAB Provincials</li> </ul>
April	<ul style="list-style-type: none"> <li>▪ RC Board of Directors Meet</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ RC Board of Directors Meet</li> <li>▪ Annual General Meeting</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ Office Closes for summer (late June)</li> </ul>
July	<ul style="list-style-type: none"> <li>▪ Office closed</li> </ul>

**15. Scholarships**

Ringette Calgary currently has two scholarships:

**15.1 The “Don Henderson Memorial Ringette Scholarship”**

Offered annually to an undergraduate student entering first year in any faculty at the U of C

**15.2 The “2015 Western Canadian Ringette Championships Legacy Scholarship”**

Offered annually to 2 Ringette players who are current or former residents of Calgary, attending a Canadian post-secondary institute on a full-time basis, and who combine academic excellence with a strong commitment to the sport of Ringette.

## 16. Operational Review

Matters requiring operational review resulting from a protest or question from a player, coach, parent or other parties will only be considered when submitted in writing. All such queries will be reviewed by a panel and a decision rendered in writing. The panel will consist of the following members:

### 16.1 Operational Review Committee:

- a. Ringette Calgary President
- b. Ringette Calgary Past President
- c. VP Administration
- d. VP League
- e. Officials Development Director
- f. Sub-Association Presidents or representative thereof.

### 16.2 Matters to be Considered:

- Procedures and administration of the Rules and Regulations.
- Violations of a team, player or Coaching protocol not covered under Disciplinary Review.
- Procedure for Submission of a Query:
- The Query must be in writing, and must be submitted to the President of Ringette Calgary within seven (7) days of the breach of procedure. A copy of the Query must also be submitted to the relevant Sub-Association President in the same time frame. The President of Ringette Calgary will convene a meeting with the Operational Review Committee to research the Query.
- The Query must be concise and detail the incident listing the parties involved, the breach of Policy or incident to be considered, the Date, Time, and Place the incident took place.
- If there are witnesses of the incident, or other persons who are acting as references in the matter, they must be identified, and a phone number included.
- Once the Operational Review Committee has researched the Query they will contact the initiator and provide a course of action.

### 16.3 Record of Queries:

All Queries and any resulting actions will be recorded in a case book for review by the Rules Review Committee at the end of each season.

## 17. Ringette Calgary Identity and Logo Use

The Ringette Calgary Association name and/or logos are not authorized for use by any individual, team, association, or business without written permission or approval from the Office and/or the Board of Directors.