



OPERATING Policies

Carried by Board RESOLUTION – **May 2022**

CONTENTS

1. Purpose.....	4
1.1 Our Vision:.....	4
1.2 Our Mission:	4
1.3 Principles and Values:.....	4
2. Membership Types.....	5
2.1 Full Members.....	5
2.2 Affiliate Member Groups.....	5
2.3 Associate Members	5
2.4 Interim Members.....	5
2.5 Life Members.....	5
3. Meeting Types, Quorums and Notice	6
3.1 General Meetings	6
3.2 Board & Executive Meetings.....	6
4. The Board of Directors	7
4.1 Executive Officers:	7
4.3 Elected Directors (Voting):.....	10
4.4 Appointed Directors (Voting):.....	10
4.5 Reps (Voting):	11
4.6 Agents (Non-Voting):.....	11
5. Staff and Contracts.....	13
5.1 Office Admin.....	13
5.2 Bookkeeper	13
5.3 Facilities.....	14
5.4 Website	14
5.5 Scheduler.....	15
5.6 Referee Assignor.....	16
6. Communications Flow Chart	17
7. Registration	18
7.1 Player Registration:	18
7.2 Team Registration:.....	18
7.3 Player’s Release:	18
7.4 Affiliated Players:.....	18
8. Sub-Association Boundaries	19
8.1 Ringette Calgary Sub-Association Boundary Definition:	19
8.2 Operating Sub-Associations.....	19
8.3 Grandfathered Players.....	20
9. Mandatory Coaches Meetings.....	21
9.1 Chinook League (12 and older).....	21
9.2 Children’s Ringette (AS, U10).....	21

10. Certification	22
10.1 Team Staff	22
10.2 Respect in Sport Parent Program.....	22
11. Yearend Events	23
11.1 City Championships	23
11.2 Friendship Tournament	23
12. Tournaments.....	24
12.1 Tournament Attendance:	24
12.2 Planning Tournaments:.....	24
12.3 Sanctioning of Tournaments:.....	24
13. Scholarships	25
13.1 The “Don Henderson Memorial Ringette Scholarship”	25
13.2 The “2015 WCRC Legacy Scholarship”	25
14. Queries	26
14.1 Review Committee:	26
14.2 Matters to be Considered:.....	26
14.3 Procedure for Submission of a Query:	26
14.4 Record of Queries:.....	26
15. Ringette Calgary Identity and Logo Use.....	27

1. Purpose

The purpose of these **Operating Policies** is to document the policies, procedures, and protocols of the Ringette Calgary Association (the "Association" or "Ringette Calgary") 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.

1.1 Our Vision:

To be a dynamic, member-oriented, and policy driven organization that brings all stakeholders together to promote sport development, participation, and growth of Ringette in Calgary.

1.2 Our Mission:

We will achieve our vision by:

- Working with community partners
- Coordinating and facilitating an all-inclusive program for our members by promoting best practices and providing the required infrastructure.
- Providing a Ringette experience that is safe, fair, competitive, and accessible to grow as individuals and leaders.

1.3 Principles and Values:

- Safe and inclusive - implement all safety rules and procedures from governing bodies to foster a secure and all-encompassing environment.
- Competitive/Fair - offer balanced competition to provide a positive and safe experience.
- Administration - demonstrate effective leadership and good governance with clear policies and management of complaints/issues.
- Accessible - improve accessibility by managing the financial burden.
- Development - optimize the format of early stages of ringette to encourage growth and provide infrastructure and tools to meet development needs at all levels.
- Collaboration – work with our stakeholders and Community Partners to achieve common goals: Competition on the Ice, Co-operation off the Ice

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

- Individuals and/or their guardians on teams operated by the Association, or on teams or committees operated by Affiliate Member Groups.
- 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:

Officials Committee, The AA Calgary Ringette Foundation, Esso Golden Ring Tournament Committee, Northwest Calgary Ringette Society, 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

- 3.1.2.1. 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.
- 3.1.2.2. Each team shall be allowed up to 3 voting delegates
- 3.1.2.3. Members on committees operated by Affiliate Member Groups and members of the Board of Directors carry ONE vote.
- 3.1.2.4. 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

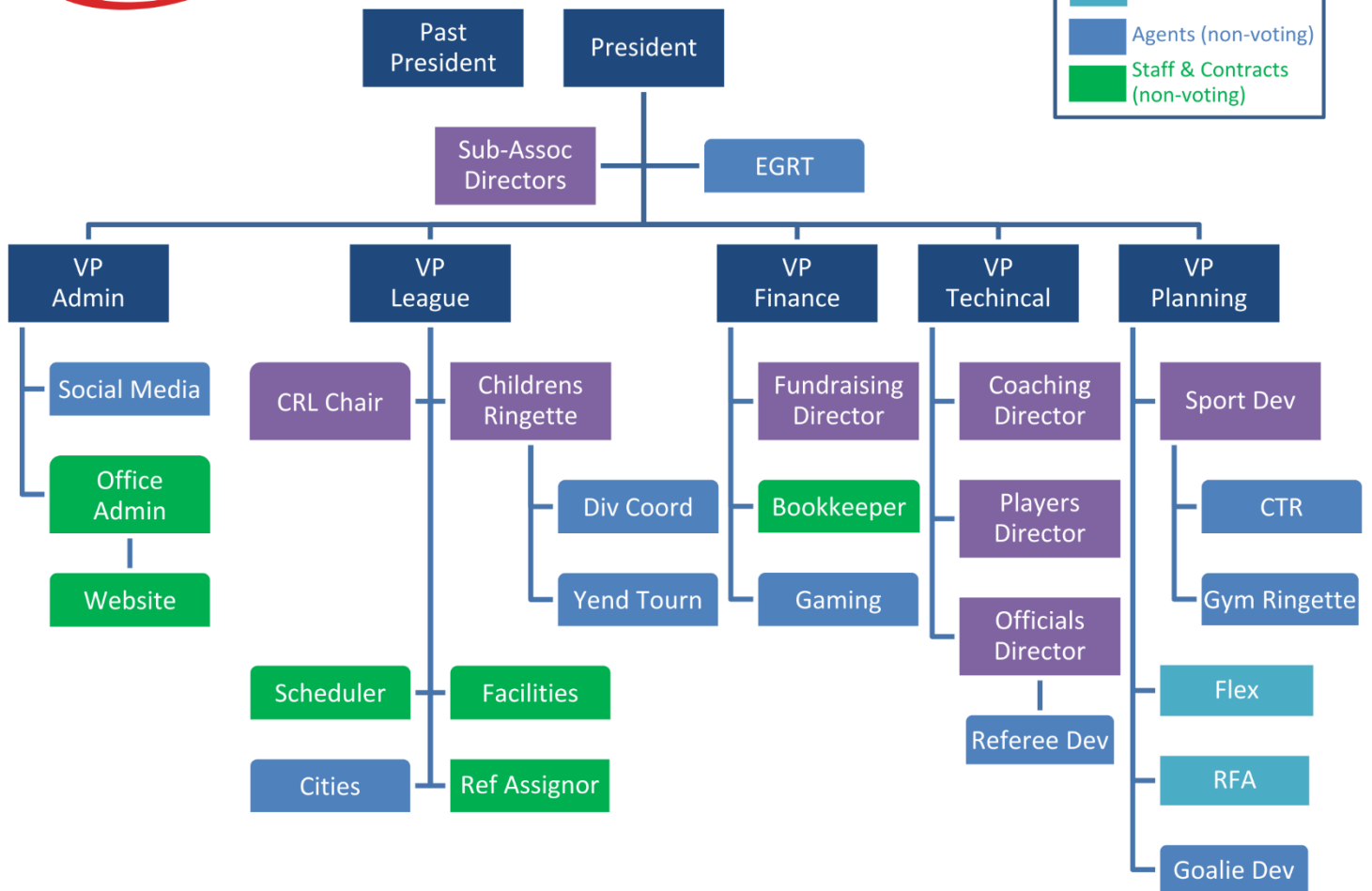
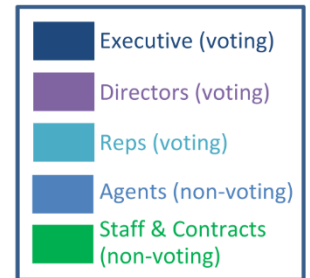
The Board may call Emergency General Meetings as required from time to time.

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



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	VP Planning
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

- Attend RC meetings
- Is a voting member, attends meetings and hearings as required
- Pursues nominations for open positions and AGM
- Advises the current President and Board of correct procedures, policy, and precedent

4.1.4 VP Administration

- Attend RC meetings
- Assists the President as required
- Supervises work of any paid or unpaid administrative staff of the Association
- Ensures that appropriate Contracts & Agreements are in place for paid staff, leases, etc.
- 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
- Updates Association policy as required
- Manages the “WCRC Legacy Scholarship”
- Oversees:
 - Social Media
 - Office Admin
 - Website

4.1.5 VP League Operations

- Attend RC meetings
- Ensure that league policy is updated and applied
- Chair the annual Coaches Meetings for Children’s Ringette
- Works with CRL Chair to ensure Chinook League success
- Oversees:
 - City Championships
 - Children’s Ringette
 - Division Coordinators
 - Yearend Tournament
 - Scheduler
 - Facilities

4.1.6 VP Finance

- Attend RC meetings

- 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
- Annually:
 - Review budget – RCA bookkeeper generates and VP Finance reviews and make changes
 - Arrange for 2 board members to do financial review
- Monthly:
 - Attend RCA board meetings to present financial statements/budget and any motions to do with financials
 - Review bank statements
 - Review all financial reports to make sure everything is running within budget and invoicing is paid/received in a timely manner
 - Review and approve Telpay transactions/act as authorized signing officer for Telpay
- Miscellaneous:
 - Act as a signor for cheques, on-line banking, bill payments and transfers
 - Interface with RCA bookkeeper for any concerns/updates/etc.
 - Act as RCA board representative in dealing with the Bank
- Oversees:
 - Fundraising Director
 - Gaming Rep

4.1.7 VP Technical

- Attend RC meetings
- Coaching, Officials and Player Development
- Respect in Sport – monitors program certification for all team staff and provides reports to all sub-associations
- Works with Office Admin to organize clinics in Calgary
- Oversees:
 - Coaching Director
 - Officials Director
 - Ref Assignor
 - Referee Development

4.1.8 VP Planning

- Attend RC meetings
- Short and long-term strategies and planning
- Program development and implementation
- Oversees:
 - Sport Development
 - Come Try Ringette
 - Gym Ringette
 - Goalie Development
 - Flex Ringette
 - Ringette for All

4.3 Elected Directors (Voting):

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

4.3.1 CRL Chair

- Attend RC meetings.
- Responsible for running the Chinook League (U12+)
- Work with VP Operations:
 - ensure that policy updates are made as required
 - Ensure that existing policy is applied
- Chair the CRL Coaches Meetings
- Chair and oversee Chinook League Sub-Committee
- Oversees and trains Division Coordinators
- Reports to VP League

4.3.2 Children's Director

- Attend RC meetings
- Oversees AS and U10 program
- Ensures LTAD protocols are being followed
- Works with the Division Coordinators
- Oversees Yearend Tournament
- Reports to VP League

4.3.3 Fundraising Director

- Attend RC meetings
- Seek and maintain long and short-term grants
- Seek donations and sponsorship
- Reports to VP Finance

4.3.4 Coaching Director

- Attend RC meetings
- Attend Coaches Meetings
- Organize Coaching Sessions & Initiatives for Zone 3
- Reports to VP Technical

4.3.5 Sport Development Director

- Attend RC meetings
- Participation and promoting the opportunities and benefits of participation
- Oversees Come Try Ringette programs for Zone 3
- Oversees Gym Ringette Program for Zone 3
- Reports to VP Planning.

4.4 Appointed Directors (Voting):

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

4.4.1 Officials Development

- Attend RC meetings
- Liaise with the Officials Committee and ensure collaboration between that committee and the Board of Directors
- Reports to VP Technical

4.4.2 Sub-Association Directors (NW, BV, SCAL, AA)

- Attend RC meetings
- Liaise with respective Sub-Associations and ensure collaboration between those committees and the RC Board
- Attend or send representation to CRL Meetings
- Attend disciplinary hearings as required
- Reports to President

4.5 Reps (Voting):**4.5.1 Flex Ringette Rep**

- Attend RC meetings
- Promotes and organizes Flex Ringette program
- Submits a final report including financial statement
- Reports to VP Planning

4.5.2 Ringette for All Rep

- Attend RC meetings
- Promotes and organizes Ringette for All program.
- Submits a final report including financial statement
- Reports to VP Planning

4.6 Agents (Non-Voting):**4.6.1 Social Media**

- Responsible for Social Media updates and posts
 - Facebook
 - Twitter
 - Instagram
- Reports to VP Admin

4.6.2 Division Coordinator (AS/U10)

- Works with the Children's Director to monitor league play
- Communicates with team staff
- Distribute Coach/Manager contact list to divisions
- Assists with the Yearend Tournament
- Reports to Children's Director

4.6.3 Yearend Tournament

- Works with the Division Coordinators and volunteers to organize the AS and U10 friendship tournaments
- Submits a final report including financial statement
- Reports to Children's Director

4.6.4 Gaming

- Responsible for Bingos and Casinos
- Scheduling of Volunteers
- Completing reports with the assistance of the RC Bookkeeper, as required by AGLC
- Reports to VP Finance

4.6.6 Referee Development

- Works with the Officials Director to develop and implement programs for Zone 3 to:
 - Attract new officials
 - Train existing officials
 - Promote longevity of officials
- Set up and run pre-season and pre-playoff meetings
- Setting up mentoring games at start of year
- Coordinate with Evaluation Coordinator/Dev Coordinator: evaluations, feedback
- Coordinate with RIC: updating Referee Handbook, playoff rule distribution, forwarding complaints, discussing disciplinary action.
- Reports to Officials Director

4.6.7 Come Try Ringette

- Works with the sub-Associations to host Come Try Ringette events
- Reports to Sport Development Director

4.6.8 Gym Ringette

- Promotes Gym Ringette to local schools
- Arranges for booking, pick-up, delivery, and maintenance of gym ringette equipment as required
- Reports to Sport Development Director

4.6.9 Goalie Development

- Works with the sub-Associations to implement goalie recruitment and training events
- Reports to VP Planning

4.6.10 Esso Golden Ring

- Liaise between the Esso Golden Ring Committee and the Board of Directors
- Submits a final report including financial statement
- Reports to President

5. Staff and Contracts

The Board has elected to employ the following (non-Voting):

5.1 Office Admin

- Responsible for the day-to-day operation of the organization.
- Carries out management functions under the direction and supervision of the Board.
- The Office Admin position does not carry a vote.
- Acts as an advisor to the Board and to Board Committees.
- Attends Board meetings
- Keeps and preserves correspondence, contracts, and other important records.
- Interprets and applies the Board's policies.
- Provides support to:
 - Membership
 - Associations
 - Esso Golden Ring
 - Officials
 - Flex
 - Bookkeeper
 - Division Coordinators
 - League Directors
 - Other sub-committees
- Provides reconciliation for invoicing ie. Player fees, league fees, Officials fees, etc.
- Prepares and submits bingo and casino license applications to the AGLC
- Organizes clinics in Calgary for Ringette Alberta (CSI, CI, MED and Comp Dev)
- Organizes any other clinics as requested
- Mandatory Coaches Meetings - books venue, prepares material, updating documents, ordering resources.
- Assists Registrars as required.
- Assists in keeping information on website current
- Responsible for purchase/maintenance of office equipment and negotiation of any service contracts, leases, etc.
- Orders office supplies
- Orders medals, trophies, etc.as required
- Organizes distribution of medals and trophies for City Championships
- Office Cleaning / Maintenance
- Performs other miscellaneous duties as required
- Reports to the VP Administration

5.2 Bookkeeper

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

- Responsible for the ongoing management of all RC ice contracts (non-community-based rinks) Pooled Ice
- The Facilities position does not carry a vote

Ongoing Management includes:

- Dealing with Facilities to submit yearly applications for ice (e.g. YMCA), and/or authorize contracts on behalf of RC.
- Provide regular reports to RC VP League on status of facilities, issues and concerns to update the RC Board.
- Collect all information from sub-associations pertinent to allocation of RC pooled ice (i.e. amount of community ice secured, number of teams etc.)
- Establish and document guidelines for sub-associations to declare all self-secured ice in order to obtain RC pooled ice.
- Be the point of contact for facility issues where RC Pooled ice has been secured - i.e. booking errors, facility closures etc.
- Manage all RC pooled ice in Sportzsoft
- Determine RC pooled ice allocations as per RC Policy & Procedure to all RC sub-associations (i.e. AA, Bow View, North West and South Calgary)
- Provide allocation/utilization reports to the RC Board for both transparency and acquisition targeting/negotiations with facilities.
 - Allocation #1 - September pre-season and Fall (Oct - Dec) ice
 - Allocation #2 - Winter ice (Jan-Mar)
 - Allocation #3 - Westerns/CRC Prep ice (Mar)
- Make adjustments to contracted ice when possible, according to RC's needs
- Financial management of RC pooled ice contracts, including:
 - Coordinate timely payment of ice invoices with RC Bookkeeper
 - Calculate blended ice rate calculation
 - Calculate and provide RC pooled ice costs to sub-associations. Work with RC Bookkeeper to generate invoices for these calculations twice per season or as needed.
- Secure ice for the Ringette Calgary AS and U10 year-end tournaments
- Reports to VP League

5.4 Website

- Responsible for maintaining the integrity, consistency, and accuracy of the written and graphical content of the Ringette Calgary and the History of Ringette Calgary websites.
- The Website position does not carry a vote

- Plan, implement, manage, monitor and upgrade the organization's websites
- Ensure that sites are functional, visually appealing, user-friendly, and secure
- Communicate with volunteers and staff
- Create, deploy, and monitor online forms including data purging, export and display as required
- Monitor online traffic and conversions
- Maintain, configure, optimize, and troubleshoot servers
- Optimize loading speeds and site performance across different browsers
- Review SEO and improve where required
- Backup sites to external server
- Respond to and troubleshoot all website issues
- Registration of domain names
- Sportzsoft:
 - Season rollover and setup
 - Work with sub-associations to ensure that data is linked
 - Create scripts to display schedules, scores and contact info for league play and City Championships
 - Ongoing communication and troubleshooting with members using Sportzsoft
 - Setup brackets and links for City Championships
- Communicate as required with VP League to ensure Division Coordinators have the information required to keep statistics up to date
- Communicate with Division Coordinators as required
- Reports to Office Admin

5.5 Scheduler

- Scheduling of League Games, City Championships and Year end Tournaments
- The Scheduler position does not carry a vote
- Provides a listing of the games scheduled in a year by division, sub-association, and zone for billing purposes
- Work with quadrant / zone schedulers to get information relating to number of teams per division for preparing game schedules
- Work with zone schedulers to get information relating to their ice provisioning for scheduling purposes
- Create game schedules for each division (goal is to make 16 game schedule that is as balanced based on:
 - Ice provided / restrictions
 - Specific start / end date requirements
 - Team specific restrictions
- Load the game schedules by division into software system being utilized so that quadrants can assign their home game ice
- Post all game schedules once completed in system for teams / officials
- Work with zones / quadrants to correct / reschedule games as required relating to schedule errors
- Once a reschedule request is received, follow the rescheduling guidelines for games that require rescheduling outside of the errors above. Work with the zones / quadrants to get the game rescheduled and then update the website for teams / officials

- Repeat scheduling process to meet second half requirements (advance / retreats) and post to website
- Work with quadrants to get ice for playoffs, create playoff draws, post draws to the website
- Reports to VP League

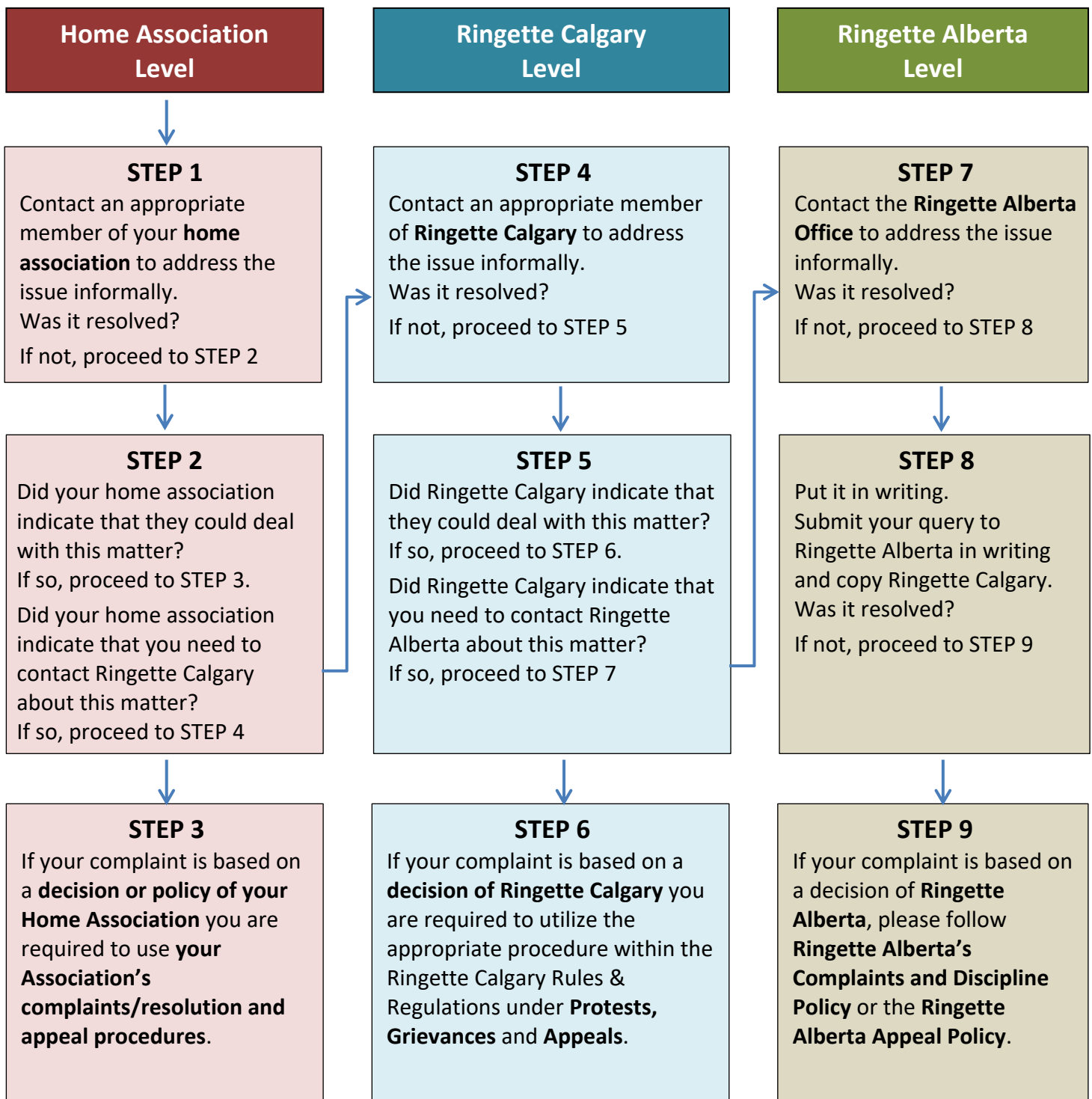
5.6 Referee Assignor

- Assigning Officials to Exhibition, League and City Playoff Games
- The Referee Assignor position does not carry a vote
- Submission of monthly Referee Payroll to the Ringette Calgary Bookkeeper
- Reconciliation payroll each half
- Assigning tournaments (optional)
- U12 regionals (sourcing officials, supervisors from southern Alberta)
- Upload regular season schedules to GameOn, update rescheduled games
- Ensuring game assignments are covered: monitor if refs have viewed their schedules at the start of the month, monitor games up for grabs, be on call for coordinating in last minute game coverage due to unforeseen circumstances
- Monthly reminders to ensure that availability is up to date on GameOn for assigning
- Field any queries via email for ringetteassignor@gmail.com as well as text/calls
- Reports to VP League

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. Registration

7.1 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 8 “Sub-Association Boundaries”)

7.2 Team Registration:

Team registration must be properly completed and submitted within the published deadlines.

Ringette Calgary reserves the right to withhold the playing privileges of any team that fails to properly register.

7.3 Player’s Release:

Only Ringette Alberta Player Release Forms will be accepted.

7.4 Affiliated Players:

7.4.1 Refer to the Ringette Alberta Player Affiliation Policy.

7.4.2 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

8. Sub-Association Boundaries

8.1 Ringette Calgary Sub-Association Boundary Definition:

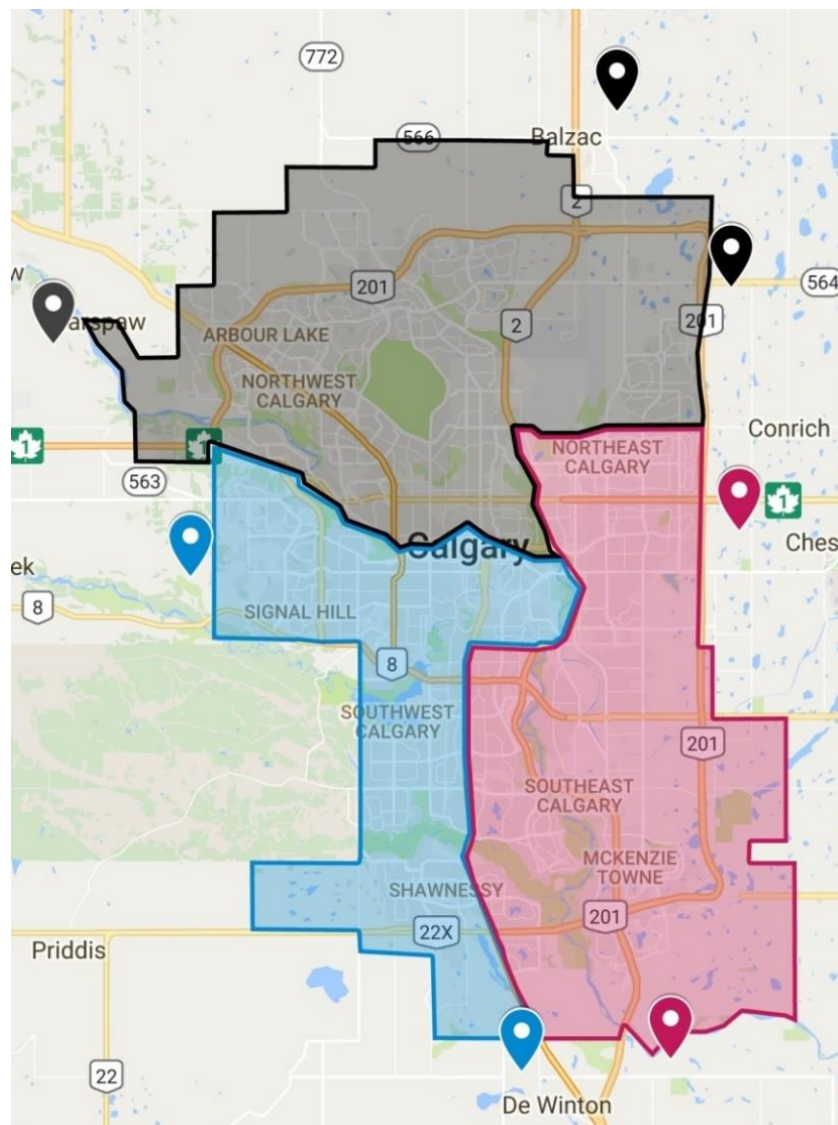
Ringette Calgary in cooperation with the operating Sub-Associations and the Boundary Review Committee have established the following boundaries for the purpose of registration and league operation.

8.2 Operating Sub-Associations

“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.

“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 50th Ave SE.

“Bow View” will include all communities south of 50th 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.



8.3 Grandfathered Players

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

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

9. Mandatory Coaches Meetings

9.1 Chinook League (12 and older)

- 9.1.1 For all teams, the HEAD COACH IS REQUIRED to attend one of two Mandatory Chinook League Coaches Meetings held each season.
- 9.1.2 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.
- 9.1.3 Topics for discussion will include, but are not restricted to, a review of the Rules & Regulations, rule changes (if any), coaching certification requirements, and coaching protocol/etiquette.
- 9.1.4 Any head coach failing to attend an entire Mandatory Coaches Meeting will be suspended until the matter has been suitably dealt with by the League Director.

9.2 Children's Ringette (AS, U10)

- 9.2.1 For all Children's Ringette teams in Ringette Calgary who do not participate in Chinook League play, the HEAD COACH IS REQUIRED to attend one of two Mandatory Children's Ringette Coaches Meetings held each season.
- 9.2.2 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.
- 9.2.3 Topics for discussion will include, but are not restricted to, a review of Ringette Calgary's Children's Ringette Rules, rule changes (if any), coaching certification requirements, and coaching protocol/etiquette.
- 9.2.4 Any head coach failing to attend an entire Mandatory Coaches Meeting will be suspended until the matter has been suitably dealt with by the League Director.

10. Certification

10.1 Team Staff

Ringette Calgary has mandated the completion of a Course to assist in empowering and equipping ALL Ringette Calgary Team Staff to consistently demonstrate respect on and off the ice. (On Ice Assistants, Managers and Junior Coaches registered on the Ringette Alberta Team Roster as those rules are defined by Ringette Alberta are not required to complete a Course)

Course completion required by all Ringette Calgary Sub-Association Team Staff Members over the age of 18* by November 30th. Any team staff member not in compliance will automatically be suspended effective December 1st and shall remain suspended until they have completed the course. Regardless of which course is completed, certification is valid for 5 years.

There are two different Course options for completing this requirement:

10.1.1 Respect In Sport Activity Leader Course

- 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.

10.1.2 Coaching Association of Canada's Safe Sport Training

- Completed directly in your NCCP Locker. It is FREE, you go at your own pace, and takes about 90 minutes.
- Safe Sport is not transferable to/from any other sports program.

10.2 Respect in Sport Parent Program

- 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.
- 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.
- Course completion REQUIRED for one parent / guardian by October 15th. Any family not in compliance will automatically be suspended effective November 1st and shall remain suspended until they have completed the course.

11. Yearend Events

11.1 City Championships

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

11.2 Friendship Tournament

- A yearend friendship tournament is held annually for AS and U10 teams.
- Typically held in early March as a wind down for the season.

12. Tournaments

12.1 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).

12.2 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.

12.3 Sanctioning of Tournaments:

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

13. Scholarships

Ringette Calgary currently has two scholarships:

13.1 The “Don Henderson Memorial Ringette Scholarship”

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

13.2 The “2015 WCRC 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.

14. Queries

Matters requiring review resulting from a query from a member will only be considered when received in writing. All such queries will be reviewed by the President who will determine whether a response is sufficient or whether the query should be reviewed by a panel and a decision rendered in writing.

The panel will consist of the following members:

14.1 Review Committee:

A minimum of 7 of the following:

- Ringette Calgary President
- Ringette Calgary Past President
- VP Administration
- VP League
- Officials Development Director
- Sub-Association Presidents or representative thereof.

14.2 Matters to be Considered:

- Procedures and administration of the Rules and Regulations, Bylaws or Operating Policies.
- Violations of a team, player or coaching protocol not covered under Disciplinary Review.
- Other matters not covered in policy.

14.3 Procedure for Submission of a Query:

- The Query must be in writing and submitted to the President 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 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 President has researched the Query, they will contact the initiator and provide a course of action.

14.4 Record of Queries:

All Queries and any resulting actions will be recorded in a case book

15. 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.