

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
All	Wording Changes, added new sections	2	2015	2015
All	Spelling, Punctuation	3	N/A	11/03/2017

1.0 ADMINISTRATION POLICY

1.1 Purpose

The purpose of these guidelines is to establish and define the criteria within which Ringette Alberta’s activities are to be conducted by its Directors, staff and members.

Information provided in this document is in addition to the Bylaws of Ringette Alberta. Situations not covered in the Bylaws or Rules and Operating Procedures shall be referred to the Ringette Canada Bylaws and Policy Manual.

1.2 Applicability

All Ringette Alberta directors, staff members, committee members and contractors involved in the administration of Ringette Alberta affairs.

1.3 Principles

- 1.3.1 These guidelines constitute the procedures within which the Directors and members of Ringette Alberta shall conduct the affairs of this Association
- 1.3.2 Ringette Alberta Staff or representatives of RAB shall be compensated reasonably for expenses incurred while acting on behalf of the association at events or tournaments or conducting Ringette Alberta business

1.4 Requirements

1.4.1 Membership Privileges

Group Members, who are not in arrears for fees or assessments, are entitled annually to:

- 1.4.1.1 Register teams who compete in Ringette League play and Provincial Championships
- 1.4.1.2 Receive insurance benefits for registered participants
- 1.4.1.3 Apply for sanctioning and host Ringette tournaments
- 1.4.1.4 Apply for the opportunity to host Provincial Championship Tournaments
- 1.4.1.5 Have the opportunity to host coaching and officiating clinics. Clinic participant fees are listed in Appendix A - Rates and Fees

1.4.1.6 Voting privileges at the Annual General Meeting

1.4.2 Fees

1.4.2.1 The Group Member Fee is listed in Appendix A - Rates and Fees

1.4.2.2 Membership fees for all other classes of membership as defined in the bylaws are in the amount specified in Appendix A - Rates and Fees

1.4.3 Policy Related to Reimbursement of Expenses

1.4.3.1 Allowable Expenses

Expense claims must be filed using the prescribed form

1.4.3.1.1 Expense claims must be filed within 60 days of the bill or receipt date and within 30 days of the expiration of the fiscal year. The fiscal year for the association shall be August 1 to July 31

1.4.3.1.2 Transportation claims

1.4.3.1.2.1 Travel assistance shall only be paid when an authorized individual is travelling on approved Association business

1.4.3.1.2.2 The actual expense incurred for public transportation by rail, bus or air, shall be reimbursed upon submission of receipts to the Ringette Alberta office

1.4.3.1.2.3 For use of a personal vehicle when traveling on approved Ringette Alberta business a per- kilometer rate will be paid in the amount specified in Appendix A - Rates and Fees. Car-pooling is encouraged. Travel reimbursement must be pre-approved by executive director, treasurer or president as appropriate

1.4.3.1.2.4 Reimbursement for travel will not be paid within a 50 km radius of authorized individual's domicile with the exception of necessary multiple trips during one specific event as determined by the executive director, treasurer or president as appropriate

1.4.3.1.3 For approved meetings, clinics, conferences and similar activities:

1.4.3.1.3.1 Reimbursement for meals shall be

made at cost upon submission of receipts claimed at the maximum rates as specified in Appendix A - Rates and Fees or combination thereof. A second option for meal reimbursement is to claim a Convenience Per Diem per meal in the amount as specified in Appendix A - Rates and Fees with no receipts required. Requests for reimbursement shall not include any expenses for alcoholic beverages

1.4.3.1.3.2 An individual able to leave home for association business after 8:00am may not, on the same day, claim an expense for breakfast

1.4.3.1.3.3 An individual able to return home from association business by 6:00pm may not, on the same day, claim an expense for supper

1.4.3.1.4 Accommodation claims

1.4.3.1.4.1 The actual expense incurred for hotel accommodation, double occupancy where possible, upon submission of receipts to the Ringette Alberta office

1.4.3.1.4.2 Where an individual elects to have single hotel occupancy, or other persons who are not on authorized association business, only one half (1/2) of the hotel expense will be reimbursed

1.4.3.1.4.3 Single occupancy may be approved at the discretion of the executive director, treasurer or president as appropriate

1.4.3.1.5 Stamps and stationary, upon submission of a receipt

1.4.3.1.6 Telephone calls, upon submission of bill for reimbursement

1.4.4 Policy - Annual, Board and Other Meetings

1.4.4.1 Voting Privileges and Procedures

1.4.4.1.1 Group members shall be entitled to attend and vote at meetings as per Ringette Alberta bylaws

1.4.4.1.2 All voting delegates must be 18 years of age or older

1.4.4.2 Annual General Meeting (AGM) Agenda

- A. Call to Order
- B. Adoption of Agenda
- C. President's Welcome
- D. Approval of Minutes of last Annual General Meeting
- E. Business Arising
- F. Officers Reports
- G. Staff Reports
- H. Committee Reports
- I. Old Business
- J. New Business
- K. Election of Officers
- L. Announcements
- M. Adjournment

1.4.4.3 Nominating Procedures

1.4.4.3.1 The Chairperson of the Nominating Committee shall be someone designated by the Board

1.4.4.3.2 Nominations shall be conducted as per RAB bylaws

1.5 References

Appendix A- Rates and Fees

2.0 Registration policy

12.0 Event Sanctioning policy