



RINGETTE CALGARY ASSOCIATION



AA OPERATING POLICIES AND PROCEDURES

UPDATED May 2008

AA COMMITTEE
OPERATING POLICIES AND PRACTICES

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SECTION 1: INTRODUCTION**1.1. General:**

- (a) Calgary's AA Committee (hereinafter referred to as "AA Committee") 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 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 and Rules and Regulations, and shall follow the procedures for incorporating or amending Ringette Calgary's Bylaws and Rules and Regulations.
- (c) The AA Committee 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 to yearlong training 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 Junior and above where teams strive for Provincial and National titles. Winning shall be less significant at Tween and below 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, team work, team discipline and personal development; and
- (h) To work cooperatively with Ringette Calgary, Ringette Alberta and Ringette Canada in furthering the development of ringette.

SECTION 2: AFFILIATION

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

SECTION 3: AA COMMITTEE MEMBERS

- 3.1** AA Committee members shall be those individuals designated by each AA ringette team to speak for and to cast votes on matters pertinent to Calgary's AA ringette program.

SECTION 4: AA COMMITTEE FORMATION

- 4.1.** The AA Committee shall include three (3) representatives from each Tween team(s), Junior team, Belle team, and Open team and one (1) representative from the double-carded Petite AA team(s). Such representatives shall be appointed to the AA Committee by their respective teams for the current playing season (more or less October 1 to the following September 30). One of each team's AA Committee representatives shall be a team staff member, preferably the team manager. Representation from the double-carded Petite AA team(s) shall begin as soon as the team(s) is formed (early to mid November).
- 4.2** The past AA Director shall act as interim Chairperson for the initial meeting of the new AA Committee members. This initial meeting shall occur at about October 1.
- 4.3** The names and respective teams of all AA Committee members (other than Petites - see Section 4.1) shall be known to the past AA Director in advance of the initial AA

Committee meeting for the purpose of identifying individuals suitably qualified to fill the special positions on the AA Committee (see Section 5).

4.4 Formal transfer of AA Committee duties shall occur effective October 1.

SECTION 5: AA COMMITTEE SPECIAL POSITIONS AND DUTIES

5.1 On or about October 1, and with the assistance of the past AA Director, the incoming AA Committee members will fill the following special positions from within their number:

AA DIRECTOR

- represents the AA Committee on Ringette Calgary's Board of Directors. Attends all Ringette Calgary meetings and all AA Committee meetings. Acts as a liaison between the two groups;
- acts as or appoints a chairperson of the Head Coaches Selection Committee;
- preferable should not be a bench staff member (manager, head or assistant coach) of any AA team;
- acts as a signing officer of the AA Committee;
- in the absence of the Chairperson, performs the duties of the Chairperson and when so acting has all the powers of and be subject to all restrictions upon the Chairperson, and
- supervises the preparation of the Annual and Semi-Annual General Report of the AA Committee for submission to the Ringette Calgary Board of Directors for approval and inclusion in Ringette Calgary's reports for the annual and semi-annual general meetings.

CHAIRPERSON

- supervises and controls all of the business and affairs of the AA Committee;
- presides at all AA Committee meetings;
- serves as an ex-officio member of all AA working committees;
- preferable should not be a bench staff member (manager, head or assistant coach) of any AA team;
- undertakes leadership in promoting the aims and objectives of AA ringette;
- ensures all directives and resolutions resulting from meetings are in accordance with Ringette Calgary Bylaws, Rules and Regulations, and these AA Operating Procedures and Policies; and ensures all such directives and resolutions are duly realized;
- acts a signing officer of the AA Committee;
- acts as the AA Committee's representative in meetings with City, Provincial or National agencies, or other similar bodies with the AA Committee's approval; and
- casts deciding vote for AA Committee decisions in the event of a deadlock.

SECRETARY

- attends all AA Committee meetings and accurately records the proceedings for distribution, in minute form, to the AA Committee members;
- acts a signing officer of the AA Committee;
- maintains an accurate mailing and contact list of all AA Committee members;
- sends out notices of AA Committees meetings to all AA Committee members; and
- coordinates retention of all correspondence received or sent by any AA Committee member.
- prepares and files annual society return
- collects yearly documentation from all committee personnel. Is responsible for 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 for record and use by subsequent AA Committees.

TREASURER

- properly accounts for the disposition of funds being administered by the AA Committee;
- presents a detailed account of the current status of funds under administration of the AA Committee at each AA Committee meeting;
- prepares or has prepared a financial statement for submission to Ringette Calgary's Board of Directors for approval and inclusion in Ringette Calgary's reports for the annual and semi-annual general meetings.
- acts a signing officer of the AA Committee;
- coordinates the preparation of the AA annual budget; and
- ensures all Calgary AA teams submit a yearly financial statement to the AA Committee Treasurer for submission to the Ringette Calgary Executive.

EQUIPMENT PERSON

- prepares and submits a list of required equipment purchases (jerseys, rings, tryout pinnies, garment/stick bags, etc.) for AA Committee approval prior to the beginning of each season;
- arranges for equipment handling, storage, repairing, cleaning and inventory;
- ensures all equipment is returned to stock by May 1;
- ensures equipment released during the off-season is returned before the beginning of the next season.

SECTION 6: AA COMMITTEE RESPONSIBILITIES

- 6.1** Through the normal course of business, the AA Committee shall continually scrutinize the operating aspects of the AA program and recommend ways of improving game play, coaching and player development.

- 6.2** The AA Committee shall review and document all appropriate information necessary to establish tryout fees. Tryout fees shall be set no later than June 15th each year and shall apply to all divisions requiring tryouts.
- 6.3** The AA Committee shall be responsible for approving the allocation of general program-wide funds (such as silent auctions and casinos) to its teams and players.
- 6.4** The AA Committee shall be responsible for supporting the Ringette Calgary Association financially to the extent that they have use of the facilities, equipment and staff. Amount to be determined by each current years AA Committee.

SECTION 7: MEETINGS

- 7.1** Unless otherwise agreed to by the AA Committee, a minimum of ten (10) meetings of the AA Committee shall be held each year with at least 1 meeting being held each month during the playing season. The Chairperson shall set the date, time and place of all such general meetings.
- 7.2** Special meetings of the AA Committee may be called by the Chairperson or at the request of a majority of the AA Committee members. E-mail discussion and votes may be used in short notice situations.
- 7.3** The AA Committee meeting protocol shall be in accordance under the Robert's Rules of Order.
- 7.4** A quorum at all meetings shall be fifty percent (50%) of the AA Committee members.

SECTION 8: VOTING RIGHTS

- 8.1** Except for the Chairperson, each AA Committee member shall be entitled to one vote. In the case of a tie vote, the Chairperson 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 a AA policy or a procedure shall require a 2/3^{rds} majority vote of the quorum to pass the motion.
- 8.4** Motions shall be made in writing and shall be decided by a show of hands.

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

- 9.1** The need for a new or revised policy shall be submitted to the AA Director for review and presentation to Ringette Calgary's Board of Directors who shall review the request and issue a directive to the AA Director to proceed.
- 9.2** The AA Committee shall convene a meeting to review the order to proceed with the development or revision of AA policy as it pertains to the request. The AA Committee shall develop a methodology for research, documentation and recommendation. The scope of the request shall be defined in writing for issue to a working committee (if required).
- 9.3** The working committee shall consist of one designated representative from each AA team. The working committee shall review, research and document information relevant to the request. This information shall then be passed to the AA Committee for assimilation into a format compatible with Ringette Calgary's Bylaws and Rules and Regulations.
- 9.4** Prior to reporting to the Ringette Calgary Board of Directors, the AA Committee shall review the submission for possible conflict with Ringette Calgary's Bylaws and Ringette Calgary's Rules and Regulations. Where conflicts exist, they shall be noted prior to submission to Ringette Calgary's Board of Directors.
- 9.5** The AA Director shall present the proposal to the Ringette Calgary's Board of Directors for review, consideration and approval.
- 9.6** If the proposal is approved and involves Ringette Calgary Rules and Regulations, then the AA Director shall prepare a submission for the next scheduled annual or semi-annual meeting for a vote by the general membership. If approved there, then the AA Director shall initiate a change in the Bylaws and request a revised reprint of the Bylaws from Ringette Calgary.
- 9.7** If Ringette Calgary denies the proposal, then Ringette Calgary's Board of Directors shall submit in writing to the AA Committee the reasons for such denial and recommend possible changes to the proposal if applicable. The AA Committee shall review the proposed changes to determine if the matter should be pursued further or withdrawn. If deemed to pursue the matter further, then the changes shall be made and the proposal resubmitted for approval by the AA Director to Ringette Calgary's Board of Directors.

- 9.8** Generally, revisions to the Ringette Calgary's Bylaws and Rules and Regulations shall take effect the first day of the following season. Changes to the Rules and Regulations shall not become retroactive for the current playing season unless otherwise agreed to by both the AA Committee and Ringette Calgary's Board of Directors.

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

- 10.1** All AA teams (except for Petite - see Section 10.2) 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** Tryouts for the double-carded Petite team(s) shall commence as soon as practical after the Quadrants have finalized their Petite A and B teams. In any event, double-carded Petite AA tryouts shall commence in time for the team(s) to attend the Edmonton's Woods AA tournament.
- 10.3** **Categorizing and Tiering:** 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.
- 10.4** **Number of Teams:**
- (a) Ringette Calgary's philosophy shall be to provide at least one (1) team in each age division from Petite to Open.
 - (b) Unless and until revised pursuant to Section 10.4(c), the AA Committee shall have Ringette Calgary's approval to form the following teams each season:
 - Two (2) double-carded Petite AA teams;*
 - Two (2) single-carded Tween AA teams;*
 - One (1)Two(2) single carded Junior AA team;*
 - One (1)Two(2) single carded Belle AA team;*
 - One (1) single carded Open AA team*
 - (c) (i) **Preseason (initial) Assessment:** The AA Committee shall review past records for prospective returning players, players moving up an age division and possible new players and offer an opinion on the likely number of players who are potential AA level candidates.

The AA Committee shall use all available resources to determine the probable number of teams to be formed in each AA division prior to April 30 of the current playing season. These resources shall include: AA Director, 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), ice availability and the number of suitable coaches available with proper qualifications.

If, based on this preseason assessment, the AA Committee desires to change the number of AA teams at any age division from that currently approved by Ringette Calgary (see Section 10.4(b)), then the AA Committee shall prepare a recommendation for submission to Ringette Calgary's Board of Directors for approval. The AA Director shall make the presentation to Ringette Calgary's Board as soon as practical thereafter but in no event 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) tryout 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 calibre players attending tryouts. The evaluation review team shall consist of the following: AA Coordinator for that age division, AA Director, a Ringette Calgary Board of Directors' representative (e.g. League Director) and the applicable AA coach or coaches. Unless the vote to change the number of teams is unanimous, the number of teams at that age level shall remain unchanged from that determined from the preseason assessment.

10.5 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 two teams in the same age division, then only one team shall be formed (subject to the necessary approvals required by Section 10.4) and the coach shall be encouraged to expand team size 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 Open team. The number of players selected shall be at the discretion of the head coach since he/she shall be allowed to pickup players for Nationals.
- (c) For two(2) Belle, Junior, and Tween teams, there will be twelve(12) skaters and one(1) goalie. Each year, at/by the September Ringette Calgary meeting, requests to increase skaters and/or goalies will be considered.
- (d) For the Petite age division, coaches shall draft a minimum of thirteen (13) skaters and two (2) goalies provided there are enough players possessing the necessary skill development and potential to improve. Any variations from these minimums shall require AA Director approval. Coaches are encouraged to draft at least one (1) Petite player from each Quadrant where possible.

SECTION 11:	PLAYER ELIGIBILITY
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11.1 Residency of Players Registering: AA players shall play in the Zone where they reside provided a 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 except that no non-Zone 3 player shall tryout for Calgary's double-carded Petite AA team unless approved by AA Director due to low tryout numbers.

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:

<i>Petite</i>	<i>10 and 11</i>
<i>Tween</i>	<i>12 and 13</i>
<i>Junior</i>	<i>14 and 15</i>
<i>Belle</i>	<i>16, 17 and 18</i>
<i>Open</i>	<i>19 and over</i>

- (b) Players on Calgary's Quadrant novice teams shall not be allowed to tryout for Calgary's double-carded Petite AA team unless warranted by low tryout numbers (requires AA Director approval).
- (c) 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.

- (d) 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.
- (e) 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).
- (f) Additions to AA teams (e.g. affiliations, pickups, etc.) shall be allowed as per Ringette Calgary, Ringette Alberta and Ringette Canada rules and regulations. Should one of Calgary's Tween AA teams represent Alberta at the Western Canadian Championships, then any players picked up by that team shall be selected from Calgary's other Tween AA team. The only exception to this would be when Alberta is hosting Western Canadian Championships. In this case the Calgary teams may pick up players from other zones in Alberta

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.
- 12.2** Tryout registration (except for Petites - see Section 12.2(e)) shall be handled in two parts, early and late (walk-in) registration as follows:
- (a) **Early Registration:** An early registration letter shall be sent out by mail to all eligible players on or before June 15 of each year. Completed registrations shall be received by mail only to Ringette Calgary's office. The AA Committee will set the early registration fee by May 31.
 - (b) **Late Registration:** The late registration date shall be a walk-in registration to commence not later than the first Wednesday following the Labor Day long weekend. The AA Committee will set the late registration fee by May 31.
 - (c) All players registering to tryout shall receive a minimum of three (3) ice times before any cuts are made to show their ringette skills, commitment and ability to improve.
 - (d) Each division (except Petites) 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.

- (e) Tryout registration for the double-carded Petite AA team(s) shall take place in early October and shall be initiated by the Petite AA head coaches on behalf of the AA Committee. An invitation letter shall be distributed to each Quadrant's Petite AA representative for delivery to all Quadrant Petite A and B teams. The letter shall outline the objectives of the program, team/player numbers, tryout fee, tryout dates, times and locations. The Petite tryout process shall be limited to three (3) ice times followed by final team selections.

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; and
- (f) To form teams that are competitive in the leagues in which they play and capable of challenging for Provincial and National championships (Junior and higher).

13.2 The AA Director 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 Section 13.11(j), 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 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 If a player misses the evaluation because of illness, injury or family emergency, a committee including the AA Director, Division Coordinator and head coach shall decide whether this player shall be selected.

- 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. 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, either during or after the tryout process, except as may be required to address a 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 shall be cut. This shall not apply to Petites since there are only three (3) ice times in all and therefore no time for cuts.
 - (b)** All remaining players shall be drafted in accordance with the following format:

DRAFT - REVERSING ORDER

<u>Coach #1</u>	<u>Coach #2</u>	<u>Round</u>
<i>1st Pick</i>	<i>2nd Pick</i>	<i>Round 1</i>
<i>4th Pick</i>	<i>3rd Pick</i>	<i>Round 2</i>
<i>5th Pick</i>	<i>6th Pick</i>	<i>Round 3</i>
<i>8th Pick</i>	<i>7th Pick</i>	<i>Round 4, etc.</i>

- (c) Skaters and goalies shall be drafted in two (2) separate drafts.
- (d) 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.
- (e) The loser of the coin flip shall have the first pick of the second draft.
- (f) Draft order shall never be published and shall only be known to the coaching staff and Division Coordinator.
- (g) The Division Coordinator whose role shall be to ensure the coaches are aware of and follow the drafting procedures shall observe the draft.
- (h) 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.
- (i) 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.
- (j) **Coaches' Children:** When two (2) or more teams are to be formed involving parents as head and/or assistant coaches, then the coaching staffs 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: SELECTING 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 Director or delegated representative*
- *Senior ranking ringette referee*
- *Veteran Open 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 Director or designate shall approach these individuals to confirm their willingness to participate in the selection process. The Head Coaches Selection Committee shall under take to administer the selection procedure in accordance with this document. The term of the Head Coaches Selection Committee shall end when all final head-coaching selections have been made and confirmed in writing.

The AA Director will make their best effort to fill the requirements of the exiting clause. In the event of being unable to do so, the AA Director will fill any vacant positions at his/her discretion, with the approval of the Chairperson of the AA Committee and at least one other member. In filling the requirements of the Coaches Selection Committee, the AA Director will at all times endeavor to have IMPARTIAL MEMBERS. Any significant conflict of interest, ie. 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 Director 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 Director or designate shall chair the Head Coaches Selection Committee and shall act as a non-voting scrutineer of the committee (except as provided by Section 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 shall 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 coaching 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 31st.

- (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 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 1st 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 Director / designate.

- (h) Confidentiality of head coach selection for each division shall be maintained for seven (7) days after mailing 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.
- (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 equally qualified);
 - (xiii) Written application; and
 - (xiv) 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 for all AA coaches and assistant coaches, to be performed mid-season at the time of Woods Tournament and returned prior to Christmas, and at season end: February 15 and returned prior to March 15. 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 to be shared with the coaches involved as prepared by the AA Director. To help ensure confidentiality, evaluation forms will be supplied with self addressed envelopes and postage, to be mailed directly to AA Director at Ringette Calgary's office.
- 15.2** The AA Director shall be responsible to review and summarize the results of the evaluation forms. Copies of the summaries are to be forwarded in confidence to the respective head coaches for their information. The AA Director will keep all records of evaluation forms, letters and summaries, to be forwarded to the incoming AA Director. The Coaches Committee to have access to all evaluation forms from current and prior years at time of selections.
- 15.3** Following the mid season evaluation, at the request of either the coach or the AA Director, a meeting will be held between them to develop an action plan to improve or rectify any shortfalls or unsatisfactory performances identified from the evaluation.

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. 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 either the mid-season or yearend 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.

SECTION 17: GRIEVANCE COMMITTEE

- 17.1** All grievances shall contain a clear and concise written summary of the grounds for the protest with particular reference to the AA policy or practice that has been violated. The grievance shall be signed and submitted to the Chairperson.

- 17.2** The Chairperson (or designate in the event of conflict) shall either summarily reject the grievance or refer the grievance to a Grievance Committee for further handling.
- 17.3** The Grievance Committee shall be comprised of no less than three (3) persons: the AA Director (or designate in case of conflict) shall be the chairperson and no less than two (2) impartial, knowledgeable persons selected by the AA Committee Chairperson.
- 17.4** The Grievance Committee shall review and obtain pertinent facts of all protests properly submitted according to the operating procedures and policies, and to render a just and fair verdict of their findings as quickly as practical under the circumstances.
- 17.5** The Grievance Committee shall investigate the grievance by either calling witnesses, requesting sworn statements or dealing with the grievance in any manner that in their sole discretion will enable them to reach a just and proper decision. It should not be assumed that a formal hearing will be held in every case.
- 17.6** The Grievance Committee shall give all individuals concerned adequate and reasonable prior notice of hearings. These individuals shall have the right at all hearings to be present in person and/or accompanied by a parent and/or guardian.
- 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 Chairperson.
- 17.8** For a grievance hearing, the AA Director 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 as the AA Director 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. A legal guardian must make the appeal of a minor person or other adult agent appointed by the legal guardian.
- 17.9** The decision of the Grievance Committee shall be final and shall be rendered in writing. Where the Grievance Committee finds a grievance to be baseless, the Grievance Committee shall dismiss the appeal. Where the Grievance finds there has been a breach of a AA policy or practice, then the Grievance Committee shall order corrective action taken. Anyone who knowingly ignores a Grievance Committee's decision may, subject to the Chairman's discretion, face disciplinary action.