

SPRA Guidelines and Procedures Manual
Proposed Changes for Voting at AGM
March 6, 2012

3. Sherwood Park Ringette Association

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

3.1 Executive Voting Positions

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

President
Past President
Vice President
Secretary
Treasurer
Zone 5 Rep
A & B League Director
U8/U10 Director
~~AA Director~~ Technical Director
Registrar
Fundraising
Tournament Director (renumber to 1.1.12)
Director of Officials (renumber to 1.1.13)
Referee Allocator
Equipment Director (renumber to 1.1.14)

3.2 Executive Non-voting Positions

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

Ice Allocator
Assistant Ice Allocator
Marketing
Web Master
Sponsorship
Assistant A & B League Director
Statistician
Technical Director AA Director
Volunteer Coordinator
Assistant Tournament Director
U8/U9 – Phase1/2 Coordinator

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U8/U9 – Phase 3 Coordinator (renumber from 1.2.12)

U10 Coordinator (renumber from 1.2.13)

U12 Coordinator (renumber from 1.2.14)

U14 Coordinator (renumber from 1.2.15)

U16 Coordinator (renumber from 1.2.16)

U19/18+ Coordinator (renumber from 1.2.17)

Referee Allocator (renumber from 1.2.18)

Photo Coordinator (add number)

Team Wear Coordinator (add number)

3.3 Criminal Record Checks for Executive Members

All Executive members **dealing with funds or contracts** must provide a criminal record check **every 2 years** prior to April 30 of their new term. This criminal record check must be dated within the past 30 days.

7. SPRA Equipment

7.1 Mandated

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

7.2 Purchases

- 7.2.1 Any expenditure over \$1,000 must be tendered to a minimum of three approved vendors and brought to an executive meeting for approval.

7.3 Sale

- 7.3.1 Prior to the start of each ringette season, the Sherwood Park Ringette Association, may sponsor a used equipment sale. SPRA permit cheques to be written to SPRA so purchases can be made with one cheque. This is designed to simplify equipment sale purchases.

7.4 Storage

- ~~7.4.1 We accepted a storage room at the Sherwood Park Sports Center (Shell) for storage of the SPRA equipment on the following conditions:~~
- ~~7.4.2 We would do retrofit as per County specifications.~~
- ~~7.4.3 No utility charges or rent.~~
- 7.4.4 SPRA carries insurance on the equipment (renumber to 7.4.1)

8. Coaching Selections

8.1 Procedures

- 8.1.1 One of the most important tasks that our Association undertakes is the selection of coaches. It is our responsibility to ensure that coaches be selected consistent with the Ringette Code and Ringette Alberta certification and gender equity requirements.
- 8.1.2 Coach applications (Appendix E) for head coach positions, must be submitted online ~~to the A/B director~~, in order to be considered for a coaching position.
- 8.1.3 The procedure will include, but may not be limited to the following:
- 8.1.4 Registrar will review all registration forms for potential coaches and volunteers and prepare a list for the Selection Committee.
- 8.1.5 Coordinators will identify all previous coaches and ascertain coaching certification levels and prepare a list for the Selection Committee.
- 8.1.6 Feedback will be obtained by way of the Coaching Evaluation Form to be completed by the previous year's players and parents. These forms are submitted to the A/B Director for review and summary. All information is to remain confidential except for:
- 8.1.7 Each coach will receive their summarized evaluation information.
- 8.1.8 The Selection Committee will receive all evaluation information.
- 8.1.9 The selection committee shall consist of the following five individuals:
 - 8.1.10 Past A/B Director
 - 8.1.11 President of Sherwood Park Ringette
 - 8.1.12 Present A/B Director or U8/U10 Director
 - 8.1.13 Assistant A/B Director or U8/U10 Director
 - 8.1.14 Division Coordinator
 - 8.1.15 If one of these is not available or the president deems any of these five to be in direct conflict of interest, the president will select an unbiased alternate for the level in which the conflict exists. To be considered for this, should be the Past Division Coordinator or Past Technical Director. No member of a coach selection committee shall have a child playing at the level where coaches are being selected.
- 8.1.16 Assistant coaches are selected by the Head Coach with the guidance of the Selection Committee.
- 8.1.17 Seasoned ringette players are encouraged to apply for assistant coaching positions.
- 8.1.18 If deemed necessary, by the committee, a personal interview will be carried out.
- 8.1.19 All Coaches, assistant coaches ~~and managers~~ must obtain an RCMP security clearance ~~every second year~~ before ~~October 31~~ **November 15** of the current season. These security clearances must be submitted to ~~the corresponding U8/U10 Director or~~ **A/B League Director**.
- 8.1.20 Once the coaching selection is made, it is imperative that all the Sherwood Park Ringette Association, be supportive of its coaches throughout the year as long as they are within the guidelines set out in the Code of Conduct (appendix A), the Guidelines and Procedures Manual, Zone 5 Guidelines and Ringette Alberta by-laws.

9. Evaluations

9.1 Evaluation Process

- 9.1.1 At all levels where there is going to be more than one team, player evaluations are conducted. At the U8/U9 and U10 Levels, we want to ensure all teams are equal. The creation of equal teams also applies when there is more than one B or C team at higher levels. At levels above U10, coaches select their A teams from eligible players in a draft format. At levels with C teams, B teams are also selected in a draft format. The special requests from individuals to play with others may be considered but are less important than the need to have equal teams.
- 9.1.2 At all other levels, we need to tier the players. This is done in the best interest of the player. The evaluation consists of drills and scrimmages that determine the skill level of the players. i.e., forward skating, backward skating, ring skills and game sense. In all cases, we try to ensure that the evaluators are unbiased and can provide totally objective viewpoints. The more skilled players and the less experienced players are less difficult to place. Where we usually run into problems are with those players 'in the middle'. There are always situations where a skater may not be skating or scrimmaging to their potential. This is not always something that is evident during evaluations, however, for the most part the process is quite successful.
- 9.1.3 To ensure fairness in the grading process as well as the perception of fairness the following rules will apply:
- 9.1.4 Division Coordinators will not have a player at that division.
- 9.1.5 Player graders will be both qualified and independent as agreed to by the AB League Director and the Division Coordinator. At U12, U14 and U16 the graders will not have children trying out at that level.
- 9.1.6 The Division Coordinators, the A/B League Director and the Assistant A/B League Director are accountable for the grading process and the selection of equal teams.
- 9.1.7 Neither the A/B League Director nor the Assistant A/B League Director will be involved in team selection if they have a child at that level unless they are acting as a head coach in the selection of the final players for that team.
- 9.1.8 Where possible the coaches will be involved towards the end of the team make-up process to ensure agreement that the teams are equal.
- 9.1.9 The following appeal process will be used:
- 9.1.10 A coach may appeal the equal team status to the President within 24 hours of team selection. Appeals will not be accepted from individual parents.
- 9.1.11 The President will convene a meeting to discuss the appeal within an additional 24 hours
- 9.1.12 Appeal committee will consist of the President, the Past President, A/B League Director, Assistant A/B League Director, Division Coordinator and the Coaches at that level.
- 9.1.13 The appeal decision is final
- 9.1.14 Each year the executive will decide on honorariums for external evaluators. These should not exceed a total of \$250.00 and should only be used in exceptional circumstances.

17. Ice Allocation

17.1 Ice Allocated per Team (House League Program)

- 17.1.1 The policy (standard of play), as initially set by the Sherwood Park Ringette Association & the County of Strathcona, is that adequate ice time for participants is two slots per week (including games) for house league teams (subject to ice availability ~~and never less than two slots per week~~)
- 17.1.2 Registration fees only pay for the ~~two slots per week~~ ice assigned as per Section 17.1.1.

17.2 Ice Allocated per Team (AA Program – SPRA Hosted Teams)

- 17.2.1 Due to the competitive aspect of the AA program, Sherwood Park Ringette will provide one additional ice slot per week for each full AA team. Because of the extensive weekend travel and tournament schedule of the AA teams this additional slot should be provided during the week. The requirements of the extra ice slot must be considered when deciding how many AA teams Sherwood Park Ringette will host.
- 17.2.2 AA teams are expected to pay for any additional ice above the ~~allotted two slots per week~~ amounts allocated as described in Section 17.1. In order to satisfy these commitments, some practice ice slots will be shared by two teams.

17.3 Team cancellation of Ice Allocated

- 17.3.1 Teams must give 72 hours notice to the Ice Allocator to cancel an ice slot. ~~Cancelled ice assigned to a team will not be made up and will count against a team's overall allotment.~~ If sufficient notice is not given, the team responsible may ~~will NOT have their "no show" made up, and they will lose their next practice slot.~~ be assessed one additional practice time against their overall allotment (ie. one for the cancellation and one for the late notice) and may be held responsible for any additional costs resulting from the late cancellation.
- 17.3.2 ~~If a team does not show up for an allocated ice slot it will not be made up and will count against a team's overall allotment. The team will also be assessed one additional practice time against their overall allotment (i.e. one for the cancellation and one for the late notice) and will be responsible for any additional costs resulting from the no show.~~

17.4 Desirable versus Undesirable Ice

- 17.4.1 Undesirable ice times (such as 6:00 a.m) shall be distributed equitably among all house league teams in each division. It is recognized that U10, U12, U14 and U16 shall bear the burden of the early morning ice. U16, U19 and 18+ shall bear the burden of the late night ice slots. ~~Bunnies U8/U9, unless circumstances dictate, should not have 6:00 a.m. ice slots. Small ice (i.e. Broadmoor, SOC Small) before 5:00 p.m. on weekdays will be allocated to the younger groups.~~

17.5 Minor Ice User Meetings (County of Strathcona)

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

17.6 Tournament Ice

- 17.6.1 In situations where teams are participating in a weekend tournament and are not available to practice, the team may be assessed one practice time against their overall allotment.

26. U10 A

Due to potential changes to the U10 Division, a new process for U10 A will be developed for the 2012/2013 season.

26.1 Team Selection

26.1.1 U8/U10 Director to manage the process

26.2 U10 A Team Objectives

26.2.1 The objective for putting together an “A” team is to give U10 players the opportunity to play Ringette at the most competitive level. The experience will help prepare the athletes for playing next year at the U12 level and to assist the players in building friendships focused around the sport of Ringette.

26.3 Coach/Manager Selection

- 26.3.1 Positions required: Head Coach, 2 Assistant Coaches, Trainer & Manager
- 26.3.2 All of the U10 coaches will have the opportunity to participate in the U10 “A” team. Coaches that do not have their own children selected to play are encouraged to participate in the tournament. This includes the formation of the team and on-ice practice sessions.
- 26.3.3 Head coach, assistant coaches, manager and trainer will be chosen from the group of U10 coaches and their staff as agreed to by the U10 coaches. If the coaches cannot agree on a selection, the Executive Coaching Selection Committee will make the selection.
- 26.3.4 Preference for the Head Coach position will be given to current Head Coaches. Consideration will be given to the coach with the most years of experience, and a proven team success rate both on and off the ice.
- 26.3.5 The Executive Coaching Selection Committee will confirm the coaching selections.

26.4 Player Selection

- 26.4.1 The team will consist of 12 skaters and a goalie.
- 26.4.2 Input from all the U10 coaches is required. Each coach will submit a list of names from their U10 team that would best represent Sherwood Park at an “A” tournament. The player’s skill level must be able to compete at that level. The number of names on the list depends on the number of U10 teams.
- 26.4.3 Preference will be given to graduating players. (First year players will have an opportunity the following year to participate in such a tournament.)
- 26.4.4 If one of the 12 identified players is unable to attend due to conflict with scheduling or illness, the group of U10 coaches will select the next strongest player from the alternate list.

26.5 Goalie Selection

26.5.1 All eligible goalie names are to be submitted by each of the U10 coaches (most likely all the players attending the goalie clinics.) U10 coaches will select the goalie for the “A” team. Coaches will take into account the recommendations of the Goalie Clinic Coach and make their decision based on this and player performance throughout the year.

26.6 Notification to Parents and Players

26.6.1 The coaches will approach the parents of the selected athletes and ask if they are interested in playing on an “A” team. Costs associated with this

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team will be explained at this time (e.g. Fee for tournament, travel, hotel, etc.) and will be the responsibility of each athlete's family.

- 26.6.2 The U10 coaches will confirm with the athletes that they have been selected to play on this team.
- 26.6.3 Selected players must be made aware of the Athlete's priority with their regular team. Should an athlete's regular season or playoff game conflict with the tournament schedule, then the first commitment of the athlete lies with their own team and they will not be allowed to attend the tournament. Players on the alternate list would then be called upon to attend.
- 26.6.4 The coach will communicate the selection of players and why they were chosen, to the players and parents of the team, prior to this information being released to the public.

38. Registration Policy

38.1 Policy Scope:

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

38.2 Philosophy and Intent:

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

38.3 Boundaries and Guidelines:

- 38.3.1 Players registering before June 30th of each year ~~will~~ may receive a discount in fees. ~~This~~ The amount and process is set yearly.
- 38.3.2 A registration deadline will be August 30th of each year.
- 38.3.3 Registrations received after the deadline will be held and reviewed each week by the Registrar, Division Coordinator and President.
- 38.3.4 Acceptance of late registrations will be based on: keeping number of players per team at optimal levels, balance of teams, player experience and ability to fit in.
- 38.3.5 There will be no reductions in fees for late registrants.

38.4 Application Guidance:

- 38.4.1 Players registering after evaluations have been completed will be place on a team as determined by the President, Division Coordinator and the A/B or U8/U10 Director.

38.5 Timing Requirements:

- 38.5.1 Registration dates and deadlines must be advertised and clearly known.

38.6 Roles and Responsibilities:

- 38.6.1 Registrar to notify Coordinators of possible late registrants.
- 38.6.2 Coaches to notify Division Coordinator if approached by potential players.