



FRASER VALLEY RINGETTE ASSOCIATION

Policy and Procedures Manual

Last Updated March 11th, 2020

Important Note: Ringette Canada, Ringette BC and Lower Mainland Ringette League (LMRL) policies supersede all FVRA policies in that order.

For more information please go to:

[Ringette Canada](#)

[Ringette BC Policy Manual](#)

[LMRL Policy Manual](#)

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Mission Statement

The purpose of the Fraser Valley Ringette Association is to work together to promote, teach and perpetuate the game of Ringette. To build a community of players and supporters who understand the value of sportsmanship, respect and fair play. To provide the opportunity to develop the skills needed to ensure the continued growth of the program.

1. Executive Job Descriptions

1.1 President

The President of the Fraser Valley Ringette Association (FVRA) is responsible for the overall direction and supervision of all activities associated with the association and shall exercise authority through the Board of Directors as provided in the FVRA Constitution and Bylaws.

Without limiting the generality of the duties outlined in the Bylaws, the President shall:

- a. Chair all Board of Directors and General Meetings.
- b. Prepare meeting agendas.
- c. Vote only in the case of a tie.
- d. Sit as an ex-officio member of all committees.
- e. Attend, or designate someone to attend, all meetings held within the Lower Mainland Ringette League (LMRL) and relay to the Board of Directors the proceedings of such meetings.
- f. Act as the official spokesperson for the FVRA.
- g. Liaison between FVRA and Ringette BC.
- h. Ensure that all FVRA, LMRL and Ringette BC Constitution and Bylaws, Policies, Rules and Regulations, or any other decision of the Board of Directors is being followed by its members. If not, the President will take immediate steps to inform the Board of Directors, and follow through with any recommendations from the Board.
- i. Keep the Board of Directors up-to-date with any correspondence received.
- j. Work closely with the Treasurer and will have signing authority.
- k. Work closely with the Vice-President, keeping the VP informed in case the President should be absent for any reason.
- l. Communicate with parents and players in a public relations role; be available to answer questions from members of the Association.
- m. Initiate the Grant Application Process.

1.2 Past President

The Past President gains his/her position by succession and is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the FVRA.

He/she shall be a full member of the Board, and shall have full privileges in respect to nominating and voting.

Without limiting the generality of the foregoing, the Past President:

- a. Provides advice to the President and the Board of Directors, taking care not to interfere with the incumbent's responsibilities to direct the operation of the Association.
- b. May perform other duties on the Board of Directors, including accepting appointment to a vacant executive position, as required.
- c. Performs such other duties as the President may request.

1.3 Vice-President

The Vice-President, is the second member of the Board of Directors and is required to assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence.

Without limiting the generality of the foregoing, the Vice-President shall:

- a. Attend all Board of Director meetings and any other meeting as directed by the President
- b. In the absence of the President, Chair Board of Directors meetings, and shall only vote in the case of a tie
- c. Perform such other duties as the President may direct.
- d. Assist other Board of Directors with duties assigned from time-to-time.
- e. Monitor all functions and activities of the FVRA.
- f. Oversee evaluation and team placement process.
- g. Manage Team Photos:
 - Obtain quotes from 2 businesses to compare costs and times.
 - Hire the photography company.
 - Communicate to teams the times and days and post on web site.

1.4 Treasurer

Accurate Accounting Records

- a. Keep the financial records, including books of accounts, necessary to comply with the Societies Act
- b. Expected to be at each meeting of the Board of Directors; if unable to attend, to arrange for updated financials to be presented (current Profit and Loss statement, Balance Sheet and a current bank balance)

Presents balance financial reports to AGM

- c. Prepare a budget prior to the AGM (in consultation with the Board of Directors) and present for approval at the AGM
- d. Provide year end financials and current bank balances

Grant Applications and yearly budget

- e. File annual "Use of Grant Funds Report" to Gaming
- f. Provide financials for Grant Applications; with President complete and file application

Payments/Deposits

- g. Ensure separate bank accounts are maintained for general and gaming funds
 - Arrange for changes in signing authority at bank after each election

- Ensure receipts for all expenses are filed (with special attention paid to Gaming account expenditures)
- h. Each month with Ice Scheduler, confirm accuracy and then pay ice invoices
- i. Each month after receiving details from Director of Officials, pay referees
- j. After receiving details from Registrar, pay BCRA fee invoices as per payment schedule set by BCRA
- k. Make all other payments required for advertising, supplies, dues, etc
- l. Deposit monies into the accounts of FVRA
 - Coordinate with Registrar for timely deposit of registration payments

Society Act

- m. File “Annual Report” (with payment) after AGM listing directors and AGM date

Fundraising & Tournament Committees

- n. Provide support for fundraising and tournament committees
- o. Provide cash floats for required events
- p. Pay all expenses incurred as a result of events
- q. Coordinate for receipt of all deposits

Records Management/History

- r. Keep all FVRA records according to the Retention of Records Guidelines

1.5 Secretary

Record and Maintain Minutes

- a. Creates and distributes agenda for each monthly meeting.
- b. Expected to be at each meeting of the Board of Directors. If not able to attend a meeting, **must** prearrange with another board member, who will be in attendance, to take the minutes.
- c. Record minutes, as per Robert's Rules of Order, and send to the Board of Directors within two weeks of a meeting. If someone else is taking the minutes, it is still the responsibility of the Secretary to make sure these minutes are circulated in a timely manner.
- d. Have a copy of the previous meetings minutes on hand at each meeting for approval by the Board. Once these minutes have been approved, the minutes can be sent in a PDF format to the website for posting. **No** unapproved minutes will be made public or posted on the website.
- e. Enter into the minutes any motions that may have been made via email.
- f. The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.

Update Policy and Procedures Manual

- g. Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is the Secretaries responsibility to add the new or amended Policy to the Policy and Procedures Manual and send a PDF digital copy to be posted on the website.
- h. The Policy and Procedures Manual should be present at all meetings for reference.

Work closely with President/Vice President

- i. Maintain a close working relationship with Executive; in their absence the Executive may ask the Secretary to chair a meeting.

Signing Authority

- j. In the absence of the Treasurer or the President will have signing authority.

Update Forms and other Information

- k. Maintain an up-to-date list of Board of Directors with contact information; update and circulate to the incoming Board of Directors after the Annual General Meeting
- l. Work closely with the Board to keep forms and information up-to-date, such as registration forms and website information.

Annual General Meeting (AGM)

- m. See “Preparing for the AGM” for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.

Meeting Location

- n. Check to make sure, or arrange, for meeting room space.

1.6 Registrar

Coordinate player registration

- a. Coordinate all aspects of player registration each year
- b. Ensure all registration information is accurate and complete
 - Update Registration Form and all information on website after AGM
- c. Collect all registration fees and coordinate deposit with Treasurer
- d. Monitor any unpaid registrations
- e. Administer Refund Policy

Provide tax receipts

- f. Print from Karelo and distribute tax receipts to team Managers in early January(if applicable)

Provide information for team formation

- g. Provide team lists to the Director of Coaches for proper team placement

Distribution of team information to Coaches and Managers

- h. E-mail final team roster from Karelo to each team coach and manager at season start

Register all players, bench staff, referees, and volunteers with Ringette BC

- i. Input required information into Ringette BC database “Karelo”

Coordinate fees payable to Ringette BC and LMRL

- j. In conjunction with the Treasurer, make sure all fees are paid in a timely manner to Ringette BC and LMRL

Maintain all Confidential Information

- k. Collect and file in a secure location all documentation:
 - registration forms
 - code of conducts
 - emergency contact information
 - medical records & share with appropriate bench staff
- l. Attend all Board of Directors meetings

1.7 Ice Scheduler

The Ice Scheduler is responsible to ensure that all FVRA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.

- a. Coordinate with the arenas to purchase FVRA ice for the season
 - act as liaison between FVRA and the arenas
 - sell any ice not required by FVRA
- b. Work closely with the Treasurer regarding billings for ice
 - Give the treasurer the ice contract numbers and the amount owed on each contract for each month of the season, so FVRA can pay for ice time.
- c. Make up a schedule of practice times for teams at least 3 times a year:
 - Season start, fall and winter
 - Games to be managed by the LMRL Ice Scheduler.
- d. Communicate with Team Managers regarding:
 - practice times and any cancellation or rescheduling of ice
 - extra ice if available
- e. Monitor LMRL and FVRA website schedules for accuracy and report any errors
- f. Attend all Board of Directors meetings

1.8 Director of Coaching

The Director of Coaching is an important role within the FVRA, ensuring that each team is coached by knowledgeable certified coaches. The role requires significant time during the last week of August through the entire month of September.

- a. Oversee Coaching/Bench Staff recruitment and selection in according with FVRA policies
- b. Ensure all Bench Staff have required credentials according to the latest Ringette BC policies including completed Criminal Record Checks
- c. Arrange required training/certification needed for any new Bench Staff
- d. Meet with Coaches before the start of each season, and throughout the season as required, to advise on rules, regulations and policies of FVRA, LMRL and Ringette BC
- e. Working closely with the Registrar, maintain contact information and records of each teams Bench Staff
- f. Shall represent Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Board of Directors
- g. If needed, appoint Division Coordinators to provide and organize on-ice staff during player evaluations
- h. Be available for new coaches to assist in skills development
- i. Make sure each Coach is well informed of the Ringette BC Tiering process
- j. Evaluate Coaches to establish the need for additional training
- k. Communicate with Bench Staff any information required to attend provincial tournaments
- l. Assist with other committees when required
- m. Attend all Board of Directors meetings

1.9 Director of Officials

The primary role of the Director of Officials is to arrange for adequately qualified referees to officiate at all home games in which a FVRA team is participating.

Other responsibilities include the following:

- a. Schedules/Cancel qualified Referees for all LMRL games scheduled on FVRA ice.
- b. Recruits new referees to become certified so that we continue to build our own base of Referees.
- c. Ensure current referees attend Refresher Clinics as sanctioned by Ringette BC. Encourage existing referees to continue to upgrade their level of certification.
- d. Provides the Treasurer with detailed billing information for home ice costs and referee payments.
- e. Responsible to arrange for continued referee development upon completion of official Referee Clinic.
- f. Arranges for referee evaluations and feedback.
- g. May work with Ringette BC to offer Referee Clinics in FVRA which would be open to all of LMRL.
- h. Represent the Association in dealing with other Ringette Associations regarding Officiating issues, specifically where there has been a complaint registered against a player, bench staff or parent from FVRA, and bring such a complaint to the attention of the FVRA immediately.
- i. Attend all Board of Directors meetings.

1.10 Director of Promotions

General:

- a. Expected to be at the regular Board of Director meetings and when required have prepared info on any of the below duties that might require discussion.

Media Relations:

- b. Coordinate advertising into local paper - event flyers - radio - community news etc...
- c. Try to find as many outlets as possible to promote Ringette

Update Public Ringette Areas:

- d. Work with the Web Manager to ensure all info is current and updated for events.
- e. Ensure all signs at rinks and in the community promoting Ringette are accurate
- f. Update the Trophy Case in Sportsplex

Come Try Ringette:

- g. Ensure that Come Try Ringette gets as much exposure as possible - signage in the mall a few times a year when they do the community event days
- h. Look after the Come Try Ringette Signage
- i. Coordinate the Come Try Ringette Days - get a few individuals to help with this event

Year End Wind-Up:

- j. Coordinating this function - communicating it to all teams - booking and organizing. Try to get a few individuals to help on this

Public Event Participations:

- k. Be aware of what events are out there in the community that our association might benefit from participating in. Once identified it becomes your responsibility to coordinate how it happens. Some examples might include:
 - a. Parades

Sub-Committees as they pertain to Direction of Promotions:

- l. It is in your best interest to ask early what parents would be willing to help out in the areas that require such - easier to get the names at the beginning of the year and then contact them when times come up (i.e. Come Try Ringette, Year End Banquet, Parade etc).

Newsletter

- m. Create and e-mail a newsletter to the membership at least twice per season (i.e. before Christmas and the AGM).

1.11 Director of Ways and Means (Fundraising)

- a. Coordinate fundraising events and give information to members.
- b. Coordinate sponsorship program.
- c. Help Director of Promotions with organizing the Year End Wind-Up in April.
- d. Attend all Board of Directors meetings.

1.12 Equipment Manager

The position of Equipment Manager is the general supervision of the equipment assets of the Association.

General Duties

- a. Maintain a complete and accurate accounting of all equipment
 - Perform an inventory of all equipment in September and again in April.
- b. Keep FVRA Ringette Equipment Rooms stocked and organized
- c. Make recommendations to the Board for any equipment purchases, including jerseys, goalie equipment, rings, first aid kits, cones, game sheets etc.
 - Obtain input regarding equipment needs from the Director of Coaching.
- d. In September make sure all team kits are ready for distribution to teams:
 - Team equipment kit: lock-up keys, white jerseys and black jerseys in garment bags, rings (1 per player and 6 for goalie), goalie equipment, first aid kits and game sheets.
 - Assign goalie equipment, as required, to each team: stick, goalie pads, chest protector, blocker, free hand glove.
 - Record in detail what has been given to each team.
- e. Ensure all equipment is in acceptable condition throughout the year
- f. During the season maintain the equipment room in an organized state.
- g. At season end collect all team kits loaned out at season start.
 - Returned equipment should be clean and in repaired state; jerseys should have name bars removed.
 - Place in Aldergrove lock-up and hang up jerseys and take goalie equipment out of the bags to air over the summer.
- h. Manage FVRA Used Equipment Swap at start of season.

- Communicate information to FVRA families (donation drop off, date etc).
 - Recruit volunteers to help fit equipment
 - Combine event with Come Try Ringette; coordinate with Director of Promotions
- i. Attend all Board of Directors meetings.

1.13 Director of Athlete Development

- a. Coordinate and manage player development events (such as power skating, goalie clinics, conditioning camps etc) for FVRA members.
- b. Promote the events and ensure all members of FVRA are notified and given information on the events.
- c. Monitor the events and ensure that the members of the association are getting the needs of our players met and that the instruction is suitable to the player's age, skating level and skill level.
- d. Report back to the Board of Directors on the progress and outcome of these events.
- e. Attend all Board of Directors meetings.

1.14 Director of Evaluations

- a. Organize and manage the "Team Selection" process (see **2. Team Selection Guidelines**) including:
 - Suggest to executive any changes required to the evaluation processes and policies.
 - Recruit and organize evaluators.
 - Provide evaluators with instructions and forms for evaluating.
 - Provide coaches with instructions on running evaluation drills and scrimmages.
 - Receive completed evaluation forms and tabulate results for each player.
- b. Organize and manage the placement of players on appropriate teams.
 - Working with the Vice President, review evaluation results by division to determine appropriate team placement for each player.
 - The determination of team placement for each player will be determined by the current "**Team Selection Guidelines**".
- c. Conflict of Interest: if the Director of Evaluations or Vice President has a family member in a division being reviewed, they must be replaced by another executive member for the purpose of reviewing results and determining player placement (see **2.4 Roles and Responsibilities for Team Selection**).
- d. Report evaluation results to the Board of Directors.
- e. Communicate the team placement to the Director of Coaching.
- f. Attend all Board of Directors meetings.

Who will do this?

- g. Communicate the team placement to each player and their parents.
- h. Receive feedback from parents and deal with any issues with Vice President.

1.15 Tournament Director

- a. Responsible for the successful organization and management of the Tournament.
- b. Recruit and appoint volunteers to fill all Tournament roles.

- c. Schedule and chair tournament meetings.
- d. Support volunteers to ensure all roles are being performed well and within budget.
- e. Attend a minimum of 6 Board of Directors meetings plus the AGM, these meetings must include May, September, October, November, December and January.

2. Team Selection Guidelines

Teams will be formed based primarily on considerations to player calibre and age. The minimum number of players required to form a team shall be 7 and the maximum number of players on a team roster shall be 18. Team rosters are to be finalized and submitted to the LMRL as soon as possible, but no later than the requirements of the LMRL and the Ringette BC, whichever requirement comes first.

FUNDamentals 1 & FUNDamentals 2

Should there be sufficient registrants to form more than one team, player assignment will be made by the FUN 1/FUN 2 Coaches, Division Coordinator and/or the Director of Coaching in order to create equal calibre teams. If a player is new to FVRA and has expressed a team preference on the registration form, the FUN 1/FUN 2 coaches, Division Coordinator and/or Director of Coaching will consider the request when creating equal calibre teams.

U10

This division will be evaluated at the start of the season and the evaluation scores will be used to create equal calibre teams. A draft will be conducted by the Director of Evaluations, Vice-President and Coaches from within the division at the end of the evaluation process to determine player placement.

U12

This division will be evaluated at the start of the season and the evaluation scores will be used to create equal calibre teams. A draft will be conducted by the Director of Evaluations, Vice-President and Coaches from within the division at the end of the evaluation process to determine player placement.

U14, U16, U19 and 18+

Division guidelines are being updated by RingetteBC and FVRA Policy will be updated accordingly.

Old policy to be updated: (These divisions will be evaluated with the purpose of placing players on teams of like calibre of play. The scores will be tallied and used to determine the placement of players into higher or lower calibre teams within the division.

In tiered divisions where more than one team in that division will be formed, the head coach of the higher caliber team (when selected) will be assigned 40% of the team based on the top evaluation scores, and will be able to choose the remaining 60% of the team from all remaining players in that division. This will happen when evaluations are

complete and before teams are announced. Once the selection is completed, the players will be notified and the team will be announced.

A player may request not to be evaluated for the more competitive team and be placed on the lower calibre team within the division.)

GOALIES

In the divisions from U14 to 18+ there may only be 2 (two) registered goalies per team. Evaluation will be completed and goalies selected as per evaluation results.

If a player is unsuccessful in securing a position as a goalie, Fraser Valley Ringette Association will offer the following:

- The player will be encouraged to register as a player no later than September 30 of that season with the understanding that they will then be a player and will be expected to pay the full registration fee as such.
- Assist the player in a positional transfer as a goalie to another association.

Fraser Valley Ringette Association recognises the development of goalies is essential to the growth of our sport and as such extends an offer to any player aspiring to be a goalie to participate in association lead goalie development training (may or may not include fees).

2.1 Evaluators

- The Director of Evaluations will appoint evaluators for all divisions based on their experience and availability.
- Evaluators should be at least 18 years old and have a minimum of one year experience as either a coach or manager, or three years of playing experience at a B calibre or higher
- A minimum of three player evaluators (U12 and older) are recommended for each evaluation.

2.2 Evaluation Format for U10

- Evaluation format to be determined by this policy manual or as directed through LMRL or Ringette BC.

2.3 Evaluation Format for U12

- Evaluation format to be determined by this policy manual or as directed through LMRL or Ringette BC.

2.4 Evaluation Format for U14, U16, U19 and 18+

- Evaluation format to be determined by this policy manual or as directed through LMRL or Ringette BC.

2.5 Goalie Evaluation Format for U14, U16, U19 and 18+

- Evaluation format to be determined by this policy manual or as directed through LMRL or Ringette BC.

2.6 Roles and Responsibilities for Team Selection

- The ethics of confidentiality must be upheld throughout the evaluation process.
- The Director of Evaluations will organize and manage the evaluation process.
- The Director of Evaluations will recruit and organize the Evaluators according to 2.1.
- The Director of Evaluations will provide the Evaluators with instructions and forms for evaluating.
- The Director of Evaluations will provide the on ice instructors with instructions for running the evaluation drills and scrimmages.
- The Director of Evaluations or Vice-President will receive the completed evaluation forms from the evaluators unless a conflict exists (see below).
- The Director of Evaluations and the Vice-President will review the evaluation results by Division to determine player placement unless a conflict exists (see below).
- If the Director of Evaluations or the Vice-President is a parent or sibling of a player in the Division being assessed, they must be replaced by another executive member for the purpose of receiving evaluation results, reviewing results and determining player placement. If either must be removed from reviewing a particular division, they shall be replaced by the first person available in the list below that does not have a child or sibling in that division.
 - Director of Athlete Development
 - Director of Coaching
 - President
 - Director of Officials
 - Equipment Manager
 - Ice Scheduler
 - Registrar
 - Secretary
 - Director of Promotions
 - Director of Fundraising
 - Treasurer
 - Tournament Director
- Once the evaluation process is complete the Director of Evaluations will report the results to the FVRA Board of Directors.
- The Evaluators should assess the players individually and should not confer with each other or anyone else during evaluations.

- Comments on the evaluation forms should be made in a constructive manner and should not be derogatory in any way.
- Any grievances from parents or players with the outcome of team selection will be referred to the FVRA Board of Directors. The grievance must be resolved prior to team rosters being submitted to the LMRL.
- If a player is unable to attend the player evaluations for the U12, U14, U16, U19 or 18+ divisions and the Director of Evaluations and the Vice-President believe that evaluations are required for proper team placement, the player will be evaluated with the higher caliber team during the team practices until an assessment can be made by the Head Coach, Director of Evaluations and the Vice-President.
- If a player is unable to attend the player evaluations for the U10 division, and the Director of Evaluations and the Vice-President believe that evaluations are required for proper team placement, the player will be evaluated with a team during a team practice(s) until an assessment can be made by the Director of Evaluations and the Vice-President.

2.7 Player Movement

FVRA believes players should play with their peer group in their normal Divisions (based on age) and Player Movement should only happen in exceptional circumstances. We take these requests very seriously and that is followed to ensure we are being fair to all involved. Player movement shall be discussed with the coaches involved and their input will be taken into consideration. The Vice President will contact the parents and the Director of Coaching will contact the coaches within 48 hours of the decision being made by the Board of Directors. All player movements must meet the requirements of the Ringette BC Policy Manual.

Player movement (playing in a higher or lower Division than the age of the player) can be accomplished in two ways:

a.) Parent Driven Request:

- the player initially must register in their normal age Division. Please note, no request will be accepted unless the player has been registered to play and payment has been received by FVRA.
- once registered, the parents need to supply FVRA with a letter asking for permission for their player to play in the new Division (important to include the reasons why). The parents should e-mail this letter to the Registrar and copy the President (see Contact section at www.fvringette.com for details).
- To be dealt with in a timely manner all requests should be received by FVRA before August 1st. Requests received after August 1st will be managed as best we can (and may take some time).
- All players begin the season in their normal age Division. Important: the player cannot attend the ice session of the Division they would like to move to; if this happens their request will not be reviewed.

- The FVRA Executive reserves the right to ask the player requesting movement to attend 1 or 2 evaluations with the higher divisions to aid in the determination of their team placement.
- After the evaluation ice the FVRA Executive will review the request and communicate the decision to the parents.
- If approved, parents pay the fee for the new Division.

b.) Association Driven Request:

- At the start of the season FVRA may not have enough players to form a team in a Division. FVRA may decide it appropriate to move one or more players to a higher Division to support team formation.
- Once any player(s) to be moved have been identified, FVRA will communicate with the parents.

How does FVRA make a decision on Player Movement? We look to three things:

- 1.) FVRA numbers in each Division: does moving players affect team formation?
- 2.) Skill of player: skating, aggressiveness, size, game play etc
- 3.) Maturity of player: are they going to 'fit in' with the team and not be intimidated on the ice playing against older players

Player movement may not take place until after the completion of evaluations and after the formation of base teams to ensure FVRA has had an opportunity to look at critical team formation.

3. Team Management

3.1 Team Staff Duties and Qualifications

A maximum of five (5) team staff can be registered with a team and be permitted to be on the bench during games:

- Head Coach - Ultimate responsibility for players and staff.
- Assistant Coach - Teacher of skills, directing a given responsibility as delegated by the head coach;
- Manager - Administration, manager of human and other resources, transportation, communications and finances;
- Trainer - First aid, prevention of injury, medical resources, physical conditioning and equipment.

Each team (all divisions) must have a "Head Coach". Other positions are optional but strongly recommended for the efficient operation and organization of a team. Head coaches must be 18 years of age or older. Teams may have more than one person assume the position of head coach or assistant coach. However, there may only be one person registered as a trainer and one as a manager. All team staff must complete the requirements for their position as outlined by Ringette BC. Please see BCRA Policy Manual Section F. Technical Development – Coaching, for the complete policy.

A coach is considered trained once the required course(s) have been completed e.g. a coach that has completed the CI course is considered *Trained* in CI but not certified. To become trained, a coach takes courses for different levels of coaching: CSI for B, C and CI (U12 and above) for A coaches. Once a coach has completed the CI evaluation process and received a successful evaluation of his/her coaching abilities, they are considered certified. To become certified the coach must complete the evaluation process and show competency for the level they are seeking certification in.

Making Ethical Decisions

All coaches must be Making Ethical Decisions Certified. To become Making Ethical Decisions Certified a coach must achieve a mark of 75% or more on the computerized MED Evaluation online exam at <http://www.coach.ca/make-ethical-decisions-med--s16834>. Coaches are considered “in progress” if registered for an appropriate clinic, and thus can attend tournaments prior to their clinic. All coaches must be qualified by December 15. The coach must have the level of MED equal to the level required to coach in that division, i.e. a U16A coach must have the CI MED.

- CSI Trained - CSI MED;
- CI Trained/Certified - CI MED.

There must be a head coach, alternate head coach or assistant coach (with head coach qualifications) present on the bench at the beginning of all games.

Anyone 14 years of age or older can begin to take NCCP coaching courses at the Community Sport – Initiation and Competition – Introduction contexts for Ringette across Canada. Interested individuals will have access to NCCP training and evaluation, but will only receive “Certified” status on their 16th birthday. Until then, trained and certified coaches under 16 years of age will be identified in the Coaching Association of Canada’s database as “Trained - Under 16”.

Qualified Female on the Bench

All teams U19 and younger - Must have one qualified female head or assistant coach, she must be 18 years of age or older if she is the Head Coach or is the only female on the bench. Please take note that having a female manager on the bench and no female coach is NOT sufficient.
18+ - Does not require a female on the bench.

The following are the coaching level requirements for the "Female on the Bench" as per Ringette Canada's Policy:

- FUN 1/FUN 2 - CSI Trained;
- U10 - CSI Trained;
- U12 Level A - CI Trained, U12 Levels B & C- CSI Trained;
- U14 Level A & B - CI Trained, U14 Level C - CSI Trained;
- U16/U19 Level A - CI Certified, U16/U19 Levels B & C - CI Trained.

All bench staff from U10 to U19 level (18+ & 30+ coaches excluded), are required to be certified in Ringette BC's Prevention in Motion (formerly More Than Just a Game) program or any of the equivalent certification programs listed below, which are offered by other organizations:

- A. "Prevention In Motion" – All Canadian Red Cross certifications from other organizations (not limited to sports organizations. Ringette Canada must receive a copy of the coach's certification before credit is given.
- B. "Speak Out" – Hockey Canada certification program (certification in 2007 or later).
- C. "Respect In Sport" – Certification program.

We may change team staff lists if required, providing they are received in writing at the Ringette BC office on or before February 15. The new team staff member or members must meet all qualification requirements prior January 1st.

3.2 Bench Staff Selection

General

FVRA through the direction of the Director of Coaching, will select coaches he/she feels best meet the objectives of the programs offered and the game itself. FVRA will endeavor to select coaches who will provide the greatest benefit to the athlete's in our programs, and who will meet the coaching requirements set forth by Ringette Canada and Ringette BC.

All potential Head Coaches are required to have completed or be in process of completion of a Criminal Records Check complete with Vulnerable Sector Check when they have submitted their coaching application.

All supporting bench staff are required to have completed or be in process of a Criminal Records Check complete with Vulnerable Sector Check on or before October 15.

If the Director of Coaching is in conflict with the Head Coach selection process in any division, they must be replaced by another executive member for the purpose of receiving and reviewing coaching applications, interviewing candidates and determining coach placement for that division. If they are in conflict they shall be replaced by the first person available in the list below who is not in conflict.

- Vice President
- Director of Athlete Development
- Director of Evaluations
- President
- Director of Officials
- Equipment Manager
- Ice Scheduler
- Registrar
- Secretary
- Director of Promotions

- Director of Fundraising
- Treasurer
- Tournament Director

Head Coach Selection Process

Head Coach Candidates will be asked to submit their intent to coach no later than one (1) week prior to the commencement of the upcoming ringette season. The Director of Coaching may approach qualified candidates after the deadline to fill association team requirements if there are no qualified candidates who have applied. The Director of Coaching will use the following criteria in the selection of the Head Coach:

- Strong Ambassador for the association and the game of ringette;
- Will contribute to the development of the athletes on and off the ice;
- Will conform to the association systems and philosophies;
- How they relate to (communicate with) athletes, coaches and parents participating in our programs;
- Certification, completed or in progress;
- Experience;
- Past Performance;
- Ringette Knowledge.

Selection of the Head Coach position for non tiered divisions can be made as soon as the association knows the number of declared teams it has. For the tiered divisions, selection of the Head Coach positions will only be completed after the evaluations have ended and before the teams are announced. The exception to this is if a Head Coach candidate has no ties to that division, that candidate can be named as per non tiered divisions.

The interview process is to consist of a base set of questions referencing the criteria set out in the selection of the Head Coach, that will be asked of all candidates to ensure an equitable and transparent process. The interview will be conducted by a panel which must include the Director of Coaching and one other, which may include board members. The panel candidate must be approved by the board.

The Director of Coaching is required to take notes during the interview process to ensure the interviews are documented for the purpose of review for selection, and in the case of a candidate challenging the process.

The Director of Coaching must review with the President, the list of successful Head Coach candidates before they are named to any teams.

Supporting Bench Staff

The head coach is responsible for the selection of their own bench staff. Head coaches are responsible to ensure they recruit qualified candidates who understand their role on the team. All bench staff selections are to be reviewed and approved by the board no later than seven (7)

days after team formation. The following criteria is recommended in the selection of the supporting bench staff:

- All supporting bench staff are required to submit their intent to coach no later than one (1) week prior to the commencement of the upcoming ringette season. Head Coaches may approach potential assistants, managers and trainers after the deadline to fill team requirements if there are no qualified candidates who apply.
- Training and certification complete or in progress.
- Supporting bench staff understand their role on the team as support and to implement the associations and head coach's philosophy, which is not limited to:
 1. Assist with planning, organizing and conducting practices, team events.
 2. Assist with pre-game preparation, post game evaluation.
 3. Assist with the operation of the team throughout the season.
 4. Assist with the supervision of players off and on the ice.
 5. Assist with the formulation of season/game plans.

On Ice Helpers

We realize the need for "On Ice Helpers" may be required in all divisions. They will not require coaching credentials, but will be required to have completed or be in process of a Criminal Records Check complete with Vulnerable Sector Check on or before October 15 and be registered with the association as a "Volunteer".

Guest Speakers/Coaches

Guest Speakers/Coaches do not require Criminal Record Checks provided they are in the presence of vetted FVRA coaching staff or board members. If they are to go on the ice they will be required to sign a Ringette BC Waiver of Liability form.

Criminal Record Checks

All Criminal Records Check complete with Vulnerable Sector Check must be completed to the satisfaction of FVRA. FVRA reserves the right to temporarily suspend any person who has not completed the checks by the deadline or to suspend any person who has not completed the checks to the associations satisfaction.

FRVA uses an electronic version of the Criminal Records Check complete with Vulnerable Sector Check through the BC Ministry of Justice.

To complete your CRC, please copy and paste the link below and enter the access code to initiate your check. Once the check has been completed, the Director of Coaching will receive notice of the results within 2-3 days. Your Criminal Record Check will be valid with FVRA for 2

(two) years. Please note that if your criminal record check expires during a playing season, you must renew prior to season's commencement.

<https://justice.gov.bc.ca/eCRC/>

Access Code:
DCN9ECWUVE

You must email the director of coaching to provide notification of your check and provide the following information:

- Your full name;
- Your phone number;
- Your email address;
- Which team you are involved with.

3.3 Team Dispute Resolution Guidelines

When coaching a team, there is always the possibility of conflict arising between the team staff and parents. Conflicts can arise from disputes over ice time, practice planning or simply be a matter of clashing personalities.

While each coach will handle these situations in their own way, the following are some common guidelines for resolving disputes:

- No matter how the team staff intends to handle disputes, it is strongly suggested that a parents' meeting be held at the beginning of the season. At this time, team jobs can be delegated and expectations can be outlined for both parents and players.
- Disputes will take many different forms during the season. Minor issues can usually be resolved quickly through clear communication with parents. Being approachable on minor issues will probably help prevent them from escalating into larger conflicts.
- Establish a "cool down" period with parents. It is recommended that team staff and parents wait for 24 hours before approaching one another regarding a dispute rather than discussing it while one or both parties are likely to be too emotional. The cool down period allows both parties to be more rational when discussing the conflict and it is often enough time to diffuse a hostile situation. It is quite likely that a situation requiring this may never arise, but if it is discussed at the beginning of the season, all parties will be prepared to wait.
- If there is a conflict that continues without hope of being resolved or has escalated into an uncomfortable situation, the issue should be referred to the Board of Directors. The parent(s) or team staff should contact the Director of Coaching or President and the matter will then be dealt with at that level. Once the matter is deferred to the level of the Board of Directors, the board will use the same procedures to resolve the conflict as set out in Section 4 Risk Management.

4. Risk Management

4.1 Definitions

Discipline/Appeals Board:

A committee consisting of members of the sport and recreation community. The committee shall consist of at least one woman and one man, each of whom have no personal or professional involvement with either the complainant or respondent, and no prior involvement in the matter under review or appeal.

Complainant:

An athlete, coach, official, or other participant of FVRA activities, who thinks he or she has been harassed.

Respondent: The perpetrator of the action(s) which the complainant thinks constitutes harassment.

Harassment:

Behavior including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- written or verbal abuse or threats;
- physical assault;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire;
- age, marital status, ethnic or racial origin, religion, etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- practical jokes, which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- hazing or initiation rites;
- leering or other suggestive or obscene gestures;
- intimidation;
- condescension or any other behavior which undermines self-respect or adversely affects performance;
- conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training or advancement;
- false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;

Sexual Harassment:

One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal conduct of a sexual nature:

- When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort,
- offense, or humiliation to another person or group;
- When submission to such conduct is made either implicitly or explicitly a condition of inclusion;

When such conduct has the purpose or the effect of interfering with a person's performance or creating an intimidating, hostile or offensive environment.

4.2 Policy

Fraser Valley Ringette Association will not tolerate any forms of harassment for the protection and safety of all its members. Strict protocol and procedures shall be enforced.

A Team Risk Manager will be identified for all teams within two weeks of the initial team meeting or before October 15 of each year. It will be the responsibility of the Head Coach and the team's parents to identify this individual.

4.3 Formal Complaint Mechanism

Procedure:

- a. Before proceeding to the formal complaint mechanism, a member who believes she/he has a complaint of harassment or discrimination may approach the appointed Team Risk Manager or an Executive Member to discuss potential means of resolving a complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction the matter is deemed resolved.
- b. A member (complainant) who wishes to pursue a concern arising from an alleged harassment may submit a complaint in writing to the President of the Board within six (6) months of the latest alleged occurrence. Complaints of this nature shall be treated in strict confidence.
- c. If the President deems the complaint to be beyond the scope of FVRA's Risk Management, the President will defer the complaint to BCRA for resolution.
- d. An alleged harasser (respondent) shall be given notice of the substance of such a complaint and shall be entitled to attend, participate in and be represented at any hearing pursuant to (h) below.
- e. The President Shall designate a harassment officer, a standing discipline committee and appeals committee by October 15.

- f. The President's designate shall investigate the complaint and shall submit her/his report to the Discipline Committee within fifteen (15) days of receipt of the complaint. The Discipline Committee shall within ten (10) days of receipt of the reports give such orders as may be necessary to resolve the issue. The complainant and the respondent shall be apprised of the Discipline Committee's resolution.
- g. If the complainant is a minor child and the respondent is an adult, caution will be aired on the side of the minor child for their safety and pending determination of the complaint the President may take interim measures to relieve and or restrict the adult (respondent) from his/her duties to protect the minor child.
- h. In the case of alleged harassment by a member from another association, the member claiming to be harassed has the right to discontinue contact with the alleged offender without incurring any penalty, pending determination of the facts of the case.
- i. It is recommended that our President speak on behalf of the complainant to any other organization or association and present Fraser Valley Ringette Association's policy and procedure on harassment and make the recommendation that the organization or association adhere to our policy for the protection and safety of the Complainant.
- j. Where the complainant is determined to be of a frivolous, vindictive or vexatious nature, the Discipline Committee will take appropriate action, which may include discipline.
- k. This Article does not preclude a member from filing a complaint under Section 13 of the BC Human Rights Code.
- l. All Parties involved shall treat complaints under this Article in strict confidence.
- m. Where the alleged harasser is the President, the complaint shall be filed in writing within six (6) months of the latest alleged occurrence to the Vice-President who will conduct an investigation and submit a report on the facts to the Parties within twenty (20) days of being notified.

4.4 The Investigation Report

- A. The investigation report from the harassment officer should contain:
 - A summary of the relevant facts;
 - A determination as to whether the acts in question constitute harassment as defined in this policy;
 - If the act(s) constitute harassment, a recommended disciplinary action against the respondent.
- B. When recommending disciplinary action to be taken, the harassment officer shall consider factors such as:
 - The nature of the harassment;

- Whether the harassment involved any physical contact;
- Whether the harassment was an isolated incident or part of an ongoing pattern;
- The nature of the relationship between the complainant and the respondent;
- The relative age of the complainant and/or respondent;
- Whether the respondent had been involved in previous harassment incidents;
- Whether the respondent retaliated against the complainant.

C. On completion of the report, the harassment officer shall forward a copy of the Investigation Report shall be forwarded to the complainant, the respondent, and the standing disciplinary committee.

4.5 Standing Discipline Committee

A. The standing discipline committee shall receive the Investigation Report as prepared by the harassment officer.

- B. After considering the investigation report, the standing discipline committee shall:
- Make a determination as to whether the respondent has engaged in conduct constituting harassment; and
 - If the standing discipline committee determines that respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the respondent as is appropriate in the circumstances.

C. When imposing disciplinary action against the respondent the standing disciplinary committee may impose such disciplinary action as it considers appropriate in the circumstances, which may include, but is not limited to:

- A verbal apology;
- A written apology;
- A letter of reprimand from the sport organization;
- A fine or levy;
- Referral to counseling;
- Sensitivity training in harassment issues;
- Removal of certain privileges of membership;
- Temporary suspension from any and or all positions within the association;
- Permanent suspension from any and or all positions within the association;
- Expulsion from membership.

The standing disciplinary committee shall, not more than 10 days after it makes its decision, send a notice to the complainant and the respondent.

4.6 Appeals Committee

A. A complainant or respondent who is dissatisfied with the decision of the Standing Discipline Committee of FVRA may, not more than 30 days after the date he or she receives notice of the

standing discipline committee's decision, serve the chair of the appeals committee with a notice of appeal and request for hearing.

B. The notice of appeal and request for hearing shall be in writing and shall set out the grounds for appeal.

C. Upon receipt of a notice of appeal and request for hearing, the chair of the appeals committee shall send a copy of the notice of appeal and request for hearing together with a hearing notice by registered mail to the last known addresses of the complainant and respondent.

D. The hearing notice shall be sent at least 30 days in advance of the scheduled hearing and shall:

- Specify the date, time, and location of the hearing;
- Advise the parties that they should bring with them to the hearing all relevant witnesses and other evidence they wish to be considered by the appeals committee;
- Advise the parties that they have the right to be represented at the hearing.

E. Within 10 days after completing a hearing, the appeals committee shall send a notice of its decision, by registered mail; to the last known addresses of the complainant and respondent.

5. EQUIPMENT AND SAFETY GUIDELINES

5.1 Equipment

Players must adhere to equipment regulations as outlined in the Ringette Canada Rule book and Ringette BC Policy Manual Section H. Technical Development – Athletes and Sport 4.1 Equipment.

- FVRA strongly recommends the use of mouth guards.
- If required by a player, goalie equipment is supplied by FVRA.
- FVRA may require a deposit (equal to replacement cost, as decided by Executive) from all players who are loaned goalie equipment.
- Goalie sticks are supplied by FVRA for all Divisions. All sticks loaned out are to be returned at the end of the season.
- At season end if a jersey is not returned by a family or is returned in very poor shape, the player/family is financially responsible for the replacement of said jersey. The equipment Manager will price and quote for the replacement.
- Goalie Discount: \$200.00 off Registration Fee for full time goalies who have their own equipment. For complete details please see Section 6.2 Registration Discounts.

5.2 Safety

- First aid kits will be supplied to all teams by FVRA.
- Players are required to provide a permission letter from a physician before returning from a major injury or a concussion.
- FVRA will adhere to section 4.2 (Safety) and 5 (Anti- Doping Policy) of the Ringette BC policy manual regarding policy around anti-doping policy as well as alcohol and drug consumption.
- Reporting Incidents: All potential or actual injuries must be reported by the team coaching staff to FVRA executive. The head coach or team manager will complete a Ringette BC Accident & Injury Report and submit within 30 days of the accident or injury.
- In the event of an On Ice Official is injured, it is the responsibility of the home team to activate their EAP and to fill out the Ringette BC Accident and Injury Report.
- That FVRA will not tolerate any bullying or unsafe intentional play. As per Ringette BC policy (section 1 Ringette BC Risk Management and Safety Policy) there are guidelines that FVRA will adhere to with regard to these issues.

6 REGISTRATION

6.1 Refunds

In order to be eligible for a refund the individual must notify the Registrar in writing. Notification must be in the form of an e-mail or letter from the individual withdrawing or the individual's parents. Once a player has withdrawn they will not be permitted on the ice. All refunds will be assessed a \$25 administration fee. If FVRA has already paid the player's Ringette BC fee, this amount will also be deducted from the final refunded payment amount

Refunds (of fees paid) for players who withdraw will be prorated from the week the Registrar has received notice in writing. The refund amount will be prorated over the 24 week season (less the administration fee and any Ringette BC fees paid). For example, if the player withdraws during the second week of the season they will be entitled to a refund of $(24 - 2) = 22 / 24 = 92\%$ of fees paid, less the \$25 administration fee. There will be no prorated refund due to an injury if the player returns to play.

6.2 Discounts

We want our discounts to be easily understood, well communicated and to be utilized by all members of FVRA.

FUNDamentals Players: receive a special discounted rate; Family, Goalie Discount and Friend Referral Discount cannot be applied to lower the Registration fee further for these players.

Family & Goalie Discounts: a maximum of one discount may be applied when calculating the Registration fee for each player.

- For example, a player in the U14-Division wants to be a full time goalie (has her own equipment) and she has two other family members playing. She would qualify for two discounts: Family & Full Time Goalie. The family is only able to take one discount to lower the Registration Fee for their player. Taking the Full Time Goalie Discount would save the family the most money.

a.) Family Discount for 3rd or 4th Player in Same Family = \$50

- Purpose: to encourage multiple family members to play Ringette.
- Who decides which family member's registration the discount is applied to? The family is to decide this and provide details on their Registration form when they register.
- Discount cannot be used to lower Registration Fees of a FUN 1/FUN 2 or U10 First Time player.

b.) Full Time Goalie - U14 and older = \$200

- Purpose: to encourage players to play goal; to help families offset the higher cost involved with playing this position.
- How is Discount Taken? Deduct from fees paid at time of Registration.
- Discount is intended for U14 and higher Divisions.
- For FUN 1, FUN 2, U10, and U12 we will not offer a goalie discount as we want to rotate players through goal; this will let many kids try the position and gain valuable experience and will help the Association develop goalies in future years.

6.3 Late Registration

The Association will accept all new registrations up to the Ringette BC cutoff date of January 15th of each season. All cases of late registration fees will be reviewed and voted on by the Executive; each case will be based on its own merits but discounts are strongly discouraged. All returning players will be required to pay the full registration fee, except in the case of injury.

6.4 4 Year Olds (age as Dec 31)

Our FUNDamentals program is designed for players aged 5, 6 or 7 (or new skaters aged 8; see below for more details). We find that 4 year olds need a great deal more help than the older players as they are not as developed both physically and mentally; our program works for 4 year olds if they get the extra attention (need very high coach/player ratio when on the ice) which is why we need a high level of parental involvement. FVRA will consider allowing a small number of 4 year olds to register if a parent is able to coach (head or assistant), manage a team, is on the Executive or is involved in some volunteer role within the Association. Each year we also monitor the total number of registrations for 4 year olds; we reserve the right to cap the number of 4 year olds we accept any given year to ensure we are able to deliver the best possible FUNDamentals program. Please contact the Registrar if you would like to register your 4 year old player.

6.5 8 Year Olds (age as of Dec 31)

One change that was made recently by Ringette Canada was allowing 8 year olds to play in the FUNDamentals division. This change was made to better accommodate players who are brand new skaters who are not aggressive. FVRA wants kids to play with their peer group (as they have much more fun) and therefore we want 8 year olds to play in the U10 Division which is where most 8 year old and all 9 year olds will play.

7. FUNDRAISING

7.1 Association Wide Fundraising

FVRA will perform one or two Association wide fundraising events each year. Each player is required to participate (up to 2 players per family). If a family does not wish to participate they may instead choose to pay \$50 per player (maximum 2 players) to FVRA in October.

The amount to be paid per player will be confirmed by FVRA in September of each year (based on the financial position of FVRA at that time). The \$50 amount has been confirmed since before the 2012-13 season.

7.2 Team Fundraising

Individual teams may decide to fundraise to cover the cost of Tournament fees etc. Each team will hold a parent meeting at the start of each season; during this meeting team fundraising needs will be reviewed.

8. VOLUNTEER REQUIREMENT

Ringette is a not for profit organization and is staffed entirely by volunteers (officials excluded). To offer our program we need parent volunteers to take on the various roles: Executive, Tournament Committee, Promotion, Team Staff etc. Over the years we have been fortunate to have a high level of volunteerism from parents and this has resulted in us being able to offer a very well organized program that is well received by players and parents.

8.1 Parent Association Volunteer Requirement

- As communicated on the Registration Form, during the year each family is required to provide a minimum of 6 hours of volunteer time to support our Association. This time is in addition to Parent Team Volunteer Requirement (see section 8.2 below). It should be noted

that many families will contribute much more than 5 hours and we encourage and appreciate their dedication.

- Families who perform the following volunteer roles will be considered to have completed their Parent Association Volunteer Requirement:
 - taking a position with the FVRA Executive
 - taking a position on the Tournament Committee: Michelle Vandale Memorial Spirit of Winter Tournament
 - assisting with FVRA promotional events including Come Try Ringette
 - Team Coaches, Assistant Coaches, Trainers and Managers (listed on Karelo)

- To satisfy the Parent Association Volunteer Requirement, all FVRA families, except those who perform a role indicated above, will be scheduled for a volunteer time slot during the Michelle Vandale Memorial Spirit of Winter Tournament.

- At the start of each season, a \$300 cheque (post dated to March 1st of the following year) will be collected before the first evaluation session. If a family does not fulfill the Parent Association Volunteer Requirement as outlined above, they will be assessed a \$300 fee, and the post dated cheque will be cashed at the end of the season. If for some reason this \$300 fee is not paid, the player will be considered a member not in good standing (they will not be able to register for the following season until this fee is paid, nor will they be allowed to vote at the AGM).

8.2 Parent Team Volunteer Requirement

- As part of registering their player in Ringette it is understood by parents that they will need to volunteer during the year for at least one of the following team jobs or functions:
 - Team Staff: Head Coach, Assistant Coach, Trainer or Manager
 - Other Parent Functions: timekeeping, scorekeeping, shot clock etc
- Teams normally exempt Team Staff (Head Coach, Assistant Coach, Trainer and Manager) from performing Other Parent Functions (timekeeping, scorekeeping and shot clock etc) during the season.
- However, Executive members and Tournament Planning Committee members are not exempted from performing Other Parent Functions (scorekeeping, timekeeping and shot clock etc) during the season.