

Portage Ringette Association



Policy and Procedure Manual

Created May 2016
Revised April 2017

Portage Ringette Mission Statement

- *To provide leadership and assistance to all Players, coaches, administrators, and officials at all skill levels across all age groups whom currently play/and or involved in Ringette.*
- *To develop, encourage and promote Ringette for the enjoyment of all Manitobans through the provision of programs, services and resources that inform, educate and teach skills.*
- *To develop and promote sportsmanship, friendships, and a strong sense of community within a safe, positive and encouraging environment.*

Governance

1) Ringette Canada

National association.
(www.ringette.ca)

2) Ringette Manitoba (RM)

Provincial association.
(www.ringettemanitoba.ca)

3) Winnipeg Ringette League (WRL)

City association & league.
(www.winnipegringette.com)

4) Portage Ringette Association

(www.portageringette.com)

For additional information and more details on the various rules of the game, please refer to any/all of the websites noted above.

Administration

Executive

President
Vice President
Past President
Treasurer
Secretary

Directors

Player Development
Director of Officials
Director of Coaching
Games & Tournaments
Ice Convenor
Publicity
Registrar
Bingo contact/Fundraising
Equipment Manager
R4U Representative

Executive Responsibilities

See Constitution and Bylaws

Directors Responsibilities

Player Development-

- Coordinate and manage player development events (such as power skating, goalie development, conditioning camps for PRA members).
- Promote the Events and ensure all members of the PRA are notified and given information on the events.
- Monitor the Events and ensure all members of the association are getting the needs of players met and suitable instruction for player's age, skating and skill level.
- Assist in organizing and managing placement of players on appropriate teams.
- Assist in organizing Evaluators for team selection process if applicable and provide instructions on running evaluation drills and scrimmages. Works with the President or Vice President in the evaluation process unless there is a conflict of interest at which time another Board member will step in. Communicates evaluation to the Board of Directors and communicates team placements to the Director of Coaching.
- Works with R4U representative in coordinating Come Try Events and as well as Publicity in promoting the Event.
- Attend all Board of Directors meetings and provide a report at PRA AGM.

Director of Officials-

- To arrange for adequately qualified officials to officiate all home games in which a PRA team is participating, as well as in home tournament(s), and in hosting Provincials (if necessary).
- Provide a equitable schedule for all minor officials based upon availability.
- Recruit new officials for Certification to build our own base of qualified officials.
- Ensure current referees attend refresher clinics as sanctioned by RM as well as encourage existing referees to continue to upgrade their level of certification.
- Provides Treasurer detailed billing information regarding timekeepers, scorekeepers and shot clock operator's payments throughout the season.
- Set up Minor official clinics in conjunction with RM to ensure PRA has enough scorekeepers, timekeeper and shot clock operators.
- Attend all Board of Directors meetings and present an end of season report at the AGM.

Director of Coaching-

- The Director of Coaching is an important role within the PRA ensuring that knowledgeable certified coaches coach each team.
- Ensures all bench staff has required credentials according to latest MRA policies including completed Child Abuse Registry, Respect in Sports, Code of Conduct and Making Ethical Decisions.
- Arrange required training/ certification needed for all existing or new Bench staff.
- Meet with coaches before the start of season and throughout the season as required advising on rules, regulations and policies of PRA, WRL, and MRA.
- Assist Player Development in team evaluations as necessary.
- Be available to new coaches to assist in skill development.
- Make sure each coach is informed of the MRA tiering process.
- Shall represent all Bench staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Board of Directors.
- Attend all Board of Directors meetings and present an end of season report at the PRA AGM.

Games & Tournaments-

- Responsible for the successful organization and management of the Home tournament, and Provincials when hosting.
- Attend meetings of the provincial Games and Tournaments committee and perform all duties as outlined in the RM Policy and Procedures manual, Games and Tournaments section.
- Request volunteers from team managers to fill all Tournaments and Provincial games roles.
- Schedule and chair tournament and Provincial meetings.
- Support volunteers to ensure all roles are being performed well and within budget.
- Attend all Board of Directors meetings and present an end of season report at the PRA AGM.

Ice Convenor-

- Responsible to ensure that all PRA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.
- Coordinate with the BDO and PCU to purchase ice for the Ringette Season.
- Act as a liaison between PRA and the arenas.
- Works closely with the Treasurer regarding ice billing, provides invoices and breakdown of ice distributions.
- Make up a schedule of practice times for each team on a monthly basis. Communicate with team managers regarding practice times, cancellation and rescheduling of ice. Offer extra ice if available to teams.
- Give back or sell ice that is not required by PRA.
- Ice is provided by the PRA Ice Convenor twice a year for games managed by the WRL Ice Scheduler
- Monitor WRL and PRA website schedules for accuracy and report any errors.
- Attend Board of Directors meetings and present an end of season report at the PRA AGM.

Publicity-

- Coordinate advertising into local paper/flyers/radio/ community news etc... to find as many outlets as possible to promote Ringette.
- Update Public Ringette areas – work with web manager to ensure all info is current and updated for events. Ensure all signs at rinks and in the community promoting Ringette are accurate.
- Ensure that Come Try Ringette gets as much exposure as possible.
- Public Event Participation- Be aware of what events are around the community in which our association may benefit from participating (eg. Parades, volunteer events etc.)
- Update website and coordinate changes with the web manager.
- Attend Board of Directors meetings and present an end of season report at the PRA AGM.

Registrar-

- Coordinate Player registration each year
- Ensure all registration information is accurate and complete. Update Registration form and all information on website after each AGM.
- Collect all registration fees and coordinate deposit with Treasurer.
- Monitor any unpaid registration and administer refund policy in coordination with Treasurer.
- Provide information for team formations if applicable. E.g. team lists
- Distribution of team information to coaches and managers, email final team roster to each team coach and manager at start of season.
- Register all players, bench staff, referees, and volunteers with RM by requested deadlines.
- Coordinate fees with Treasurer payable to RM and WRL.
- Maintain all confidential information and file in a secure location.
- Attend all Board of Directors meetings and present an end of season report at the PRA AGM.

Bingo Contact/Fundraising-

- Coordinate with RM regarding Bingo policies.
- Ensure proper volunteers to attend our allotted Bingos.
- Apply for lottery license from Manitoba Lotteries for our home games, home tournaments and provincial tournaments.
- Coordinate our annual association fundraising to help keep registration fees down (eg cash calendars).
- Assist coordinating other fundraisers decided by the Board of Directors
- Attend Board of Directors meetings and present an end of season report at the PRA AGM.

Equipment Manager-

- General supervision of the equipment assets of the Association
- Maintain a complete and accurate accounting of all equipment, and perform inventory of all equipment in September and in April.
- Make recommendations to the Board for any equipment purchases, jerseys, goalie equipment, rings, first aid kits, cones, etc.
- Expenditures of over \$1000.00 requires Board of Director approval
- Ensure all equipment is ready for distribution to teams after team formations.
- Record in detail what has been given to each team and coach/manager sign for all equipment.
- Ensure all equipment is in clean, acceptable condition.
- End of season collect all equipment that was loaned out at the beginning of the season. Equipment should be cleaned and in repaired state, name bars removed, etc.
- Attend all Board of Directors meetings and present an end of season report at the PRA AGM.

R4U Coordinator-

- Schedule and co-ordinate with RM and Ice Convenor player evaluations pre season.
- Ringette 4U Administrator for PRA players. Provides updates regarding R4U program.
- Requests assistant coaches and managers for teams and informs them of proper coaching workshop dates.
- Coordinates Come Try Ringette events and promotions of same.
- Shall attend R4U meetings hosted by RM as required
- Attend Board of Directors Meetings and present an end of season report at the PRA AGM.

Equipment Requirements

• Player Equipment

- CSA Approved Helmet & Ringette Mask (Type A or B). Not a Hockey "cage".
- BNQ Certified Neck Protector.
- Shoulder Pads, unaltered
- Elbow Pads.
- Ringette Girdle with Pelvis Protector, no padding removed.
- Pants.
- Shin Pads.
- Hockey style Skates - not Figure skates.
- Hockey style Gloves.
- Ringette Stick.
- Skate guards are optional, but highly recommended to avoid injury from walking around in the dressing room as well as damage to the blades from dirt and debris.

Goalie Equipment

- CSA Approved Helmet & Ringette Mask (Type A or B). Not a Hockey "cage".
- BNQ Certified Neck Protector.
- Chest Protector (inserted here instead of "Shoulder Pads").
- Ringette Girdle with Pelvis Protector.
- Pants.
- Goalie Pads.
- Hockey style Skates – not Figure skates (Goalie skates are optional).
- Gloves (Blocker recommended).
- Goalie Stick.
- Skate Guards are optional but highly recommended to avoid injury from walking around in the dressing room as well as damage to the blades from dirt and debris.
 - Note: Please refer to the RM (www.ringettecanada.ca) for further details and guidelines regarding Equipment requirements.

General

- No jerseys, pants, or goalie equipment will be given out without an equipment agreement form to be signed by the coach/manager and the Ringette Equipment Manager (appointed by the Ringette Directors.)
- Name bars may be hand sewn on jerseys, but please refrain from Gluing Name Bars. Any damage caused from the application or removal of name bars will be considered as damage and extra costs will occur to the player
- Players may only participate in an evaluation, tryout, practice, or game after they have completed online registration and paid the required fees.
- Coaches cannot allow anyone to play who is not on their list of registered players. Temporary players can be called up to replace injured or absent players but they must be registered with the WRL and RM. For specific rules/guidelines on "Temporary Players", please refer to the WRL and RM official rules.
- Players must register at their home community centers.
- Copies of Birth Certificates are required when a player registers to play Ringette for the first time – regardless of age/skill level. These need to be forwarded to the PRA by the Team Manager or the Registrar when teams are registered with RM.
- Registration fees cover the following expenses:
 - Fees of the Ringette associations, which include administration expenses, ice for league games, practice ice, referees, shot clocks, and timekeepers for league and playoff games, and insurance.
 - Jerseys, goalie equipment (does not include goalie helmet or mask), cleaning and repair of equipment.
 - Other expenditures such as clinics and coaching materials.
- Registration fees do not cover these expenses:
 - The cost of Jackets, sweats, etc. That is considered a team expense.

Player Fees 2017-2018 Season

- First time player (R4U and U10) \$ 250.00
- R4U \$ 380.00
- U10 & U12 \$ 450.00
- U14 & U16 & U19 \$ 500.00
- Two or more kids = family discount of \$100.00 off per family.
- Open (Fees are determined each Year)

***All fees for Portage Ringette must be paid in full by December 15th of each year, or a player will not be allowed on the ice for practices or games until paid in full.**

Mileage

PRA will reimburse mileage for Board members attending out of town meetings, as well as for Coaches for coaching clinics. Please car pool when possible. A set fee will be provided per vehicle. Round trip to Winnipeg is \$30.00 for the 2017-2018 Ringette season.

Coaching Clinics, Referee, timekeepers, scorekeepers, and shot clock operator registration fees will also be covered by PRA. If enough interest and if possible, our Director of Officials will arrange to have clinics held in Portage in conjunction with RM.

Ringette Bursary

PRA offers ringette bursary(ies) of up to \$500.00 to a current ringette player(s) enrolled in Grade 12 at Portage Collegiate Institute. Subcommittee to select recipient(s) of bursary(ies) where no conflict of interest exists.

Requirements:

- To be attending a post secondary education within two (2) years following grade 12 graduation
- To be currently involved with PRA ringette while in high school
- Standard high school bursary application to be properly filled out along with an essay describing how ringette has impacted their life

Refunds

Program registration fee refunds will only be considered if requested in writing (email) to any one of the PRA Board of Directors and received no later than October 1st of the current season. All refunds between October 1st - October 30th are subject to the various Association fees and a 25% cancellation fee, to be deducted from the refund. No refunds will be given after October 30th unless for extenuating circumstances as agreed upon by the Board.

Volunteers

In order for any program to be successful, it requires that its members give of their time at various events and activities. In addition to Coaches, Managers, Directors, etc., PRA has the need for volunteers at the following activities:

- Home Tournament in November
- Providing volunteers for WRL Playoffs and Provincials as requested by WRL and RM
- Various fundraising activities as required

Thank you for helping to make our Program a success!

*****Volunteer Bond cheque(s) will be collected prior to the first WRL game by Team Manager, If your volunteer opportunity is not fulfilled your cheque will be cashed *****

Discipline

- Coaches may discipline players who do not attend practices and games, especially when the player has not given prior notice or provided a reasonable excuse, or when players fail to make an effort, refuse to follow instructions, or do not conduct themselves according to the principles of fair play.
- All players are to be treated equally. Discipline may include but not be limited to having a player sit out or dismissing a player from a game or practice. In extreme circumstances, the coach may request the dismissal of a player via the Coaching Director to the Board of Directors for their approval.
- **Unsportsmanlike behavior will not be tolerated on or off the ice by players, coaches or parents/spectators. Portage Ringette reserves the right to impose suspensions over and above those that may be issued by either the WRL or RM.**

Playing Time

- Coaches will use their best efforts to give every player equitable playing time over the course of the season, except in disciplinary situations, or if the player is missing an abnormal amount of team functions, i.e. practices, dry-land training, etc.
- A coach may exercise his/her discretion to shorten the bench during playoffs/ tournament games, maximum of 5 minutes per period.

Fundraising

Portage Ringette Association fundraising is separate from team fundraising. Association fundraising will be determined by the Board of Directors according to expenses, and subject to change each year. All players and families are required to participate. (example cash calendars, Co-OP BBQ, etc). Team fundraising is used to enter away tournaments, team clothing, windup, coach's gifts, etc. and is determined by the team's needs each year.

Insurance

RM carries Third Party Liability Insurance, which covers RM, all sub or local Associations, Coaches, Managers, Trainers, Officials, Sponsors, Volunteers, and all persons associated therewith, while involved in the activities of RM. ***All players are urged to obtain adequate accident insurance coverage.***

Skating Skills

Team practice sessions are not the primary place for improving a player's skating skills. **Players are encouraged to enroll in skating lessons and/or power skating programs to improve their skating skills when the need arises.**

Age Advancements

Age advancements will only be considered under the rarest conditions, and normally only due to registration deficiencies at one age level or another. It is the Board of Director's belief that the participants should be playing with girls their own age.

- All requests for age advancement must be made in writing to the PRA Board of Director(s). No age advancements will be granted until the Fall registration has been completed. If for some reason you are considering age advancing your daughter, please contact any of the PRA Board of Directors.

Team Commitment

- Parents of the players are expected to have their children at scheduled games and practices, dressed and on time, according to the coach's requests.
- As a form of common courtesy, parents are asked to advise coaches when their children cannot be at games and/or practices, with as much notice as possible.

- *Girls (and their parents) that tryout for and make "A" teams need to be aware that there may be a higher level of time commitment, skill development, competition, and financial resources required to play at this level. These factors should be considered prior to a girl deciding whether or not she wants to tryout and compete at this higher level.*

Note to Coaches & Volunteers & Parents

- From age U12 and up, male adults are not to enter the dressing room. A female adult must accompany male coaches. Tying skates and assisting with equipment should be done outside of the dressing room.
- Avoid being alone with a child in your care. In the dressing room, always have another adult present. If you are a male coach, ensure that you always have a female adult with you in these cases. Always tell the parent the purpose of the meeting.
- Avoid any behavior and/or language that is deemed to be or perceived to be inappropriate.
- Always have another adult present when attending to injuries. If you are a male coach, ensure this adult is a female.
- When it is necessary to have private conversations with a player, do so within the view of others or include another adult.
- Regardless of a person's status within the PRA, any complaints brought forth against said person will be investigated accordingly.

Program Information

Coach Selection Procedures

The following policy is intended to guide the selection of Ringette Coaches at Portage Ringette Association. The selection of coaches is the responsibility of the Director of Coaching, with the assistance of the Player Development where appropriate, and there is no conflict of interest for either:

1. If only one candidate applies and no significant problems are identified as a result of previous evaluations, a Registry check, and a possible criminal records check, that individual will be appointed coach by the Director of Coaching. If the Director of Coaching deems that individual unsuitable, he/she will recruit another candidate.
2. If two or more candidates apply for the same coaching position, the following will apply:
 - a) Player Development and Director of Coaching will review the coaching application forms and the results from any previous coaching evaluations. Candidates who are clearly inappropriate as a result of this initial screening or because they do not pass the Registry and/or criminal records check, can be excluded at this stage.
 - b) Player Development and the Director of Coaching will then interview remaining candidates. The results of the interview along with reviewing the documents in a) above will then be considered in the final decision.
 - c) In considering the coaching application form, previous evaluations and the interview results, the Director(s) will make his/her decision based upon:
 - Personal suitability - refers to the person's coaching philosophy, their interaction with children, parents, officials, and other stakeholders, and their communication skills.
 - Skills and knowledge - refers to their specific coaching expertise and qualifications, and demonstrated knowledge of the sport.

Player Evaluations & Tryouts

The evaluation program is an ever-evolving process that is constantly being reviewed and upgraded. The underlying principles remain the same.

Goals

The goals of the Portage Ringette Evaluation Program are:

1. To equitably evaluate the skill set of each PRA Ringette player, in a fair and impartial manner, utilizing a standardized, transparent process approved by the PRA Board of Directors and steered by the Director of Coaching and Player Development. A sub committee may be formed to help with this process.
2. To determine which players, at the U10, U12, U14, U16, and U19 levels, have the skill set required to play for 'A', 'B', and 'C' level teams.
3. To use the evaluation results to form teams that are as reasonably equally skilled as possible for all other 'B' and 'C' level teams.

Tryout/Evaluation Policies

The policy and procedures described below apply to the Ringette program at PRA

Where a) there are multiple teams selected in one age group; and/or b) players are divided by ability level into teams, which compete in different loops. They are designed to reinforce the reason for having tiered teams, which is to provide all children with the opportunity to play a sport at a level commensurate with their abilities. This approach also emphasizes that all levels of team sports at PRA are equally important.

This policy is intended to provide the fairest possible selection of teams. Teams will be selected by a Selection Committee, consisting of the Director of Coaching, the Evaluation Coordinator(s), Player Development and, where necessary, 1-2 additional people, where no conflicts exist. The policy is also designed to govern those sports that divide players into competitively balanced teams in the same category. The Executive Member(s) decision will be final.

1. With the exception of U10 players, and where applicable, all registered players in a particular age group will be given the opportunity to participate in "A" level tryout session prior to the start of the season. The sessions will consist of at least two ice times, with players divided into groups as the particular sport requirements dictate.
2. Players wishing to participate at the 'B' or 'C' levels of their age group will be given the opportunity to indicate this at registration.
3. Players will be divided into equal groups for the first session. The Evaluation Coordinator(s), in conjunction with the Coaching Director, will designate the personnel required for the on-ice and off-ice evaluation. Evaluators will observe each session and record rating for each player.
4. An independent evaluator shall not be involved in the evaluation of an age group in which his or her child or close relative is participating.
5. It is strongly recommended that an evaluator participate in all of the evaluation sessions of the group he or she is evaluating.
6. Upon conclusion of the pre-determined number of sessions, the Team Selection Committee will meet to tally the results and make final selections. Again, the Coaching Director and/or the Player Development would be excused from those selection situations whereby they have a child or close relative involved.
7. Where no conflict exists, the Coaching Director(s) will have the final say on team selections and will assign coaches to each team, where required and if necessary.
8. At the end of evaluations, interested parents may request feedback on their child's individual evaluation results in order to determine their child's skill strengths and opportunities. While individual scores and rankings will not be provided, a general overview may be provided upon request.
9. In order to facilitate an equitable evaluation process, all players are expected to attend all the evaluation sessions. For 'A' level tryouts, if a player misses one session, their "score" for that session will be determined by applying a discounted factor of a previous session. If a player misses two or more sessions, then they will be removed from the tryout process, subject to the Selection Committee's discretion.
10. All age groups are given the opportunity to participate in evaluation sessions prior to the start of the season. Players will be evaluated and teams will be formed based on the abilities of each player.

Portage Ringette Association – Parent/Guardian/Player Code of Conduct

“Portage Ringette recommends that all athletes, coaches, spectators and parents take time to review the following:”

I will emphasize Team Spirit; encourage all players to be positive at all times.

I will encourage my child/teammates to play by the rules.

I will emphasize skill development, and have my child/teammates ready for practices and games on time.

I will applaud good effort. I will never yell at my child/teammates during or after a game because I understand it is very destructive. I will remember that everyone has bad games and good games and I will always point out positives in any situation.

I will recognize the importance of volunteers. I will leave the coaching to the coaches and respect the time and knowledge they bring to the team. I will always respect all volunteers and understand it is inappropriate to yell at them or ridicule them for donating their time, even if I don't agree with them.

I will not criticize the coaching staff in the presence of my child/teammates. I will communicate my concerns appropriately and after waiting 24 hours before contacting team staff. If I feel my concerns are still not addressed to my satisfaction I understand I can contact my local community center Portage Ringette Association – keeping in mind these individuals are all volunteers.

I will not yell at the Referees, Minor Officials, Coaching Staff, Players, Volunteers or Visiting Team Parents before, during or after an event. I am representing our community and our players. I will welcome visiting teams and treat them the way I wish to be treated.

I will enjoy the game, learn about it and volunteer for it. I understand that if everyone helps out, it makes the season much more enjoyable, and I get to know all of the parents/teammates on the team.

I understand that if I do not follow this Parent/Guardian/Player Code of Conduct, I may be suspended or asked to leave the arena during practices and/or games at the discretion of my community center executive and/or the Portage Ringette Association Board of Directors.