

**Policy Number:** NWR08 Technology

**Most Responsible Board Member:** Vice President

**Approval date:** May 7, 2025

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## Definitions

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

## NWR Technology

### General

NWR is committed to utilizing technology to enhance efficiency, communication, and collaboration within the organization. This technology policy outlines the guidelines and best practices for the use of files, programs, and access methods within NWR.

By adhering to this technology policy, NWR aims to ensure the security, efficiency, and compatibility of its technology resources, promoting effective communication and collaboration within the organization.

This technology policy will be reviewed annually and updated as necessary to reflect changes in technology or business practices.

**File and Program Compatibility**

1. All files and programs used within NWR must be compatible with Microsoft or Google office productivity software to ensure seamless collaboration and compatibility across all devices and platforms.
2. Images should be shared in commonly used formats such as JPEG, PNG, or PDF.

**File Storage**

3. All files related to NWR business must be stored either on Google Drive or NWR shared folders.
4. Google Drive
  - a. Google Drive is the preferred cloud storage solution for NWR.
  - b. All users must store and share documents using their NWR Google accounts.
  - c. Documents must be organized into appropriate folders within Google Drive for easy access and collaboration.
5. NWR Shared Folders
  - a. Shared folders will be provided for specific departments or projects within NWR.
  - b. Users must ensure that all relevant documents are stored in the appropriate shared folders.
  - c. Access to shared folders will be granted only to authorized personnel.

**Email Accounts**

6. All NWR business and system access must be conducted through NWR email accounts.
  - a. NWR email accounts will be provided to appropriate staff and volunteers.
  - b. All communication related to NWR business must be conducted through these email accounts.
  - c. Personal email accounts should not be used for NWR business.

**Additional Software**

7. NWR purchases and/or subscribes to specific software to support our operations.
8. All members and staff of NWR are expected to adhere to the following guidelines when using these software tools:
  - a. Use the software only for its intended purpose and within the scope of your role.
  - b. Maintain the confidentiality and security of any data accessed or entered into the software.
  - c. Follow any training or usage guidelines provided for each software.
  - d. Report any issues or misuse of the software to the appropriate authority within the organization.
9. By ensuring proper use of our software, we aim to maintain efficient and effective operations and protect the integrity of our data.
10. The following software is currently endorsed by NWR. These tools are to be used exclusively for their intended purposes, as outlined below.

- a. *QuickBooks* is our primary accounting software. It is used for:
    - i. Managing and tracking financial transactions
    - ii. Creating invoices and processing payments
    - iii. Generating financial reports
    - iv. Budgeting and forecasting
  - b. *Team Genius* is our evaluation and team management software. It is used for:
    - i. Conducting player evaluations and assessments
    - ii. Managing team rosters
    - iii. Tracking player development and performance
    - iv. Facilitating tryouts and selection processes
  - c. *SignUp Genius* is our scheduling and volunteer management software. It is used for:
    - i. Creating and managing sign-up sheets for events
    - ii. Coordinating volunteers and their schedules
    - iii. Communicating event details and updates to participants
    - iv. Tracking volunteer commitments and participation
  - d. *RAMP* is our league management software. It is used for:
    - i. Managing league registrations and payments
    - ii. Communicating with teams and players
    - iii. Tracking team standings and statistics
  - e. *TeamSnap* is our team communication and management software. It is used for:
    - i. Managing team rosters and schedules
    - ii. Communicating with team members and parents
    - iii. Sharing team updates and notifications
    - iv. Tracking player availability and attendance
  - f. *SportzSoft* is used for game and practice scheduling. The scheduler uses it for:
    - i. Managing ice contracts
    - ii. Creating game schedules for all teams
    - iii. Creating practice schedules for all teams
    - iv. Teams use SportzSoft to:
      - 1. Access their practice schedules
      - 2. Manage team constraints and private events.
11. All members and staff of NWR are expected to adhere to the following guidelines when using these software tools:
- a. Use the software only for its intended purpose and within the scope of your role.
  - b. Maintain the confidentiality and security of any data accessed or entered into the software.
  - c. Follow any training or usage guidelines provided for each software.
  - d. Report any issues or misuse of the software to the appropriate authority within the organization.

## **Compliance**

12. Compliance will be monitored by a designated NWR board member.

13. Drive and shared folder access will be managed at least 2 times per year and as required, so that access is limited to NWR Board members and NWR volunteers as needed to perform their duties.

**Revision History**

<b>Date</b>	<b>Action Taken</b>
	New document. Approved.
April 18, 2025	Reformatted and reorganized. No content changes made. TLærz Director at Large.
May 7, 2025	Approved by the NWR Board