

Sault Ringette Recreational and Competitive Team Guidelines (updated Sept 2017)

GENERAL INFORMATION

Regional is defined as B or C level teams and Provincial is defined as A or AA level teams (the exception being the U12 division which does not use the A or AA titles).

This document is a guideline for volunteers within the club, coaches and parents, so that they may understand the commitment and responsibilities of playing on a travel team. The guidelines outlined in this document include the principles of equal opportunity for players to compete, fair ice rules, as well as an outline for the coaches and managers to follow to ensure they are consistently able to carry out the specific tasks and expectations that are required throughout the playing season. The information detailed in this document should also be shared with the parents.

Coaching applications – Anyone interested in being considered as a head coach for a regional or provincial team is asked to complete the coaching application, found on the SRC website, and submit this form to the SRC Vice President by March 31st for provincial teams and by August 31st for regional teams.

1. **Programming** – Provincial teams generally commit to more ice time and tournaments as compared to Regional teams.
 - a. Provincial level teams – typically will practice 1-2 times/week and attempt to set up exhibition if possible. A typical season consists of attending a minimum of 3 tournaments, however 4 tournaments is encouraged to increase the chances of getting into Provincial Championships. At the U12 provincial level every team is provided an opportunity to attend the Provincial Championships at the end of the season. For U14 and older divisions, your team needs to qualify to enter the Provincial Championships. The Ontario Ringette Association website (www.ontario-ringette.com), details the scoring and ranking process for A and AA teams under the “Games and Tournaments” tab on the left side of the website. All tournaments are sanctioned events and they following the ORA rules, as provided on the ORA website.
 - b. Regional level teams – typically will practice 2-3 times/month up to once/week. A typical season consists of attending 2-3 tournaments including the Regional Championships at the end of the season. All regional teams are invited to the Regional Championships.

All tournaments are sanctioned events that follow ORA rules, as provided on the ORA website.

2. **Try-Outs/Turn-Outs** – All communication regarding try-out/turn-out details will be initiated by SRC Vice President. Try-outs will occur in the spring for Provincial teams (U12PP will have one spring and one fall try-out, as this team cannot be formed in the spring) and turn-outs will occur in the fall for Regional teams. At the Regional level, no player will be excluded or cut from any team. At the Provincial level SRC encourages all players to be provided an opportunity to develop. A taxi-squad or alternate player list can be utilized, where these players attend practices, and are pulled up to play at tournaments when a regular player is injured or not able to attend. A minimum of \$10/player should be charged to attend any try-out or turn-out.
3. **Team Registration Form (TRF)** – A TRF is a list of all players and bench staff that is required to be completed once the team has been finalized. This list needs to be provided via email to the SRC Registrar at src.regist@gmail.com, by October 31st. Adjustments to the TRF can occur after this date, with all final changes to be submitted no later than December 31st. After this date no further changes can be made.

Ensure all bench staff have the proper qualifications for their assigned position, as they cannot remain on the TRF after January 5th if they do not have their qualifications. The head coach is required to sign the TRF.

4. **Tournament Registration Process** – Tournament selections need to be confirmed as soon as possible and preferably by September 30th. Coordinating of tournaments with other SRC travel teams is encouraged, however is not always possible. Each tournament host will have specific requirements, which generally includes filling out a registration form, and submitting a team list with jersey numbers and the team's signed TRF.
5. **Team Fees** – All travel teams will collect a minimum fee from each player to play on the team. Player fees for regional teams range from \$100-300/player and \$300-\$600/player for Provincial teams. Fees should be fully collected by December 31st, unless a payment plan has already been set up with a particular player. As SRC is a non-profit organization, no fees/money can be returned to any player at the end of the playing season. Remaining team funds will stay in the account and be forwarded to the following playing season provided 75% of the team is still intact. If the team has leftover funds and more than 25% of the players are changing teams, then that portion will move to the team these players end up on. Team fees leftover at the end of the year need to be reported to the treasurer in the final budget, no later than the AGM, as these funds can remain in the team account and be utilized for the following season start-up costs. Specific to leftover monies at the end of the playing season, should a player choose to not return to play, their portion of the leftover monies will go to the team they would have played on, as no team fees can be returned to a player in a non-profit organization.
6. **Team Budget** – Budgets are to be created by the manager and head coach, and are the ultimate responsibility of the head coach. SRC will need to be provided with the team budget at the beginning of the season, no later than October 31st. The team's budget will be reviewed by SRC by January 31st and at the end of the season prior to the AGM by April 30th. SRC is accountable for all team budgets and any team that does not follow this guideline may risk losing their manager or head coach position for the follow season. The budget document is provided to each team by the club treasurer at the beginning of the season.
7. **Team Fundraising** – Fundraising is encouraged by SRC. Each team is required to submit their fundraising plans for the season to SRC by October 31st. Fundraisers that require the use of the club lottery license will be required to submit their request one month in advance of the fundraiser anticipated start date. Travel teams will be asked to combine their draw so that only one application will be submitted when using the lottery license. As there are lengthy rules that need to be followed when using the lottery license, please ask the SRC treasurer in advance to ensure the team is following the correct format.
8. **Team Sponsorship** – SRC has a standard sponsorship process that all travel teams will follow for consistency purposes. The sponsorship letter can be obtained from the SRC treasurer at src.trsurer@gmail.com. This letter is to be provided to any business or employer that you approach. Money collected from businesses that have sponsored a player or a team, must be used to cover expenses such as tournament registration fees, ice time, bus rentals, team banners, team jerseys/apparel or equipment. No monies collected from sponsors can be used for a player's personal expenses, ie. hotel, gas, food. NOTE: player sponsorship is on top of the player fees, not in replace of.