

Gas City Roller Derby Association

Policy Manual

Version 1.0 — 2025-11-06

This manual consolidates GCRDA's operating policies. It is subordinate to the registered Bylaws of the Association (2020, as amended) and the Alberta Societies Act. In case of conflict, the Bylaws control.

1. Introduction

1.1 Purpose

This manual provides practical, flexible, and enforceable policies for Gas City Roller Derby Association (GCRDA). It reflects current practice, Canadian safe sport guidance, and roller-derby-specific resources (WFTDA, JRDA, MRDA). Policies are written with discretion for coaches and the Board while emphasizing safety, inclusion, and transparency.

1.2 Scope & Hierarchy

Applies to all members, volunteers, officials, parents/guardians, and participants in GCRDA activities.

Facilities listed herein are governed by their own rules; GCRDA policies do not bind venues.

Subordinate to: Bylaws (2020, as amended) and applicable law.

2. Definitions & Current Teams

2.1 Definitions

Member: as defined in Bylaws Article 3 (Players, parents/guardians of minors, Board/Officers, Support Members, Team Personnel, Employees). Memberships automatically expire on August 31 of each year unless continuation is granted by Board of Directors.

Team Roster: all player members eligible to play for a team.

Game Roster: players selected by coaching staff for a specific game.

Minor: anyone under the age of 18; GCRDA treats skaters 16+ as adults for gameplay eligibility, with parental consent and coach discretion.

2.2 Current Teams (All Open-Gender)

Pilot Lights — Juniors Level 1 & 2

Igniters — Juniors Level 2 & 3

Inferno — Level 3 juniors (16+) & adults

2.3 Facilities (acknowledged, not controlled)

Cypress Centre Pavilion

Medicine Hat Curling Club

Next Steps Residential Services (off-skate venue)

3. Membership

3.1 Membership Types (current practice)

Adult Player — \$70/month; eligible for all practices; game play at Coach's discretion for safety. May vote at general meetings after 90-day trial period is up.

Junior Player — \$70/month; practice participation; game contact level (1–3) at Coach's discretion. Parent may vote at general meetings after 90-day trial period is up. per bylaws 4.3.2 which dictates voting for families with multiple junior skaters and / or parents present at a meeting.

New Skater / Skating Support — \$70/month; practice participation at Coach's discretion; ineligible for full games until promoted to Adult/Junior Player. May vote at general meetings after 90-day trial period is up.

Referee — \$0/month; free skills/drills and non-skating practices; expected to volunteer for all games; eligible for fuel & travel support for away games; voting eligible. May vote at general meetings after 90-day trial period is up.

Non-Skating Support — \$0/month; \$10 drop-in for skating practice; \$0 for non-skating practice. May vote at general meetings after 90-day trial period is up.

Non-Member or Member on Leave — \$0/month; \$10 drop-in for skating practice; may guest-skate in games only if safety and roster conditions are met. Doesn't vote.

3.2 Dues & Discounts

Dues payable as of the first practice of each month to be eligible for the following month.

10% discount for season prepayment by end of first payable month.

10% discount on the first dues for each additional family member.

Hardship: reduced rate may be granted at member request through the supplied form where members show earnest efforts (e.g., KidSport for juniors, sponsorships).

Non-payment: Non-payment for > 2 months may result in expulsion per Bylaws 3.12.

3.3 Insurance & Trial

All skaters must carry Roller Derby Canada Services (RDC) insurance to participate, except during a 14-day trial period with signed waiver.

Proof of insurance may be requested at any time.

3.4 Leaves of Absence (expanded from bylaw)

Leave of Absence may be granted for any of a variety of reasons: Injury, Mental Health, Parental, Sabbatical.

Leaves must be requested in writing to the Board.

Dues are suspended while on leave.

Voting rights are suspended while on leave.

Members on leave are encouraged to participate in non-skating volunteer roles.

Leaves are not required for pregnancy or injury, though participation in practice may be limited.

Members on Leave may not be rostered for play until their leave has ended and they have attended at least four practices to verify safety and game-readiness.

3.5 Visiting Skaters

Members of other leagues may practice up to four (4) sessions at no cost; thereafter, join GCRDA to continue.

Proof of valid roller derby insurance required; participation at Coach's discretion for safety.

4. Code of Conduct & Inclusion

4.1 Core Expectations

Treat all members, opponents, officials, volunteers, and spectators with respect.

Zero tolerance for violence, threats, theft, harassment, discrimination, or abuse.

Positive representation of GCRDA and roller derby on and off the track, including online.

No intoxication while participating in practices, games, or officiating.

Smoking and vaping to be outside and at least 6.0m from the outside doors during practices and games.

No smoking or vaping allowed during practice by youth skaters.

4.2 Inclusion & Gender

GCRDA is open-gender.

Gender identity is confidential unless an individual chooses to disclose it.

Discriminatory behavior is prohibited.

4.3 Social Media & Communications

Do not post private league business or medical information without consent.

Handle disputes offline through grievance pathways rather than public posts.

Use official channels for announcements; when in doubt, ask a Board member.

5. Safe Sport: Youth Protection & Screening

5.1 Rule of Two

Interactions with minors should be open, observable, and justifiable (two screened adults present whenever reasonably possible).

Use group messaging or include a parent/guardian on one-to-one electronic communications with minors.

5.2 Screening

Coaching staff must complete a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) per local police service process, renewed at least every 3 years.

Board maintains confidential records of screening dates and expirations.

5.3 UCCMS-Aligned Prohibited Conduct

Psychological, physical, and sexual maltreatment, grooming, neglect, and retaliation are prohibited.

Report suspected child abuse to authorities as required by law.

6. Safety & Risk Management

6.1 Safety Equipment

All participants on skates must wear wrist, elbow and knee guards with hard plastic outer shell, a helmet, and a fitted mouthguard.

Mouthguards may be waived only in non-contact drills and when officiating or coaching.

Equipment must be properly fitted and in good condition.

Skaters or their parents / guardians are responsible for the fit and condition of safety equipment.

Coaches may require that equipment be replaced and may bar skaters from participating in on-skates activities if safety equipment is missing or defective.

Clear or tinted face shields are permitted if they do not have sharp edges or create gaps that may admit a finger.

6.2 Concussion Protocol

1. Immediate removal from play if concussion is suspected; when in doubt, sit them out.

2. Follow a stepwise, medically supervised return-to-sport protocol (e.g., Parachute Canada.)
3. Documentation of clearance required before full contact return.
4. See Appendix B for details.

6.3 Injured and Pregnant Skaters

1. Skaters who are injured or pregnant may continue to practice in modified capacities as determined between the skater and coach. This will most typically involve non-contact participation.
2. Skaters who are non-contact in practice must wear a red shirt to designate them as such.

6.4 Communicable Illness

Skaters must stay home if symptoms of a communicable illness are present. Coach may restrict participation to protect the group.

6.5 Emergency Action Plans (EAP)

EAP for each facility attached a Appendix A.

7. Attendance, Training & Rostering

7.1 Practice Attendance

GCRDA encourages regular attendance to build safety and team cohesion. Current roster depth means we do not exclude skaters for attendance alone.

Target: 75% attendance over the prior 30 days where feasible; communicate conflicts early.

7.2 Rostering Principles

Game rosters are selected at the Coach's discretion for team needs and player safety.

Considerations include skill level, fitness/health, practice participation (including make-ups), and game strategy.

Guest skaters (non-members) may be rostered only if all eligible members have had opportunity and roster would otherwise be <12; Coach discretion applies.

7.3 Junior Play

Contact level for juniors follows JRDA levels (1–3) and Coach assessment of safety.

Junior skaters may train with adults and roster for adult games at coach's discretion and with parental consent and consent of opposing team.

Junior skaters 16+ are considered adults for practice and rostering purposes at coach's discretion, based on ability, safety, and maturity plus consent of opposing team/

8. Volunteers & Game Day Operations

8.1 Volunteer Expectations

All league members, and parents/guardians of juniors, are expected to contribute to league operations (setup/teardown, officiating support, fundraising, etc.).

Game-day setup and teardown: all skating members present are expected to assist.

8.2 Honoraria

Per game: \$25 for game-day head officials, referees, senior NSOs, and volunteers with special skills (EMT, senior photographer, senior announcer.)

League members do not receive honoraria for the above roles.

Travel cost support may be provided for away games on board approval.

9. Grievance & Discipline

9.1 Goals & Principles

Fair, timely, trauma-informed process.

No retaliation for good-faith reporting.

Conflicts of interest managed (recusal where appropriate).

9.2 Informal Resolution

1. Address minor issues directly and respectfully where safe to do so.
2. If unresolved or not safe, speak with Team Captains or Coaches.

9.3 Formal Complaint (Written)

1. Submit a complaint to the Board through the Secretary or email to the general account describing the conduct, dates, witnesses, and desired outcome using the provided form.
2. The Board (or delegate) acknowledges receipt within 7 days, outlines next steps, and may implement interim measures (e.g., no-contact, role changes, practice / game restrictions, bench separation.)

9.4 Grievance Committee Process

1. The Board appoints a 3-person Grievance Committee with no conflicts of interest.
2. Committee gathers statements/evidence; offers both parties the opportunity to respond.
3. Target timeline: initial determination within 30 days where feasible.
4. Outcomes may include: no action, education/coaching, written warning, suspension, or recommendation for expulsion (per Bylaws 3.12).

9.5 Appeals

Either party may appeal a decision to the Board within 14 days based on new evidence, procedural error, or disproportionate sanction.

The Board may affirm, modify, or refer back; its decision is final within the Association.

9.6 Confidentiality

The Board will maintain confidentiality of grievances to the best of its ability, noting that some communication is required to investigate a complaint and assess penalties if required.

10. Insurance & Waivers

RDC insurance required for skaters and on-skate officials; maintain current membership.

Trial participants may skate up to 14 calendar days with a signed waiver; no game rostering during trial.

Incident reporting: injuries should be reported promptly using insurer's forms to preserve coverage.

11. Privacy & Data Protection

Personal information is collected for membership, safety, and operations; access is limited to those with a need to know.

Incidental photos / videos of minors at games may occur. Specific, tagged photos / videos of minors, such as promotional headshots or presence in team photos, may be opted out of at the written request of a parent or guardian.

Comply with applicable privacy laws; report breaches to the Board promptly.

Medical and consent forms are retained for 2 years after member leaves. Incident and concussion files are retained for 10 years after member leaves. Files are destroyed after this period.

12. Uniform, Dress, Names, Numbers

1. Skaters are encouraged to obtain black and white scrimmage tops marked with their player number on the back and to keep these with their gear. This allows participation in practice, pick-up, and invitational scrimmages without wear-and-tear on uniform jerseys.
2. Skaters who wear jerseys without sleeves, or without numbers on their sleeves, are required to obtain a pair of armbands with their player number. These can be purchased along with uniform jerseys or separately from various sources. Use of markers for arm numbers is strongly discouraged.
3. Players purchase their own; pricing set by GCRDA based on cost/sponsorship.
4. Players may choose their number using 1 to 4 digits. Existing numbers may not be duplicated. Numbers are on the member register, maintained by the Secretary. Number conflicts, such as in the case when a player transfers from a different league, are resolved by GCRDA membership seniority.
5. Players are encouraged to avoid duplicating numbers used by players who have left the league.
6. Players may not use retired numbers. Currently retired numbers are: 25
7. Players may select their own derby name or go without. Derby names must not be offensive or discriminatory. Youth derby names must be approved by the coach, and the Board of Directors may require changes to any name for cause.

13. Adoption & Amendments

This manual is adopted by Board resolution and may be amended by the Board where permitted; policies conflicting with Bylaws require member approval per Bylaws and law.

Version control maintained; the latest approved version supersedes prior versions.

Appendix A — Emergency Action Plan (EAP)

All Venues

Use your TeamLinkt app to verify your presence at practice so that you can be confirmed safe in the event of emergency.

Medical information will be in the coach's binder.

Cypress Center Pavilion

In the event of an emergency, exit the building by the nearest fire exit and proceed to the flagpoles in the parking lot. A coach will confirm that everyone is present and assess further action to be taken. Do not leave until this happens.

Curling Club

In the event of an emergency, exit the building by the nearest fire exit and proceed to the front door of the building. A coach will confirm that everyone is present and assess further action to be taken. Do not leave until this happens.

Next Step Residential

In the event of an emergency, exit the building by the nearest fire exit and proceed to the front door of the building. A coach will confirm that everyone is present and assess further action to be taken. Do not leave until this happens.

Appendix B — Concussion & Return-to-Sport

Applies to: all members at practices, scrimmages, games, and off-skate training (adults and juniors).

1. Key principles:
 - a. If a qualified person (ie EMT) is present, that person may assess for concussion and either clear the member for return to activity on the spot or require they sit out for an assessment period or until medical attention is sought.
 - b. When in doubt, sit them out. Possible concussion that cannot be cleared by a qualified person, or in the event no qualified person is present, will result in removal from activity and recommendation to seek medical treatment.
 - c. 24–48 hours of relative rest, then a gradual, stepwise return under supervision.
 - d. Coaches may require medical clearance before full-contact practice or games, and always for minors.
 - e. Honesty is safety: report symptoms immediately; don't hide them.
2. Red flags — If any appear, treat as a potential head/spine emergency. Call EMS / go to Emergency
 - a. neck pain/tenderness
 - b. double vision
 - c. weakness/tingling/burning in limbs
 - d. severe or worsening headache
 - e. repeated vomiting
 - f. seizure/convulsion
 - g. loss of consciousness
 - h. deteriorating awareness
 - i. increasing confusion or agitation
 - j. slurred speech
 - k. unusual behavior
3. Recognize concussion (signs & symptoms — not exhaustive). Symptoms may appear immediately or within 48 hours.
 - a. headache
 - b. pressure in head
 - c. dizziness
 - d. balance problems

- e. nausea
 - f. light/sound sensitivity
 - g. ringing in ears
 - h. blurred vision
 - i. “foggy” or slowed thinking
 - j. trouble concentrating/remembering
 - k. fatigue
 - l. irritability/emotional changes
 - m. sleep disturbance
4. Removal from play & immediate steps
- a. Remove immediately if concussion is suspected. No same-day return.
 - b. Notify coach/first-aid lead; for minors, notify a parent/guardian ASAP.
 - c. Complete a GCRDA Incident Report and, if applicable, RDC insurer injury form.
 - d. Arrange medical assessment (physician or nurse practitioner) and follow advice.
5. Graduated Return-to-Sport. Minimum 24 hours per step; if symptoms worsen more than mildly/briefly, stop and regress a step.
- a. Relative Rest (24–48h): Activities of daily living; light cognitive/physical activity that doesn’t substantially worsen symptoms.
 - b. Light Aerobic: Walking, stationary cycling; no resistance training; low–moderate intensity.
 - c. Sport-Specific (No Contact): Skating drills, individual technique, balance/edge work; no risk of head impact.
 - d. Non-Contact Training Drills: Harder skating, complex drills, progressive resistance training.
 - e. Full-Contact Practice: Only with written medical clearance; restore confidence and assess function.
 - f. Return to Games.

Note: Helmets/mouthguards help with certain injuries but do not prevent concussions.

6. Roles & responsibilities
- a. Skater: Report symptoms; follow steps; don’t drive if significantly symptomatic; provide medical notes as requested.
 - b. Coach / First-Aid Lead: Remove when suspected; enforce no same-day return; complete reports; run stepwise return; never pressure a return; enforce medical restrictions.

- c. Parent/Guardian (minors): Monitor for 24–48h; arrange assessment; coordinate school supports; provide written clearance.
- d. Board/Safety Officer: Maintain forms; meet insurer timelines; retain clearance docs; keep information confidential need-to-know.

Appendix C — Screening & Rule of Two Quick Guide

1. CRC + VSC for coaches (renew every 3 years or as required).
2. Avoid one-on-one situations; keep interactions open/observable.
3. Group messaging or include parent/guardian on direct messages with minors.
4. Transporting a minor: obtain explicit parental consent; avoid solo transport where possible.

Appendix D — References

Key references consulted in drafting this manual (see chat for direct links/citations):

WFTDA Risk Management Guidelines & Clarifications; Equipment Check Guide; Concussion resources.

JRDA Rules & Policies (levels of play; safe sport and volunteer screening expectations).

MRDA codes and policy updates (behaviour expectations).

Parachute Canada Concussion Guidelines (Return-to-Sport).

Canadian Safe Sport: UCCMS definitions and standards.

Coaching Association of Canada: Rule of Two; Emergency Action Plan templates.

RDC Insurance eligibility and guidance for Canadian leagues.

Appendix E — Grievance Form

Name: _____ Contact information: _____

Role (player/parent/official/volunteer/other)

Description of issue (including any available date(s), time(s), location(s), persons involved, and witnesses.

Description of harm:

Desired outcome and interim safety needs:

Signature: _____ Date: _____

Appendix F — Incident Form

Name: _____ Contact information: _____

Role (player/parent/official/volunteer/other)

Type of Incident (injury, conduct (in- / out- game), social media, criminal activity, other)

Description of incident (including any available date(s), time(s), location(s), persons involved, and witnesses).

[illegible]

Signature: _____ Date: _____

Appendix G — Leave of Absence (LoA) Form

Name: _____ Contact information: _____

I, the undersigned, request permission to take a Leave of Absence from my membership.

LoA Start: _____

Planned End: _____

Signature: _____ Date: _____

Board Approval

Signature: _____ Date: _____

Notes

A LoA may be requested for any reason and the Board of Directors will not withhold permission without cause.

Members on LoA may attend all league events and activities with the exception that they may not take a skating role and are not able to vote at general meetings.

Members returning from LoA may not roster for play until at least four practices have been attended to verify safety and game-readiness.

Actual End: _____

Appendix H — Hardship Form

Name: _____ Contact information: _____

Cause of hardship (unemployment, family issue, other)

I, the undersigned, request to be allowed to continue as a member without payment of dues. I understand that this is contingent on Board approval, and on what terms and conditions may be imposed by the Board.

Mitigation Efforts: (Application for KidSport and / or Jumpstart, seeking a sponsor, other)

Relief Start: _____

Planned End: _____

Signature: _____ Date: _____

Board Approval

Signature: _____ Date: _____

Terms and Conditions: (volunteer work, non-rostering, other)

Actual End: _____