

RINGETTE CALGARY ASSOCIATION AA OPERATING POLICIES AND PROCEDURES



Updated May 2017. Revised to ensure consistency between updated practices of Calgary AA, updated policies of Ringette Alberta, and consistency within the policies.

**AA COMMITTEE
OPERATING POLICIES AND PROCEDURES
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SECTION 1: INTRODUCTION AND CODE OF CONDUCT

1.1 General

- (a) The AA RINGETTE CALGARY FOUNDATION (2013), a society under the Alberta Societies Act, (hereinafter referred to as either the Foundation or Calgary AA Ringette) shall work to foster, encourage, support and promote the development of competitive-level Ringette in Calgary for the enjoyment of the players, coaches, managers, parents and administrators.
- (b) The governing body of the Foundation shall be the Calgary AA Committee (the AA Committee) consisting of the Board of Directors and the Committee at Large. The AA Committee shall develop operating policies and procedures specific to Calgary's AA program. Such operating policies and procedures shall be included in Ringette Calgary's Bylaws, Rules and Regulations, and Operating Policies, and shall follow the procedures for incorporating or amending Ringette Calgary's Bylaws, Rules and Regulations, and Operating Policies. Such operating policies and procedures shall be consistent with Bylaws of the AA RINGETTE CALGARY FOUNDATION (2013).
- (c) The Foundation shall value the game of ringette, including its volunteers, and shall operate under a set of operating policies and practices which ensure a fair, equitable, fun and successful ringette program.
- (d) Competitive-level ringette players shall possess above average technical skills, be intensely competitive and highly committed to the game of ringette, be physically and mentally fit, and always give maximum effort. Competitive-level ringette is not for everybody as it means a significant commitment and involvement by both the player and their family. Before the final team selection process ends, each player and their family shall be informed of the program's commitment expectations in a general meeting by the head coach(s) of the division the player is trying out for. These expectations should include potential consequences for failing to honour that commitment. The player and their family shall then make an informed decision as to whether the player's personal and family circumstances (e.g. school, family, work commitments, finances, etc.) allow them to make the necessary commitment to AA ringette.
- (e) Winning is recognized as part of any competitive-level sport and the reality is, especially at the competitive-level, that player satisfaction and winning are often synonymous. For Calgary's AA Ringette program, winning shall not be pursued at all costs but shall be recognized as important, especially at U-16 and above where teams strive for Provincial and National titles. Winning shall be less significant at U-14 where more emphasis shall be placed on individual and team skill development.

1.2 Aims and Objectives:

- (a) To provide an environment for ringette players to play, compete and develop at a competitive level
- (b) To advance the number of competitive-level ringette players in Calgary
- (c) To look for improvements to the game of ringette based on experiences and observations
- (d) To conduct its business and affairs with fairness, integrity and equal opportunity
- (e) To present a favourable picture of Calgary's AA Ringette program amongst players, coaches, parents, other ringette organizations, the news media and the

- general public
- (f) To provide effective administration of Calgary AA Ringette based on solid operating policies and procedures
 - (g) To encourage participants to aim for excellence in spirit, teamwork, team discipline and personal development
 - (h) To work cooperatively with Ringette Calgary, Ringette Alberta and Ringette Canada in furthering the development of ringette

1.3 Code of Conduct

Policy Statement

- (a) Foundation participants are required under the Code of Conduct to behave at all times in a manner which upholds the Foundation's Core Values contained in Section 1.4 of these policies.

Purpose

- (b) To ensure a safe and positive environment within Foundation programs, activities and events by making all participants aware that at all times there is an expectation of appropriate behaviour consistent with the Core Values of the Foundation.

1.4 Principles

Core Values

- (a) All participants will treat others with respect; discrimination and harassment will not be tolerated.
- (b) All participants will have equal opportunity limited only by their desires, effort and ability.
- (c) Participants will act ethically and with integrity.
- (d) Participants will foster a safe and fun environment.
- (e) Participants will emphasize teamwork and cooperation.
- (f) Participants will strive to achieve excellence in their on and off ice participation.

Applicability

- (a) This policy applies to all participants in the Foundation relating to conduct that arises during the course of Foundation business, activities and events, including but not limited to, office environment, board and committee meetings, games, practices, evaluations, skill camps, competitions and Ringette social events.
- (b) Participants are defined as Foundation players, coaches, trainers, managers, volunteers, parents/guardians, members of the AA Committee and individuals assisting the Committee, and Foundation employees.
- (c) This policy applies to conduct that may occur outside of Calgary AA Ringette activities, business and events only when a member of the AA Board of Directors or a Calgary AA Ringette coach is involved, and the conduct significantly affects relationships within Calgary AA Ringette's work and sport environment, and/or is highly detrimental to the image and reputation of Calgary AA Ringette.
- (d) This policy applies to the use of telecommunications and computers including but not limited to phone calls, text messages, email and internet social networking programs such as "FACEBOOK".
- (e) Conduct that violates this Code of Conduct may be subject to corrective or disciplinary action pursuant to the Foundation's policies and procedures.

1.5 Provisions of the Code of Conduct Relating to All Participants

- (a) All participants will act in accordance with the Foundation's Core Values by their actions. Participants shall:
- (i) Demonstrate respect for other participants and individuals and their property; discrimination, harassment and defamatory comments will not be tolerated;
 - (ii) Focus comments or criticism appropriately;
 - (iii) Demonstrate good sportsmanship and respect for the rules and spirit of the rules of Ringette;
 - (iv) Act, when appropriate, to prevent or correct practices contrary to the Core Values;
 - (v) Act ethically and with integrity;
 - (vi) Athletes must abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods;
 - (vii) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities; and
 - (viii) Comply with the Constitution, Bylaws, Policies, and Rules and Regulations of Ringette Canada, Ringette Alberta, Ringette Calgary and Calgary AA Ringette as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Ringette Alberta.

1.6 Provisions of the Code of Conduct Relating to Coaches

- (a) In addition to the provisions under **Section 1.5, Calgary AA Coaches** have additional responsibilities. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of the athletes. Coaches will:
- (i) Ensure a safe environment for athletes and educate athletes on how to contribute to such an environment;
 - (ii) Prepare athletes appropriately, refraining from using training methods that may harm them;
 - (iii) Communicate and cooperate with medical professionals in the diagnosis, treatment and management of athletes' medical problems;
 - (iv) **Avoid promoting or condoning** the use of non-prescription drugs and performance-enhancing substances or allow underage players to consume alcohol;
 - (v) Allow athletes equal opportunity limited only by their desires, effort and ability;
 - (vi) Give athletes and parents/guardians an opportunity to discuss, contribute to and agree with decisions regarding proposed training and performance standards as is reasonable in all of the circumstances including the age, education and maturity of the athlete;
 - (vii) Consider the academic pressures placed on student athletes, and conduct training and events in a manner that supports academic success;
 - (viii) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a ringette coach;
 - (ix) Keep confidential any information about athletes or others gained through coaching activities where such information would be considered confidential by those persons;
 - (x) Understand and respect the inherent power imbalance that exists in the coach-athlete or coach-assistant coach relationship and be careful not to abuse it;

- (xi) **Be Prohibited** from engaging in any inappropriate or unlawful sexual relationship or activity with a Calgary AA athlete or with a coach under their supervision;
 - (xii) Set a good example and act as a role model for the athletes and other coaches on the team; and
 - (xiii) Understand that their actions reflect on the reputation of the Foundation and refrain from acting in a way that will harm that reputation or bring it into disrepute.
- (b) Section 1.6 applies to all Calgary AA coaches whether head coaches, assistant coaches or volunteer coaches, but it is recognized that assistant or volunteer coaches will act under the direction of the head coach and may be less responsible or not responsible at all for performing actions described in the Code of Conduct.

1.7 Pledges

- (a) The AA Ringette Committee shall approve forms for participants to sign or acknowledge requiring compliance to the Code of Conduct. The forms may be in document or electronic form and may be included in a Calgary AA electronic registration. Acknowledgment of the participants understanding and duty to comply with the Code of Conduct may be included in such electronic registration in any form as determined by the Registrar of Calgary AA Ringette.
- (b) Current Code of Conduct forms will be posted on the Ringette Calgary website or a Calgary AA Ringette website.
- (c) At the beginning of each Ringette year all Calgary AA Ringette participants shall sign or acknowledge the Code of Conduct in document form or electronically. Code of Conduct paper forms shall be signed and returned to the team managers as soon as feasible, with athlete forms returned before the first league game. Code of Conduct paper form pledges will be kept in the Ringette Calgary office for at least two years from the end of that season.
- (d) If included in electronic registration, acknowledgment of the Code of Conduct shall be mandatory for the registration to be accepted. Proof of valid registration shall be proof of the acknowledgement of the Code of Conduct attached to that registration without further record.
- (e) Even if a Code of Conduct form is not signed or electronically acknowledged, participants are still bound by the Code of Conduct and subject to corrective action or discipline for breach of the Code of Conduct.

1.8 Discipline

- (a) Allegations of breaches of the Code of Conduct by a participant, excluding an allegation by a member of the Calgary AA Ringette Committee, should initially be dealt with in an informal fashion by being brought to the attention of the coach, manager or parent as appropriate for informal mediation and resolution. This process should not be initiated until there has been a 24-hour “cooling off period” after the event has occurred. The proposed informal resolution must be acceptable to the participant making the allegation.
- (b) If the allegation cannot be resolved informally as described above, then **Section 17** of the Foundation’s Operating Policies and Procedures applies and the grievance **must proceed as described in that section**. Participants should not refer any complaint or grievance against another Calgary AA participant to another

Ringette organization until they have complied with the Calgary AA Ringette grievance process. **Failure to comply with this Discipline process is a breach of the Calgary AA Ringette Code of Conduct.**

- (c) Allegations of a breach or breaches of the Code of Conduct may also be raised by any member of the Calgary AA Ringette Committee, and by motion of the Committee may be referred to the AA President to be dealt with pursuant to **Section 17** of the AA Operating Policies and Procedures.
- (d) **Any member of the Board of Directors, or Calgary AA Ringette coach including assistant coach or youth coach, Team Manager or other person acting in a designated category as described in s. 6.12 of the AA Operating Policies and Procedures, and who is** charged with an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act is automatically considered in breach of the Code of Conduct. Such individual is automatically and immediately suspended from acting in their capacity for the Foundation and the matter of their potential discipline is referred automatically to the Calgary AA Ringette Committee for consideration under **Section 17** of these Policies and Procedures.

SECTION 2: AFFILIATION

- 2.1 The AA Committee is a sub-committee under Ringette Calgary Association and is subject to Ringette Calgary's Bylaws, Rules and Regulations, and Operating Policies. Interpretations of these Bylaws, Rules and Regulations, and Operating Policies shall be as directed by Ringette Calgary's Board of Directors.

SECTION 3: AA COMMITTEE MEMBERS

- 3.1 The AA Committee is comprised of the Board of Directors and the Committee at Large. The Board of Directors are the elected Executive Officers for the Foundation and the Committee at Large is comprised of three members nominated by each AA team as their voting representatives and any other members eligible to vote.

SECTION 4: AA COMMITTEE FORMATION

- 4.1 The AA Committee shall include up to three (3) representatives from each U-14 team(s), U-16 team(s), U-19 team(s) and +18 team(s) from the National Ringette League. Such representatives shall be appointed to the AA Committee by their respective teams for the current playing season (from first meeting after team selection to next year's first meeting after team selection). Team representatives do not have to include a team staff member but team representatives must ensure team managers are informed of all decisions that affect them and their team.

Other members of the Ringette community who are not Team representatives may join the AA Committee if they are accepted as a voting member by vote by the AA Committee. These individuals hold their position on the committee from the time of the Annual General Meeting for that ringette season until the Annual General Meeting for

the next ringette season.

- 4.2 The AA Committee President shall continue as President until the next Annual General Meeting of the AA Ringette Calgary Foundation (2013) or until a special meeting of voting members called for the purpose of electing directors. The President shall chair the Annual General Meeting until the next President of the Board of Directors is elected or appointed. The Annual General Meeting should occur in September or October after team selection for all levels has been completed.
- 4.3 **In advance of the Annual General Meeting**, each team should notify the AA President or other member of the Board of Directors of the name of their appointed AA committee members for the purpose of assisting in identifying individuals suitably qualified to fill the special positions on the AA Committee (see Section 5 and 6).
- 4.4 Formal transfer of AA Committee duties shall occur after the Annual General Meetings to all individuals newly appointed or elected to the various positions available.

SECTION 5: AA COMMITTEE STRUCTURE AND POSITIONS

- 5.1 The AA Committee shall be composed of two bodies being the **Board of Directors** and the **Committee at Large**. The Board of Directors shall be responsible for the day-to-day decisions regarding the operation of the Foundation and shall be comprised of executive officers responsible for working groups who complete the necessary operation tasks. Each working group is comprised of the Executive member and members of the Committee at Large. The Board of Directors shall regularly report back to the AA Committee concerning their decisions on daily operations. The whole of the AA Committee is responsible for **major** decisions made by the Foundation that are philosophical, financial or strategic in nature. The operating structure for the AA Committee is on the Calgary AA Ringette website.
- 5.2 All members of the AA Committee, except the Past President, shall be entitled to vote with each member having one vote. The President of the Board is a voting Member but during meetings of the AA Committee will only vote in case of a tie. During meetings of the Board alone, the President may vote on any motions. If a member of the Board is also a team representative they may cast only one vote at AA Committee meetings.
- 5.3 The Board of Directors of the AA Committee shall consist of the following positions: President, Vice President of League, Vice President of Finance, Vice President of Operations, Secretary and Treasurer. In addition, if the President is not re-elected, the President shall assume the position of Past President on the Board of Directors to provide direction to the new President. The Committee at Large shall consist of all other Committee members.
- 5.4 At the Annual General Meeting, nominations for all Board of Director positions except Past President shall be called for and received. The position of Past President shall be filled for one year by the last President when that person is not re-elected. If the President is re-elected then there will be no Past President position in that year.
- 5.5 If there is only one nominee for any position that individual shall be declared acclaimed by the Committee. If more than one individual is nominated for a position a vote shall be taken by secret ballot and the nominee receiving the highest number of votes shall

be declared elected for that position. The President shall count the vote for all positions if the President is not seeking re-election. If seeking re-election, the President shall designate a member of the committee to count any vote concerning the position of President.

- 5.6** If there are no nominees for a Board of Director position at the Annual General Meeting, the position shall be filled at any subsequent AA Committee meeting by appointment or election following the rules stated in Section 5.

SECTION 6: BOARD OF DIRECTORS AND AA COMMITTEE RESPONSIBILITIES AND OBLIGATIONS

6.1 General Duties of the Board of Directors

- (a) Oversee and manage the day-to-day operations of Calgary AA Ringette including authorizing expenditures as are consistent with the yearly budget
- (b) Report to the AA Committee concerning the day-to-day operations of Calgary AA Ringette
- (c) Evaluate the progress toward AA program and financial goals and provide leadership to the AA Committee on long-term planning regarding achievement of those goals
- (d) Prepare reviews, revisions and updates to the operating policies and procedures of Calgary AA Ringette for presentation to the AA Committee and Ringette Calgary for approval and adoption
- (e) Call meetings of the Board of Directors once per month and meetings of the AA Committee a minimum of five times in a year before the next Annual General Meeting
- (f) Determine the agenda items for meetings of the AA Committee
- (g) Oversee the operation of all working groups and Committee members responsible for individual duties
- (h) Recommend ways to improve AA operations, game play, coaching and player development to the AA Committee

6.2 Duties of AA President

- (a) Is charged with the general management, supervision and evaluation of the operation and affairs of the Board of Directors and the AA Committee and oversees the operation of all other positions on the Board of Directors
- (b) Shall preside at and chair all meetings of the Board of Directors and of the AA Committee or appoint a designate to chair such meetings
- (c) Represent the AA Committee on Ringette Calgary's Board of Directors and attend Ringette Calgary meetings as possible or appoint a designate to attend
- (d) Act as a liaison between the AA Committee and Ringette Calgary
- (e) Act as or appoint a chair for the Head Coaches Selection Committee
- (f) Act as a signing officer of the AA Committee
- (g) Prepare or supervise the preparation of any required or requested reports to the AA Committee or to Ringette Calgary
- (h) Delegate such duties as are necessary and appropriate to other members of the Board of Directors or the AA Committee
- (i) Request the convening of sub-committees of the AA Committee to determine and report on issues as deemed appropriate

- (j) Serve as an ex-officio member of all AA sub-committees
- (k) Act as the AA Committee's representative in meetings with City, Provincial or National agencies, or other similar bodies
- (l) Report to the Board of Directors all matters required to be brought to their attention
- (m) Accept submissions of all grievances unless in a position of conflict in which case the President shall appoint a designate to act
- (n) Determine if a Grievance Committee pursuant to **Section 17** of these Operating Policies and Procedures is required and determine the makeup of that committee
- (o) Select or designate another Board member to select a knowledgeable, impartial person to supervise the tryout/evaluation and team selection process for each age division (Division Coordinator) pursuant to **Section 13** of the Operating Policies and Procedures
- (p) Evaluate and sign player releases in compliance with current Ringette Alberta policies or assign a designate to do so
- (q) Participate or designate another Board member to sit on any evaluation review pursuant to s.10 of the Operating Policies and Procedures
- (r) Perform such duties as are incident to the position or may from time to time be assigned by resolution of the Directors or AA Committee

6.3 Past President

- (a) Act as President at the Annual General Meeting for the AA Committee and chair that meeting until a new president is duly appointed or elected
- (b) Remain a member of the Board of Directors for the purpose of providing advice and direction regarding past practices and procedures of the AA Committee to the new President and other Board Members
- (c) Attend the meetings of the Board of Directors and the AA Committee as required

6.4 General Duties of All Vice Presidents

- (a) Assist the President in the general management and supervision of the affairs and operations of the Committee
- (b) Assume the duties of the President in the absence or incapacity of the latter or as delegated by the President. In the absence or incapacity of the President, the Board of Directors shall designate one of the Vice Presidents to preside at and chair all meetings of the Board of Directors and the AA Committee
- (c) Undertake such tasks and responsibilities as requested by the President or the AA Committee from time to time
- (d) Meet with their working groups as required

6.5 Duties of Vice President of League

- (a) Coordinate applications for criminal record checks or declarations for each AA coach and assistant coach and team manager, and ensure these documents are completed and stored at the Societies Registered Office
- (b) Ensure that Code of Conduct forms are signed or otherwise acknowledged by coaches, parents and players for each team which can be by electronic acknowledgement; ensure that forms are stored for the time period required by the Policies and Procedures which can include scanning or other electronic storage
- (c) Oversee the duties of the following, which may include personal undertaking of any of those duties alone or in conjunction with a member of the Committee at Large:
 - (i) Equipment Manager
 - (ii) Ice Allocator

- (iii) Esso Golden Ring AA Representative
 - (iv) Player Development Representative
 - (v) LTAD (Long Term Athletic Development) Representative
- (d) The duties of the **Equipment Manager** shall include the following:
- (i) Preparation of a list of required equipment purchases for budget approval
 - (ii) Purchase, distribution and management of AA game jerseys and pants, rings, shot clocks, evaluation pinnies and any other AA accessories and equipment
 - (iii) Ensure the return of all equipment distributed as required
 - (iv) Arrange for the repair, storage and cleaning of equipment
 - (v) Preparation of inventory records of equipment
 - (vi) Any other duties related to equipment as determined by the Vice President of League or the AA Committee
- (e) The duties of the **Ice Allocator** shall include the following:
- (i) Responsible for the acquisition of ice rentals for Calgary AA Ringette, the allocation of ice time for each team, and redistribution of unused ice time
 - (ii) Report to the Vice President of League and Vice President of Finance regarding the cost and allocation of ice rentals and ensuring payment is made for all ice acquired
 - (iii) Any other duties relating to ice rental and allocation as determined by the Vice President of League or AA Committee
- (f) The duties of the **Esso Golden Ring Representative** shall include the following:
- (i) Attend all required meetings of the Esso Golden Ring Organization Committee
 - (ii) Undertake any duties assigned by the Esso Golden Ring Organization Committee
 - (iii) Ensure that volunteers for the Esso Golden Ring are provided by each AA team
 - (iv) Report to the Vice President of League regarding the Esso Golden Ring
 - (v) Any other duties relating to the Esso Golden Ring as determined by the Vice President of League or the AA Committee
- (g) The duties of the **Player Development Representative** shall include the following:
- (i) Obtain suitable dryland training provider(s) and act as a liaison between the training provider(s) and the teams
 - (ii) Assist with obtaining specialized goalie training as necessary
- (h) The duties of the **LTAD Representative** shall include the following:
- (i) Attend all meetings of the LTAD Committee as possible
 - (ii) Report back to Vice President of League results of the Committee's meetings
 - (iii) Educate the Board of Directors and the AA Committee concerning developments in the area of LTAD
 - (iv) Assist the Board of Directors and the AA Committee with the preparation of positions concerning LTAD proposals
 - (v) Assist the Board of Directors and the AA Committee with proposals for the implementation of LTAD at the AA level
 - (vi) Any other duties relating to LTAD as determined by the Vice President of League or the AA Committee

6.6 Duties of Vice President of Finance

- (a) Responsible for overseeing the duties of the following positions which may include personal undertaking any of those duties alone or in conjunction with a member of the Committee at Large:
 - (i) Casino Coordinator
 - (ii) Treasurer
 - (iii) Coordinator of any fundraising intended to benefit all of the Calgary AA Ringette teams or the society as a whole
 - (iv) Sponsorship Coordinator
- (b) The duties of the **Casino Coordinator** shall include the following:
 - (i) Prepare and file of all the required paperwork including the Casino License Application and the post-casino paperwork, which includes the Casino financial report
 - (ii) Obtain the necessary casino volunteers, and complete and file the required paperwork for those volunteers
 - (iii) Schedule the casino volunteers and distribute the schedule accordingly
 - (iv) Report back to the Vice President of Finance and the AA Committee regarding the casino
 - (v) Contact and work with a Casino Advisor as funded by the Foundation
 - (vi) Any other duties relating to the casino as determined by the Vice President of Finance or the AA Committee
- (c) The duties of the **Treasurer** shall include the following:
 - (i) Prepare full and accurate accounts of all receipts and disbursements of the Foundation
 - (ii) Present a detailed account of the current status of funds under administration of the AA Committee as requested by the Vice President of Finance or the AA Committee
 - (iii) Act as signing officer of the Foundation
 - (iv) Ensure all monies or other valuable effects in the name and to the credit of the Foundation are deposited and/or invested in such bank or banks as may from time to time be designated by the Board of Directors
 - (v) Ensure the funds of the Foundation are disbursed as necessary and as required for the proper financial operation of the Foundation or as required under the direction of the Board of Directors or the AA Committee
 - (vi) Prepare and present the annual budget for approval by the Committee and prepare and present any other financial reports as requested by the Board of Directors or Committee
 - (vii) Deliver all books of accounts and other financial documents to the appointed auditor as requested
 - (viii) Any other duties regarding the finances of the Foundation as determined by the Vice President of Finance or the AA Committee
- (d) The duties of the **Fundraising Coordinator** shall be to implement the fundraising initiatives' approved by the AA Committee including:
 - (i) Work with the Treasurer and Vice President of Finance to plan and administer the fundraising budget including ensuring the proper submission of expenses, funds raised and the proper disbursement of funds
 - (ii) Coordinate, plan and execute the fundraising initiative including forming and overseeing any committee(s) required for its execution

- (iii) Ensure fundraising is legally and procedurally compliant and with any licenses obtained
 - (iv) Complete any reports required by the AA Committee, sponsors, donors, the Alberta Gaming and Liquor Commission, etc.
 - (v) Ensure the fundraising initiative is properly advertised and the Calgary AA Community is informed of its progress
- (e) The duties of the **Sponsorship Coordinator** shall include the following:
- (i) Solicit and maintain sponsorship opportunities to offset the cost of the AA program
 - (ii) Work with Communications Coordinator to ensure brand consistency and marketing objectives are met
 - (iii) Develop and update any sponsorship package as needed
 - (iv) Report to Vice President of Finance on all sponsorship details

6.7 Duties of the Secretary

- (a) Attend all Board of Directors and AA Committee meetings and accurately record the proceedings for distribution, in minute form, to the Board of Directors for the Board meetings or AA Committee members for meetings of the whole Committee, or appoint someone for that purpose in their absence
- (b) Distribute all minutes of the AA Committee meetings and any other pertinent information to the Team Managers or team representatives
- (c) Act as signing officer of the Foundation
- (d) Maintain an accurate mailing and contact list of all AA Committee members
- (e) Send out notices of Board of Director and AA Committee meetings to the Board of Directors or AA Committee members
- (f) Ensure the annual documents required under the Societies Act are filed or appoint someone for that purpose
- (g) Collect or ensure the collection of yearly documentation from the Board of Directors, the AA committee or AA sub-committees
- (h) Ensure the maintenance, administration and storage of all documentation for the activities of the AA program for each playing season. At the end of each playing season, all documentation shall be assembled and filed at the Ringette Calgary Office; if in paper form or electronically stored in such a place and manner as determined by the Board of Directors for record and use by subsequent AA Committees

6.8 Duties of the Vice President of Operations

- (a) Oversee the duties of the following which may include personal undertaking of any of those duties alone or in conjunction with a member of the Committee at Large:
 - (i) Registrar
 - (ii) Banquet Coordinator
 - (iii) Communications Coordinator
 - (iv) Hotel/Bus Coordinator
- (b) The duties of the **Registrar** shall include the following:
 - (i) Responsible for operation of the AA Registration system
 - (ii) With the Board of Directors set evaluation, registration and equipment fees
 - (iii) With the Board of Directors determine when applications for registration have to be received and when payment of evaluation fees and any other registration fees must be received

- (iv) Work with the ice allocator to ensure booking of the necessary ice for the next year's evaluation
 - (v) Ensure notification to the Ringette Calgary community of the AA evaluation registration, applicable fees and evaluation times
 - (vi) Responsible for the proper registration of players for AA evaluations and provides list of those players to the Division Coordinator
 - (vii) Ensure that the team lists have been sent to Ringette Alberta for registration
 - (viii) Respond to requests from new players or new teams inquiring about AA Ringette and how to register
 - (ix) Report to the AA President as required
 - (x) Any other duties as determined by the AA President or the AA Committee
- (c) The duties of the **Banquet Coordinator** shall include the following:
- (i) Determine the date of the year-end banquet which should be no later than the end of April of that playing season
 - (ii) Ensure the booking of the venue for the banquet and payment of any deposit and rental fee for that facility
 - (iii) Book the caterer and handle all relating business transactions, including determining the menu and ensuring payment of any deposit and payment to the caterer
 - (iv) Determine the individual attendance cost for the banquet and ensure that list of the attendees from each team are prepared and that all ticket funds have been received; teams are responsible for covering the ticket costs of each player and the coaching staff
 - (v) Decide the program for the banquet including obtaining any guest speaker(s) or entertainment, and determine the nature of team presentations allowed at the banquet including providing any gift or honorarium to the guest speaker within the spending limit approved by the Vice President of Operations or AA Committee
 - (vi) Obtain any additional computer, audio visual or sound equipment required for the banquet within the spending limit approved by the Vice President of Operations or AA Committee
 - (vii) Obtain the necessary volunteers for the banquet from each team
 - (viii) Make all necessary arrangements for the set up and decorating of the banquet facility; coordinating the volunteers; overseeing the cleanup of the facility; obtaining the liquor licence and buying the required alcohol
 - (ix) Report to the Vice President of Operations from time to time on the matters pertaining to the banquet and to prepare a final report regarding the banquet including details of all banquet expenditures to the Vice President of Operations
 - (x) Any other duties as determined by the Vice President of Operations or the AA Committee
- (d) The duties of the **Communications Coordinator** shall include the following:
- (i) Act as Website Coordinator, responsible to update, communicate and promote program, team, volunteer and event information on the Calgary AA website in line with program operation needs, brand identity and core values
 - (ii) Help ensure accuracy, continuity and format presentation in program documents, especially those placed on the website or used for promotion
 - (iii) Post team photos each season on website and related photo platform (i.e. Flickr) as required, confirm media consent agreements have been signed through Registrar
 - (iv) Maintain website backend administration and security, including related

platforms (such as Flickr), committee email server, and mailing list databases; store and maintain website and social media-related documents and photos

- (v) Act as or delegate Social Media Coordinator role: manage specified platforms (such as Twitter) to promote and communicate program information, and to represent and connect the AA program within the larger ringette community
 - (vi) Work and communicate with board and committee members, and team volunteers for completion of above duties; report to Vice President of Operations when required
 - (vii) Any other duties relating to their position as determined by the Vice President of Operations or the AA Committee
- (e) The duties of **Hotel/Bus Coordinator** shall include the following:
- (i) Locate appropriate hotels and/or buses for the upcoming year's Ringette tournaments as determined by the Board or AA Committee, including tournaments in Regina and Saskatoon, the Woods tournament in Edmonton, and the AA Provincials and any other tournaments as requested
 - (ii) Ensure advance reservation of the necessary hotel rooms and buses for the above AA tournaments including the signing of contracts as necessary and ensuring all necessary payments are made to secure the rooms or buses
 - (iii) Assign the hotel rooms to the respective AA teams including ensuring as much as possible that players of the same family are booked into the same hotel
 - (iv) Handle all complaints relating to the hotels or buses in consultation with the Vice President of Operations
 - (v) Report to the Vice President of Operations regarding completion of duties
 - (vi) Any other duties relating to hotel/bus coordination as determined by the Vice President of Operations or the AA Committee

6.9 Duties of Committee at Large

- (a) Every member of the Committee at Large must volunteer for and undertake duties in connection with one or more of the positions in the working groups overseen by the Vice Presidents, including sitting on any AA sub-committees that have been struck
- (b) Report to their respective Vice President regarding any duties they have undertaken
- (c) Attend all AA Committee meetings unless unable to attend for good reason and endeavour to read all materials relevant to the meeting in preparation
- (d) Ensure their Team Manager and the members of their respective teams are made aware of all matters of importance discussed at the AA Committee meetings
- (e) Bring the concerns of their teams and the AA Community as a whole to either the Board of Directors or the AA Committee as appropriate, to be discussed and addressed
- (f) Represent their team by casting votes on motions presented during AA Committee meetings
- (g) Vote on the annual budget including approving the allocation of general program funds to each team
- (h) Ensure the proper dedication and use of assets of the Foundation for the benefit of Calgary AA Ringette for the present operating year and future years

6.10 Conflict of Interest

(a) Purpose and Applicability

To describe how members of the AA Ringette Calgary Foundation (2013) will conduct themselves in matters relating to real or perceived conflicts of interests and when making decisions relating to real or perceived conflicts of interests.

(b) Principles

- (i) The Foundation will report cases of conflict of interest. Complaints of unreported conflicts of interest will be investigated and appropriate actions taken where conflict of interest is found;
- (ii) Conflict of Interest is defined as – a situation where a member of the Committee or Board has a real, potential or perceived direct or indirect interest which is incompatible with the AA Ringette Calgary Foundation (2013)'s interests, resulting in a real or seeming incompatibility between their private interests and their fiduciary duties to the AA Ringette Calgary Foundation (2013).

(c) Requirements

As soon as practical, members of the Committee and Board **will disclose to the Committee or Board when:**

- (i) They are engaged in any business or transaction or have a financial or other personal interest that may be incompatible with their official duties as a member of the Committee or Board;
- (ii) They may be in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- (iii) They may be perceived as according preferential treatment to any Person in their Committee or Board decisions;
- (iv) They have derived a personal benefit from information they have acquired during the course of fulfilling their official duties with the Committee or Board where the information is confidential or not generally available to the public;
- (v) They are engaged in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their duties with the Committee or Board;
- (vi) They use the property or services of the AA Ringette Calgary Foundation (2013) for activities not associated with the Foundation without permission of the Committee or Board;
- (vii) They are in a position where they could, by virtue of being a decision maker on the Committee or Board, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- (viii) They have accepted any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker on the Committee or Board of Directors.

(d) Resolving Conflicts in Decision-Making

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed may be considered and decided upon by the Committee or Board provided that:

- (i) This disclosure is recorded in the minutes;
- (ii) The Committee or Board may decide that the disclosure and record of it are sufficient to deal with the conflict; or

- (iii) The Committee or Board may take any other measures necessary to ensure the conflict of interest does not improperly affect any decision or vote taken by the Committee or Board; and
- (iv) Such measures considered may include that the individual not participate in discussion on the matter giving rise to the conflict; abstains from voting on the decision; is not included on the quorum for the vote; or such other reasonable measures as the Committee or Board consider appropriate.

(e) Disclosure of Conflict of Interest by Another

- (i) Any time a member of the Committee or Board becomes aware that there may exist a real or perceived conflict of interest in relation to another member of the Committee or Board that **has not been disclosed** to the Committee or Board, they **will** disclose this conflict to the Committee or Board.
- (ii) Upon receipt of the above disclosure, the President may summarily reject the complaint as of no merit; deal with the complaint in a summary fashion where the failure to disclose is of a minor nature and the complainant agrees to such action or refer the matter to a Grievance Committee under s. 17 of these Policies and Procedures.
- (iii) The procedures under s. 17 of the Policies and Procedures will apply.

(f) Possible Penalties for Failing to Disclose a Conflict of Interest

- (i) The Grievance Committee may apply the following actions singly or in combination for real or perceived conflicts of interest that were not disclosed:
 - Removal or temporary suspension of certain responsibilities or decision making authority
 - Removal or temporary suspension from a designated position
 - Removal or temporary suspension from certain Calgary AA teams, events and/or activities
 - Requiring a new vote on any issue where the failure to disclose may have affected the outcome of that vote
 - Other actions as may be considered appropriate for the real or perceived conflict of interest
- (ii) The AA President or The Grievance Committee may determine that an undisclosed alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a decision of the Grievance Committee.

6.11 Confidentiality

(a) Purpose and Applicability

To maintain the confidentiality of the personal information of participants in Calgary AA Ringette. Implied consent is given to the AA Ringette Calgary Foundation (2013) to use such personal information as necessary to provide the services and support as needed.

(b) Definitions

- (i) *Confidential Information* – includes, but is not limited to the following:
 - Personal Information of Calgary AA Ringette Members and Representatives, including but not limited to: name, address, email, telephone number, cell phone number, date of birth and financial information

- The AA Ringette Calgary Foundation (2013)'s intellectual property and proprietary information related to the programs, fundraisers, business or affairs including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known
- ii) *Implied Consent* – is consent given to administrators of the AA Ringette Calgary Foundation (2013) programs and services, by virtue of registration with the AA Ringette Calgary Foundation (2013) as an athlete, official or team staff, to provide others with applicable personal information only in order to effectively carry out services relating to Ringette.

(c) Requirements

Subject to the above implied consent, members of the Committee or Board shall not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the individual(s) involved.

6.12 Screening

(a) Purpose

Screening of volunteers is an important part of providing a safe sporting environment and the AA Ringette Calgary Foundation (2013) is responsible for doing everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals who have important volunteer roles who may pose a risk to Calgary AA members and participants.

(b) Applicability

This policy applies to all persons in the categories of volunteers that may be designated for screening from time to time by the Committee or Board and are those classes of person who work closely with athletes and/or occupy positions of trust and authority within the Foundation and include:

- (i) All Board members
- (ii) Head and Assistant Coaches or Youth Coaches
- (iii) Team Managers
- (iv) Persons appointed to accompany a Ringette Alberta team to an event or competition
- (v) Any other categories of persons as determined by the Committee or Board from time to time

(c) Procedures

- (i) Contents of records checks and screening disclosures shall be kept strictly confidential among the Committee and Board.
- (ii) Unless a record has become open to the public, it shall not be divulged that a person is not eligible for a position as a result of records check or screening disclosures. However, members of the Board or AA Committee may be apprised of any record as necessary for the administration of their duties.
- (iii) Records checks shall be provided by law enforcement or other government agency.

- (iii) Screening Disclosure Forms and records checks are valid for a maximum period of three years; however, the Committee or Board may determine that this period be shortened to a minimum of 1 year. Notwithstanding this guideline, the Committee or Board may request that a volunteer in a designated category provide the Ringette Alberta Screening Disclosure Form to the Committee or Board for review and consideration. Such request will be in writing and will provide the reasons for such a request.
- (iv) As determined from time to time by the Committee or Board, the Foundation or the individual are responsible for the cost of police checks.
- (v) Individuals in designated categories will be screened using the forms required for such checks by police or government agency used or by such other means as deemed the equivalent by the Committee or Board.
- (vi) Individuals with criminal records are not eligible to work or volunteer for the Foundation in a designated category subject to a decision of the AA Committee pursuant to s. 6.12(C)(vii) of this policy. Such an individual will not knowingly be placed in a designated category and if a person in a designated position subsequently receives a criminal record, they must report this circumstance immediately to a member of the Board of Directors or AA Committee and they will be immediately suspended from their position subject to a decision of the AA Committee pursuant to s. 6.12(C)(vii) of this policy.
- (vii) Where the Committee is of the opinion that, notwithstanding having a criminal record, a person can occupy a position in a designated category without adversely affecting the safety of Foundation participants or the reputation of the Foundation, through the imposition of such terms and conditions as are deemed appropriate, the Committee may approve a person's participation in a designated category.
- (viii) Nothing in this policy will prevent an individual from re-applying for a designated category with the AA Ringette Calgary Foundation at some point in the future, and submitting the required documentation to prove their eligibility for that position.

6.13 Privacy Policy

(a) Purpose and Applicability

- (i) The collection, use and disclosure of personal information **in the course of commercial activities** is governed by the Alberta Personal Information Privacy Act (PIPA) and the Canadian Personal Information Protection and Electronics Documents Act (PIPEDA). This policy will ensure these acts are followed by the AA Ringette Calgary Foundation (2013) **when involved in commercial activities**.
- (ii) **Definitions:** The following terms have these meanings in this Policy:
 - (a) *Foundation* – the AA Ringette Calgary Foundation (2013)
 - (b) *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.

A non-profit organization that is generally not commercial in nature will nonetheless be subject to PIPA for a commercial transaction involving the sale of personal information within Alberta.

Examples may include:

- The sale of merchandise within the province by catalogue or

Internet sale, where personal information of an individual is collected (e.g. name, address, credit card number)

- Offering a conference or training session for a fee
- Selling a membership or donor list to an organization within the province

Examples of activities that are **not commercial** in nature include:

- Accepting donations made to a non-profit organization where no product or service is exchanged
 - Offering a free newsletter to individuals (the personal information could only be subsequently sold in accordance with PIPA)
 - Providing free services to individuals
 - Collecting membership fees for a league
- (c) *Personal Information* – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions
- (d) *PIPA* – Personal Information Privacy Act
- (e) *PIPEDA* – Personal Information Protection and Electronic Documents Act
- (f) *Representatives* – members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Foundation
- (iii) **Application:** This Policy applies to Foundation Representatives in connection with personal information that is collected, used or disclosed during any **commercial activity** related to the Foundation.
- (iv) **Additional Obligations:** In addition to fulfilling all requirements of PIPEDA and PIPA, the Foundation and its Representatives will also fulfill the additional requirements of this Policy **when involved in commercial activities**. Representatives of the Foundation will **not**:
- (a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
 - (b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - (c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
 - (d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Club; or
 - (e) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.
- (v) **Ruling on Policy:** Except as provided in PIPEDA and PIPA, the Board of Directors of the Foundation will have the authority to interpret any provision of this Policy that is contradictory, ambiguous or unclear.

(b) Accountability

The Board of Directors of the Foundation is responsible for the implementation and

monitoring of privacy issues, information collection and data security. The President or member of the Foundation designated by the President will handle personal information access requests and complaints.

(c) Purpose for Collection of Personal Information

- (i) Personal information may be collected, used and disclosed by the Foundation for purposes that include, but are not limited to, the following:
 - (a) Receiving communications from the Foundation or Calgary AA participant communications in regards to E-news, newsletters, programs, events and activities
 - (b) Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications, level of officiating certification and qualifications
 - (c) Athlete registration, determination of eligibility, age group and appropriate level of competition, matters pertaining to athlete and team selection and determination of membership demographics and program wants and needs
 - (d) Implementation of the Foundation screening program
 - (e) Promotion and sale of merchandise
 - (f) Medical emergency
 - (g) Purchasing equipment, manuals, resources and other products
 - (h) Published articles, media relations and posting on the Foundation website, displays, posters and other promotional activities
 - (i) Managing insurance claims and insurance investigations
 - (j) Fundraising activities for the Foundation
- (ii) Personal information may be collected, used and disclosed for other commercial purposes with the consent of the individual or where reasonable to do so and where permitted or required by law.

(d) Consent

- (i) By providing personal information to the Foundation, individuals are consenting to the collection, use and disclosure of the information for purposes identified in this policy.
- (ii) Consent may be written or implied and includes:
 - (a) Completing and/or signing an application form
 - (b) Checking a check-off box
 - (c) Providing written consent either physically or electronically
 - (d) Consenting orally in person
 - (e) Consenting orally over the phone
- (iii) An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Foundation will inform the individual of the implications of such withdrawal.
- (iv) Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having Power of Attorney.

(e) Exceptions for Use

The Foundation may use personal information without the individual's knowledge or consent only:

- (i) If the Foundation has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
- (ii) For an emergency that threatens an individual's life, health or security;
- (iii) If it is publicly available as specified in PIPEDA and PIPA;
- (iv) If the use is clearly in the individual's interest and consent is not available in a timely way; or
- (v) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

(f) Exceptions for Disclosure

The Foundation may **disclose** personal information without the individual's knowledge or consent only:

- (i) To a lawyer representing the Foundation;
- (ii) To collect a debt the individual owes to the Foundation;
- (iii) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
- (iv) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- (v) To an investigative body named in PIPEDA or PIPA or government institution when the Foundation believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- (vi) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- (vii) In an emergency threatening an individual's life, health, or security (the Foundation will inform the individual of the disclosure);
- (viii) To an archival institution;
- (ix) 20 years after the individual's death or 100 years after the record was created;
- (x) If it is publicly available as specified in the regulations; or
- (xi) If otherwise required by law.

(g) Retention

- (i) **Retention Periods:** Personal information will be retained as long as reasonably necessary to enable participation in the Foundation to maintain accurate historical records and/or as may be required by law.
- (ii) **Exception:** Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

(h) Individual Access

- (i) **Access:** Upon written request to the Foundation, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

- (ii) **Response:** Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
 - (iii) **Denial:** An individual may be denied access to his or her personal information if:
 - (a) This information is prohibitively costly to provide;
 - (b) The information contains references to other individuals;
 - (c) The information cannot be disclosed for legal, security or commercial proprietary purposes; or
 - (d) The information is subject to solicitor-client or litigation privilege.
 - (iv) **Reasons:** Upon refusal, the Foundation will inform the individual the reasons for the refusal and the associated provisions of PIPEDA and/or PIPA and applicable provincial privacy legislation.
- (i) **Complaints**
- (i) An individual can make a complaint regarding compliance with this Policy to the Foundation by sending a written complaint to the Ringette Alberta office to the Attention of the President of the Foundation.
 - (ii) Any complaint shall be dealt with in accordance with the procedures in s. 17 of the Policies and Procedures with such adaptation as may be reasonable and necessary.

SECTION 7: MEETINGS

- 7.1** Unless otherwise agreed to by the AA Committee, a minimum of five (5) meetings of the AA Committee shall be held each year. The Secretary shall set the date, time and place of all such general meetings. The Board of Directors should meet on a monthly basis.
- 7.2** Special meetings of the AA Committee may be called by the President or at the request of a majority of the Voting members of the Foundation. Email discussion, text messages, conference calls, computer link and any other means of communication as deemed appropriate and efficacious by the President or designate may be used in short notice situations.
- 7.3** The AA Committee meeting protocol shall be in accordance with the Robert's Rules of Order.
- 7.4** A quorum at all meetings shall be fifty percent (50%) of the AA Committee members.
- 7.5** Meetings of the Board of Directors shall be set by the President or designate and all Board members shall be notified of the date and time of those meetings by email or other appropriate and efficacious means as determined by the President or designate.
- 7.6** Members of the Board may attend meetings in person, by email, text message, conference call or computer link or any other means as determined to be appropriate or efficacious by the President or designate.

- 7.7 Decisions of the Board of Directors shall be decided by the majority with or without the necessity of formal voting as determined by the President or designate.

SECTION 8: VOTING RIGHTS

- 8.1 Each AA Committee member except the President shall be entitled to one vote, except that members should not vote where it could be perceived that they have a conflict of interest regarding the subject matter of the vote. In the case of a tie vote, the President of the AA Committee shall be entitled to cast the deciding vote.
- 8.2 On any general motion, a simple majority vote of the quorum shall pass the motion.
- 8.3 A motion to adopt or revise a Foundation policy or a procedure shall require a 2/3rds majority vote of the quorum to pass the motion. Motions to amend the Society Bylaws or Objects of the Foundation shall comply with the Foundation Bylaws.
- 8.4 A general motion shall be recorded in writing by the Secretary and shall be decided by a show of hands.
- 8.5 A motion to adopt or revise a Foundation policy or a procedure shall be recorded in writing by the Secretary or designate and shall be decided by a show of hands.

SECTION 9: INCORPORATING OR AMENDING RINGETTE CALGARY'S BYLAWS, RULES AND REGULATIONS, AND/OR OPERATING POLICIES

- 9.1 All requests for a new or revised policy or procedure shall be presented and discussed by the AA Committee at a regular Committee meeting. If a motion is accepted by the Committee to further review the proposed new or revised policy or procedure, the AA President shall approve a sub-committee to work on the proposal and present its recommendations to the Board of Directors.
- 9.2 The sub-committee shall review, research and document information relevant to the proposal as deemed necessary and prepare recommendations for submission to the Board of Directors. Prior to submitting their recommendations, the sub-committee shall review the recommendations for the purpose of determining if there is possible conflict with Ringette Calgary's Bylaws, Rules and Regulations, and Operating Policies. Any possible conflict must be noted in the submission to the Board of Directors.
- 9.3 The Board of Directors shall review the sub-committee's recommendations for revision and if accepted by the Board of Directors, the proposed revisions will be presented to the Ringette Calgary Board of Directors for review, consideration and approval. Any possible conflict with Ringette Calgary Bylaws, Rules and Regulations, or Operating Policies must be brought to the attention of the Ringette Calgary Board of Directors during this presentation.
- 9.4 If Ringette Calgary denies any or all of the proposed revisions, the Foundation's Board

of Directors may request the sub-committee prepare changes to the proposal for re-submission to the Ringette Calgary Board.

- 9.5** Upon approval by the Ringette Calgary Board of Directors of the proposed revisions in whole or part, the Foundation's Board of Directors will present the approved revisions to the AA Committee for final approval. Upon approval by the AA Committee, changes to the AA Policies and Procedures shall take effect immediately.

SECTION 10: DETERMINING NUMBER OF TEAMS AND NUMBER OF PLAYERS PER TEAM

- 10.1** All AA teams shall be fixed not later than October 1 of the current playing season to allow players not selected to return to their Quadrant programs for team determinations. Tryouts shall commence as soon as ice becomes available for the current playing season in late August or early September (but no earlier than the last week of August).

10.2 Categorizing and Tiering

- (a) Consistent with the stated objectives of Ringette Calgary's AA program, the AA Committee shall strive to organize its teams to be balanced and competitive utilizing a realistic appraisal of the available players' skills, current player/team registrations in Calgary and competitive levels throughout Alberta and Canada.

10.3 Number of Teams

- (a) Ringette Calgary's philosophy shall be to provide at least one (1) team in each age division from U-14 to +18.
- (b) Unless and until revised pursuant to s. 10.4(c), the AA Committee shall have Ringette Calgary's approval to form the following teams each season:
- Three (3) single-carded U-14 AA teams
 - Two (2) single carded U-16 AA teams
 - One (1) or Two (2) single carded U-19 AA teams depending on assessment of the number of suitably skilled players participating in evaluations
 - One (1) single carded +18 National Ringette League (NRL) team
- (i) **Preseason (Initial) Assessment:** The Calgary AA Board of Directors shall use all available resources to determine the probable number of teams to be formed in each AA division prior to May 30th of the current playing season. These resources shall include: the AA President, previous year's AA player registrations, previous year's AA coaches, previous year's A level player registrations for all Quadrants, previous year's A level coaches, success of AA level teams from the previous year, success of A level teams from previous years, outstanding players who have the potential to move up from A to AA level play (A level coaches shall provide this information), the opinions of other knowledgeable participants in Calgary Ringette, ice availability, and the number of suitable qualified coaches available and interested.

If, based on this preseason assessment, the Board of Directors believes there should be a change in the number of AA teams at any age division, a

motion will be presented to the AA Committee to approve a submission to Ringette Calgary's Board of Director for approval of the change in the number of AA teams.

The Calgary AA President shall make the presentation to Ringette Calgary's Board as soon as practical thereafter but no later than May 31. To expedite the process, a special Ringette Calgary Board meeting may be convened.

- (ii) **Tryout Reassessment:** The AA Committee shall allow sufficient time to accommodate the number of teams to be formed as determined from the preseason assessment. Either Ringette Calgary or the AA Committee may request an evaluation review if, after the first two (2) evaluation ice sessions, it appears the actual number of suitably skilled players does not warrant the number of teams determined from the preseason assessment. The issue may be either too many or too few teams based on the actual number of AA caliber players attending evaluations. The evaluation review team shall consist of the following: AA Coordinator for that age division, AA President or designate, a Ringette Calgary Board of Directors' representative (e.g. League Director) or designate, and the applicable AA coach or coaches. Unless the vote to change the number of teams is a majority excluding the President who shall vote only to break any tie, the number of teams at that age level shall remain unchanged from that determined from the preseason assessment.

10.4 Number of Players per Team

- (a) If player evaluations show there to be an insufficient number of players with the necessary skills to play at the AA level for the number of approved teams in the same age division, then a reduced number of teams shall be formed (subject to the necessary approvals required by s. 10.4) and the coach shall be encouraged to expand team size(s) to include all AA quality players. This makes possible the development of younger players and thereby helps ensure that suitable numbers of players shall be available at the older age divisions in future years.
- (b) The AA Committee shall not control the minimum or maximum number players selected for the +18 team given the different rules governing the NRL. The number of players selected shall be at the discretion of the head coach as permitted by the NRL.
- (c) For each of the two (2) U-16 and U-14 teams, there can be a maximum of thirteen (13) skaters and one (1) goalie. If there is only one U-19 team, there can be a maximum of 15 skaters and one goalie. If there are two U-19 teams, there can be a maximum of 12 skaters and one goalie per team. Requests to increase the number of skaters and/or goalies shall be presented for approval by Calgary AA Ringette to the Ringette Calgary Board of Directors before May 31 of each year.

SECTION 11: PLAYER ELIGIBILITY

11.1 Residency of Players Registering

- (a) Current Alberta Ringette policies regarding releases and residency will be followed. General Rule – AA players shall play in the Zone where they reside provided an AA program is offered. If no AA program is offered, then out-of-Zone

players may apply to play in Zone 3's AA program provided the necessary player releases are obtained.

11.2 Players

- (a) Players shall play within their proper age division. If no AA team is formed in a particular division, then those players shall be allowed to try out for the next higher age division AA team subject to Ringette Alberta and Ringette Canada Rules and Regulations.

As of December 31 of the current playing season, the age divisions are as follows:

- U-14 12 and 13
 - U-16 14 and 15
 - U-19 16, 17 and 18
 - +18 over 18 (governed by National Ringette Association Rules)
- (b) Players who try out and are not selected for their proper age division AA team shall be eligible to be selected for the next age division AA team provided insufficient qualified players have tried out for that team and provided those players are sufficiently competitive at the next age division.
- (c) AA teams shall have their rosters reduced to (or below) the maximum number of players allowed under Ringette Canada Rules not later than October 1.
- (d) A player having made a AA team shall not be cut after October 1 for any reason (e.g. discipline, commitment, absenteeism, etc.) without prior approval of the AA Committee (may require special meeting).
- (e) Additions to AA teams (e.g. affiliations, pickups, etc.) shall be allowed as per Ringette Calgary, Ringette Alberta and Ringette Canada Rules and Regulations.

SECTION 12: TRYOUT REGISTRATION

12.1 The AA Committee shall be responsible for administering notification and contact procedures to ensure all eligible players are aware of the tryout registration dates and associated costs. The AA Committee shall use whatever means necessary to ensure maximum notification within Zone 3 (e.g. use Ringette Calgary's mailing list). The AA Committee shall likewise provide all eligible players with the location, date, time and cost of late registration if late registration is allowed.

12.2 Tryout registration shall be handled as follows:

- (a) **Notification shall be sent out by** email or other electronic means to eligible players and all associations in Calgary and vicinity in June of each year or such other time as determined by the Board of Directors. Completed registrations shall be received and paid by means of an electronic registration process approved by the AA Committee.
- (b) All players registering to tryout shall have the opportunity to participate in a minimum of three (3) ice times before any selections are made to show their ringette skills, commitment and ability to improve.
- (c) Each division shall receive a minimum of three (3) ice times to complete their evaluations. Further ice times may be available depending on availability, number of players trying out, etc.

SECTION 13: TRYOUT/EVALUATION AND TEAM SELECTION PROCESS

13.1 AA Committee's Objectives in the Evaluation Process

- (a) To provide coaches with the flexibility to build a team based on their own coaching philosophy and knowledge of player skills and attitude
- (b) To provide a fair and impartial assessment of a player's total ringette skills during the skating and scrimmage sessions
- (c) To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent
- (d) To provide appropriate evaluation documentation
- (e) To form teams composed of players of similar ability playing together to maintain balanced and competitive teams where the athletes can develop and participate equitably and have satisfaction playing ringette during the season
- (f) To form teams that are competitive in the leagues in which they play and capable of challenging for Provincial and National championships (U-16 and higher)

13.2 AA President shall appoint a knowledgeable, impartial person to supervise the tryout/evaluation and team selection process for each age division (Division Coordinator). Except as noted in s. 13.11, these Division Coordinators shall not be directly involved in the tryout/evaluation and team selection process. Their main responsibility shall be to ensure that the process proceeds with fairness and impartiality. These individuals shall be available to answer any questions or concerns that the coaching staff, parents or players may have during the evaluation process.

13.3 AA tryouts shall be organized, designed and planned by the coaches. Players are looked at by the coaches and selected to teams by those coaches.

13.4 Request for Exemption for Illness, Injury or Family Emergency

- (a) If a player misses evaluations because of illness, injury or family emergency, but still wishes to be eligible for selection, a committee consisting of the AA President, Age Division Coordinator and the Head Coaches will decide whether this player is eligible for selection.
- (b) A player may apply, in writing, to the Age Division Coordinator for a medical exemption from attending evaluations due to illness or injury, which must be done as soon as practical in the circumstances. The Medical Exemption Request Form to be submitted is on the Calgary AA Ringette website.
- (c) The following must be provided:
 - (i) A completed medical exemption request form
 - (ii) Doctor's verification, listing date of injury, description of injury and projected recovery time
 - (iii) Coach references
 - (iv) Online registration and payment for evaluation sessions completed
- (d) **Each request will be reviewed** individually and if an exemption is granted, the player will be placed in the appropriate position on the ranked list of players by the division coordinators and the coaches.

- (e) There is no guarantee a player who is granted an exemption will be drafted to a team. Players should fully participate in evaluations, if possible, to maximize their chances of being selected.
 - (f) Players injured during the evaluation process will be automatically considered for injury exemption with a doctor's verification.
 - (g) Exemptions from evaluations may also be granted for players attending evaluation camps for higher divisions of ringette or special teams, such as the Canada Winter Games.
- 13.5** Players shall be informed of what the coaching staff is looking for in the skating drills and in the scrimmages. All players shall do the same drills as a means of ensuring fairness.
- 13.6** Coaches shall be responsible for formulating evaluation teams for the purpose of player evaluation. The AA Committee may in their discretion also assign evaluators to assist the process and provide additional feedback on players for coaches and the coordinators. All evaluations shall be documented, shall remain confidential and shall not be supplied to the general membership. It shall be unwarranted under any circumstance to disclose player evaluation information to anyone outside of those involved in the evaluation process, either during or after the tryout process, except as may be required to address a complaint or grievance.
- 13.7** Evaluators shall assess skills such as skating, ring control, ringette sense, knowledge of the game, drive and sportsmanship to various degrees, depending on the division being evaluated. Coaches may also take into account factors such as dedication, compatibility, self-discipline, and willingness to learn in their selection process.
- 13.8** A player's ranking may be adversely affected by factors such as attitude or team cohesion. The coaching staff shall communicate this to all players during the selection process if attitude and team factors are a concern.
- 13.9** Returning AA players shall not be guaranteed a spot on next year's team (all players earn their spots).
- 13.10** Coaches are encouraged to solicit input on a player's ringette skills, attitude, etc., from prior year's coaches.

13.11 Drafting Procedure (More Than One Team in a Division)

- (a) Prior to a draft being conducted, those players who do not demonstrate the skill to play at the AA level will not be selected.
- (b) **Two Team Selection:**
 - (i) Players shall be drafted in accordance with the following format unless the Coaches and the Division Coordinator agree to an alternative drafting format that is fair and equitable in the circumstances:

DRAFT – REVERSING ORDER

Coach #1	Coach #2	Round
1st Pick	2nd Pick	Round 1
4th Pick	3rd Pick	Round 2

5th Pick
8th Pick

6th Pick
7th Pick

Round 3
Round 4, etc.

- (ii) Skaters and goalies shall be drafted in two (2) separate drafts unless otherwise agreed to by all coaches and the Division Coordinator as fair and equitable in the circumstances.
 - (iii) First pick shall be decided based on a coin flip. The winner of the coin flip shall have the choice as to drafting of goalies or skaters first and the first draft pick of the first draft.
 - (iv) The loser of the coin flip shall have the first pick of the second draft.
- (c) Three or more Team Selection:**
- (i) Players shall be drafted in accordance with the following serpentine format unless the Coaches and the Division Coordinator agree to an alternative drafting format that is fair and equitable in the circumstances.
 - (ii) The order of the draft will be 123-321-123-321-123, etc., until rosters are complete.
 - (iii) Skaters and goalies shall be drafted in two (2) separate drafts unless otherwise agreed to by all coaches and the Division Coordinator and if fair and equitable in the circumstances.
- (d)** Draft order shall never be published and shall only be known to the coaching staff and Division Coordinator.
- (e)** The Division Coordinator whose role shall be to ensure the coaches are aware of and follow the drafting procedures shall observe the draft.
- (f)** Each team shall be allowed to have a maximum of two (2) coaches (e.g. head coach and an assistant coach or manager) attend the draft unless all coaches and the Division Coordinator agree to additional coaches attending and that additional coaches can be accommodated.
- (g)** No child or parent's request for a specific coach shall be entertained except under exceptional circumstances. The Division Coordinator shall be responsible to make a judgment in each case and such decision shall be final.
- (h) Coaches' Children**
- When selected coaches are parents of prospective players for that age division, it is expected that coaches will draft their daughters to their teams and the ability of their child to play at that level has been considered in the AA coaching selection process. The coaching staff and the Division Coordinator shall meet prior to the draft and all, including the Division Coordinator, shall agree in which round of the draft that parent shall select their child. During the draft, they shall pick their child in that position. If unanimous agreement cannot be reached, then the Division Coordinator shall make the decision and such decision shall be final.

SECTION 14: SELECTION OF HEAD COACHES

14.1 Formation of Head Coaches Selection Committee

Head coaches for all AA teams shall be selected by a Head Coaches Selection Committee chaired by the AA Director or designate and consisting of a minimum of four (4) of the following individuals:

- AA President or delegated representative
- Senior ranking ringette referee
- Veteran +18 AA player
- Veteran AA level coach (inactive)
- Veteran NCCP Level 2 (or higher) coach external to the sport of ringette
- League Director, VP Technical or Past President of Ringette Calgary

The AA President or designate shall approach these individuals to confirm their willingness to participate in the selection process. The Head Coaches Selection Committee shall undertake to administer the selection procedure in accordance with this document. The term of the Head Coaches Selection Committee shall end when all final head coach selections have been made and confirmed in writing.

The AA President will make their best effort to fill the requirements of the exiting clause. In the event of being unable to do so, the AA President will fill any vacant positions at his/her discretion, with the approval of the AA Board of Directors. In filling the requirements of the Coaches Selection Committee, the AA President will at all times endeavor to have IMPARTIAL MEMBERS. Any significant conflict of interest, i.e. relative of applicant, parent of possible player on team to be formed, will exclude the member in question from all discussion and voting privileges pertaining to the coaching applicant in question.

In case of there being only one coaching applicant for a particular team, the AA President will make the decision as to awarding the applicant the position of Head Coach subject to final approval of the Selection Committee.

14.2 Operation of Head Coaches Selection Committee

- (a) The AA President or designate shall chair the Head Coaches Selection Committee and shall act as a non-voting scrutinizer of the committee (except as provided by s. 14.2(b) below).
- (b) Each committee member shall be entitled to one vote. In the case of a tie vote, the Chairperson of the Head Coaches Selection Committee shall be entitled to the deciding vote.
- (c) The majority vote of the committee members shall pass the motion. The vote may be decided by a secret ballot, to be counted by the AA Director/designate.
- (d) Parties interested in head coaching shall apply in writing to the Chairperson of the Head Coaches Selection Committee and should state preference of age division. Other possible competent head coach candidates who do not apply on their own may be approached by the Head Coach Selection Committee to ascertain their interest in coaching next season.
- (e) The AA Director or designate shall be responsible for advertising for head coaching applications and shall provide sufficient detail to obtain suitably qualified applicants. The advertising should, if practical (cost concerns), be in more than one media form and be aimed to maximize distribution to the general public. Advertising should be set up to start on or before May 31.
- (f) All coaching applications meeting the minimum requirements shall be considered for the upcoming playing season.
- (g) Coaching applications shall be due by June 15 or such date as set by the Board of Directors for the upcoming playing season. Provided sufficient suitable applications have been received by the closing date, the Head Coaches Selection Committee shall proceed to interview all qualified applicants and render their decisions not

later than August 1 of the current playing season. If sufficient suitable applications have not been obtained, the Head Coaches Selection Committee shall extend the closing date and solicit further applications. All applicants shall be notified in writing as to the disposition of their application by the AA President or designate.

- (h) Confidentiality of head coach selection for each division shall be maintained for seven (7) days after mailing or emailing of selection confirmation to all applicants in that division.
- (i) Coaching selections shall be final. No appeals shall be considered.

14.3 Head Coach Eligibility and Selection Criteria:

(a) Eligibility

All AA head coaches applying to coach within Zone 3 shall meet the following minimum criteria in order to have their applications considered:

- (i) Be a current member in good standing of Ringette Calgary or a current member in good standing of an association that is an active member of Ringette Alberta; and
- (ii) Hold NCCP certification, or be capable of completing same by December 15 of playing season, at the level required by Ringette Alberta for the age division applied to head coach; and
- (iii) Meet the screening requirements under s. 6.12 of the Policies and Procedures.

(b) Selection Criteria

The Head Coaches Selection Committee shall be responsible for administering the selection process and the development of a criteria scope for each Division of coaching. The selection criteria shall include but not be limited to the following:

- (i) Must meet Ringette Calgary's, Ringette Alberta's and Ringette Canada's minimum certification requirements for the age division applied for
 - (ii) Previous coaching experience at AA or A level in Ringette
 - (iii) Feedback from prior seasons
 - (iv) History of adherence to AA policies and willingness to work within the system
 - (v) Ability to maintain a positive team environment
 - (vi) Ability and willingness to teach
 - (vii) Ability to provide positive reinforcement to players in both practice and game situations
 - (viii) Use of coaching assessments from previous years if possible
 - (ix) Demonstrated commitment to the objectives of the AA program (creation of an environment conducive to improving player development and commitment to its highest level of competition)
 - (x) Personal conduct on and off the ice
 - (xi) Communication skills (verbal and written)
 - (xii) Gender (shall only apply if candidates are equally qualified)
 - (xiii) If Coach(s) have a daughter evaluating at the AA level they wish to coach, their daughter must have the ability to play at that level as it is expected coaches will select their daughters for their teams
 - (xiv) Written application
 - (xv) Interview
- (c) The receipt of only one application for any given coaching position shall not constitute automatic acceptance. Should the Head Coaches Selection Committee deem the applicant (or all applicants) unsuitable, they shall then solicit additional

applications for consideration. If no suitable coach can be found, then no team shall be formed.

SECTION 15: COACHING EVALUATIONS

- 15.1** The AA Committee shall be responsible for the preparation, distribution, and collection of coaching evaluation forms whether paper or electronic for all AA coaches and assistant coaches, to be performed at the end of the playing season. Team managers shall ensure player and parent cooperation in completing and returning these coaching evaluation forms. All information shall be considered confidential to the Head Coaches Selection Committee. Summaries of all returned evaluations should be shared with the coaches involved as prepared by the AA President or designates. To help ensure confidentiality, if evaluations are returned in a paper form they should be mailed directly to the AA President at Ringette Calgary's office. If the evaluation is electronically submitted, the process must ensure confidentiality.
- 15.2** The AA President shall be responsible either personally or through appointing suitable volunteers who act under the President's direction, to review and summarize the result of coach evaluations. Copies of the summaries may be shared with the respective head coaches, the AA Committee, the Division Coordinators, the Coaches Selection Committee and other persons as deemed necessary by the AA President.

SECTION 16: HEAD COACH'S RESPONSIBILITIES

- 16.1** Head coaches, without exception, shall be directly responsible and accountable to the AA Committee throughout the playing season.
- 16.2** Head coaches and managers shall familiarize themselves with the AA Operating Policies and Procedures and shall ensure that activities related to Calgary's AA Ringette program are carried out under their care and control in compliance with these policies and practices.
- 16.3** The head coach shall be responsible for the discipline and behaviour of the team members before, during, and after games and practices, until the team has left the dressing room. This shall apply to any team-related event, including out-of-town tournaments.
- 16.4** The AA Committee shall retain the right to take whatever action deemed appropriate (e.g. warning, suspension or removal) against any head coach whose performance has been found unacceptable and who has shown an unwillingness or inability to improve their performance.
- 16.5** The head coach of each team shall be responsible for selecting their bench staff, including assistant coaches, manager and trainer subject to final approval by the Board of Directors of the assistant coaches. The head coach shall ensure all bench staff are properly qualified to at least the minimum requirements of Ringette Calgary, Ringette Alberta and Ringette Canada. The head coach shall meet with their assistant coaches to review and address any problems or concerns raised by year-end coaching

evaluations. The AA Committee encourages all AA teams to have a minimum of one member of their bench staff who is an on-ice working member. The AA Committee encourages each AA team to have the maximum number of assistants to facilitate development of future coaches.

- 16.6** Each head coach shall inform, preferably in writing, all players (and parents depending on the age division) trying out for their team as to the level of commitment expected from the players (including the number and duration of weekly on-ice practices, off-ice fitness sessions, mental training sessions and home and away tournaments). Also, the head coach shall outline, preferably in writing, the consequences of a player failing to provide this level of commitment once the season is underway.
- 16.7** Each head coach and assistant coach shall read and sign a Calgary AA Coaches Code of Conduct form for that playing season.
- 16.8** Each head coach and assistant coach shall complete a Police Information Check for that playing season unless they have had a completed Police Information Check within the last three years. In that case, the coach shall complete a Police Information Declaration instead.

SECTION 17: GRIEVANCE COMMITTEE

- 17.1** All grievances shall contain a clear and concise written summary of the grounds for the complaint, allegation or protest with particular reference to the AA policy or practice that has been violated. The grievance shall be signed and submitted to the AA President if the complaint is from a participant. If the complaint is by the AA Committee, the motion approving the complaint must meet the same criteria and will constitute the grounds for the grievance.
- 17.2** If the complaint is by a participant, the President (or designate in the event of conflict) has the power to summarily reject the grievance as of no merit or refer the grievance to a Grievance Committee for further handling and decision. If the complaint is by motion of the Committee the President must refer the complaint to a Grievance Committee.
- 17.3** The Grievance Committee shall be comprised of no less than three (3) persons: the AA President (or designate in case of conflict) shall be the chairperson and no less than two (2) impartial, knowledgeable persons selected by the AA Committee President.
- 17.4**
 - (a)** The Grievance Committee shall review and obtain pertinent facts of all allegations, complaints and protests properly submitted according to the operating procedures and policies, and shall review any code of conduct breach pursuant to a suspension under s. 18(d) of these policies and render a just and fair verdict of their findings as quickly as practical under the circumstances.
 - (b)** Pending the final decision of the Grievance Committee, the Committee may order any action to be taken as they believe advisable and as permitted by these policies, including suspension of the participant from any Ringette related activity or function.

17.5

- (a)** The Grievance Committee shall investigate any grievance by either calling witnesses, requesting statements or dealing with the grievance in any reasonable manner that in their discretion will enable them to reach a just and proper decision. A formal hearing will not necessarily be held.
- (b)** Where any person has been suspended pursuant to s. 1.8 of these Policies and Procedures, no review of their suspension will be taken by the Grievance Committee until the charges have been finally dealt with in court. If there is a conviction on the charges, the individual is ineligible to be reinstated in their position subject to a decision of the AA Committee under s. 1.8. If the individual is acquitted of the charge(s), the grievance committee will review the matter further to determine if a breach has occurred and what action should be taken.

17.6

- (a)** The Grievance Committee shall give all individuals entitled to attend the hearing or provide input to the Committee adequate and reasonable notice of the date and time set by the Committee for hearings or for providing information and statements. These individuals shall have the right at any hearing to be present in person and/or be accompanied by a parent/guardian. If there is no hearing, they shall have the right to provide statements or other information to the Grievance Committee.
- (b)** Reasonable requests for adjournment of hearing dates will be permitted by the Grievance Committee with the understanding that adjournments may affect whether a formal hearing will be held.

17.7 Grievances involving player evaluation and/or team selection issues shall first be discussed with the Division Coordinator. If the Division Coordinator is unable to provide a resolution, then the concerned party has the right to formally submit their grievance in writing to the AA Committee President. The President will deal with such a complaint pursuant to the procedures of this section.

17.8

- (a)** The Grievance Committee shall restrict the persons attending the hearing or providing input to: the parties involved, their parents or guardians, the coaches involved or any persons representing any party or coach involved together with such other person(s) as the Grievance Committee shall determine. The Grievance Committee shall render its decision in writing within forty-eight (48) hours following the hearing and forward copies of its decision to all parties involved.
- (b)** If a hearing is not being held, the Grievance Committee shall set a date for all statements or other information requested by the Committee to be received. Reasonable requests for adjournment of those dates will be permitted by the Grievance Committee.
- (c)** A decision on a grievance without a hearing shall be made within seven clear days of the date for receipt of statements and information and shall be rendered in writing with copies of the decision forwarded to all parties involved.

17.9 The decision of the Grievance Committee shall be final and shall be rendered in writing subject to any appeal under s. 17.9(i). Where the Grievance Committee finds a grievance to be baseless, the Grievance Committee shall dismiss the appeal. Where the Grievance Committee finds there has been a breach of an AA policy or practice, then the Committee shall order corrective action to be taken and/or determine any

discipline. Discipline may include suspension from further participation in Calgary AA Ringette for any period of time deemed justified by the Grievance Committee. Anyone who knowingly ignores a Grievance Committee's decision may, subject to the President's discretion, face disciplinary action.

- (a) An appeal of a decision of the Grievance Committee and all the evidence in support thereof must be submitted in writing to the President, signed by the appellant and submitted within 48 hours from the rendering of the decision. The appeal must be accompanied by a certified cheque or cash in the amount of two hundred dollars (\$200.00) which will be refunded only if the appeal is successful in whole or part.
- (b) The President will appoint an Adjudicator to judge the appeal. The Adjudicator shall have no prior involvement, direct or indirect with the matter being appealed.
- (c) The Procedures under s. 17 shall apply to the appeal hearing except that the Adjudicator may also hear from the Grievance Committee regarding their decision.

17.10 As soon as practicable, the Grievance Committee or the AA President shall report in writing to the President of Ringette Calgary any finding of a breach of AA policy or of the Code of Conduct and the corrective or disciplinary action taken as a result.