MEDICINE HAT RINGETTE ASSOCIATION

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	Split into Sections	0	October 19, 2026	October 19, 2026
All	Grammar/Formatting	1		

GENERAL

1.0 The Policies and Procedures herein contained are intended to act as principles for administering the ongoing activities of the Medicine Hat Ringette Association (hereafter referred to as "the Association"). While they are not intended to be absolute in nature or rigid in their application, they do provide a framework that will be applied unless a change in policy direction is made.

2.0 Definitions

These terms will have these meanings in this policy:

2.0.1 "Parents" – Parent(s) or Legal Guardian(s)

2.0.2 "Division" – Active Start, U10, U12, U14, U16, U19, Open

2.0.3 "Level" – Tiers within a Division "AA", "A", "B", "C", etc.

2.0.4 "In Writing" – Electronic or hard-copy, handwritten or typewritten

2.0.5 "Community Ringette" – Active Start, U10, U12, U14, U16, U19, Open C, B, A Levels

2.0.6 "Team" – Players and Team Staff listed on submitted TRF to Ringette Alberta

3.0 Association

The Association is duly registered under the Societies Act of the Province of Alberta. For detailed information about the Association as a society, please refer to the Bylaws of the Association (referred to as "the Bylaws").

4.0 Operating Constraints

4.1 For the purpose of enabling Players to participate in Community Ringette, the Association is Members of:

4.1.1 The Zone 1 Ringette Association;

4.1.2 Ringette Alberta;

4.1.3 Ringette Canada (through the elected or appointed representatives of Ringette Alberta).

4.2 In the case that statements or references made in this document conflict with the Bylaws of the Association or the Bylaws, Polices, Procedures, Rules, or any other governing document of the Zone 1 Ringette Association, Ringette Alberta, or Ringette Canada, those higher-level constraints shall apply.

5.0 Amendment

The Policies and Procedures herein contained may be modified at the Annual General Meeting or any Special Meeting called to include modification as part of its agenda. The process for calling and the notice given for such Meetings are defined in the Bylaws of the Association. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of the Zone 1 Ringette Association, Ringette Alberta, or Ringette Canada or if additional clarification or detail is required.

6.0 Association Governance

6.1 The Association is governed by the Executive defined in the Association Bylaws (Bylaw 800):

6.1.1 The following elected officials:

- **a)** President;
- **b)** Vice President of Administration;
- **c)** Vice President of Operations;
- **d)** Secretary;
- **e)** Treasurer;
- **f)** Registrar;
- **g)** Scheduler Director;
- **h)** Public Relations Director;
- **i)** Ways and Means Director; and
- **j)** Athletic Development Director.

6.1.2 Persons appointed to the following roles:

- **a)** Bingo Coordinator;
- **b)** Sponsorship Coordinator;
- **c)** Equipment Coordinator;
- **d)** Evaluation Coordinator;
- **e)** Coaching Coordinator;
- **f)** Tournament Coordinator;
- **g)** Referee in Chief Coordinator;
- **h)** Publicity Coordinator;
- **i)** Marketing Coordinator;
- **j)** Goalie Coordinator.

6.1.3 The Association ma also from time to time create roles necessary for the efficient operation of the Association as deemed appropriate including but not limited to the following:

a) Casino Director;
b) Division Coordinators;
c) Webmaster;
d) Provincial Host Coordinator.

6.1.4 Past President

The Association may appoint the President to a position of Past President for a period not to exceed two years in order to help with a successful transition within the Executive. The Past President may advise the Executive on matters affecting the Association but will not carry a vote on matters decided upon by the Executive at any Executive Meeting and shall only cast a vote at a General or Special General Meeting if that person is still a member of the Association by definition.

7.0 As outlined in Association Bylaws (900) job description are as follows:

7.0.1 General Duties

It is the duty of all Executive Members to:

a) Carry out their responsibilities to the Association as interpreted by the individuals of the Executive;
b) Represent the players and act in their best interest;
c) Perform any duties for the betterment of the Association;
d) Attend scheduled executive meetings.

7.0.2 President

It is the additional duty of the President to:

a) Call and preside as Chairman of all Meetings and Executive Meetings;
b) Exercise general supervision over the affairs of the Association;
c) Be a signing authority, together with the Treasurer, for the Association bank account;
d) Ensure that Due Notice is given for all Meetings and Executive Meetings as required.

7.0.3 Past President

It is the additional duty of the Past President to:

a) Advising and supporting the new President during their transition.

7.0.4 Vice President of Administration

It is the additional duty of the Vice President of Administration to:

a) When the President is not able, attend meetings or fulfil the role of the President;
b) Oversee and assist the Public Relations Director and Ways and Means Director;
c) Responsible for maintenance of Bylaws and Policies and Procedures;
d) Sit on the screening committee with the Secretary and collect Police Checks as per Ringette Alberta Guidelines.

7.0.5 Vice President of Operations

It is the additional duty of the Vice President of Operations to:

- **a)** Act as Chairman at all Meetings and Executive Meetings in the absence of the President;
- **b)** Carry out duties as requested by the President;
- **c)** When the President or Vice President of Administration are not able, attend meetings or fulfill the role of President;
- **d)** Oversee and assist the Scheduler, Athletic Development and Tiering Coordinator;
- **e)** Responsible for adjudicating formal complaints and grievances;
- **f)** Presence at ice for skills and evaluations games;
- **g)** Collaborative agreement of Coordinators;
- **h)** Any complaints or conflicts that arise during the evaluations process will be brought to the attending of VP of Operations. This means anything from players/coaches/DC's/evaluators/etc.

7.0.6 Secretary

It is the additional duty of the Secretary to:

- **a)** Attend all Meetings and Executive meetings and record accurate minutes of those meetings;
- **b)** Maintain files as records appropriate for the operation of the Association;
- **c)** Sit on the screening committee with the VP of Administration.

7.0.7 Treasurer

It is the additional duty of the Treasurer to:

- **a)** Be a signing authority of the Association Bank account together with the President;
- **b)** Properly account for all funds of the Association and keep such books and records as may be directed;
- **c)** Pay all legitimate bills received by the Association;
- **d)** Prepare budgets yearly or as requested by the President;
- **e)** Supply a report on the financial status of the Association at all Executive Meetings;
- **f)** Make the books and financial records available at all General Meetings for any Member to view;
- **g)** Receive all money paid to the Association and be responsible for the deposit of that money in whatever bank trust company, credit union or treasury branch account the Executive may order.

7.0.8 Registrar

It is the additional duty of the Registrar to:

- **a)** Keep a record of Member Data for all Members;
- **b)** Collect all fees or penalties assessed to the Members;

c) Keep a record of Player Data for all Players and register them with Ringette Alberta using the method prescribed by Ringette Alberta;
d) Ensure that all fee's assessed to Players are collected;
e) Ensure that a family's Respect in Sport number is designated on the registration form. Any numbers that are not collected will be reported to the Vice President of Operations on the executive so a reminder can go out to the complete the online process.

7.0.9 Schedule Director

It is the additional duty of the Schedule Director to:

a) Coordination of ice allocation for the Association;
b) Oversee and assist Tournament and Referee in Chief coordinators as well as Zone 1, 2 3 and U10 division scheduling;

7.0.10 Public Relations Director

It is the additional duty of the Public Relations director to:

a) Facilitate and promote the activities of the Association externally;
b) Oversee Publicity and Marketing coordinators;
c) Facilitate and maintain volunteer master list.

7.0.11 Ways and Means Director

It is the additional duty of the Ways and Means Director to:

a) Recruit and assign sponsors;
b) Oversee the Casino, Bingo, Sponsorship and Provincial Host Coordinators.

7.0.12 Athletic Development Director

It is the additional duty of the Athletic Development Director to:

a) Be responsible for chairing and coordinating the Tiering Committee;
b) Overseeing the equipment, Evaluations, Coaching and Goalie Coordinators;
c) Receive requests for playing up or down a division;
d) Organize meetings between Evaluation, Coaching and Equipment Coordinators;
e) Review of the year;
f) Makes agenda;
g) Tiering of divisions;
h) Makes recommendations to the MHRA Board on behalf of Coordinators;
i) Prescence at ice for skills and evaluation games;
j) Collaborative agreement of Division Coordinators.

7.0.13 Tournament Coordinator

It is the Duty of the Tournament Coordinator to:

a) Chair and oversee the tournament committee for the purpose of hosting the Ed Horvath Tournament;
b) Report to the Scheduler and Association as needed.

7.0.14 Referee in Chief Coordinator

It is the Duty of the Referee in Chief to:

- **a)** Oversee all matters pertaining to referees;
- **b)** Report to the Scheduler and Association as needed.

7.0.15 Publicity Coordinator

It is the duty of the Publicity Coordinator to:

- **a)** Facilitate and promote the activities of the Association externally;
- **b)** Report to the Public Relations Director and Association as needed.

7.0.16 Marketing Coordinator

It is the duty of the Marketing Coordinator to:

- **a)** Promote marketing events for the association as needed;
- **b)** Report to the Public Relations Director and Association as needed.

7.0.17 Casino Coordinator

It is the duty of the Casino Coordinator to:

- **a)** Oversee all matters pertaining to the Casino;
- **b)** Ensure all fillings with Alberta Gaming and Liquor Commission are completed;
- **c)** Report to the Ways and Means Director and Association as needed.

7.0.18 Bingo Coordinator

It is the duty of the Bingo Coordinator to:

- **a)** Liaison between bingo organization and Association;
- **b)** Ensure all fillings with Alberta Gaming and Liquor Commission are completed;
- **c)** Ensure Association is in compliance with Alberta Gaming and Liquor Commission;
- **d)** Report to the Ways and Means Director and Association as needed.

7.0.19 Sponsorship Coordinator

It is the duty of the Sponsorship Coordinator to:

- **a)** Work with potential sponsors and coordinate sponsorship and advertising opportunities;
- **b)** Report to the Ways and Means Director and Association as needed.

7.0.20 Equipment Coordinator

It is the duty of the Equipment Coordinator to:

- **a)** Organize, distribute and maintain equipment owned by the Association;
- **b)** Report to the Athletic Development Director and Association as needed.

7.0.21 Coaching Coordinator

It is the responsibility of the Coaching Coordinator to:

- **a)** Oversee all coaching matters for the Association;
- **b)** Report to the Athletic Development Director and Association as needed.

7.0.22 Evaluation Coordinator

It is the duty of the Evaluation Coordinator to:

- **a)** Organize with the Schedule Director for booking of ice for skills and evaluation games;
- **b)** Organize with Ref in Chief for Evaluation Games;
- **c)** Organize with Equipment Coordinator for equipment and jerseys required for skills and evaluation games;
- **d)** Develop an Evaluations Package;
- **e)** Supply an approved evaluator list for skills and evaluation games including an approved list for goalie evaluators;
- **f)** Presence at ice for skills and evaluation games;
- **g)** Collaborative agreement of Division Coordinators;
- **h)** Report to the Athletic Development Director and Association as needed.

7.0.23 Goalie Coordinator

It is the duty of the Goalie Coordinator to:

- **a)** Collaborate with Equipment Coordinator as well as the Schedule Director;
- **b)** Book training sessions throughout the season for the goalies;
- **c)** Communicate with coaches;
- **d)** Report to the Athletic Development Director and Association as needed.

7.0.24 Provincials Host Coordinator

It is the duty of the Provincials Host Coordinator to:

- **a)** Submit application to Ringette Alberta before the deadline. (The first deadline is May 15th and the 2nd deadline is August 15th);
- **b)** Consult the 'Provincials Hosting Bit Guide' available on Ringette Alberta's website;
- **c)** Coordinate with the Scheduling Director to book ice with the City during the weekend(s) needed;
- **d)** Assemble and Chair the Provincial Hosting Committee;
- **e)** Prepare a volunteer checklist with duties that need to be completed as well as number of volunteers needed;
- **f)** Be the liaison between the MHRA executive as well as the teams involved in the Provincial Championships;
- **g)** Be the single point of contact for RAB with respect to applying for and hosting provincials;
- **h)** Report to the Association as needed.

8.0 Executive Approval

When approval of the Executive is required or sought:

8.0.1 At least five Executive Members, one of which shall be the President or Vice President, must be involved in the approval or rejection of the request;

8.0.2 Approval will be granted if a majority of the Executive Members participating in the approval process for the request vote in favor or approval;

8.0.3 The item requiring approval must be submitted to the President or Vice President in writing;

8.0.4 The Secretary shall make copies of the request available to all other Executive Members;

8.0.5 Executive Members wishing to withdraw from the approval process for the item must indicate their intent to withdraw to the Vice President;

8.0.6 The participating Executive Members shall use whatever methods of communication they deem necessary to discuss the item;

8.0.7 Each participating Executive Member will indicate to the Vice President whether they vote in favour or against the request;

8.0.8 The decision rendered by the process is final – there are no appeals;

8.0.9 The Secretary shall ensure the request and decision are duly recorded.

9.0 Objectives

9.1 The objectives of the Association include, but are not necessarily limited to:

- **a)** To promote Ringette at various skill levels amongst youth and adults within the City of Medicine Hat;
- **b)** As a member of the Zone 1 Ringette Association, support and abide by the Bylaws, Policies and Procedures they set forth;
- **c)** To participate in and support the functioning of the Zone 1 League;
- **d)** To coordinate Ringette activities amongst the various associations in Zone 1;
- **e)** To stimulate public awareness and involvement, and to encourage participation in Ringette as a healthful exercise for improving physical fitness and personal development;
- **f)** To foster the highest standards of sportsmanship and friendship for all participants in Ringette and to encourage participants to strive for excellence in teamwork, team spirit and team discipline;
- **g)** To provide a safe environment for the participants;
- **h)** To formulate, print and administer policies beneficial to the sport of Ringette.

9.2 The Association website is www.mhringette.com
Information available on the website includes, but is not necessarily limited to or constrained by:

- **a)** Registration Information**;**
- **b)** Bylaws;

c) Policies;
d) Forms;
e) Meeting Minutes;
f) Notices to Members;
g) Notices of Meetings.

10.0 Communication Method

The primary method by which the Association will communicate information to the Members via Social Media (Facebook and Instagram) along with the website. Other methods will be used only if necessary or deemed appropriate:

a) Local papers;
b) Email to appropriate individuals;
c) Written letter to appropriate individuals;
d) The Public Relations Director will be appointed to provide accountability an control over material published on our Club's website and any related discussion groups or social medial websites, such as Facebook, YouTube, Instagram or Twitter.

11.0 Honorariums

Honorariums may be issued on a case-by-case basis under the authority of Section 1304 of the Bylaws. The issuance of an Honorarium shall take place only after it has been brought forward to the Executive and approval granted by the majority of the Executive Board as prescribed in Section 8.0 (Executive Approval) of the Policies and Procedures of the Medicine Hat Ringette Association. The request and approval including the amount shall be recorded in the Minutes by the Secretary.

12.0 Supporting other Associations

Excluding financial support, the Association will do whatever the Executive deems appropriate to support the promotion of Ringette in other Associations. Financial Support to other Associations may be done only through the passage of a Special Resolution as defined in Section 207 of the Association Bylaws.

13.0 Executive Member Commitment

When an executive member is voted in or appointed, it is expected that he/she fulfills their commitment to the best of their abilities. If a member chooses to resign or quit the executive before their commitment is fulfilled, they will not be allowed to return to the executive for two full seasons.

14.0 Appointment of Coordinators

The process for the appointment of Coordinators shall be as follows:

a) A sign-up sheet will be provided at the AGM to persons who are interested in running for a coordinator position;

b) Elected executive for the upcoming season will appoint Coordinators at the next meeting following the AGM.