

The background features a large, stylized graphic in shades of red and white. It depicts a ringette puck in the lower-left quadrant, with a ringette stick extending from the top-left towards the center. The stick's shaft is composed of several vertical, tapered segments, and its head is a large, curved shape that frames the puck. The overall design is modern and dynamic.

RINGETTE CANADA

BYLAWS

POLICY AND PROCEDURES MANUAL

*mon sport. ma passion  
play it. love it. live it.*



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## **BY-LAWS**

JUNE 2006

A By-law relating generally to the conduct of the affairs of RINGETTE CANADA.

BE IT ENACTED AND IT IS HEREBY ENACTED AS By-laws of RINGETTE CANADA (herein after called the "Association") as follows:

### **BY-LAW #1 – NAME**

The name of the Association shall be Ringette Canada.

### **2.0 BY-LAW #2 - CORPORATE SEAL**

The seal of the Corporation shall be the one whose imprint appears in the margin on the original copies of these By-laws.

The corporate seal shall be in the custody of the national office of the Association.

### **3.0 BY-LAW #3 - TRADEMARK AND LOGO**

The trademark and logo of the Association shall be those whose imprints appear in the margin on the original copies of these By-laws.

### **4.0 BY-LAW #4 - HEAD OFFICE**

The Head Office of the Corporation shall be located in the City of Ottawa, Ontario.

### **5.0 BY-LAW #5 - AIMS AND OBJECTIVES**

To formulate, publish, and administer national policies which are athlete-centred and beneficial to the sport.

To enforce laws and regulations governing ringette.

To establish and maintain uniform national playing rules for ringette.

To encourage ringette participants to strive for excellence in team work, team spirit, and team discipline.

To offer the opportunity for all individuals to play the sport at the recreational or competitive level.

To foster the highest standards of sportsmanship and friendliness for all participants in the sport of ringette.

To promote, foster, and develop the playing of ringette throughout Canada.

To promote ringette as a mass participation team sport, and as a means of healthful exercise for improving physical fitness, mental health, and social development.

To promote the orderly development of the game of ringette, to improve the quality of play at all levels, and to strive for conditions conducive to the safety of all participants.

To promote and encourage the formation of provincial/territorial ringette associations as governing bodies for ringette.

To stimulate public awareness and foster spectator interest in the sport of ringette.

## 6.0 BY-LAW #6 – MEMBERSHIP

### Composition

The membership of the Association shall consist of individuals, corporations, associations, groups, clubs, or leagues falling within the membership categories, provided that such members must be admitted to membership in the Association from time to time by resolution of the Board of Directors and shall, as a condition of membership, agree to abide by and comply with the objectives and By-laws of the Association and observe faithfully the rulings of those charged for the time being with the conduct of its affairs.

### 6.2 Membership Categories

**Full Member:** This category of membership shall be open to any formally constituted provincial/territorial association recognized by the Board of Directors of Ringette Canada.

**Associate Member:** This category of membership shall be open to any association, corporation, club or league existing in a province or territory that has no such recognized provincial/territorial association with a Full membership. It shall also be open to any college, university, or special institution approved by the Board of Directors of Ringette Canada. It shall also be open to any person, corporation, or group of persons wishing to contribute to the development of ringette, including persons, corporations, or groups of persons outside of Canada.

**Honorary Life Member:** This category of membership may be conferred, at any Annual General Meeting, upon any person who has rendered exceptional service to Ringette Canada. Nominations for Honorary Life Members will be submitted to the office by Full Members or by the Ringette Canada Board of Directors 60 days prior to the Annual General Meeting.

**Affiliate Member:** This category of membership shall be open to all individuals who are members of an association, group, club, or league that is a Full Member of Ringette Canada.

**Ex-Officio Members:** Each member of the Board of Directors of the Association shall, by virtue of his/her office, be a member of the Association.

### 6.3 Fee Categories

Fees and assessments shall be set by the membership at a general meeting, it being understood that there shall be three principle fee categories:

- annual fee for Full membership
- annual fee for Associate membership
- annual fee for Affiliate membership.

## 6.4 Voting Rights of Members

Voting rights for members shall be as described below:

Each member of the Board of Directors of the Association shall be entitled to one (1) vote at all Board Meetings, with the exception of the Chair who shall vote only in the case of a tie.

Each Full Member shall be entitled to five (5) votes per provincial or territorial association at general meetings. The vote cannot be split. Each Board Member shall be entitled to one vote at annual and/or general meetings.

Associate Members shall not be entitled to vote if there exists a Full Member provincial or territorial association within the province or territory in which they reside.

However, where there is no Full Member, Associate Members shall be entitled to one vote per association, league, club, person, or institution, to a maximum of three per province or territory.

Honorary Life Members and Affiliate Members shall not have voting privileges.

Full Members and Associate Members shall designate their voting delegates upon registering at general meetings. Votes shall be cast in block for Full Members or individually for Associate Members up to the limit of the vote entitlement.

Voting for the election of the Board of Directors shall be by secret ballot.

In no case shall there be a vote by proxy.

Motions, amendments, resolutions, etc., may be proposed only by designated voting delegates.

All outstanding invoices (30 days from the date of issue) must be paid prior to the AGM or voting privileges will be revoked.

Voting at special meetings will be by roll call.

For issues that have already been discussed at a meeting, voting by mail or fax ballot between meetings is permitted.

## 6.5 Resignation or Death of Members

The interest arising out of membership in the Association of an individual, corporation, association, groups or leagues is not transferable and lapses and ceases to exist upon his/her death or its dissolution when the member or other ceases to be a member by resignation or otherwise. Any member may resign from membership upon notice in writing to the Association. An ex-officio member, unless the individual was a member in his/her own right at the time he/she became an ex-officio member, shall cease to be a member when he/she ceases to hold office by virtue of which he/she became an ex-officio member.

## 6.6 Application for Membership

Applications for membership shall be governed by the following rules:

Applications for membership may be made any time during the year. Unpaid members shall not be entitled to vote at the Annual General Meeting. All memberships except Honorary Life Members shall expire June 30th of each year unless renewed.

Acceptance of membership applications shall be at the sole discretion of the Board of Directors whose decision shall be final.

Each applicant for Full Membership shall submit with its first membership application a copy of its provincial/territorial Constitution and By-laws, and the names and addresses of its provincial/territorial directors.

Payment of the prescribed fee must accompany each application for membership.

Full Members must register all athletes, officials, and coaches under their jurisdiction with Ringette Canada and pay the prescribed fee.

## 6.7 Full Member Obligations

Full Members shall provide the national office of the Association, on demand, the following:

amended Constitution and By-laws

current list of Board of Directors

number of representative delegates for the Annual and/or general meeting which shall be forwarded to the Ringette Canada office no later than two (2) calendar months prior to such a meeting

annual reports

dates of invitational, regional, provincial/territorial, and interprovincial tournaments and championships

a detailed proposal requesting an interprovincial/territorial tournament sanction or permission to tour

recorded research information, or historical data as requested by the Board of Directors and/or the historian.

The Association assumes that the President of each Full Member association is the official contact in all matters unless directed otherwise by the said organization. It shall be the responsibility of this contact to disseminate information to the organization's membership as appropriate.

## 6.8 Suspension or Cancellation of Membership

The Board of Directors shall have the right to suspend or cancel membership at any time if a member's conduct is deemed minimal or detrimental to the welfare of the Association. Any appeal shall be chaired by an officer of the Association.

## 7.0 BY-LAW #7 - BOARD OF DIRECTORS OF THE ASSOCIATION

### 7.1 Composition

The Board of Directors shall be composed of the President, seven (7) Directors at Large and one (1) Athlete Director.

The Board of Directors shall be elected at the Annual General Meeting by those eligible to vote as defined by Article 6.4 of these By-laws.

Directors whose nominations are unopposed shall be declared elected by acclamation by the Chair of the Nominations Committee. Where more nominations are received than there are positions available, an election by secret ballot will be held. The candidate(s) receiving the most votes shall be elected to the available position(s). In the event of a tie in the election of any Director, a run-off election between or among the candidates involved in the tie will be organized. If the run-off election fails to settle the tie, the election will be decided by a toss of a coin.

The President is elected in even years for a two-year term and may not serve more than two (2) two-year terms in succession.

A Director at Large is elected for a two-year term and may not serve more than two (2) two year terms in succession. Three (3) Directors at Large are elected in even years and four (4) Directors at Large are elected in odd years.

The Athlete Director is elected in even years for a two-year term and may not serve more than two (2) two-year terms in succession. Eligibility to serve as the Athlete Director is limited to those members who are current or were within the past three years, registered athletes.

Excluding the President, no more than two Directors may be elected from any one provincial/territorial association.

Including the office of President, the Board of Directors must include a minimum of three females.

If a voting member of a provincial association board of directors, a member of a Ringette Canada Program committee or a person employed by a provincial association is elected to the Board of Directors, s/he shall resign from their present position; failure to do so shall nullify their election to the Board.

### 7.2 Qualifications

A Director must be an individual with power under law to contract who is at least 18 years of age, resides in Canada and a member of Ringette Canada at the time of election as a Director.

### 7.3 Nomination

Prior to the Annual General Meeting, the Nominations Committee as defined by By-law 9.0 elsewhere in these By-laws shall be activated. The nominating procedure shall be such as is from time to time prescribed by the Board of Directors.

#### 7.4 Powers

The Board shall exercise all the powers which are conferred upon it by law or by these By-laws. It shall fulfill the duties and responsibilities given it at the General Meeting. It shall be responsible for establishing and regulating committees. It shall also be responsible for providing direction and evaluating the performance of the Executive Director of the Association.

The Board shall exercise financial control over the affairs of Ringette Canada and prescribe such fees and make such assessments and levies on the members as it may deem necessary from time to time. The levy of fees and assessments by the Board of Directors shall be ratified at the Annual General Meeting.

The Board shall receive and act upon complaints registered by Members or their affiliates regarding any grievance, dispute, protest, or violation of the By-laws and regulations of Ringette Canada.

The Board may delegate to any officer, committee or other person any or all powers, duties and authority of the Board that may be lawfully delegated.

#### 7.5 Remuneration of Directors

Directors shall not receive any stated remuneration for their services, but they shall be entitled to be reimbursed for their traveling and other expenses.

#### 7.6 Quorum

A quorum shall be a simple majority of the total membership of the Board of Directors.

#### 7.7 Meetings

The Board of Directors shall meet at least twice a year and more often if deemed necessary. The Notice of Meeting shall be provided fourteen days in advance.

The accidental omission to give notice to, or non-receipt of any notice by any Director, shall not invalidate any resolution passed or any proceedings taken at such meeting.

Questions arising at any meeting of the Board shall be decided by the majority of votes of those present.

The Board may meet by teleconference provided that either a majority of Directors consent to meeting by teleconference or meetings by teleconference have been approved by resolution passed by the Board of Directors at a meeting of the Directors.

The Board may meet by other electronic means that permits each Director to communicate adequately with each other provided that:

The Board of Directors has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedure for establishing a quorum, and recording votes;

Each Director has equal access to specific means of communication to be used;

Each Director has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

## 7.8 Director Vacancies

The office of a member of the Board of Directors of the Association shall be vacated:

if the member becomes bankrupt or suspends payment or compound with his/her creditors or makes authorized assignment or is declared insolvent;

if the member is found to be a lunatic or becomes of unsound mind;

if the member pledges the credit of or authorizes any charge against the Association without approval of the Board of Directors; or

if by notice in writing to the Association the member resigns from office,

provided that if any vacancy shall occur for any reason in this paragraph contained, the Directors may by resolution fill the vacancy with a person in good standing on the books of the association if they see fit to do so; otherwise the vacancy shall be filled at the next Annual General Meeting; and any director appointed or elected to fill such vacancy shall hold office for the unexpired term. Where a Director vacates or is removed from office, the member who completes the term shall not be deemed to have completed a full term.

## 7.9 Replacement of Directors of the Association

Any Director may be removed from his/her duties before the expiration of his/her term of office by a decision reached by a two-third (2/3) majority of the members present at a Special General Meeting convened for that purpose, of which notice specifying the intention to pass such a resolution has been given, and may elect any qualified person in his or her stead for the remainder of his/her term on any of the following grounds:

lack of interest

incompetence

behaviour or conduct inimical to the best interests of the Corporation, or

the special skills, qualifications, or position which recommended him/her to the office have been lost.

## 8.0 BY-LAW #8 – OFFICERS

### 8.1 Officers

The Officers of the Corporation shall be the President, Secretary and Treasurer and such other Officers as the Board may determine from time to time.

### 8.2 Duties of Officers

The President shall be the chief executive officer of Ringette Canada and shall preside at all meetings of the association and of the board. The President shall act as the chairperson and the spokesperson for the Board and for the organization. The President shall carry out the decisions and policies of the Annual General Meeting and exercise general oversight of the affairs of the association. S/he shall when present preside at all meetings of the Directors; or s/he may appoint a chairperson to preside at such meetings.

The Secretary shall be appointed by the Board of Directors and shall hold office during the term of the Board of Directors that appointed him/her. S/he shall have charge of the corporate records of the Corporation including a register containing the names and addresses of the Members of the Corporation and the Members of the Board, together with copies of all reports made by the Corporation and such other records and papers as the Board may direct. Further, the Secretary shall be responsible for the taking and reproducing of all minutes for the general meetings and the Directors' meetings and for maintaining a Minute Book and further for the keeping and filing of all books, reports, certificates and other documents required by law to be kept on file by the Corporation.

The Treasurer shall be appointed by the Board of Directors and shall hold office during the term of Board of Directors that appointed him/her. S/he shall deposit all money and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as designated by the Board, and shall render to the Board, whenever directed by the board, a report of the financial condition of the Corporation and all his/her transactions as Treasurer; and as soon as possible after the close of each financial year, s/he shall make and submit to the Board a financial report for such financial year. S/he shall have charge and custody of and be responsible for the keeping of the books of account required to be kept pursuant to the laws governing the Corporation.

The Directors may appoint such officers and agents as they shall deem necessary that shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

### 8.3 Remuneration of Officers

The Officers shall not receive any stated remuneration for their services, but they shall be entitled to be paid for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending meetings of the Corporation.

### 8.4 Removal of Officers of the Association

Any Officer may be removed from his/her duties before the expiration of his/her term of office by a decision reached by a two-third (2/3) majority of the members present at a Special General Meeting convened for that purpose, of which notice specifying the intention to pass such a resolution has been given, and may elect any qualified person in his or her stead for the remainder of his/her term on any of the following grounds:

lack of interest

incompetence

behaviour or conduct inimical to the best interests of the Corporation, or

the special skills, qualifications, or position which recommended him/her to the office have been lost.

### 8.5 Delegation of Duties

In the absence or inability to act of the President or any officer of the Corporation or for any other reason that the Directors deem sufficient, the Directors may delegate all or any of the powers of such officer to any other Officer or to any Director for the time being.

## 9.0 BY-LAW #9 - STANDING COMMITTEES

The Standing Committees of the Board shall be as follows:

Nominations Committee

Finance Committee

The Nomination Committee shall consist of a Chairperson appointed by the Board from among any current Director of Ringette Canada not seeking election, past president of Ringette Canada, or current or past president of a provincial/territorial member association. Other members of the committee shall be recruited by the Chairperson and ratified by the Board of Directors.

The Finance Committee shall consist of a Chairperson, two members appointed by the Directors from among themselves and the Treasurer.

Where conditions warrant, the Board may establish ad hoc committees to deal with specific areas of concern to the Board.

The Board of Directors shall provide terms of reference of all Standing and ad hoc Committees.

Members of Standing Committees of the Board shall not receive any stated remuneration for their services, but they shall be entitled to be paid for their traveling and other expenses properly incurred by them in connection with the affairs of the

Corporation, and in attending meetings of the Corporation.

All members of Standing Committees of the Board shall be subject to removal from their duties as committee members by a majority of the Board of Directors.

## 10.0 BY-LAW #10- PROGRAM COMMITTEES

The Board shall constitute such other Program Committees as it deems necessary in carrying out the affairs of the Corporation and define their terms of reference in the Policy on Organizational Structure.

The Board of Directors shall approve the selection of the Chairpersons of all Program Committees.

A member of the Board shall not be eligible to be selected or appointed to any Program Committee.

## 11.0 BY-LAW #11- MEMBERS' MEETINGS

### 11.1 Annual General Meeting

There shall be an Annual General Meeting of the membership of the Association on the dates and the places determined by the Board of Directors.

There shall be an Annual General Meeting of the membership of the Association held prior to June 15th of each year.

It shall be the responsibility of the Board of Directors to present proposals at this last named meeting of the Board of Directors to be enacted in the following season.

## 11.2 Special Meetings

A special meeting of the members of the Association may be held:

at the call of the President

by written petition from one-half of the provincial/territorial association presidents delivered to the national office

by written petition from 500 members, delivered to the national office.

The agenda of such special meetings will only deal with the issue that forced the meeting. Keeping cost and the issue at hand in mind, special meetings may be conducted in person or by alternative means such as conference call, video conferencing or other technologies which permit all attendees to participate.

## 11.3 Notice of Meetings

Notice of meetings shall be required to be given in writing to the members by the national office of the Association with the following limitations:

Annual General Meeting - minimum notice of three months

Special Meetings - minimum notice of one week; notice shall include the issue for discussion.

## 11.4 Quorum

A number of members entitled to 60% of the current aggregate voting rights present in person, shall constitute a quorum for any meeting.

## 12.0 BY-LAW #12- FINANCE

### 12.1 Income

The Association's income shall be obtained from member fees, private and public grants, publications, and from any other appropriate sources subject to the approval of the Board of Directors, which will in turn have power to make expenditures for the purpose of furthering the objectives of the Association.

### 12.2 Fiscal Year

The fiscal year shall be from April 1st to March 31st.

### 12.3 Membership Fees

All cheques to the Association shall be made payable to Ringette Canada.

### 13.0 BY-LAW #13 - SANCTIONS AND RULES

All national tournaments held in Canada shall fall under the jurisdiction of Ringette Canada.

The rules of play for games under the jurisdiction of Ringette Canada shall be the Official Rules approved by the members of Ringette Canada.

### 14.0 BY-LAW #14 - INTERPRETATION

The publication of the text of the By-laws or other business of the Association will be in the English and French languages.

In all cases where questions arise concerning the By-laws, Policies, or Official Rules, the final authority will be the Board of Directors.

### 15.0 BY-LAW #15 - EXECUTION OF CHEQUES, OTHER CONTRACTS AND DOCUMENTS

All contracts, documents, or any instruments in writing requiring the signature of the Association shall be signed by the President and/or a Director or Officer appointed by the Board as a signing authority.

All cheques up to \$5,000.00 require two signatures from the following:

President

A Director or Officer appointed by the Board as a signing authority

Executive Director

Technical Director/Coordinator, or

Financial Administrator.

All cheques over \$5,000.00 will require two signatures from the following:

President

A Director or Officer appointed by the Board as a signing authority, or

Executive Director.

### 16.0 BY-LAW #16 - AUDITORS

The members of the Association at the Annual General Meeting each year shall appoint an auditor for the purposes of auditing the books, records, and financial statements for the ensuing year, unless the members at the Annual General Meeting, by majority vote, dispense with the necessity of appointing such an auditor by empowering the Board of Directors to do so.

### BY-LAW #17 - BY-LAW ENACTMENTS AND AMENDMENTS

revision to, additions to, and amendments of the By-laws of the Association may be made at the Annual General Meeting.

Any member wishing to amend the By-laws shall forward a notice of their motion containing the substance of proposed amendments to the Ringette Canada office at least six (6) weeks prior to the Annual General Meeting in order to be distributed thirty (30) days in advance to members of the Board of Directors and delegates to the Annual General Meeting. Only those submitted shall be considered during the AGM.

The addition, repeal, or amendments of By-laws not embodied in the Letters Patent shall not be enforced or acted upon until the approval of the Ministry of Industry Canada has been obtained.

#### 18.0 BY-LAW # 18 - INDEMNIFICATION

18.1 Shall Indemnify – The Corporation shall indemnify and hold harmless out of the funds of the Corporation each Director and Officer from and against any and all claims, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.

18.2 Shall Not Indemnify – The Corporation shall not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty or bad faith.

18.3 Insurance – The Corporation may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

## Policy Manual

### Definitions

The following terms have these meanings in this Policy Manual:

“Athlete” – Any individual who is registered with a provincial or territorial ringette association, or who participates in a program or activity which is offered or sanctioned by a provincial/territorial or local association so long as the program assists in the development of skill or skills used to play ringette.

“Board” – The Board of Directors of Ringette Canada.

“Board Member” – A member of the Ringette Canada Board of Directors.

“Days” – Days irrespective of weekend and holidays.

“Interprovincial/territorial tournaments” – Also denotes provincial/territorial events.

“Manager” – The individual who performs an administrative function on the team staff (as opposed to a coaching, assistant coaching or training role).

“Play” – Any game, league or tournament in which ringette is played.

“Team Staff” – The coach, assistant coach, trainer or manager who are on the bench during a ringette game.

## 1.0 Introduction and Purpose

Ringette Canada derives its authority from its own constitution, bylaws, policies, procedures, rules and regulations. Taken together, these are the governing documents of Ringette Canada and form a “contract” between Ringette Canada and its members.

This contract provides Ringette Canada with the legal authority to establish the rights, privileges and obligations of membership. When an individual joins Ringette Canada and becomes a member, the individual accepts the authority and terms of Ringette Canada and its governing documents.

### 1.1 Philosophy

Ringette is a mass participation team sport which encourages the physical, mental, social, and moral development of individual participants within the highest standards of safety, sportsmanship, personal excellence, and enjoyment.

### 1.2 Mission

To provide leadership and assistance to member associations, athletes, coaches, officials, and administrators at all levels of skill and for all age groups to facilitate the standard development of ringette in Canada and abroad.

### 1.3 Aims and Objectives

See Bylaw 5.

### 1.4 Equity and Access

Ringette Canada will encourage the concept of inclusiveness in all its programs.

### 1.5 Athlete Status

Ringette is solely an amateur sport, thus athletes are not paid to play the sport. Any athlete who is paid to play the sport is ineligible to participate in any competition under the jurisdiction of Ringette Canada.

# CODE OF CONDUCT, ETHICS and ANTI-HARASSMENT POLICY

## 1 Definitions

The following terms have these meanings in this Policy:

- a) “Individuals” – Ringette Canada staff, volunteers, organizers, coaches, officials, athletes, managers, members, parents/guardians of Ringette Canada members and spectators at Ringette Canada events.

## 2 Purpose

- b) The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within Ringette Canada programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of Ringette Canada, at all times.
- c) Ringette Canada is committed to providing an environment in which all Individuals are treated with respect. Further, Ringette Canada supports equal opportunity and prohibits discriminatory practices. Members of Ringette Canada and participants in Ringette Canada’s programs and activities are expected to conduct themselves at all times in a manner consistent with the values of Ringette Canada that include fairness, integrity, open communication and mutual respect.
- d) Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Ringette Canada’s policies related to discipline and complaints.

## 3 Application of this Policy

- a) This policy applies to Individuals relating to conduct that that may arise during the course of Ringette Canada’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, tournaments, travel, and any meetings of Ringette Canada committees or the Board of Directors.
- b) This policy applies to conduct that may occur outside of Ringette Canada’s business and events when such conduct adversely affects relationships within Ringette Canada’s work and sport environment and is detrimental to the image and reputation of the Ringette Canada.
- c) Conduct arising within the business, activities and events of clubs or other organizations affiliated with Ringette Canada will be dealt with using the policies and mechanisms of such organizations.

## 4 Anti Discrimination and Harassment

- a) Harassment is a form of discrimination and Ringette Canada is committed to providing an environment free from harassment on the basis of race, nationality or ethnic origin, religion, age, sex, sexual orientation, marital status, family status, or disability. Harassment on the basis of any of these grounds is a form of discrimination that is prohibited by human rights legislation throughout Canada.
- b) Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada’s Criminal Code.
- c) Every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under the Discipline and Complaints Policy.

## 5. Responsibilities

All Individuals have a responsibility to:

Maintain and enhance the dignity and self-esteem of Ringette Canada Members and other Individuals by:

- a) Demonstrating respect to individuals regardless of body type, athletic ability, gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
- b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
- c) Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
- d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- e) Consistently treating individuals fairly and reasonably;
- f) Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
- g) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
  - a. Written or verbal abuse, threats or outbursts;
  - b. The display of visual material which is offensive or which one ought to know is offensive;
  - c. Unwelcome remarks, jokes, comments, innuendos or taunts about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
  - d. Leering or other suggestive or obscene gestures;
  - e. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - g. Any form of hazing;
  - h. Unwanted physical contact including touching, petting, pinching or kissing;
  - i. Unwelcome sexual flirtations, advances, requests or invitations;
  - j. Physical or sexual assault;
- h) Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
- i) Retaliation or threats of retaliation against an individual who reports harassment.
- j) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments, advances or conduct of a sexual nature.
- k) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- l) Take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Ringette Canada events.
- m) Abstain from the use of alcohol and tobacco while participating at Ringette Canada athletic events.
- n) Respect the property of others and not willfully cause damage.
- o) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- p) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the Ringette Canada, as adopted and amended from time to time, including any contracts or agreement executed with Ringette Canada.

## 6 Coaches

- a) In addition to paragraph 5 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:
- a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
  - b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
  - c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
  - d. Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances;
  - e. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
  - f. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
  - g. Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and Ringette Canada.
  - h. Educate athletes about the dangers of drugs and performance-enhancing substances.
  - i. Communicate and cooperate with the parents/guardians of athletes who are minors and involve them in decisions pertaining to their child's development.
  - j. Consider the academic pressures placed on student-athletes and conduct practices and events in a manner that supports academic success.
  - k. Adhere to the Principles and Ethical Standards outlined in the Coaching Association of Canada Code of Ethics.

## 7 Athletes

- a) In addition to paragraph 5 above, Athletes will have additional responsibilities to:
- a. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
  - b. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects to which the athlete has made a commitment.
  - c. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
  - d. Adhere to Ringette Canada's rules and requirements regarding clothing and equipment.

## 8 Parents/Guardians and Spectators

- a) In addition to paragraph 5 above, Parents/Guardians of Ringette Canada Members and Spectators at events will:
- a. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
  - b. Never ridicule a participant for making a mistake during a performance or practice;
  - c. Provide positive comments that motivate and encourage participants continued effort;
  - d. Respect the decisions and judgments of officials, and encourage athletes to do the same;
  - e. Never question an officials' or Ringette Canada staffs' judgment or honesty;
  - f. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport.
  - g. Keep off of the playing area, do not interfere with play.

## SCREENING POLICY

### I Purpose

- a) Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth and people with disabilities. Ringette Canada is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Ringette Canada takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.
- b) The purpose of screening is to identify individuals within Ringette Canada who pose a risk to children, youth and people with disabilities.

### 2 Policy Statement

- a) Not all personnel affiliated with Ringette Canada will be required to undergo screening through a Police Records Check (“PRC”), as not all positions pose a risk of harm to Ringette Canada or its members.
- b) Persons who will be subject to screening through a PRC are those who work closely with minor athletes, athletes with a disability and who occupy positions of trust and authority within Ringette Canada programs. Such ‘designated positions’ include:
  - a. All individuals in paid staff positions;
  - b. All persons affiliated with national teams, whether paid or volunteer; and
  - c. Any staff person, board member or volunteer appointed to accompany a Ringette Canada team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
- c) It is the Ringette Canada’s policy that:
  - a. All positions will have a clear set of guidelines about appropriate behaviour and conduct.
  - b. The recruitment process for all ‘designated positions’ may involve:
    - i. Requiring the candidate to complete an application form for the position;
    - ii. Interviewing the candidate for the position; and
    - iii. Checking a minimum of two references, one of which will be specific to working with children or youth.
    - iv. PRCs will be mandatory for all persons in ‘designated positions’. There will be no exceptions.
    - v. Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the ‘designated position’.
    - vi. Ringette Canada will not knowingly fill a ‘designated position’ with a person who has a conviction for a ‘relevant offence’ as defined in this policy.
    - vii. A person in a ‘designated position’ will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
    - viii. If a person in a ‘designated position’ subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to Ringette Canada.

### 3 Screening Committee

- a) The implementation of this policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of two years.
- b) The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of Ringette Canada.
- c) The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.
- d) In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

### 4 Procedure

- a) Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, Ringette Canada will not reimburse the person for such expense.
- b) Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o Ringette Canada at its head office, in an envelope marked 'Confidential'.
- c) The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and Ringette Canada of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.
- d) PRCs are valid for a period of two years.

### 5 Relevant Offences

- a) For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
  - a. If imposed in the last five years:
    - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
    - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
  - b. If imposed in the last ten years:
    - i. Any crime of violence including but not limited to, all forms of assault; or
    - ii. Any criminal offence involving a minor or minors.
  - c. If imposed at any time:
    - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
    - ii. Any sexual offence involving a minor or minors; or
    - iii. Any offence involving fraud.

## 6 Records

- a) The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with Ringette Canada. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

## 7 Review and Approval

- a) This policy is not a static document: it will be reviewed by the Board of Directors, with input from the Screening Committee, on an annual basis.

## Appendix “A”

### a) Phased Implementation of this Policy

#### a. This policy will be implemented in a phased manner as follows:

- i. For those individuals in ‘designated positions’ who are in full-time, continuing employment contracts, this policy will take effect May 1, 2009.
- ii. For those individuals who are in ‘designated positions’ who are in short term contracts, this policy will take effect upon the renewal of such contracts.
- iii. For those individuals not yet hired for or appointed to ‘designated positions’, this policy will take effect immediately.
- iv. Where required, Ringette Canada will revise all contracts of employment and contracts for services, as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all staff and volunteers of Ringette Canada who will be affected by this policy, and will be incorporated into Ringette Canada’s Human Resources Policy when that policy is next reviewed and consolidated.

# DISCIPLINE AND COMPLAINTS POLICY

## Definitions

The following terms have these meanings in this Policy:

“Ringette Canada Delegate” – A person in a responsible Ringette Canada volunteer position, of the age of majority, or staff position within Ringette Canada.

“Ringette Canada Member”- All categories of membership within Ringette Canada, as well as all individuals employed by or engaged in activities with Ringette Canada, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators, spectators, parents of Ringette Canada members and employees.

## 1 Purpose

- a) Ringette Canada is committed to providing an environment in which all Ringette Canada Members are treated with respect and characterized by the value of fairness, integrity and open communication. Membership in the Ringette Canada, as well as participation in its activities, brings with it many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations and Code of Conduct and Ethics of the Ringette Canada. Irresponsible behavior by Ringette Canada members can result in severe damage to the integrity of Ringette Canada. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since sanctions may be applied, it is only fair to provide Ringette Canada Members a mechanism so complaints and discipline is dealt with fairly, expeditiously and affordably.

## 2 Application of this Policy

- a) This Policy applies to all Ringette Canada Members as defined in the Definitions.
- b) This Policy only applies to discipline matters that may arise during the course of Ringette Canada business, activities and events, including but not limited to, competitions, practices, training camps, travel associated with Ringette Canada activities, and any meetings.
- c) Discipline matters and complaints arising within the business, activities or events organized by entities other than the Ringette Canada will be dealt with pursuant to the policies of these other entities.

## 3 Reporting a Complaint

- a) Any Ringette Canada Member may report to the Ringette Canada head office any complaint. Such complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of Ringette Canada.
- b) A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Ringette Canada Executive Director, or designate. This decision may not be appealed.
- c) The Executive Director, or designate, will determine whether the complaint is frivolous or vexatious. If the Executive Director, or designate, determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.

- d) If a complaint is determined by the Executive Director, or designate, to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Executive Director, or designate, to determine whether a complaint is to be dealt with as a major or minor infraction. This decision is not appealable.
- e) If the incident is to be dealt with as a minor infraction, the Executive Director, or designate, will inform the parties, and the matter will be dealt with according to the section relating to minor infractions.
- f) If the incident is to be dealt with as a major infraction and if the Executive Director, or designate, will inform the parties, and the matter will be dealt with according to the section relating to major infractions.
- g) This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further sanctions may be applied in accordance with the procedures set out in this Policy.

#### 4 Minor Infractions

- a) Examples of minor infractions include, but are not limited to, a single incident of:
  - a. Disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
  - b. Conduct contrary to the ideals of respect such as angry outbursts or argument;
  - c. Being late for or absent from Ringette Canada events and activities at which attendance is expected or required; and
  - d. Non-compliance with the policies, procedures, rules and regulations under which the Ringette Canada is governed.
- b) All disciplinary situations involving minor infractions occurring within the jurisdiction of the Ringette Canada will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, coach, team manager, team leader, Ringette Canada staff).
- c) Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 14). This is provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- d) Sanctions for minor infractions, which may be applied singly or in combination, include the following:
  - a. Verbal or written reprimand which may be placed in the individual's file;
  - b. Verbal or written apology;
  - c. Service or other voluntary contribution to Ringette Canada;
  - d. Suspension from the current activity or event; or
  - e. Any other sanction considered appropriate for the offense.
- e) Minor infractions that result in discipline will be recorded and maintained by the Ringette Canada. Repeat minor infractions may result in further such incident being considered a major infraction.

#### 5 Major Infractions

- a) Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to Ringette Canada.

- b) Examples of major infractions include, but are not limited to:
  - a. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
  - b. Repeated conduct contrary to the ideals of respect such as angry outbursts or argument;
  - c. Repeated incidents of being late for or absent from Ringette Canada events and activities at which attendance is expected or required;
  - d. Activities or behavior which interfere with a competition or with any athlete's preparation for competition;
  - e. Incidents of physical abuse;
  - f. Pranks, jokes or other activities that endanger the safety of others;
  - g. Disregard for the policies, procedures, rules and regulations under which Ringette Canada events are conducted;
  - h. Conduct which results in harm to the image, credibility or reputation of Ringette Canada and/or its' sponsors;
  - i. Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
  - j. Any use of alcohol by minors;
  - k. Any use of illicit drugs and narcotics; or
  - l. Any use of banned performance enhancing drugs or methods.

*Note: The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time to be determined by the Ringette Canada at its sole discretion.*

- c) Major infractions occurring within competition may be dealt with immediately, if necessary, by a Ringette Canada Delegate in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

## 6 Discipline Panel and Hearing

- a) After notifying the respondent of a complaint of a major infraction, the Executive Director, or designate, at their sole discretion, will appoint a Discipline Panel ("Panel") of 1-3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson.
- b) Members of the Panel will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.
- c) Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.

## 7 Preliminary Meeting

- a) The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:

- a. Format (hearing by documentary evidence, oral hearing or a combination of both);
- b. Date and location of the hearing;
- c. Timelines for the exchange of documents;
- d. Clarification of issues in dispute;
- e. Any procedural matters including order and procedure of the hearing;
- f. Remedies sought;
- g. Evidence to be brought before the hearing;
- h. Identification of any witnesses; or
- i. Any other procedural matter that may assist in expediting the hearing.

## 8 Documentary Review

- a) Where the Panel has determined that the appeal will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:
  - a. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
  - b. The applicable principles and timelines set out by the Panel are respected.

## 9 Teleconference/In-Person Hearing

- a) Where the Panel has determined that the complaint will be held by way of oral hearing, it will do so by teleconference or in-person. The Panel will govern the hearing fairly and as it sees fit, provided that:
  - a. The affected parties will be given reasonable notice of the day, time and place of the hearing;
  - b. The affected parties will be provided copies of all evidence to be relied upon;
  - c. Decisions will be by majority vote where the Chairperson carries a vote;
  - d. Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
  - e. The parties may be accompanied by a representative;
  - f. The individual being disciplined will have the right to present evidence and argument;
  - g. Any party potentially affected by the matter may be made party to the hearing by the Panel;
  - h. The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
  - i. If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
  - j. The hearing will be held in private;
  - k. Each party will bear their own costs;
  - l. Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.
- b) After hearing the matter, the Panel will determine whether or not the individual will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties, the President, or designate, and Ringette Canada.
- c) Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

- d) If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

## 10 Sanctions

- a) The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
  - a. Written reprimand to be placed in the individual's file;
  - b. Written apology;
  - c. Removal of certain privileges of membership;
  - d. Suspension from certain Ringette Canada teams, events and/or activities;
  - e. Payment of a financial fine in an amount to be determined by the Panel;
  - f. Suspension from all Ringette Canada activities for a designated period of time;
  - g. Suspension of Ringette Canada funding;
  - h. Expulsion from membership;
  - i. Publication of the Panel's decision;
  - j. Other sanctions as may be considered appropriate for the offense.
- b) Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Ringette Canada until such time as compliance occurs.
- c) In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:
  - a. The nature and severity of the incident;
  - b. Whether the incident is a first offense or has occurred repeatedly;
  - c. The individual's acknowledgment of responsibility,
  - d. The individual's remorse and post-infracton conduct;
  - e. The age, maturity or experience of the individual;
  - f. Whether the individual retaliated; and
  - g. The individual's prospects for rehabilitation.
- d) A written record will be maintained by Ringette Canada at their head office for major infractions that result in a sanction.

## 11 Serious Infractions

- a) The Executive Director, or designate, may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.
- b) Where it is brought to the attention of the Executive Director, or designate, that a Ringette Canada Member has been charged with an offence under the Criminal Code, or has previously been convicted of a criminal offence, the Executive Director, or designate, may suspend the Ringette Canada Representative pending further investigation, a hearing or a decision of the Panel.
- c) Notwithstanding the procedures set out in this Policy, any Ringette Canada Member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of the Ringette Canada for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by the Ringette Canada in accordance with this Policy and the Ringette Canada Screening Policy.

## 12 Timelines

- a) If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

## 13 Confidentiality

- a) The discipline and complaints process is confidential involving only the parties, the Executive Director, or designate and case manager, if any. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## 14 Appeals Procedure

- a) The decision of the Panel may be appealed in accordance with the Ringette Canada's Appeal Policy.

## APPEAL POLICY

### Definitions

These terms will have these meanings in this policy:

“Appellant”- The party appealing a decision.

“Ringette Canada Member”- All categories of membership within Ringette Canada, as well as all individuals employed by or engaged in activities with Ringette Canada, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators, spectators, parents of Ringette Canada members and employees.

“Respondent” - The body whose decision is being appealed.

### 1 Purpose

- a) Ringette Canada is committed to providing an environment in which all members are treated with respect. Irresponsible behavior by members can result in severe damage to the sport and to the support of Ringette Canada. Conduct that violates these values may be subject to sanctions pursuant to Ringette Canada’s Discipline and Complaints Policy. Since sanctions may be applied, it is only fair to provide Ringette Canada Members with some mechanism to appeal what may appear to be unfair treatment. The purpose of this Appeal Policy is to enable appeals within Ringette Canada to be dealt with fairly, expeditiously and affordably.

### 2 Scope and Application of this Policy

- a) Any Ringette Canada Member who is directly affected by a decision of Ringette Canada will have to right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 7 of this Policy.
- b) This Policy will not apply to decisions relating to:
  - a. Matters of employment;
  - b. Infractions for doping offences;
  - c. The rules of ringette;
  - d. Matters relating to the substance, content and establishment of team selection criteria;
  - e. Volunteer appointments and the withdrawal or termination of those appointments;
  - f. Matters of budgeting and budget implementation;
  - g. Matters of operational structure and committees; and
  - h. Discipline matters and decisions arising during events organized by entities other than Ringette Canada, which are dealt with pursuant to the policies of these other entities;
  - i. Any decisions made under Paragraphs 6 and 9 of this Policy.

### 3 Timing of Appeal

- a) Ringette Canada Members who wish to appeal a decision will have fourteen (14) days from the date on which they received notice of the decision, to submit in writing to the head office of Ringette Canada the following:
  - a. Notice of their intention to appeal,
  - b. Grounds for the appeal,
  - c. All evidence that supports these grounds,
  - d. The remedy or remedies requested, and
  - e. A payment of two hundred fifty dollars (\$250), which will be refunded if the appeal is successful.
- b) Any party wishing to initiate an appeal beyond the fourteen (14) day period must provide a written request stating reasons for an exemption to the requirement of Paragraph 5. The decision to allow, or not allow an appeal outside the 14-day period will be at the sole discretion of the President, or designate, in consultation with a minimum of two appointed Directors and may not be appealed.
- c) Ringette Canada will appoint a Case Manager to oversee management and administration of appeals submitted in accordance with this Policy. The Case Manager will be an appointed by the Board of Directors.
- d) The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy. More particularly, the Case Manager has a responsibility to receive appeals, determine if appeals lie within the jurisdiction of this Policy, determine if appeals are brought on permissible grounds, appoint the panel to hear appeals, determine the format of the appeal hearing, coordinate all administrative and procedural aspects of the appeal, and provide administrative assistance and logistical support to the panel as required.

### 4 Grounds for Appeal

- a) A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for appeal. Sufficient grounds include the respondent:
  - a. Making a decision for which it did not have authority or jurisdiction as set out in Ringette Canada's governing documents;
  - b. Failing to follow procedures as laid out in the bylaws, approved policies of Ringette Canada or directives published by Ringette Canada, or
  - c. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.

### 5 Screening of Appeal

- a) Upon receiving the notice and grounds of an appeal and the required fee, the Case Manager will determine whether there are appropriate grounds for the appeal to proceed as set out in Section 8. The Case Manager is not to determine if an error has been made but only if the appeal is based on such an allegation of error by the Respondent.
- b) If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Case Manager and may not be appealed.

## 6 Appeals Panel

- a) If the Case Manager is satisfied that there are sufficient grounds for an appeal, the Case Manager will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:
  - a. The Panel will be comprised of three persons who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
  - b. The President, or designate, will appoint one person to act as Chairperson.

## 7 Preliminary Conference

- a) The Case Manager may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:
  - a. Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
  - b. Timelines for exchange of documents;
  - c. Clarification of issues in dispute;
  - d. Clarification of evidence to be presented to the Panel;
  - e. Order and procedure of hearing;
  - f. Location of hearing, where the hearing is an oral hearing;
  - g. Identification of witnesses;
  - h. Remedies sought ; and
  - i. Any other procedural matter that may assist in expediting the appeal proceedings.

## 8 Procedure for the Hearing

- a) The hearing may be conducted by means of documentary review, conference call, or in person.
- b) Where the Case Manager has determined that the appeal will be held by way of oral hearing in person or via conference call, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:
  - a. The Appellant and Respondent will be given reasonable notice of the date, time and place of the hearing.
- c) Decisions will be by majority vote, where the Chairperson carries a vote.
- d) Copies of written documents that any of the parties would like the Panel to consider will be provided to the Panel and to all other parties at least three (3) days prior to the hearing.
- e) If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
- f) A representative or advisor, including legal counsel may accompany any of the parties.
- g) The Panel may direct any other person to participate or present evidence in the appeal.
- h) Unless otherwise agreed by the parties, there will be no communication between the Panel and the parties except in the presence of, or by copy to, the other parties.

## 9 Procedure for Documentary Appeal

- a) Where the Case Manager has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:

- a. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
- b. The applicable principles and timelines set out in Section 14 are respected.

## 10 Appeal Decision

- a) The Panel will issue its written decision, with reasons. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
  - a. Reject the appeal and confirm the decision being appealed; or
  - b. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
  - c. Uphold the appeal and vary the decision; and
  - d. Determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.
  - e. Refund the appeal fee of \$250 to the Appellant.
- b) A copy of the decision will be provided to each of the parties and to Ringette Canada.
- c) In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in this policy.

## 11 Timelines

- a) If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Case Manager may direct that these timelines be revised.

## 12 Confidentiality

- a) The appeal process is confidential involving only the parties, the Executive Director, or designate and case manager, if any. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## 13 Final and Binding Decision

- a) The decision of the Panel will be final and binding upon the parties and upon all members of Ringette Canada subject to the right of any party to seek a review of the decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC) as amended from time to time, and subject to these limitations:
  - a. The 'law' to be considered by the SDRCC tribunal is the internal rules, criteria and policies of Ringette Canada;
  - b. The 'facts' to be considered by the SDRCC tribunal are the facts relevant to the case under appeal;
  - c. If the SDRCC tribunal determines that Ringette Canada has made a decision in error, the role of the tribunal is to identify that error and send the matter back to Ringette Canada to make the decision free from error, unless this is not possible or practical;

- d. The parties will execute an arbitration agreement that will confirm the jurisdiction of the SDRCC tribunal to decide the matter, specify the precise decision under appeal, specify the issues in dispute and specify other matters the parties agree will be binding on themselves and the SDRCC tribunal.
  
- b) Where a decision under appeal relates to a carding matter governed by the policies and procedures of the Athlete Assistance Program, any review pursuant to the rules of the SDRCC will be preceded by a consultation with Sport Canada to determine the most appropriate procedure for reviewing the decision before the SDRCC.

## PRIVACY POLICY

### 1 Purpose of this Policy

- a) Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act (“PIPEDA”). This policy describes the way that Ringette Canada collects, uses, retains, safeguards, discloses and disposes of personal information, and states Ringette Canada’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Ringette Canada’s interpretation of these responsibilities.

### 2 Background

- a) Our organization, Ringette Canada, is the governing body for the sport of Ringette in Canada, and provides these services to members and the public: To provide leadership and assistance to member associations, athletes, coaches, officials, and administrators at all levels of skill and for all age groups to facilitate the standard development of ringette in Canada and abroad.

### 3 Personal Information

- a) Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation.

### 4 Accountability

- a) Ringette Canada’s Executive Director is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Ringette Canada  
Suite 201, 5510 Canotek Road  
Ottawa, Ontario  
K1J 9J4

### 5 Purpose

- a) Personal information will only be collected by Ringette Canada to meet and maintain the highest standard of organizing and programming the sport of ringette. Ringette Canada collects personal information from prospective members, members, coaches, officials, participants, managers and volunteers for purposes that include, but are not limited to, the following:

- a. Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about Ringette Canada's programs, events and activities;
  - b. NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications;
  - c. Credit card information for registration at conferences, travel administration, and purchasing equipment, coaching manuals and other products and resources;
  - d. Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play;
  - e. Banking information, social insurance number, criminal records check, resume, and beneficiaries for Ringette Canada payroll, company insurance and health plan;
  - f. Criminal records check and related personal reference information for the purpose of implementing Ringette Canada's volunteer screening program;
  - g. Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency;
  - h. Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection;
  - i. Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing;
  - j. Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition;
  - k. Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs;
  - l. Passport numbers and Aeroplan/frequent flyer numbers for the purposes of arranging travel;
  - m. Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.
- b) If a purpose has not been identified herein, Ringette Canada will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

## 6 Consent

- a) Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Ringette Canada may collect personal information without consent where reasonable to do so and where permitted by law.
- b) By providing personal information to Ringette Canada, individuals are consenting to the use of the information for the purposes identified in this policy.
- c) Ringette Canada will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

- d) An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Ringette Canada. The Privacy Officer will advise the individual of the implications of such withdrawal.

## 7 Limiting Collection

- a) All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. Ringette Canada will not use any form of deception to obtain personal information.

## 8 Limiting Use, Disclosure and Retention

- a) Personal information will not be used or disclosed by Ringette Canada for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

- b) Personal information will be retained for certain periods of time in accordance with the following:
  - a. Registration data and athlete information will be retained for a period of three years after an individual has left a program of Ringette Canada, in the event that the individual chooses to return to the program.
  - b. Parental/family information will be retained for a period of three years after an individual has left a program of Ringette Canada, in the event that the individual chooses to return to the program.
  - c. Information collected by coaches will be retained for a period of three years after an individual has left a program of Ringette Canada, in the event that the individual chooses to return to the program.
  - d. Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
  - e. Personal health information will be immediately destroyed when an individual chooses to leave a program of Ringette Canada.
  - f. Marketing information will be immediately destroyed upon compilation and analysis of collected information.
  - g. As otherwise may be stipulated in federal or provincial legislation.

- c) Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

- d) Ringette Canada may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where Ringette Canada has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

- e) Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, Ringette Canada will ensure that the hard drive is physically destroyed.

## 9 Accuracy

- a) Ringette Canada will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

## 10 Safeguards

- a) Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
- b) Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.
- c) The following steps will be taken to ensure security:
  - a. Paper information is either under supervision or secured in a locked or restricted area.
  - b. Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
  - c. Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
  - d. Electronic information is transmitted either through a direct line or is encrypted.
  - e. Staff is trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
  - f. External consultants and agencies with access to personal information will provide Ringette Canada with appropriate privacy assurances.

## 11 Openness

- a) Ringette Canada will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on Ringette Canada's web site or upon request by contacting the Privacy Officer.
- b) The information available to the public includes:
  - a. The name or title, address and telephone number of Ringette Canada's Privacy Officer;
  - b. The forms that may be used to access personal information or change information;
  - c. A description of the type of personal information held by Ringette Canada, including a general statement of its approved uses.

## 12 Individual Access

- a) Upon written request, and with assistance from Ringette Canada, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
- b) Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
- c) If personal information is inaccurate or incomplete, it will be amended as required.

- d) An individual may be denied access to his or her personal information if:
  - a. This information is prohibitively costly to provide;
  - b. The information contains references to other individuals;
  - c. The information cannot be disclosed for legal, security or commercial proprietary purposes;
  - d. The information is subject to solicitor-client or litigation privilege.
- e) Upon refusal, Ringette Canada will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

### 13 Challenging Compliance

- a) An individual may challenge Ringette Canada's compliance with this policy and PIPEDA, by submitting a challenge in writing.
- b) Upon receipt of a written complaint, Ringette Canada will:
  - a. Record the date the complaint is received;
  - b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
  - c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
  - d. Appoint an investigator using Ringette Canada personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint;
  - e. Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Ringette Canada;
  - f. Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.
- c) An individual may appeal a decision made by Ringette Canada under this Policy, in accordance with Ringette Canada's policies for appeals.

## CONFIDENTIALITY POLICY

### 1 Purpose

- a) The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Ringette Canada by making all Ringette Canada Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada Members and Ringette Canada directors, officers, committee members, athletes, coaches, officials, managers, team managers, administrators, volunteers, and employees (including contract personnel) (hereinafter “Ringette Canada Representatives”).

### 3 Responsibilities

- a) Ringette Canada Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information about Ringette Canada acquired during their period of involvement/employment, unless expressly authorized to do so.
- b) Ringette Canada Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of Ringette Canada.
- c) Ringette Canada Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Ringette Canada.
- d) All files and written materials relating to Confidential Information of Ringette Canada will remain the property of Ringette Canada and upon termination of involvement/employment with Ringette Canada or upon request of Ringette Canada, the Ringette Canada Representative will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
- e) The term “Confidential Information” includes, but it not limited to the following:
  - a. Personal Information of Ringette Canada Members and Representatives, including but not limited to, names, addresses, e-mail, telephone number, cell phone number, date of birth and financial information;
  - b. Ringette Canada intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Ringette Canada and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known and.

### 4 Intellectual Property

- a) Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with Ringette Canada will be owned solely by Ringette Canada, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Ringette Canada may grant permission for others to use such written material or other works, subject to such terms and conditions as Ringette Canada may prescribe.

### 5 Enforcement

- a) A breach of any provision in this policy may give rise to discipline in accordance with Ringette Canada's Discipline and Complaints policy or legal recourse.

# CONFLICT OF INTEREST POLICY

## Definitions

The following terms have these meanings in this Policy:

“Act” – Canada Corporation’s Act.

“Conflict of Interest” – A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.

“Pecuniary Interest” - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.

“Non-Pecuniary Interest” - Family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

“Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

“Ringette Canada Member”- All categories of members within Ringette Canada, as well as all individuals employed by or engaged in activities with Ringette Canada, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators and employees.

## 1 Purpose and Application

- a) The purpose of this Policy is to describe how Ringette Canada Members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how Ringette Canada will make decisions in situations where conflicts of interest may exist.
- b) This Policy applies to all Ringette Canada Members as defined in the Definitions section.

## 2 Statutory Obligations

- a) Ringette Canada is incorporated and governed under the Act in matters involving a real or perceived conflict between the personal interests of Ringette Canada Members and the broader interests of the Ringette Canada..
- b) Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Ringette Canada Members’ interest and the interests of the Ringette Canada, must at all times be resolved in favor of the Ringette Canada.

## 3 Additional Obligations

- a) In addition to fulfilling all requirements of the Act, Ringette Canada Members will also fulfill the additional requirements of this Conflict of Interest Policy as follows, Ringette Canada Members will not:

- a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Ringette Canada, unless such business, transaction or other interest is properly disclosed to Ringette Canada and approved by Ringette Canada;
- b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Ringette Canada, where such information is confidential or is not generally available to the public;
- e. Use Ringette Canada property, equipment, supplies or services for activities not associated with the performance of official duties with the Ringette Canada without the permission of Ringette Canada;
- f. Place themselves in positions where they could, by virtue of being an Ringette Canada Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- g. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Ringette Canada Member.

#### 4 Disclosure of Conflict of Interest

- a) A Ringette Canada Member will disclose a conflict of interest to the Ringette Canada Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest.
- b) Any person who is of the view that a Member of the Ringette Canada may be in a position of conflict of interest may report this matter in writing to the Ringette Canada Board of Directors.

#### 5 Resolving Conflicts in Decision-making

- a) Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Ringette Canada Member will be considered and decided upon by Ringette Canada Board of Directors provided that:
  - a. The nature and extent of the Ringette Canada Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - b. The Ringette Canada Member does not participate in discussion on the matter giving rise to the conflict of interest;
  - c. The Ringette Canada Member abstains from voting on the proposed decision or transaction;
  - d. The Ringette Canada Member is not included in the determination of quorum for the proposed decision or transaction; and
  - e. The decision or transaction is in the best interests of Ringette Canada.

#### 6 Conflicts Involving Employees

- a) Ringette Canada will restrict employees from being affiliated with any Ringette Canada member during the term of their employment unless consented to by Ringette Canada Board of Directors. Any determination as to whether there is a conflict of interest will rest solely with the Ringette Canada, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

- b) Ringette Canada will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Ringette Canada, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Ringette Canada. Any determination as to whether there is a conflict of interest will rest solely with Ringette Canada, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

## 7 Enforcement

- a) Failure to adhere to this Policy may give rise to discipline in accordance with Ringette Canada's Discipline and Complaints Policy.

## LANGUAGE POLICY

### 1 Policy Statement

- a) Ringette Canada is committed to the promotion and use of the two (2) official languages of Canada in the delivery of its services.

### 2 Purpose

- a) The Ringette Canada official languages policy is founded on the belief and respect for the linguistic rights of members of Ringette Canada. In keeping with that belief, the purpose and application of the official languages Policy is consistent with spirit and intent to both the Canadian Charter of Rights and Freedoms (1982) and the Official Languages Act (1988),

### 3 Application:

- a) All important communications such as corporate documents, newsletters, press releases and specified bulletins shall be translated and published to the membership at the same time. All publications shall be provided in both official languages. Additionally, Ringette Canada will endeavor to serve individuals in both official languages and will negotiate with a provincial ringette association to ensure availability of resources in both official languages in cases where the province is not able to make them available.
- b) If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Executive Director.

## EQUITY AND ACCESS POLICY

### 1 Policy Statement

- a) Ringette Canada is committed to promoting opportunities for every individual in the sport of ringette to reach his or her maximum potential in fitness and excellence. Ringette Canada is committed to providing a sport and work environment that provides equitable employment opportunities, maintaining respect and providing fair treatment of all members of the Ringette community.
- b) This policy recognizes that the diversity of our people is a source of strength. The differing backgrounds, culture, gender, language and ideas of our people help us in meeting our goals as an organization.

### 2 Purpose

- a) Equity is the belief and the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, aboriginal status or family status.

### 3 Application

- a) Any employee, volunteer, official, board member, athlete, parent, members of committees, applicants for employment within Ringette Canada is invited to appeal decisions of Ringette Canada if, in their belief, the decision does not reflect equity. This appeal is to follow the appeals policy and process outlined in the RC governance documents.

### 4 Limitations

- a) Ringette Canada shall in no way solicit nor accept sponsorship from companies which discriminate against persons by gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, disability, age, martial status, aboriginal status or family status.

## ATHLETE REGISTRATION

### 1 Registration

- a) Full Members are required to register all athletes registered within the provincial or territorial association with Ringette Canada at the required fee. The provincial and territorial associations shall be responsible for conducting registration in their jurisdictional area.
- b) Registration in each province and territory must meet the following minimum criteria:
  - a. provincial or territorial body must have verified athlete's birth date through an approved proof of age document
  - b. the name of their local association must be evident
  - c. their provincial or territorial athlete number must be evident
  - d. full name of athlete must appear
  - e. date of birth must appear
  - f. all age groups are as of December 31st of the current playing season
  - g. teams can be registered in one of the four (4) Ringette Canada classifications; male, female, co-ed or mixed.

### 2 Registration Fees

- a) The registration fee will be assessed and approved at the January Board of Directors' Meeting.
- b) A payment equal to 50% of the fees payable, based on the previous year's registration figures, shall be forwarded to Ringette Canada by December 15th. The balance of the dues payable, based on the current year's registration figures, is due in the national office by February 15th. As of February 15, 2002, payment of dues after the applicable deadline dates will be subject to a 10% penalty.

### 3 Age Groups

- a) Masters: 30 and over
- b) Deb: 23 and under
- c) Intermediate: 21 and over
- d) Open: 18 and over
- e) Under 19
- f) Under 16
- g) Under 14
- h) Under 12
- i) Under 10
- j) Under 9
- k) Exceptions to Section 3 may be permitted at the Ringette Canada Board of Directors' discretion provided a request is submitted in writing prior to the January Board of Directors' Meeting.

### 4 Registration Deadlines

- a) All athletes wishing to participate in international, national, and interprovincial/inter-territorial play, including the Master Athlete Games, shall be registered with Ringette Canada by February 15th of the playing year. Athletes who are not completely registered on teams by February 28th (i.e. Team Registration Form and payment submitted), will not be eligible for participation in the Canadian Ringette Championships. This will be strictly enforced.
- b) The Canadian Ringette Championships (CRC) are open to Canadian citizens and permanent residents.

- c) An athlete's domicile or actual residence must be located prior to January 1st, the year of the Canadian Ringette Championships, within the recognized boundaries of the province or territory they are representing except where supported by a transfer or release.
- d) A non-Canadian must be a continuous resident of Canada for at least six (6) months prior to the dates of the CRC in which the individual wishes to participate.
- e) Students attending school on a full-time basis outside their province of permanent residence during the year of the Canadian Ringette Championships shall be permitted to compete for either their home province or the province in which the athlete attends school. To be eligible to compete for the province where the athlete attends school, the student must be enrolled on a full-time basis during that year's academic year. Proof of full-time student status must be provided to Ringette Canada when the team roster is submitted for event registration.

*Note: The provincial and territorial associations shall determine the registration fee they will charge in their province or territory. In the event that this fee is less than the Ringette Canada fee, it shall be the responsibility of the provincial or territorial association to submit the appropriate amount to Ringette Canada.*

## 5 General Rules and Transfers

- a) All athletes must be registered with Ringette Canada prior to February 15th of the current playing season.
- b) Forms shall be provided by Ringette Canada for athlete registration if requested by a province or territory.
- c) Athlete transfer after the registration date must be submitted on forms approved by Ringette Canada. Athlete transfers are the result of athletes moving their principal place of residency from within the recognized boundaries of a province or territory to another province or territory.
- d) Athlete releases must be submitted on forms approved by Ringette Canada.
- e) Athlete releases are the result of athletes playing for a province or territory other than their principal place of residence if their province or territory of residence does not have a team of the appropriate age group or calibre of play.
- f) The original copy of interprovincial transfers or releases must accompany the team registration form sent to the Ringette Canada office.
- g) Athletes may register with only one Full Member at any given time. Athletes who have been transferred or released may only play for the Full Member to which they have been transferred or released.
- h) Athletes living within the jurisdiction of a Full Member must play for that member, except where supported by a transfer or release.
- i) Violations of transfer policies will result in disciplinary action to the individual(s) and/or provincial/territorial association.

## 6 Registrar

- a) A member of the support staff of the national office shall act as National Registrar and be responsible for the following tasks:
  - a. conducting and maintaining a national athlete registration system
  - b. ensuring that teams register in their appropriate age groups and appropriate playing category
  - c. certifying, upon request, that all athletes, and team staff participating in interprovincial/interterritorial, national or international play are registered with Ringette Canada
  - d. conducting registration of on-ice officials and minor officials
  - e. conducting registration of all team staff, including the national coaches data base.

## 7 Playing Categories for Teams

- a) There shall be 4 (four) playing categories:
  - a. AAA - International calibre teams - classification to be determined by the Ringette Canada Board
  - b. AA - Teams participating in national, interprovincial/interterritorial, and provincial or territorial championships, and provincial or territorial all-star teams - classification to be determined by local, provincial, and territorial associations
  - c. A - Teams participating at regional, district, or county level
  - d. B, C - Teams participating in recreational or house league play, or school programs.
  - e. Additional category designation can be requested of the Board of Directors by a provincial or territorial association.

## FINANCE AND MANAGEMENT POLICY

### 1 Purpose

- a) The purpose of this policy is to ensure that Ringette Canada understands its financial management and legal documents obligations and responsibilities.

### 2 Application of this Policy

- a) This policy applies to Ringette Canada Board of Directors, Staff, Contractors, Standing and Programme Committees and; it's Members.

### 3 Responsibilities

- a) Fiscal Year
  - a. The fiscal year of Ringette Canada will be April 1st to March 31st.

### 4 Banking

- a) The banking business of Ringette Canada will be conducted at such financial institution as the Board may designate and be administered in accordance with Bylaw 15.
- b) All revenues will be deposited into the Ringette Canada bank account.
- c) Ringette Canada may borrow funds upon such terms and conditions as the Board may determine.
- d) All cheques payable to Ringette Canada will be made payable to "Ringette Canada".

### 5 Written Agreement and Financial Transactions

- a) All written agreements and financial transactions entered into in the name of Ringette Canada will be approved by the Board of Directors and signed by two individuals being the President and a Director or Officer appointed by the Board of Directors as a signing authority. A copy of the agreement or transaction will be retained in Ringette Canada's minute book.

### 6 Books and Records

- a) The necessary books and records of Ringette Canada required by the Corporations Act or by applicable law will be necessarily and properly kept.

### 7 Property

- a) Ringette Canada may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

### 8 Budget

- a) The budget, as approved by the Board of Directors, will dictate how Ringette Canada funds will be expended.
- b) The Executive Director will authorize all expenditures of Ringette Canada in accordance with the approved budget. Authorized expenditures will be approved by the Board of Directors prior to such expenditures.

## 9 Cash Advances and Petty Cash

- a) The Executive Director will be provided a cash advance in the amount of three hundred dollars (\$300.00) and the Technical Director/Coordinator will be provided a cash advance in the amount of two hundred dollars (\$200.00). Proper cash balance and receipts must be retained and submitted on all purchases.
- b) Other staff and volunteer may request temporary advances which will be approved by the Finance Committee Chair. Proper cash balance and receipts must be retained and submitted on all purchases.
- c) The Executive Director will be advanced a petty cash fund of one hundred dollars (\$100.00). Petty cash is for the payment in cash for small purchases not exceeding twenty-five dollars (\$25.00). Proper cash balance and receipts must be retained and submitted on all purchases.

## 10 Expenses

- a) All expense claims must be submitted to Ringette Canada within ten (10) days of the event or receipt of the invoice. Invoices and receipts submitted after ten (10) days will not be reimbursed by Ringette Canada.
- b) Expense claim forms must be properly completed, signed by the applicant, indicate date, time and event to which the claim applies and receipts attached. The claim will be approved upon the discretion of the Executive Director.

## 11 Budgeted Expenditures

- a) Budgeted purchases over five hundred dollars (\$500.00) will be authorized by the Executive Director via a purchase order. Prior to purchase, Ringette Canada will call for three written estimates or similar indication of cost.
- b) All printed materials and publications will be produced through the Ringette Canada office unless approved by the Board of Directors.

## 12 Non-Budgeted Expenditures

- a) Non-budgeted expenditures not exceeding five hundred dollars (\$500.00) will be approved by the President and Finance Committee Chair prior to purchase. Non-budgeted expenditures exceeding five hundred dollars (\$500.00) will be approved by the Board of Directors prior to purchase.

## 13 Donations

- a) Ringette Canada will issue receipts for tax purposes upon receipt of a donation, gift or voluntary transfer. No right, privilege, material benefit or advantage will be conferred on a donor or on a person designated by the donor as a consequence of the donation.

## 14 Terms of Payment

- a) All invoices issued by Ringette Canada are payable within thirty (30) days. Any unpaid invoice will be subject to a charge of two percent (2%) interest per month.

## TRAVEL POLICY

### 1 Purpose

- a) The purpose of this policy is to ensure that Ringette Canada reimburses individuals acting on behalf of Ringette Canada are fairly reimbursed for direct travel expenses.

### 2 Application of this Policy

- a) This policy applies to the Ringette Canada Staff, Board of Directors and approved members traveling under the following circumstances:
  - a. Attendance at Ringette Canada Board of Director meetings, Committee meetings, general and special meetings, and standing committee meetings;
  - b. Ringette Canada assignments for which travel expense reimbursement is approved by the Board of Directors or Executive Director;
  - c. Staff travel approved by the Executive Director; and
  - d. Upon submission of a receipt.

### 3 Bookings

- a) Ringette Canada will notify participants of meeting dates and travel booking cut-off dates as early as possible.
- b) Bookings for travel will be made through Ringette Canada and billed directly to Ringette Canada; however in exceptional cases Ringette Canada has the authority to approve independent bookings and receipts submitted for subsequent reimbursement.
- c) Persons traveling to the same destination should pool their transportation where possible.
- d) Persons missing booking cut-off dates or request changes will be responsible for such additional costs.

### 4 Eligible Expenses

- a) Expenses for which reimbursement is permitted for:
  - a. Transportation
    - i. Economy-class travel of the least-expensive, practical mode of transportation (e.g. air, bus, train or car rental). Booking should be made according to the direction of the Executive Director taking into consideration time, availability, cost and personal commitments of the traveler.
    - ii. Mileage on a personal car at the rate of \$0.30 per kilometer up to a maximum of the lowest available airfare at the time of travel (based on pre-booking rates). The total ground transportation claim (mileage, accommodation and meals) for the traveling portion of the trip will not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking rates). Only one person may claim mileage when more than one person traveling and travel less than fifty (50) kilometers will not be reimbursed.
    - iii. Local travel from the point of arrival to and from the local destination using shuttle service, if available, or taxi.

- iv. Rental vehicles upon approval of the Executive Director. The total ground transportation claim (rental, gas, accommodation and meals) for the traveling portion of the trip will not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking rates).
- b. Accommodations
  - i. Accommodations at designated hotel(s), approved by the Executive Director, for the approved dates of the travel upon submission of receipts. Any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the individual. Accommodations may be paid directly by Ringette Canada and individuals requesting single accommodation will be required to pay the difference between single and double occupancy.
  - ii. Accommodations at a rate of \$12 per day per person when staying with friends or relatives.
- c. Meals
  - i. Meals while in travel status, including gratuities, without submission of receipts based on a per diem rate as follows:
    1. Breakfast - \$10.00
    2. Lunch - \$12.00
    3. Dinner - \$18.00
    4. Full Day - \$40.00
    5. Breakfast will be reimbursed when the meeting commences before 8:30am and dinner will be reimbursed when the meeting ends after 5:30pm.
    6. Ringette Canada sponsored meals will not be reimbursed and persons traveling on flights or trains in which meals are provided are not eligible to claim those meals.
    7. The per diem rate for personnel travelling outside of Canada shall be at the same percentage for the particular destination as is used by the Treasury Board of Canada, relative to Treasury Board rates for travel in Canada.

## 5 Administrative Expenses

- a) Long distance calls up to a maximum as authorized by the approved budget or Executive Director upon submission of a claim form and a copy of the related phone bill. Persons will not accept collect calls and whenever possible, utilize times when discount rates are in effect.
- b) Postage and other pre-approved expenses (stationary, supplies, copies).

## LOGO POLICY

### 1 Purpose

- a) The Ringette Canada Logo is the property of Ringette Canada. The purpose of this policy is to ensure the protection of Ringette Canada's Logo and is intended to provide guidance on correct logo usage, but in no way implies any rights or endorsement on the part of any user.

### 2 Application of this Policy

- a) This policy applies to the Ringette Canada Staff, Board of Directors, Committee members, committee member and Ringette Canada members and those third parties wishing to use the Ringette Canada Logo.

### 3 Ringette Canada Logo

- a) The Ringette Canada logo consists of the emblem, which is the maple leaf with a ring incorporated in the design, and the wording.

### 4 Use of the Logo

- a) Ringette Canada reserves the right to use and grant permission to use the Ringette Canada Logo in any way it deems appropriate and also reserves the right to request other parties cease usage of the logo in instances where Ringette Canada, in their own discretion, deems the usage inappropriate, misleading or in violation of this policy and any law or regulation.
- b) Use of the Ringette Canada Logo will be consistent with the philosophy, aims and objectives of Ringette Canada.
- c) The Ringette Canada logo will not be reproduced or used without written permission from Ringette Canada.
- d) Requests to use the Ringette Canada logo must be submitted in writing to the Ringette Canada office at least thirty (30) day prior to the expected use or reproduction of the logo. Submissions must include a sample and/or explanation of the proposed use or reproduction.
- e) Ringette Canada will provide written permission or denial within seven (7) business days of receipt of the request. This decision is not appealable.

### 5 Acceptable Uses

- a) Only the official Ringette Canada logo may be used. Hand-drawn or altered versions are not permitted.
- b) Acceptable color combinations for the reproduction of the Ringette Canada logo are:
  - a. Flag red for both the emblem and wording
  - b. Black for both the emblem and wording
  - c. Flag red for the emblem and black for the wording
  - d. White for both the emblem and wording on a black background
  - e. Gold for both the emblem and wording restricted for use on clothing of the Ringette Canada Board of Directors and staff.

- f. The Ringette Canada Logo may be resized as needed, provided it is scaled proportionately, and the words “Ringette Canada” and “Ringette Canada” are still legible.
- c) The Ringette Canada Logo will not be used in any way that could be interpreted as:
  - a. Harmful to the reputation or image of Ringette Canada or its events.
  - b. A false or implied endorsement, sponsorship, approval of Ringette Canada’s support of the user’s products, services, events or other related activities.
  - c. A violation of any law, regulation, public policy or the rights of others.
- d) In consideration of the acceptance of the Organization’s use of the Ringette Canada Logo, the Organization agrees as follows:
  - a. To abide by the Ringette Canada Logo Policy and Ringette Canada Policies and Procedures.
  - b. That all information provided to Ringette Canada is accurate and correct.
  - c. That Ringette Canada reserves the right to revoke the Organization’s acceptance of use of the Ringette Canada Logo.
  - d. Acceptance of the Organization’s use of the Ringette Canada Logo is confirmed upon signature of the Executive Director of Ringette Canada.

## MEMBERSHIP POLICY

### 1 Purpose

- a) The purpose of this policy is to govern the admission and denial of membership within Ringette Canada and the responsibilities of accepted members in order to stay in good standing.

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada's members and potential members.

### 3 Categories of Membership

- a) Categories of membership are defined in the Ringette Canada Bylaws at section 6.2.

### 4 Application of Membership

- a) Application for membership is defined below and in the Ringette Canada Bylaws at section 6.6.

### 5 Admission of Members

- a) No individual or entity will be admitted as a Member of Ringette Canada unless:
  - a. The candidate member has made an application for membership in a manner prescribed by Ringette Canada.
  - b. The candidate member has submitted, if applicable, the following:
    - i. Constitution and Bylaws
    - ii. Operating Guidelines
    - iii. Official contact\* and mailing address
    - iv. Name and addresses of its directors
    - v. Jurisdictional area
    - vi. Number of registered athletes and estimate of total number of athletes residing in jurisdiction
    - vii. The candidate member has registered all its athletes, officials and coaches and paid the prescribed fees.
    - viii. The candidate member has been approved by majority vote as a member by the Board or by any committee or individual delegated this authority by the Board;
    - ix. If, at the time of applying for membership the candidate member is currently a Member, the candidate member is a Member in good standing;
    - x. If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member; and
    - xi. The candidate member has provided its membership list to Ringette Canada and paid dues as prescribed by the Board.

*\*NOTE: Ringette Canada recognizes the President, if applicable, as the official contact in all matters unless directed otherwise in writing.*

## 6 New Provincial/Territorial Association

- a) Ringette Canada will not recognize a new provincial/territorial association without the approval of the existing provincial/territorial member body.

## 7 Expiration of Membership

- a) All memberships within Ringette Canada, excluding Honorary Life Members, will expire on June 30th of each year.

## 8 Renewal of Membership

- a) Membership within Ringette Canada does not renew automatically.
- b) No Ringette Canada Member will be renewed as a Member of Ringette Canada unless:
  - a. The renewing member has made an application for membership renewal in a manner prescribed by Ringette Canada;
  - b. The renewing member has submitted, if applicable, the following:
    - i. Constitution and Bylaws\*Operating Guidelines\*
    - ii. Official contact and mailing address\*
    - iii. Name and addresses of its directors
    - iv. Jurisdictional area\*
    - v. Number of registered athletes and estimate of total number of athletes residing in jurisdiction
    - vi. The renewing member has registered all its athletes, officials and coaches and paid the prescribed fees.
    - vii. The renewing member has been approved by majority vote as a member by the Board or by any committee or individual delegated this authority by the Board;
    - viii. The renewing member is a Member in good standing; and
    - ix. The renewing member has provided its membership list to Ringette Canada and paid dues as prescribed by the Board.

*\*NOTE: Renewal of membership in consecutive years does not require resubmission of constitution and bylaws, operating guidelines, mailing address or jurisdictional unless they have been changed or amended.*

## 9 Membership Dues

- a) Membership dues for all categories of Membership will be determined annually by the Board of Directors.
- b) Membership dues will be payable on July 1st of each year. Failure to pay membership by July 1st will result in a \$50.00 late fee. Failure to pay membership dues by August 1st will result in expulsion from Ringette Canada.

## 10 Good Standing

- a) A Member of Ringette Canada will be in good standing provided that the Member:
  - a. Has not ceased to be a Member;
  - b. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;

- c. Has completed and remitted all documents as required by Ringette Canada;
  - d. Has complied with the Constitution, Bylaws, policies, rules and objectives of Ringette Canada;
  - e. Is not subject to a disciplinary investigation or action by Ringette Canada, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board;
  - f. Has notified Ringette Canada in writing within fourteen (14) days of any change in name and/or address of the member or member contact;
  - g. Has notified Ringette Canada in relation to any transfer or release of any registered athlete in accordance with the athlete transfer and release policy;
  - h. Has submitted any proposed modifications to the Official Rules to be approved by Ringette Canada; and
  - i. Has paid all required membership dues and outstanding monies.
- b) Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of Directors, or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

## II Privileges of Membership

- a) Full Members of Ringette Canada are entitled to:
- a. A copy of the Letters Patent, Bylaws and Policies and Procedures of Ringette Canada.
  - b. A copy of the minutes of Annual and Special General Meetings.
  - c. The right to apply for hosting of national championships.
  - d. Take part in national programs, if eligible.
  - e. Enter teams to participate in the Canadian Ringette Championships, if eligible.
  - f. One free rule book at the time of publication.
  - g. Attend Annual and Special General Meetings.
  - h. Voting privileges as defined in the Ringette Canada Bylaws.
  - i. Regular mailing.
  - j. Register athletes, subject to all fees and assessment as determined by the Board.
  - k. Other privileges as determined by the Board.
- b) Associate Members and Affiliate Members of Ringette Canada are entitled to:
- a. A copy of the Letters Patent and Bylaws.
  - b. A copy of the minutes of Annual and Special General Meetings.
  - c. One free rule book at the time of publication.
  - d. Attend Annual and Special General Meetings.
  - e. Voting privileges as defined in the Ringette Canada Bylaws.
  - f. Regular mailings.
  - g. Other privileges as determined by the Executive Committee.
- c) Honorary Members of Ringette Canada are entitled to:
- d) A copy of the minutes of Annual and Special General Meetings.
  - e) Attend Annual and Special General Meetings.
  - f) Voting privileges as defined in the Ringette Canada Bylaws.
  - g) Regular mailings.
  - h) Other privileges as determined by the Board.

## 12 Withdrawal and Termination of Membership

- a) Withdrawal and termination of membership is defined below and in the Ringette Canada Bylaws at section 6.5.
- b) A Member may resign from Ringette Canada by giving a written notice to the Board of Directors. The Member's resignation will become effective the date on which the request is approved by the Board.
- c) A Member may not resign from Ringette Canada when the Member is subject to disciplinary investigation or action.
- d) A Member will be expelled from Ringette Canada for failing to pay membership dues or monies owed to the Ringette Canada by the deadline dates prescribed by Ringette Canada.
- e) In addition to expulsion for failure to pay membership dues, a Member may be suspended or expelled from Ringette Canada in accordance with Ringette Canada's policies and procedures relating to discipline of Members.

# ATHLETE REGISTRATION, ELIGIBILITY AND TRANSFER POLICY

## 1 Purpose

- a) The purpose of this policy is to govern the registration of athletes within Ringette Canada.

## 2 Application of this Policy

- a) This policy applies to all Ringette Canada's members, registered athletes and potential athletes.

## 3 Registration

- a) Full members will register all athletes registered within the provincial/territorial association with Ringette Canada and pay the associated membership fee by February 15th of the applicable playing season.
- b) Athletes will only register with one Full member and will only play within their provincial/territory association of permanent residence unless granted a release or transfer.
- c) Ringette Canada will provide registration forms upon request.
- d) Full members will verify the athlete's date of birth by review of a birth certificate.
- e) Full members will submit the following information to Ringette Canada:
  - a. Name of local association.
  - b. Athlete number.
  - c. Full name of athlete. Date of birth of athlete.
  - d. Age groups as of December 31st of current playing season.
  - e. Team classification: male, female, co-ed or mixed.

## 4 Registration Fee

- a) Athlete registration fees will be determined by the Ringette Canada Board of Directors.
- b) Full members will pay to Ringette Canada the following:
  - a. A payment equal to fifty percent (50%) of the athlete fees based on the previous year's registration fees on or before December 15th of each year.
  - b. The balance of athlete fees based on the current year's athlete registration number by February 15th of each year.
  - c. Late payments will be subject to a ten percent (10%) penalty.

## 5 Age Groups and Teams

- a) Registered athletes on female teams will be categorized as follows:
  - a. Seniors – 50 years of age and over as of December 31st of the playing season;
  - b. Masters – 30 years of age and over as of December 31st of the playing season;
  - c. Open – 18 years of age and over as of December 31st of the playing season;
  - d. U19 – Under 19 years of age as of December 31st of the playing season.
  - e. U16 - Under 16 years of age as of December 31st of the playing season.
  - f. U14 - Under 14 years of age as of December 31st of the playing season.
  - g. U12 - Under 12 years of age as of December 31st of the playing season.
  - h. U10 - Under 10 years of age as of December 31st of the playing season.
  - i. U9 - Under 9 years of age as of December 31st of the playing season.

- b) Registered athletes on male teams will be categorized as follows:
  - a. Seniors – 50 years of age and over as of December 31st of the playing season;
  - b. Masters – 30 years of age and over as of December 31st of the playing season;
  - c. Open – 19 years of age and over as of December 31st of the playing season;
  - d. U20 - Under 20 years of age as of December 31st of the playing season.
  - e. U17 - Under 17 years of age as of December 31st of the playing season.
  - f. U15 - Under 15 years of age as of December 31st of the playing season.
  - g. U13 - Under 13 years of age as of December 31st of the playing season.
  - h. U11 - Under 11 years of age as of December 31st of the playing season.
  - i. U9 - Under 9 years of age as of December 31st of the playing season.
- c) Teams will be categorized as follows:
  - a. AAA – Teams participating in international play.
  - b. AA – Teams participating in national, interprovincial/interritorial, provincial or territorial play and provincial or territorial all-star teams.
  - c. A – Teams participating in regional, district or county level play.
  - d. B – Teams participating in recreation, house league or school play.
  - e. C – Teams participating in recreation, house league or school play.
- d) Additional categories may be designated upon the sole discretion of the Ringette Canada Board of Directors.
- e) The classification of teams will be as follows:
  - f. AAA as determined by the Ringette Canada Board of Directors.
  - g. AA as determined by the associated local, provincial/territorial association.
  - h. A as determined by the local regional, district or county association.
  - i. B and C as determined by the recreational, house league or school association.
- f) Exceptions to the categorization of athletes defined in paragraph 5 may be permitted by the Ringette Canada Board of Directors upon their sole discretion upon receipt of a written request.

## 6 Athlete Registration Deadlines

- a) Athletes wishing to participate in international, national and interprovincial/interterritorial play, including Master Athlete Games, must register with Ringette Canada on or before February 15th of the current playing year and must be registered with a team on or before February 28th of the current playing year.
- b) The date of registration will be defined as the date in which both the Athlete Registration Form and payment and the Team Registration Form and payment have been received by Ringette Canada.
- c) Athletes not complying with paragraphs 6a and 6b will not be eligible for international, national and interprovincial/interterritorial play.

## 7 Canadian Ringette Championships (CRC)

- a) Athletes who are Canadian citizens and permanent residents are eligible for the CRC.
- b) An athlete's permanent residence must be within the province or territory they are representing, except upon transfer or release, prior to January 1st of the year of the CRC.

- c) Athletes who are permanent residents must be a permanent resident within the province or territory they are representing at least six (6) months prior to the CRC in order to be eligible.
- d) Students attending school on a full-time basis outside of their province/territory of permanent residence during the year of the CRC will be deemed eligible to compete for either their province of permanent residency or the province in which the athlete attends school full-time if the athlete is enrolled as a full-time student during the applicable academic year and the athlete provides proof of full-time student status upon submission of the team roster.
- e) Fees payable to Ringette Canada for the CRC will be determined by Ringette Canada at their sole discretion.

## 8 Transfers and Releases

- a) Athletes wishing to transfer after February 15th of each year must submit a form, approved by Ringette Canada, to the head office of Ringette Canada with all supporting evidence and documentation.
- b) Athletes will only be granted a transfer if the athlete has moved their permanent residence from one province/territory to another province/territory.
- c) The decision to approve or deny a transfer will be determined by the Ringette Canada Board of Directors.
- d) Athletes wishing to be released must submit a form, approved by Ringette Canada, to the head office of Ringette Canada with all supporting evidence and documentation.
- e) Athletes will only be granted a release if the athlete is playing for a province/territory other than their permanent residence' province/territory if, and only if, their permanent residence' province/territory does not have a team within the applicable age group.
- f) A copy of any approved transfer or release form must accompany any team registration from submitted to Ringette Canada.
- g) Athletes granted a transfer or release will only play for the Full member to which they have been transferred or released.

## 9 Sanctions

- a) Violations of this Policy will result in discipline to the athlete and/or Full Member in accordance with Ringette Canada's Discipline and Complaints Policy.

## COMMITTEES POLICY

### Purpose

1. The purpose of this policy is to ensure that Ringette Canada Committee Members understand their duties, roles and responsibilities and operate in the best interest of Ringette Canada.

### Application of this Policy

2. This policy applies to all Ringette Canada Committee Members.

### Responsibilities

#### *Standing Committees*

3. The Nominations Committee will:
  - a) Perform the duties described in section 9.0 of the Ringette Canada Bylaws;
  - b) Consist of a Chairperson appointed by the Board from any current Director of Ringette Canada not seeking election, past president of Ringette Canada or current or past President of a provincial/territorial member association. Other members of the committee shall be recruited by the Ringette Canada Board of Directors.
  - c) Report to the Ringette Canada Board of Directors.
  - d) Identify and recruit nominees based on the knowledge and skills required for the vacant position.
  - e) Ensure the makeup of the Board of Directors accurately reflects all Ringette Canada's membership.
  - f) Submit a copy of the Board of Directors report outlining the position responsibilities to membership.
  - g) Prepare a list of nominees, at least one for each vacant position.
4. The Nominating Committee will prepare a list of nominees, at least one for each vacant position, based on general guidelines given above and the candidates' demonstrated knowledge, skill, and ability to achieve objectives that are similar to those listed for the position.
5. The list of nominees, including a profile of the position for which they are being nominated as described above, and examples of their demonstrated knowledge, skills, and abilities to achieve objectives that are similar to those listed for the position, will be submitted to the national office no later than 45 days before the AGM. The names of the nominees will be listed alphabetically for each vacant position. This list will be sent to the membership 30 days before the AGM.
6. Nominations after the 45 day period must be presented by a Full Member and seconded by a Full Member prior to the adjournment of the nominations period on the first day of the AGM weekend. The committee must have the consent in writing of any nominee who will not be present at the AGM. Nominations at the AGM must include written consent from the nominee in the case that the nominee is not present at the AGM.
7. All nominees will be given an opportunity to address the membership with a brief presentation.
8. The chairperson of the nominating committee shall serve as chairperson for the election of Directors at the Annual General Meeting.

9. The election of Directors will take place at the AGM. The chairperson of the Nominating committee will present a motion to accept the list of nominees as presented by the committee. Once this motion has been duly seconded and voted on by the membership, the chairperson of the Nominating Committee will call for further nominations from the floor for each of the vacant positions. Such nominations must fulfill all of the conditions noted above. The Board of Directors have the authority to fill by appointment any vacancy. Any appointment must be ratified by the membership at the next general meeting.
10. The voting will be done by secret ballot during the main business portion of the AGM. The chairperson shall appoint two scrutineers to ensure AGM voting regulations are followed and shall report the results to the Nominations chairperson.
11. The election to the Board of Directors shall take place in accordance with section 7.0 of the Ringette Canada ByLaws in the following order:
  - i. President
  - ii. Directors
  - iii. Athlete Director
12. Individuals who are appointed to a vacant position at any point in the two year term of any position do not forfeit their right to be elected for two consecutive complete and consecutive two year terms.
13. The Nominations Committee chair shall notify all provinces/territories at the time of the notice of meeting, that nominations will be accepted for the Board of Directors of the Association.

#### **Finance Committee**

14. The Finance Committee will:
  - a) Perform their duties described in section 9.0 and in accordance with sections 12.0 and 16.0 of the Ringette Canada ByLaws.
  - b) Consist of a Chairperson, two members appointed by the Directors from among themselves and the Treasurer.
  - c) Report to the Ringette Canada Board of Directors.
  - d) Abide and adhere to Ringette Canada's ByLwas, policies and procedures.
  - e) Formulate recommendations to the Board of Directors.
  - f) Promote a positive image of Ringette Canada and support the decisions of the Board of Directors.

#### **Human Recourses Committee**

15. The Human Resources Committee is a standing sub-committee and serves as an advisory committee to the Board of Directors and/or President as appropriate.
16. The purpose of the HR Committee is to provide assistance, advice and recommendations to the Ringette Canada Board of Directors, President and/or Executive Director concerning Ringette Canada human resource policies and practices, staff compensation matters such as remuneration, benefits and related policies, and to offer recommendations as required.
17. The Human Resources Committee Will:
  - a) Solicit and consider feedback from staff and the Executive Director regarding Ringette Canada's human resources policies and practices and to review the policies and recommend to the Board of Directors any proposed changes on an annual basis.

- b) Review staff compensation policies, and recommend relevant policy changes to the Board of Directors as required.
- c) Obtain such information or market research as may be required to assess or compare policies with other organizations and relevant employment sectors.
- d) Advise on an appropriate system of personnel classifications and evaluations for the assessment of staff compensation.
- e) Consult with the Executive Director, when requested, on the organizational structure.
- f) Recommend annual staff salary parameters and benefit adjustments to the Board.
- g) Recommend annual criteria to be used by the Board in evaluating the Executive Director, and to assist as required by the President in formulating the performance evaluation of the ED.
- h) Consider Human Resources appeals in accordance with the Ringette Canada Human Resources Policy for recommendation to the Board.
- i) Be composed of the President of Ringette Canada, a Director (at large) currently serving on the Board, the Executive Director as a non-voting ex-officio member, and at least one other member (internal to Ringette Canada or an external member) appointed by the consensus of these three to serve on and assist the Committee.
- j) Be chaired by the Director (at large), or in his/her absence, the President of the Board.
- k) Shall meet as required and at least once annually in the fall so as to ensure completion of the review process by February of the following year. Meetings may be held at any time and place to be determined by the Committee members. Meetings will operate on a consensus basis, and the affairs of the Committee may be carried out in person, by mail, teleconference or facsimile transmission as may be desired by Committee members.
- l) Report to the full Board of Directors through the Board Member sitting on the Board of Directors.
- m) Be provided funding support as deemed necessary through the annual operating budget.
- n) Not engage in the evaluation of staff or participate actively in setting the salary for individuals. The committee provides oversight for the policies, process and compensation parameters. The Committee can be engaged by the President to provide input to the evaluation criteria and process for the Executive Director. Further, the staff is the first line of appeal with respect to the compensation policy.
- o) Be an advisory body to the Board and is subject to all Ringette Canada Policies except in the recording and filing of Minutes, decisions or recommendations which shall be confidential.

### **Screening Committee**

- 18. See screening policy.

### **Program Committees**

- 19. Program committees shall have membership and chairpersons in accordance with ByLaw 10.
- 20. All program committee members shall be appointed by the Board of Directors.
- 21. Program committee members may not be serving on another Ringette Canada program committee.
- 22. All program committees report on a day-to-day basis to the Executive Director of Ringette Canada (or designate) and report their activities to the Board of Directors as requested or as noted in the ByLaws or this policy.

23. A member may resign from membership on the committee upon notice in writing to Ringette Canada. In the event of a vacancy, the Board of Directors shall appoint a replacement for the remainder of the term. Individuals appointed to fill a vacant position at any point in the two year term of the position shall not forfeit their right to be elected for two complete and consecutive two year terms.

*Coach Development Committee*

24. The Coach Development Committee Will:

- a) Be responsible to ensure the development of material for the National Coaching Certification Program (NCCP) program, the training of learning facilitators and the delivery of NCCP within the provinces; and to provide for the ongoing development of Canadian Ringette coaches and evaluation of the state of coaching development.
- b) Develop, promote and monitor the following programs:
  - i. NCCP
  - ii. National Skill Instructor Program (NSIP)
  - iii. Managers Certification Program
- c) Guide the preparation, evaluation and updating of technical manuals and supporting education material.
- d) Design systems for the effective delivery of all programs including the training of Master Learning Facilitators
- e) Guide the development of coaching resources to assist in other programs.
- f) Monitor and evaluate the delivery of programs.
- g) Observe any operational procedures established by the Executive Director. The committee will be guided by the Technical Director in the accomplishment of its annual plan and observation of its budget. The committee, through the Technical Director, can negotiate with the Executive Director/board material changes to its budget.
- h) Be responsible to the membership to further coaching development in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact.
- i) Be accountable to the board of directors for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget.
- j) Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget.
- k) Report decisions, minutes and reports to provincial Ringette association offices after all meetings.

25. The Coach Development Committee Will Be Comprised Of:

- a) A Chairperson, appointed by the Board of Directors.
- b) A member with Train-to-Compete, Learning to Win or Training to Win ringette coaching experience, appointed by the Board of Directors.
- c) A member with Active Start, FUNdamentals or Learning to Train ringette coaching experience, appointed by the Board of Directors.
- d) An at-large member, appointed by the Board of Directors, for a total of 4 members including the chair.
- e) At least two females.
- f) No more than 1 voting member residing in any one province or territory.

- g) Members appointed for two year terms with a maximum of 2 consecutive two year terms.
- h) A chair who is appointed for a two year term with a maximum of 2 consecutive two year terms, not including any terms as a member.
- i) A Ringette Canada staff member, appointed by the Executive Director as an *ex-officio* member.

26. The Chair of the Committee Will:

- a) Oversee the administration of the responsibilities of the Coaching Development Committee in collaboration with the Staff Liaison.
- b) Establish the agenda for committee meetings in consultation with committee members and the Staff Liaison.
- c) Chair all committee meetings and ensure the committee is working consistent with its mandate and budget.
- d) Liaise with provincial coaching development chairpersons.
- e) Prepare reports of the progress, decisions, and issues of the committee for submission to the Board of Directors and Annual General Meeting.
- f) Ensure committee members are informed of all critical matters.
- g) Stay informed of organization policies and priorities.
- h) Attend Board meetings at the request of the Board of Directors.

*Officials Development Committee*

27. The Officials Development Committee Will:

- a) Be responsible for the development and delivery of the NOCP, including the development of all necessary materials, training of evaluators and instructors, the delivery and promotion of the program within the provinces/territories and the ongoing evaluation of the program and its resources.
- b) Be accountable to the board of directors for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget.
- c) Be responsible to the membership to further Officiating in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact.
- d) Observe any operational policies established by the Executive Director. The committee will be guided by the staff liaison in the accomplishment of its annual plan and observation of its budget. The committee, through the staff liaison, can negotiate with the Executive Director/board material changes to its budget.
- e) Develop, promote and monitor the National Officiating Certification Program (NOCP).
- f) Guide the preparation, evaluation and updating of technical manuals and supporting education material.
- g) Design systems for the effective delivery of all programs.
- h) Research and recommend technical advancements.
- i) Review and provide input on suggested rule changes.
- j) Guide the development of officiating resources to assist in other programs.
- k) Assist provinces/territories with clinic implementation/resources.
- l) Arrange National Instructors' and Evaluators' clinics and work to ensure adequate number of instructors and evaluators in all provinces/territories.

- m) Report decisions, minutes and reports to provincial Ringette association offices after all meetings.
  - n) Report to the Annual General Meeting through its Chair.
28. The Officials Development Committee Will Be Comprised Of:
- a) A Chairperson, appointed by the Board of Directors.
  - b) A member with Train-to-Compete, Learning to Win or Training to Win ringette officiating experience, appointed by the Board of Directors.
  - c) A member with Active Start, FUNdamentals or Learning to Train ringette officiating experience, appointed by the Board of Directors.
  - d) An at-large member, appointed by the Board of Directors for a total of four members, including the chair.
  - e) At least two females.
  - f) No more than 1 voting member residing in any one province or territory.
  - g) Members appointed for two year terms with a maximum of 2 consecutive two year terms.
  - h) A chair who is appointed for a two year term with a maximum of 2 consecutive two year terms, not including any terms as a member.
  - i) A Ringette Canada staff member, appointed by the Executive Director as an *ex-officio* member.
29. The Chair of the Officials Development Committee Will:
- a) Oversee the administration of the responsibilities of the Officiating Committee in collaboration with the Staff Liaison.
  - b) Establish the agenda for committee meetings in consultation with committee members and the Staff Liaison.
  - c) Chair all committee meetings and ensure the committee is working consistent with its mandate and budget.
  - d) Liaise with provincial Officiating chairpersons
  - e) Prepare reports of the progress, decisions, and issues of the committee for submission to the Board of Directors and Annual General Meeting.
  - f) Ensure committee members are informed of all critical matters.
  - g) Stay informed of organization policies and priorities.
  - h) Attend Board meetings at the request of the Board of Directors.

#### *High Performance Committee*

30. The High Performance Committee Will:

- a) Be responsible for the development and implementation of a program that allows athletes and coaches to develop their skills and potential to the highest level and that results in success at the international level. The Committee is responsible to oversee all aspects of the National Team program including the selection and evaluation of all team staff, the selection process for National Team athletes, the development of an appropriate training and conditioning program, and participation in competitions and promotional activities.
- b) Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget.
- c) Be accountable to the board of directors for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget.

- d) Be responsible to the membership to further the National Team program in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact.
- e) Observe any operational policies established by the Executive Director. The committee will be guided by the staff liaison in the accomplishment of its annual plan and observation of its budget. The committee, through the staff liaison, can negotiate with the Executive Director/board material changes to its budget.
- f) Develop, ensure implementation and evaluate the National Team program.
- g) Develop annual program plans and budgets.
- h) Develop program policies and procedures.
- i) Select, evaluate and provide professional development opportunities for National Team staff.
- j) Establish and monitor national team athlete selection process.
- k) Approve and evaluate selection, training and competition schedules and participate in bid process to select sites.
- l) Enforce Ringette Canada behaviour and discipline policies where necessary.
- m) Provide support and assistance to the National Team staff.
- n) Communicate the program's aims, policies and guidelines to the team staff and athletes by assisting in the development and production of related resources and materials.
- o) Develop a strategy for the development and recruitment of future potential high performance coaches and athletes.

31. The High Performance Committee Will Be Comprised Of:

- a) A Chairperson, appointed by the Board of Directors.
- b) A member with Learning to Win or Training to Win coaching experience, who is not applying for a coaching position with any Ringette Canada National Team, appointed by the Board of Directors.
- c) A member with Learning to Win or Training to Win playing experience, who is not trying out for a position with any Ringette Canada National Team, appointed by the Board of Directors.
- d) An at-large member, appointed by the Board of Directors.
- e) At least two females.
- f) No more than 1 voting member residing in any one province or territory.
- g) Members appointed for two year terms with a maximum of 2 consecutive two year terms.
- h) A chair who is appointed for a two year term with a maximum of 2 consecutive two year terms, not including any terms as a member.
- i) The Head Coach of the Women's Senior National Team, as an *ex officio* member.
- j) A Ringette Canada staff member, appointed by the Executive Director as an *ex-officio* member.

32. The Chair of the High Performance Committee Will:

- a) Oversee the administration of the responsibilities of the High Performance Committee in collaboration with the staff liaison.
- b) Establish the agenda for committee meetings in consultation with committee members and the staff liaison.
- c) Chair all committee meetings and ensures the committee is working consistent with its mandate and budget.
- d) Prepare reports of the progress, decisions, and issues of the committee for submission to the Board of Directors and Annual General Meeting.
- e) Ensure committee members are informed of all critical matters.
- f) Stay informed of organization policies and priorities.
- g) Liaise with provincial chairs of High Performance programming.
- h) Attend Board meetings at the request of the Board of Directors.
- i) Participate in the selection, supervision and evaluation of all National Team staff members.
- j) Monitor and review High Performance budget on an ongoing basis in collaboration with the staff liaison.

*National Ringette League (NRL) Committee*

33. The NRL Committee Will:

- a) Be responsible for the ongoing development and administration of a competitive league for Open AA athletes across Canada. The objectives of the league are to move ringette into the mainstream of Canadian sport activity, encourage greater public awareness of ringette, create more and better competitive opportunities for athletes and achieve positive financial results at both a league and team level. The Committee is responsible to oversee all aspects of the National Ringette League organization including the establishment of standards of play, commitment to competitive equity, sponsorship recruitment, development of marketing and promotion initiatives and publicity and media relations strategies.
- b) Develop resources; approve and implement program policies and guidelines related to its mandate; determine priorities and request reallocations within its budget. The committee may not alter the Ringette Canada playing rules for use in the league or otherwise.
- c) Be accountable to the board of directors for observing priorities established in the strategic plan and approved organizational policies and meeting its approved budget.
- d) Be responsible to the membership to further the National Ringette League in accordance with the strategic and annual plans and for consulting with members on whom its actions may impact.
- e) Observe any operational policies established by the Executive Director. The committee will be guided by the Executive Director in the accomplishment of its annual plan and observation of its budget. The committee can negotiate with the Executive Director/board material changes to its budget.
- f) Develop, ensure implementation and evaluate the operations of the National Ringette League and its divisions.

- g) Develop annual program plans and budgets.
  - h) Develop regulations, Game presentation and operations standards, and policies of the NRL.
  - i) Establish annual fees and revenue targets for the NRL and its teams.
  - j) Develop and implement a marketing and promotional strategy for the National Ringette League and its teams.
  - k) Develop and implement a publicity and media relations strategy for the National Ringette League and its teams.
  - l) Enforce Ringette Canada behaviour and discipline policies where necessary.
  - m) Provide support and assistance to the National Ringette League teams and staff members.
  - n) Report to the Annual General Meeting through its Chair.
34. The NRL Committee will be comprised of:
- a) A Chairperson, appointed by the Board of Directors.
  - b) A member elected by the teams of each NRL Conference.
  - c) Members appointed for two year terms with a maximum of 2 consecutive two year terms.
  - d) A chair who is appointed for a two year term with a maximum of 2 consecutive two year terms, not including any terms as a member.
  - e) A Ringette Canada staff member, appointed by the Executive Director as an *ex-officio* member.
35. The Chair of the NRL Committee Will:
- a) Oversee the administration of the responsibilities of the NRL Committee in collaboration with the staff liaison.
  - b) Establish the agenda for committee meetings in consultation with committee members and the staff liaison.
  - c) Chair all committee meetings and ensures the committee is working consistent with its mandate and budget.
  - d) Prepare reports of the progress, decisions, and issues of the committee for submission to the Board of Directors and Annual General Meeting.
  - e) Ensure committee members are informed of all critical matters.
  - f) Stay informed of organization policies and priorities.
  - g) Attend Board meetings at the request of the Board of Directors.
  - h) Monitor and review NRL budget on an ongoing basis in collaboration with the staff liaison.

## **Task Forces**

- 36. The Board of Directors may appoint a task force to examine a problem or opportunity with the intention of charging said task force with reporting back to the Board with a recommendation for action.
- 37. Task Forces have no formal decision making authority and may only report recommendations to the Board of Directors.
- 38. Task Forces shall disband upon the discharge of their duties, as outlined by the Board of Directors.
- 39. The Board of Directors may allow budgetary resources for the function of task forces.
- 40. The Board may appoint members of other Ringette Canada committees to serve on task forces.
- 41. The Executive Director will designate a staff member to be to the staff liaison for all task forces.

## PROMOTIONS, MARKETING AND SPONSORSHIP POLICY

### 1 Purpose

- a) The purpose of this policy is to govern Ringette Canada's promotions, marketing and sponsorship.

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada's members, Ringette Canada Staff and Contractors.

### 3 Responsibility

- a) The Executive Director and Director of Sport Development will be responsible for the creation and distribution of Ringette Canada's promotions and marketing materials.

### 4 Provincial/Territorial Ringette Week

- a) Ringette week will be celebrated in each Full Member's jurisdiction during a specific week as determined by the Full Member.
- b) The Director of Sport Development and Media/Public Relations Staff will be responsible to assist Full Members with any activities related to Ringette Week.
- c) Ringette Canada will create, develop and distribute a Ringette Week Planning Guidance and resource materials to aid Full Members in the implementation of Ringette Week.

### 5 Canadian Ringette Championships (CRC)

- a) The Executive Director and Director of Sport Development, in consultation with the Media/Public Relations Staff, will:
  - a. Coordinate, in conjunction with the CRC host organizing committee, a media relations strategy and promotions of the CRC.
  - b. Assist in the planning, design and delivery of the CRC press conferences and receptions.
  - c. Assist in the development of media information packages.
  - d. Assist, in conjunction with the CRC host organizing committee, in the planning of special events and public relations activities.
  - e. Coordinate, in conjunction with the CRC host organizing committee, the CRC closing ceremonies.
  - f. Act as Ringette Canada's media liaison representative.

### 6 Merchandise Sales

- a) Ringette Canada will set sale prices on all merchandise.
- b) Full Members will market all rule books and certification materials. If a Full Member does not exist in a particular province/territory, Ringette Canada will market all rule books and certification materials in that jurisdiction.
- c) All other merchandise, excluding rule books and certification materials, will be marketed and sold by Ringette Canada.

## 7 Sponsorship

- a) All sponsorship will be coordinated by the Executive Director and approved by the Board of Directors.
- b) The objectives of Ringette Canada's sponsorship program are to subsidize operational costs and secure additional revenues.
- c) Ringette Canada will seek to secure, at least, four categories of sponsorship:
  - a. National Championship Sponsor
  - b. Sponsorship relating specifically to the Canadian Ringette Championships.
  - c. National Team Sponsor
  - d. Sponsorship relating directly to the National Team Program.
  - e. Resource Material Sponsor
  - f. Sponsorship relating to resource materials in the form of advertisements.
  - g. General Sponsorship
  - h. Any other form of non-government sponsorship.

# COACHING CERTIFICATION POLICY

## 1 Purpose

- a) The purpose of this policy is to govern Ringette Canada's coaches.

## 2 Application of this Policy

- a) This policy applies to all Ringette Canada's coaches and potential coaches.

## 3 Objectives

- a) The objectives of Ringette Canada's coaching certification program are as follows:
  - a. Plan and develop technical coaching manuals;
  - b. Prepare educational materials to support technical coaching manuals;
  - c. Develop coaching resource materials to assist all levels;
  - d. Promote and follow the National Coaching Certification Program (NCCP); and
  - e. Develop coaching programs and resources to improve the skill level of ringette participants.

## 4 Master Course Conductor (MCC)

- a) A MCC is a person certified to instruct Course Conductor clinics and provides the vital link in providing up-to-date information concerning NCCP programs.
- b) Ringette Canada will host MCC clinics as required.
- c) Selection
  - a. Participants of a Master Course Conductor certification clinic will be selected and approved by the Coaching and Athlete Development Committee.
  - b. Interested participants will inform Ringette Canada in writing with supporting documentation.
- d) Eligibility Requirements
  - a. Candidates wishing to become a MCC must meet the following minimum requirements:
  - b. NCCP Level 2 certification in ringette (theory, technical and practical);
  - c. Master Course Conductor training certification;
  - d. A minimum of five (5) years of teaching and/or coaching experience in ringette;
  - e. A minimum of three (3) years service as a Course Conductor; and
  - f. Formal background in education and/or current involvement with training/education is desirable.
- e) Duties and Responsibilities
  - a. A MMC will:
    - i. Commit for a minimum period of three (3) years;
    - ii. Attend MCC clinics as required;
    - iii. Train, update and evaluate Course Conductors;
    - iv. Identify and recommend future potential MCC's;
    - v. Review, on a yearly basis, the NCCP certification program and recommend any changes to the Coaching and Athlete Development Committee;
    - vi. Conduct, at least one Community Initiation and/or Introduction to Competition NCCP Certification course every two (2) years in their applicable region/province/territory (one course per year is recommended);

- vii. Meet, as required, with other MCCs;
- viii. Assist in the communication of NCCP certification programs.

f) Honoraria

- a. A MCC will receive an honorarium for conducting a Course Conductor Course. The suggested honorarium is \$33.50/hour up to a maximum of \$200/day, but may be modified by the provincial/territorial ringette association.

5 Course Conductors

- a) A Course Conductor is a person certified to instruct NCCP certification clinics.

6 Selection

- a) Coaches interested in becoming a Course Conductor will inform their provincial/territorial association.

b) Eligibility Requirements

- a. Candidates wishing to become a Course Conductor must meet the following minimum requirements:
  - i. Community Initiation Course Conductor – Full NCCP Level 2 Certification in ringette;
  - ii. Introduction to Competition – Full NCCP Level 3 Certification in ringette;
  - iii. Level 3 Course Conductor – Full NCCP Level 3 Certification in ringette and approval of the Coaching and Athlete Development Committee;
  - iv. A minimum of three (3) years of teaching and/or coaching experience in ringette;
  - v. Complete Course Conductor training from a Master Course Conductor; and
  - vi. Formal background in education and/or current involvement with training/education is desirable.

b. Duties and Responsibilities

- i. Course Conductors will:
  - ii. Commit for a minimum period of two (2) years;
  - iii. Recertify every four (4) years;
  - iv. Conduct a minimum of one NCCP clinic every two (2) years;
  - v. Train, update and evaluate coaches within their jurisdiction;
  - vi. Identify and recommend future potential Course Conductor's;
  - vii. Review, on a yearly basis, the NCCP certification program and recommend any changes to the Coaching and Athlete Development Committee;
  - viii. Meet, as required, with other Course Conductor's;
  - ix. Assist in the communication of NCCP certification programs.

c. Honoraria

- i. A Course Conductor will receive an honorarium for conducting a NCCP Course. The suggested honorarium is as follows, but may be modified by the provincial/territorial ringette association:
  - 1. Community Initiation - \$8-\$15/hour.
  - 2. Introduction to Competition - \$10-\$20/hour.
  - 3. Level 3 - \$15-\$30/hour.

## 7 Coaches

- a) All ringette players deserve a certified coach. The table below outlines the participant model and the current transition of the National Coaching Certification Program (NCCP)

### Skill Awards Program

This program is available to all Full Member associations upon the approval of Ringette Canada to:

Evaluate and recognize the individual skill levels of participants through a series of five on-ice tests.  
Recognize the participation and development of athletes

**NOTE:** A description of the program and details are available from Ringette Canada. Program participants will receive a crest, certificate, performance report.

### National Skill Instructor Program (N.S.I.P.)

This program is available for individuals who wish certification to instruct in ringette camps, schools, or clinics. Level 1 Skill Instructors will prepare individuals to lead, instruct, and administer a ringette school or camp program.

Level 2 Skill Instructors will instruct in administrative fields such as planning, budget and finance, advertising, publicity, leadership, and include some refresher training from phase I. National Leadership Certification will be given on completion of these courses.

The purpose of the program is to:

- 1) organize and implement a ringette leadership program with an instructor's and leader's component
- 2) promote the National Skill Instructor Program
- 3) develop a tiered system of instruction or certification for the training of ringette leaders
- 4) publish resources to be used in the program
- 5) evaluate and update leadership material and the delivery system.

### N.S.I.P. Course Conductors

#### General

A candidate who wishes to become a National Skill Instructor Program (N.S.I.P.) Course Conductor must satisfy the minimum standards specified by Ringette Canada.

#### Definition

A Course Conductor (C.C.) is a person who instructs recognized N.S.I.P. courses provincially/territorially/nationally.

#### Requirements

A candidate who wishes to become an N.S.I.P. course conductor for ringette must be a certified N.S.I.P. Level 2 instructor and have completed the required course conductor training.

#### Duties and Responsibilities

Course conductors are responsible for the quality of the program delivered to the instructors. Therefore, their selection, training and ongoing professional development are critical to their effectiveness. The duties and/or responsibilities of an N.S.I.P. Course

Conductors are as follows:

- 1) to attend course conductor updating when required
- 2) to instruct N.S.I.P. courses following the guidelines outlined by Ringette Canada
- 3) to recommend potential course conductors.

#### Ringette in the Schools

This program is designed to produce a resource package that can be used to teach ringette in the education system. Ringette has been adapted for use in the school gymnasium. Technical manuals are available for teachers who are searching for a fresh and innovative activity for students. Delivery will be through provincial/territorial associations, and the education system.

#### Post-Secondary Physical Education Ringette Course

A course has been developed for post-secondary physical education programs outlining ringette. The purpose is to introduce potential physical education teachers to the sport and give them practical experience in hope that they will help introduce ringette into the school curriculum.

#### Registration

Each team staff member registered with a provincial/territorial association must affiliate with Ringette Canada. The registration fee will be assessed and approved at the January Board of Directors' meeting for the following season. The registration fee will be due in the national office by February 15th of the current playing year. The registration fee will be applied to a maximum of five (5) team staff members per team.

## MANAGER'S CERTIFICATION POLICY

### 1 Purpose

- a) The purpose of this policy is to govern Ringette Canada's team managers and to provide team managers with training, information and certification in the Manager's Certification Program (MCP).

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada's team managers and potential team managers.

### 3 Responsibilities

- a) The implementation of this Policy and the MCP is the responsibility of the Coaching and Athlete Development Committee.
- b) Each Full Member will appoint one individual (likely the Director of Coaching or the Director of Sport Development) who will be responsible for the coordination of the MCP within their jurisdiction.
- c) The Coaching and Athlete Development Committee will:
  - a. Evaluate submitted MCP assignments.
  - b. Update the MCP Manual.
  - c. Review MCP costs and expenses.
  - d. Record the successful candidates in the MCP database.
- d) The Provincial/Territorial MCP Coordinator will:
  - a. Be appointed by the Full Member.
  - b. Promote and encourage participation in the MCP within their jurisdiction.
  - c. Order and distribute all MCP Manuals.
  - d. Maintain a database of successful candidates of the MCP.
  - e. Provide input and feedback to Ringette Canada related to the MCP.
- e) Eligibility
  - a. All managers, coaches, administrator and other interested individuals are eligible to participate in the MCP.
- f) Manuals
  - a. MCP manuals can be purchased by Full Members from Ringette Canada.
- g) Certification
  - a. The MCP is a self-paced correspondence program.
- h) MCP participants will:
  - a. Receive a MCP Manual from their provincial/territorial association.
  - b. Review the Manual and complete each required quiz and assignment.
  - c. Forward complete quizzes and assignments to Ringette Canada for evaluation.
- i) Ringette Canada will undertake to complete marking of MCP quizzes and assignments within four (4) weeks of receipt. Special requests will be accommodated within seven (7) business days upon receipt of a fifty dollar (\$50.00) fee.
- j) Upon successful completion of the MCP, candidates will be granted certification, a certificate, crest, wallet card and registered in the MCP Certification database.
- k) Each Full Member will receive a list of successful candidates of the MCP twice per season at no charge.

## OFFICIALS POLICY

### 1 Purpose

- a) The purpose of this policy is to govern Ringette Canada's officials and potential officials and to provide officials with training, information and certification in the National Officials Certification Program ("NOCP").

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada's officials and potential officials.

### 3 Responsibilities

- a) The implementation of this Policy and the NOCP is the responsibility of the Officiating Committee and the Officiating Committee Chair.

### 4 Master Officiating Instructor

- a) A Master Officiating Instructor is an individual who instructs Officiating Instructors/Evaluators at nationally recognized Officiating Instructor/Evaluator clinics.

#### b) Eligibility Requirements

- a. Candidates wishing to become a Master Officiating Instructor must meet the following minimum requirements:

- i. NOCP Level 4 full certification in ringette;
- ii. Complete Master Instructor training;
- iii. A minimum of three (3) years active services as an NOCP Officiating Instructor;
- iv. Actively teaching and officiating ringette; and
- v. Formal background in education and/or current involvement with training/education is desirable.

#### b. Selection

- i. Participants of a Master Officiating Instructor course will be selected and approved by the Officiating Committee.
- ii. Interested participants will inform Ringette Canada, via the Technical Director/Coordinator or Officiating Chair, in writing with supporting documentation.

#### c. Duties and Responsibilities

##### i. Master Officiating Instructor will:

1. Commit for a minimum period of three (3) years;
2. Identify the need for NOCPs and conduct NOCP clinics as warranted.
3. Conduct a minimum of one NOCP clinic every two (2) years;
4. Train, update and evaluate coaches within their jurisdiction;
5. Identify and recommend future potential Master Officiating Instructors;
6. Review, on a yearly basis, the Technical and Practical NOCP content and recommend any changes to Ringette Canada's Officiating Committee;
7. Meet, as required, with other Master Officiating Instructors;
8. Assist in the communication of the NOCP to all provincial/territorial associations.

- d. Recertification
  - i. Master Officiating Instructors will recertify upon request of the Ringette Canada Officiating Committee. Failure to recertify will result in decertification.
- e. Honoraria
  - i. A Master Officiating Instructor will receive an honorarium for conducting a NOCP Course. The suggested honorarium is as follows, but may be modified by the provincial/territorial ringette association:
    - 1. Instructor - \$150/Course
    - 2. Evaluator - \$150/Evaluation
- c) Master Instructor Clinics
  - a. Full Members may host Master Instructor Clinics and Ringette Canada will host Master Instructor Clinics as required.
  - b. Full Members will submit their proposed candidates for Master Instructor Clinics at least thirty (30) days before the clinic. Proposed candidate must meet the eligibility requirements described herein.

## 5 Officiating Instructors

- a) An Officiating Instructor is an individual who instructs officials at NOCP Clinics.
- b) Eligibility Requirements
  - a. Candidates wishing to become an Officiating Instructor must meet the following minimum requirements:
    - i. Full NOCP Level 1, 2 or 3 Certification (One level above the NOCP Clinic the Instructor will instruct);
    - ii. Completion of NOCP Officiating Instructor Training
    - iii. A minimum of two (2) years active services as an Official;
    - iv. Actively teaching and officiating ringette; and
    - v. Formal background in education and/or current involvement with training/education is desirable.
- c) Selection
  - a. Interested participants will inform their provincial/territorial Director/Chair of Officials, in writing with supporting documentation.
  - b. Duties and Responsibilities
    - i. Officiating Instructors will:
      - 1. Commit for a minimum period of two (2) years;
      - 2. Identify the need for NOCPs and conduct NOCP clinics as warranted;
      - 3. Conduct a minimum of one NOCP clinic every two (2) years;
      - 4. Attend Officiating Instructors' Clinics as required;
      - 5. Train, update and evaluate coaches within their jurisdiction;
      - 6. Identify and recommend future potential Officiating Instructors;
      - 7. Review, on a yearly basis, the Technical and Practical NOCP content and recommend any changes to Ringette Canada's Officiating Committee;
      - 8. Meet, as required, with other Officiating Instructors;
      - 9. Assist in the communication of the NOCP to all provincial/territorial associations.

- d) Recertification
  - a. Officiating Instructors will recertify upon request of the Ringette Canada Officiating Committee. Failure to recertify will result in decertification.
- e) Honoraria
  - a. An Officiating Instructor will receive an honorarium for conducting a NOCP Course. The suggested honorarium is as follows, but may be modified by the provincial/territorial ringette association:
  - b. Instructor - \$XXX/Course
  - c. Evaluator - \$XXX/Evaluation

## 6 Evaluator Clinics

- a) Ringette Canada will offer two certification clinics for Officiating Evaluators, Community Evaluators and Regional Evaluators. These clinics will include both practical and classroom evaluation instruction and will be presented by a Master Officiating Instructor.
- b) Full Members wishing to host an Evaluator's Clinic will contact the Ringette Canada Officiating Chair within their jurisdiction to appoint the Master Instructor and arrange logistics.
- c) A Certified Evaluator will complete a minimum of three (3) evaluations per season and attend NOCP Refresher Clinics, as required, to maintain certification.

## 7 NOCP Certification Process

- a) The NOCP operates on a five-level system. The minimum requirements are:
  - a. Level
  - b. Technical
  - c. Practical
  - d. Recertification Clinic (Rule Change Seasons Only)
    - i. Level I
      - 1. Clinic (5.5 Hrs)
      - 2. Skating Assessment
      - 3. Level I
    - ii. Level II
      - 1. Clinic (6 Hrs)
      - 2. 2 Evaluations
      - 3. Refresher
    - iii. Level III
      - 1. Clinic (6 Hrs)
      - 2. 3 Evaluations
      - 3. Refresher
    - iv. Level IV
      - 1. Clinic (8.25 Hrs)
      - 2. 4 Evaluations
      - 3. Refresher
    - v. Level V
      - 1. TBA
      - 2. National
      - 3. Refresher

- b) Full certification at the lower level is required prior to obtaining certification at a higher level. (For example, Level I Certification is a prerequisite for certification at Level II).
- c) Failure to recertification as required will result in decertification.
- d) Registration
  - a. Each NOCP participant will register on the Clinic Register Form and at the conclusion of the NOCP clinic, complete a Clinic Evaluation Form
  - b. The NOCP Clinic Instructor will submit the top three (3) copies of the Clinic Register Form and Clinic Evaluation Forms to the provincial/territorial Director/Chair of Officials. The Instructor will retain the bottom copy of the forms.
  - c. The provincial/territorial Director/Chair of Officials will forward the top (white) copy of the completed Clinic Register Form to Ringette Canada upon completion of the Clinic.
- e) Duties and Responsibilities
  - a. Full Members will submit NOCP registration form(s) to Ringette Canada. Failure to do so may result in officials being denied participation and privileges at Ringette Canada sanctioned events.
  - b. NOCP, clinics and all related materials will be developed and maintained by Ringette Canada and be made available to all Full Members.
- f) Full Members will:
  - a. Adhere to all NOCP Guidelines (e.g. structure, clinics, evaluations, administration);
  - b. Annually register all officials;
  - c. Utilized certified NOCP Instructors;
  - d. Only certify and evaluate officials up to Level IV. Level V certifications and evaluations will be conducted by the Ringette Canada Officiating Committee.
- g) Eligibility Requirements
  - a. Members of Ringette Canada are eligible for the NOCP.
  - b. Candidates wishing to participate in an NOCP Level II and above must be at least 16 years of age and attended a Level I NOCP a minimum of two seasons prior to participating in the NOCP Level II.
- h) Registration and Certification of Officials
  - a. The Certification and Registration of Officials will be conducted as follows:
    - i. Upon completion of a NOCP Level, a registration and/or evaluation form will be completed and submitted to the provincial/territorial Director/Chair of Officials who will submit such information to Ringette Canada.
    - ii. The provincial/territorial Director/Chair of Officials will submit completed certifications and evaluations to Ringette Canada.
    - iii. Certification and evaluations must be submitted to Ringette Canada prior to December 15th for an official to be considered for the Canadian Ringette Championships.
    - iv. Any information related to officials such as upgrading, downgrading or removal will be communicated to Ringette Canada by way of Directory Maintenance Form.
    - v. All officials must affiliate with Ringette Canada and pay any required fee. Fees will be collected by the Full Member and paid to Ringette Canada prior to December 15th for Level IV and V and prior to February 15th for Level I – III.
- i) NOCP Database
  - a. Ringette Canada will maintain a complete and accurate record of all officials registered in the NOCP.

## OFFICIAL'S SELECTION POLICY

### 1 Introduction

- a) Ringette Canada has the responsibility to organize, develop and select official at Ringette Canada Championships, World Ringette Championships and Canada Winter Games.

### 2 Authority for the Selection of Officials

- a) The Board of Directors of Ringette Canada has delegated the authority for all decision-making under this Policy to the Ringette Canada Officiating Committee and the Selection Committee in order to appoint and select officials who are the most experienced and qualified to officiate at premier tournaments and events.
- b) The designated Selection Committee will rank each eligible official and submit, by January 31st of the year of the event, their completed criteria form to Ringette Canada's Officiating Chair who will rank the officials in accordance with the completed criteria form ratings.
- c) The officials with the highest ratings will be selected to the Canadian Ringette Championships.
- d) In the event that one of the top ranked officials decides not to join the event, the next highest ranked official will be asked as a replacement.

### 3 Appointment of Officials

- a) The Chair of the Officiating Committee will be responsible for assigning of officials to games in accordance with qualifications and experience.

### 4 Canadian Ringette Championships:

Selection of officials for Canadian Ringette Championships will be completed as outlined in the Canadian Ringette Championships Policy.

### 5 Canada Winter Games

- a) To be eligible to be considered for selection at Canada Winter Games, an official must:
  - a. Be a registered member in good standing of Ringette Canada;
  - b. NOCP Level V Certification.
- b) Ringette Canada' Technical Director/Coordinator will circulate an updated list (alphabetically) of eligible officials, a cover letter, instructions and criteria form to Ringette Canada's Officiating Committee and the previous two (2) supervisors of the Canada Ringette Championship, collectively the 'Selection Committee'.
- c) The Selection Committee will rank each eligible official and submit their completed criteria form to Ringette Canada's Officiating Chair who will rank the officials in accordance with the completed criteria form ratings.
- d) The officials with the highest ratings will be selected to the Canada Winter Games Championships.
- e) In the event that one of the top ranked officials decides not to join the event, the next highest ranked official will be asked as a replacement.
- f) If an officiating position remains open after the process described herein is completed, the process will be repeated with the next Level IV officials.
- g) Members of the Selection Committee are required to remove themselves from any discussions, ranking and voting if there is a conflict of interest or if the individual is to be considered for selection.

## 6 Appointment of Officials

- a) The Chair of the Officiating Committee will be responsible for assigning of officials to games in accordance with qualifications and experience.

## 7 World Ringette Championships

- a) To be eligible to be considered for selection at World Ringette Championships, an official must:
  - a. Be a registered member in good standing of Ringette Canada;
  - b. NOCP Level V Certification.
- b) Ringette Canada's Officiating Committee will develop a list criteria.
- c) Ringette Canada's Technical Director/Coordinator will circulate an updated list (alphabetically) of eligible officials, a cover letter, instructions and criteria form to Ringette Canada's Officiating Committee and the previous two (2) supervisors of the Canada Ringette Championship, collectively the 'Selection Committee'.
- d) The Selection Committee will rank each eligible official and submit their completed criteria form to Ringette Canada's Officiating Chair who will rank the officials in accordance with the completed criteria form ratings.
- e) The officials with the highest ratings will be selected to the World Ringette Championships.
- f) In the event that one of the top ranked officials decides not to join the event, the next highest ranked official will be asked as a replacement.
- g) Members of the Selection Committee are required to remove themselves from any discussions, ranking and voting if there is a conflict of interest or if the individual is to be considered for selection.

## 8 Official Requirements to Remain Selected and Removal

- a) Upon selection and in order to remain as a selected official, an official must:
  - a. Remain a member in good standing,
  - b. Provide to Ringette Canada will all required documents,
  - c. Participate in all events, activities and meetings as required,
  - d. Ensure proper equipment and clothing,
  - e. Obey all rules established by Ringette Canada and the Host Committee.
  - f. Once selected, an official may withdraw or be withdrawn for the following reasons:
  - g. Failure to adhere to Ringette Canada policies and procedures;
  - h. Voluntary withdrawal/retirement;
  - i. Fraudulent misrepresentation.
- b) Where an official violates Ringette Canada's policies and procedures or provides fraudulent misrepresentations, the Officiating Committee will have the discretion to remove the official and to replace the official with another suitable candidate.

## 9 Appeals

- a) Any appeal against a decision of the Selection Committee can be made in accordance with Ringette Canada's appeals policy.

## THE CANADIAN RINGETTE CHAMPIONSHIPS

### 1 Purpose

- a) The purpose of this policy is to govern the Canadian Ringette Championships.

### 2 Application of this Policy

- a) This policy applies to all Ringette Canada's Members.

### 3 Eligibility

- a) All Full Member of Ringette Canada are eligible to participate in the Canadian Ringette Championships.
- b) Each Full Member will only have one representative team in each age/gender category offered.

### 4 Categories

- a) Categories within the Canadian Ringette Championships are as follows:
  - a. Female – U16, U19 and NRL
  - b. Male – U16, U19, and Open
  - c. Any other category as determined by Ringette Canada.
- b) Full Members participating in the Canadian Ringette Championships must declare at the Ringette Canada Annual General Meeting preceding the Championships their intention to compete in a particular category and age group. Final confirmation is required at the January Board Meeting.
- c) A category will only be offered if there are a minimum of four (4) Full Member representatives confirmed to compete in the particular category.

### 5 Teams

- a) Eligible and registered Full Member representative Team(s) and the Host Team(s) will be verified by Ringette Canada.
- b) Ringette Canada will verify that all participants are properly registered, participating in the correct age category and the team staff the all proper certifications and qualifications required.
- c) All teams participating at the Canadian Ringette Championships will have a maximum of twenty-two (22) athletes and no less than seven (7).
- d) Any NWT Team will be allowed to select five (5) skaters, one (1) goalie and two (2) team staff from north of the fifty-fifth (55th) parallel in the Province of Alberta.
- e) Only eighteen (18) athletes are permitted to be dressed and on the on bench in a given game.
- f) No individual(s) under the age of sixteen (16) will be on the bench during the Canadian Ringette Championships, except:
  - a. Athletes in uniform duly registered for the Canadian Ringette Championships.
  - b. Injured athletes not in uniform with a medical certification, up to a maximum of eighteen (18) athletes on the bench.
  - c. The hostess designated and identified by the Host Committee.

- g) Any team member (athlete, coach, manager, staff) under suspension of Ringette Canada or their provincial/territorial association, or suspended during the course of the event, will not be permitted:
  - a. To direct any team during any game,
  - b. Carry out any official duty on behalf of the team,
  - c. Enter in or be around a the team's dressing room or bench area before, during or after a game played by the team,
  - d. To be situated anywhere in the arena in a position to direct their team for the duration of the suspension.
- h) Discipline and suspensions apply to all roles an individual may have with a team (e.g. as an athlete and coach).
- i) Violation of section 5g will result in further discipline.

## 6 Team Staff

- a) Team Staff include:
  - a. Coach
  - b. Assistant Coach
  - c. Manger
  - d. Trainer
- b) Team Staff must include a minimum of one coach and may include a maximum of one manager and one trainer. No Team Staff member is to be included on the Official Game Report as an athlete. U16 and U19 age division teams must have a female Coach, 18 years of age or older, with full Level II certification.
- c) Team Staff maybe registered on more than one team provided the teams are affiliated with the same province/territory and are in different age/gender categories. If a Level II female coach is also participating as an athlete and there is a game scheduling conflict, the team will be permitted to play the game without the Level II female coach on the bench.

## 7 Team Staff Eligibility

- a) Individuals wishing to become Team Staff must meet the following minimum requirements:
  - a. Registered member in good standing with Ringette Canada.
  - b. Coach/Assistant Coach must have full certification in Level II ringette. (Exceptions may be made by Ringette Canada at their sole discretion for Full Members with less than 200 registered athletes (based on preceding season) upon receipt of such request in writing).
  - c. Managers must have successful completed Ringette Canada' Manager Certification Program.
  - d. Trainers must have full certification in one or more of the following:
    - i. Medical Doctor
    - ii. Fireman
    - iii. Registered Nurse
    - iv. Paramedic
    - v. Athletic Therapy
    - vi. Any First-Aid Course which requires a minimum of seven (7) hours training which include the following content (Course content must be submitted to Ringette Canada for approval):
      - 1. Principles of First-Aid and Safety
      - 2. CPR/AR
      - 3. Wounds and bleeding
      - 4. Shock, unconsciousness and fainting

5. Fractures
6. Head and Spinal Injuries
7. Joint Injuries
8. Medical Conditions (Diabetes, Asthma, etc.)
- e. Each team will have no more than five (5) team staff on the bench.

## 8 Team Selection and Host Teams

- a) Team selection is the responsibility of the provincial/territorial association.
- b) The Host Community and the province/territory hosting the Canadian Ringette Championships will be allowed to enter a team in each category being played at the Canadian Ringette Championships.

## 9 Team Rosters and Entry Fees

- a) Teams participating in the Canadian Ringette Championship must submit their team roster by February 28th or within seven days following their provincial/territorial championship or team selection date. Team wishing an extension must submit a request in writing to Ringette Canada before February 28th.
- b) Failure to submit Team Rosters by the deadline date, as alternative date as arranged with Ringette Canada, will result in disqualification.
- c) Entry fees for all teams must be paid to Ringette Canada by January 31st of the playing season. Team withdrawing after this date will forfeit their entry fee and no entry will be accepted after January 31st.
- d) All team staff must be registered with Ringette Canada by February 28th without exception. Registration must include proof of all required certifications of all team staff.
- e) Amendments to team registration forms must be sent in writing to Ringette Canada. Acceptance of amendments will be upon the sole discretion of Ringette Canada.

## 10 Uniforms

- a) All Team walk-out and competition uniforms will conform to Ringette Canada's policies and procedures.
- b) All uniform number will coincide with Team Roster Forms and there will be no duplication of numbers per team.
- c) Representative Teams will wear their Provincial/Territorial Team Uniform.
- d) Any team that does not conform to Ringette Canada's policies and procedures related to uniforms will be disallowed from participation in the Canadian Ringette Championships.
- e) Host Teams will be permitted to wear their home team colors.
- f) A full-length snug fitting pant will be worn by all athletes with the exception of goalkeepers.
- g) Advertisements appearing on team uniforms at the Canadian Ringette Championships will be permitted upon the discretion of the provincial/territorial association but will be limited to one advertisement on the back of the team sweaters and a one smaller advertisement on one sleeve at approximate shoulder height.
- h) Teams will have a choice of wearing uniform color as stipulate by their province/territory by the Canada Games Council, or carry a second set of uniform sweaters (e.g. home and away).

## 11 Venue Selection for the Canadian Ringette Championships

- a) Venue selection for the Canadian Ringette Championships will favor alternating locations (east, west, central).
- b) Full Members wishing to host the Canadian Ringette Championships will submit their formal application to Ringette Canada at least thirty (30) months prior to the hosting of the Canadian Ringette Championships. Applications must include the name of the Full Member acting as host and the location of the venue.
- c) Applications to host the Canadian Ringette Championships will be circulated to all voting members of Ringette Canada prior to the Annual General Meeting. The successful applicant will be determined by majority vote of the voting members at Ringette Canada's Annual General Meeting.
- d) The Canadian Ringette Championships will be held by the third weekend in April of each year, with preference given to the first ten days of April.

## 12 Host Committee

- a) The successful candidate host of the Canadian Ringette Championships will form a Canadian Ringette Championships Host Committee. The Committee will include a minimum of one representative designated by each Full Member.
- b) The Host Committee will:
  - a. Report to the Executive Director of Ringette Canada.
  - b. Develop the event and activities which are to be approved by the Executive Director.
  - c. Report regularly to the Executive Director with regard to progress of the planning of the Canadian Ringette Championships.
  - d. Reserve all required facilities (tournament site, hotels, etc.).
  - e. Conduct committee meetings at their discretion and submit minutes of such meetings to the Executive Director.
  - f. Prepare a time schedule for the implementation of all planning requirements for the Championships.
  - g. Prepare a budget and submit to Ringette Canada for approval.
  - h. Seek financial assistance (e.g. sponsorship, municipal and provincial government funding (not federal government) in consultation and approval of Ringette Canada.
  - i. Invite all eligible provincial/territorial associations and local dignitaries to the event.
  - j. Plan, coordinate and implement the opening and closing ceremonies in conjunction with the Ringette Canada Vice-President Promotions or designate.

## 13 Logo

- a) Any logo developed by the Host Committee to promote the Canadian Ringette Championships will be approved by Ringette Canada and used only for the Canadian Ringette Championships. Upon completion of the Canadian Ringette Championships, the logo will remain the property of Ringette Canada.
- b) All materials produced in connection with the Canadian Ringette Championship will bear Ringette Canada identification as determined by Ringette Canada.

- a) Ringette Canada will:
  - a. Obtain gold, silver and bronze medallions.
  - b. Attend the Canadian Ringette Championships to assist the Hosting Committee. (Executive Members coaching or playing at the Canadian Ringette Championships will not be funded by Ringette Canada or the Host Committee to attend).
  - c. The Technical Director/Coordinator will:
    - i. Ensure the technical requirements are outlined, available to the Host Committee and carried out at the Canadian Ringette Championships.
    - ii. In conjunction with the Competitions Chair, complete the draw and deal with enquiries related to the schedule.
    - iii. Work in conjunction with the Executive Director.
    - iv. Oversee the implementation of an all-star and sportsmanship awards program.
    - v. Be an ex-officio member of the Protest and Grievance Committee.
  - d. The Executive Director will:
    - i. Oversee the Canadian Ringette Championships and liaise with the Host Committee.
    - ii. Represent Ringette Canada.
    - iii. Forward the Ringette Canada's policies and procedures well in advance of the Championships and ensure the Hosting Committee adheres to all such policies and procedures.
    - iv. Ensure the Host Committee is properly prepared to host the Canadian Ringette Championships and that the Host Committee's preparations and plans meet the objectives, goals and philosophy of Ringette Canada.
    - v. Seek to obtain a major sponsor or sponsors for the event (it is the responsibility of the Host Committee to secure city or provincial sponsorship).
    - vi. In consultation with the Host Public Relations Committee, arrange for all national media relations.
    - vii. Invite federal dignitaries to the event.
    - viii. Provide to the Host Committee as early as possible the following:
      - 1. Registered Athletes List
      - 2. Game Sheets
      - 3. Results Sheets for Display in the Arena
      - 4. Arrival times of Ringette Canada Representatives and Officials
      - 5. Any applicable written reports.
  - e. Statistician
    - i. If not assigned by Ringette Canada, the Host Committee will select a head statistician who will:
      - 1. Select a statisticians committee who will be responsible for recording the Canadian Ringette Championship statistics.
      - 2. Arrange for the use of a computer system that is compatible with existing software and technology.
      - 3. Prepare Game Sheets.
      - 4. Arrange for all equipment and forms as required for the processing of statistics.
      - 5. Record and verify all game statistics (e.g. scores, standings, penalties, leading scorer, etc.)
      - 6. Ensure statistical information is available for the media as frequently as possible.
      - 7. Ensure the results chart is accurate and up-to-date.
      - 8. Prepare and submit a master copy of all official statistics to Ringette Canada upon completion of the competition.

15 Selection of On-Ice Officials

The **Board of Directors** shall ensure that on-ice officials are selected in keeping with the selection process as outlined just below under section (ranking) process.

- a. The Officiating Chair shall be responsible for identifying qualified officials, supervisors, arranging for their attendance, and assigning them to games.
- b. The most qualified and experienced on-ice officials in the country, independent of geographic location, shall be appointed to officiate.

16 Selection (ranking) Process

The steps involved in the selection (ranking) process are as follows:

- a. Ringette Canada's Technical Director/Coordinator distributes to each provincial/ territorial member by November 15 of the year preceding the event, a list of all officials from that province/territory who are eligible for selection (i.e. holding a rank of 4B or higher and in good standing);
- b. Additions, deletions and corrections to these lists are returned to Ringette Canada by December 15 of the same year;
- c. Ringette Canada's Technical Director/Coordinator circulates a composite list of all officials eligible for selection (alphabetically by official by province), accompanying instructions and cover letter to Ringette Canada's Officiating Chair, members of Ringette Canada's Officiating Committee and participating (i.e. having submitted names for consideration) provincial/territorial association Officiating Directors/Chairs (hereafter referred to as the 'judges') by December 31 of the same year;
- d. the response of each judge is returned directly to Ringette Canada's Officiating Chair by January 31 of the year of the event;
- e. responses (ranks by official by judge) are collated by Ringette Canada's Officiating Chair for analysis;
- f. a RANK ORDER list is generated based on the input of all those providing same (i.e. including all provincial/territorial Officiating Directors/Chairs providing a ranking) to ensure that all candidates worthy of consideration are included in that process;
- g. the number of officials needed to cover that year's event is then selected based on a combination of each official's rank position, availability to the event, and consideration of the Officiating Committee Chair.

17 Schedule

- a) The Canadian Ringette Championship schedule will be created by Ringette Canada.
- b) Where possible, no team will be required to play more than three (3) games per day and games will not start before 7am nor begin later than 9pm in the U16 and U19 Divisions.
- c) The Canadian Ringette Championships will be completed by use of a round robin format. In division with 6 or less teams, a double round robin will be played.

18 Medical Personnel

- a) Medical Personnel provided by the Host Committee will wait until summoned on the ice by the on-ice official to attend to an injured athlete.

## 19 Discipline, Protests and Grievances

- a) Canadian Ringette Championship discipline, protests and grievances are the responsibility of the Discipline, Protest and Grievance Committee (DPG Committee) which will consist of the Vice-President Competitions (Chair), the Chair of the Host Committee, the Vice-President Coaching and Athlete Development, the Director of Officials and one member at large appointed by the Chair (or their designate). The Technical Director/Coordinator will be an ex-officio member.
- b) The DPG Committee will consider all appeals, protests, grievances and disciplinary matters arising during the Canadian Ringette Championships. The DPG Committee will not hear matters related to an official's decisions.
- c) Video replays will not be accepted as evidence.
- d) Procedure
  - a. Any appeal, protest, grievance or discipline must be submitted in writing to any member of the DPG Committee within thirty (30) minutes of completion of the game with a payment of \$100 cash, which will be refunded if successful.
  - b. The head coach (or a team representative, if the head coach is not available) of the non-filing team will be notified immediately upon receipt of an appeal, protest, grievance or discipline.
  - c. The DPG Committee will convene as soon as possible to hear the matter.
  - d. Any member(s) of the DPG Committee in a conflict of interest, as determined by the Committee Chair, or designate upon conflict of the Chair, will be removed from the Committee and replaced by an individual(s) as appointed by the Chair, or designate.
  - e. All individuals having information (e.g. Officiating Supervisor, on-ice officials, minor officials, witnesses) related to the matter will present evidence to the DPG Committee. One representative from each party will be provided an opportunity to present evidence and ask questions.
  - f. The DPG Committee will issue a decision that is final and binding as soon as possible and communicate such decision to all parties.

## 20 Match Penalty Assessments

- a) Any match penalties assessed during the Canadian Ringette Championships will be communicated as soon as possible in writing to the DPG Committee.
- b) The individual assessed a match penalty will be notified immediately that the DPG Committee will convene to hear the matter.
- c) Any member(s) of the DPG Committee in a conflict of interest, as determined by the Committee Chair, or designate upon conflict of the Chair, will be removed from the Committee and replaced by an individual(s) as appointed by the Chair, or designate.
- d) All individuals having information (e.g. Officiating Supervisor, on-ice officials, minor officials, athletes, witnesses) related to the matter will present evidence to the DPG Committee. One representative from each party will be provided an opportunity to present evidence and ask questions.
- e) The DPG Committee will issue a decision that is final and binding as soon as possible and communicate such decision to all parties.

## 21 Equipment

- a) Equipment checks will be organized and conducted in a manner developed by the National Officiating Committee and approved by Ringette Canada's Board of Directors.

## 22 Conduct

- a) All participants in the Canadian Ringette Championships will abide by Ringette Canada's Code of Conduct and Ethics.
- b) Any breach of the Code Conduct may be subject to discipline in accordance with Ringette Canada's Discipline and Complaints Policy.

## 23 Trophies

- a) Each Full Member holding a trophy from the Canadian Ringette Championships will return the trophy to the Ringette Canada Office by the AGM immediately following the Championships.

## 24 Rules of Play

- a) If a discrepancy exists between the Ringette Canada Policy Manual and the current Canadian Ringette Championships Technical Package, the rules outlined in the Technical Package will take precedence as the governing rules of the event.

## INTERPROVINCIAL/INTERTERRITORIAL AND INTERNATIONAL PLAY

1 Interprovincial/interterritorial tournaments and other play, including exhibition games, shall be operated under the current Ringette Canada Official Rules, unless approval is requested and received in writing a minimum of 30 days prior to the event. If the current Ringette Canada rules are being used, reporting is not required to Ringette Canada.

2 If rules concerning length of periods, breaking of ties both in round robin and medal rounds are modified to accommodate time constraints, then this also does not require reporting.

3 If a playing rule is being used that is not in the rule book, then Ringette Canada must be notified in writing no later than 30 days before the tournament stating which rule is being changed and what is being used in its place. Following the tournament, comments both positive and negative about the rule used must be forwarded to Ringette Canada within 30 days of completion of the tournament.

4 Fines will not be levied until a need for penalties is clearly identified.

5 Québec will inform Ringette Canada once a year about rules used in their tournaments, but will not report after each tournament in the case of zone vs. no zone style of play.

6 Where a provincial or territorial ringette association is experimenting with a modified rule of play on a universal basis (i.e. league and tournament play), that province/territory may provide a single summary report to Ringette Canada on that experimentation at the end of the season.

7 The host association and all participants shall be members of their own provincial or territorial association and Ringette Canada.

8 A team shall inform its provincial or territorial association, a minimum of 30 days prior to the event that it is hosting or attending an interprovincial event, and in turn, the provincial or territorial association shall provide this information to Ringette Canada prior to the start of the event.

9 Teams or associations participating in interprovincial or interterritorial leagues shall provide the names of all associations playing and the level of play to its provincial or territorial association, who shall then provide this information to Ringette Canada prior to the start of league play.

10 Teams competing in interprovincial tournaments must compete in their division (e.g. male teams vs. male teams, female vs. female, co-ed vs. co-ed, mixed vs. mixed).

## INTERNATIONAL PLAY

### I General Policies

- a) International play shall be governed by the International Ringette Federation.
- b) Ringette Canada shall maintain a full membership in the I.R.F.
- c) The provincial and territorial associations must keep Ringette Canada informed of all international contact.
- d) Ringette Canada has the exclusive right to use the “Team Canada” designation for team(s) representing Canada on a tour or at an event (e.g. World Championship). Any unauthorized use of this term will not be tolerated and the individual(s)/ association(s) guilty of misuse will be subject to disciplinary action.

### 2 Teams Traveling Outside of North America

- a) Teams traveling outside of North America for a period exceeding two (2) days with the objective of cultural exchange through sport or for the purpose of demonstrating, representing, or promoting the sport of ringette, shall through their appropriate provincial or territorial ringette association apply to Ringette Canada for approval. Such application should be in writing and must include the following:
  - a. Team name and association
  - b. Names, birth dates and addresses of all registered athletes, coaches and managers
  - c. Names, birth dates and addresses of all others on the trip
  - d. Dates of trip
  - e. Itinerary of trip
  - f. Contact(s) for each stopover of trip
  - g. Budget
- b) Notice of intent to travel outside of North America must be received no later than 120 days prior to departure to allow for approval. Details of the application must be received no later than 30 days prior to departure.
- c) If the above is not adhered to, approval for the trip will not be granted. Any team failing to apply or traveling without approval may be suspended from further play including league play for a period to be determined by the Ringette Canada Executive.
- d) A written report must be submitted by the team to Ringette Canada no later than 60 days after the date of return. A \$200.00 performance deposit should accompany the initial application with the required information. If the written report is not received within the required deadline, the performance deposit will be forfeited.
- e) All monies collected through fines will go into the Special Projects budget.

### 3 Hosting Out of Country Teams

- a) Canadian individuals and/or associations involved in hosting out of country teams are required to notify their appropriate provincial or territorial ringette association and Ringette Canada. Such notification is required 60 days in advance, and shall include a detailed summary of such plans.
- b) General Conditions
  - a. On receipt of team and/or individual application(s) to travel outside Canada, and/or team and/or individual notification of plans to host an out of Canada ringette team, Ringette Canada shall:
  - b. Provide written approval of the application for teams and/or individuals traveling outside

Canada;

- c. Provide assistance and advice consistent with the endorsement of positive international sport involvement;
- d. Provide formal recognition to all athletes, coaches and organizers involved;
- e. Endorse the role of the team(s)/individual(s)/association(s) in representing the sport of ringette;
- f. Provide the team or individual with Ringette Canada promotional materials;
- g. Provide the team or individual with names of appropriate international ringette organizers, coaches and associations;
- h. Provide recognition of the teams/individuals involved in ongoing reports between Ringette Canada and the provincial and territorial ringette associations;
- i. Advise the appropriate government authorities of the planned trip.
- j. All teams or individuals involved in representing the sport of ringette through cultural exchange programs, exhibition or competitive play, or through hosting out of country teams must:
  - i. Ensure their role is clearly and accurately identified (i.e. teams or individuals representing provincial or territorial ringette associations or Ringette Canada must have approval of appropriate sport governing body)
  - ii. Ensure proper and complete role identification when raising funds
  - iii. Not represent Ringette Canada, as an individual or team, without written approval of Ringette Canada.

## PLAYING RULES DEVELOPMENT POLICY

### 1 Purpose

- a) The purpose of this policy is to ensure that the playing rules of ringette are reviewed regularly, distributed nationally and is used to help foster the development of ringette and of its participants.

### 2 Application of this Policy

- a) This policy applies to the playing rules of Ringette Canada. This policy does not apply to the playing rules of the International Ringette Federation. This policy does not apply to policies or policy development and does not modify the technical packages for any Ringette Canada events.

### 3 Definitions

- a) For the purpose of this policy the following definitions will be in place:
  - a. “*Rule Book*” – The Official Playing Rules, published by Ringette Canada in accordance with this policy;
  - b. “*Case Book*” – A vital companion publication to the Official Playing Rules, including interpretations of rules based on cases (rule interpretation scenarios);
  - c. “*Rule Book Case Book Combination*” – A publication including the elements of both the rule book and case book; and
  - d. “*Equipment Rules*” – Rules pertaining to the specifications of the equipments used by participants on the ice in ringette competition.

### 4 Publication of Rules

- a) The Official rules of Ringette Canada shall be published in their entirety every two (2) years. The two (2) year publication cycle will start September 1<sup>st</sup> 2011.
- b) Published rules shall come into effect September 1<sup>st</sup> of the year of their publication.

### 5 Approval of Rule Changes

- a) In order to come into effect a rule change must be approved by the General Assembly of Ringette Canada at the Ringette Canada Annual General Meeting in accordance with the procedure outlined below;
  - a. Changes to the case book must be approved by the Rules Change Task Force;
  - b. Rule changes deemed editorial by the Rules Change Task Force shall be submitted to the General Assembly as an information item.

### 6 Submission of Rule Change Suggestions

- a) Any stakeholder in Ringette Canada may submit a rules change suggestion for review.

- b) The following stakeholders will be actively solicited for rules change suggestion feedback:
  - a. Ringette Canada full members;
  - b. Ringette Canada program committees;
  - c. International Ringette Federation;
  - d. International Ringette Federation Member Nations;
  - e. Ringette Industry stakeholders.

## 7 Provincial Ringette Association Review of Rule Change Suggestions

- a) “Playing rule” submissions shall be circulated by the Ringette Canada office to all provincial/territorial associations by September 15; a copy of all submissions shall be forwarded to the Rules Task Force by the same date.
- b) Provincial/territorial associations shall review proposed playing rule changes and respond (in favour, opposed or abstaining) to Ringette Canada in writing, postmarked no later than December 1. If a province/territory would be in favour of a proposed playing rule change with an amendment to the change that has been proposed they should indicate so in the comments section for that rule change in their response.
- c) Any submission(s) receiving support of less than half the votes cast shall be defeated; any submission(s) receiving support of at least two-thirds of the votes cast shall be incorporated into the National Rule Change Package.

## 8 Timeline for Rules Changes

- a) Ringette Canada and its members shall adhere to the following timelines for the inclusion of rules changes (the years are for the first year of the cycle, subsequent rule change cycles would occur starting in May of odd numbered years):
  - a. May 1<sup>st</sup> 2009
    - i. Beginning of rule change solicitation period. Includes a method to submit rule change suggestions to Ringette Canada’s website.
  - b. September 1<sup>st</sup>, 2009
    - i. Deadline for submissions to be received by the Ringette Canada Office.
  - c. September 15<sup>th</sup>, 2009
    - i. Rule change submissions sent to provincial Ringette associations for feedback and voting.
  - d. December 1<sup>st</sup>, 2009
    - i. Deadline for provincial Ringette associations to submit feedback and votes on rules change submissions.
  - e. End of January, 2010
    - i. Deadline for Rules Change Task Force to meet to discuss rules change suggestions.
  - f. March 15<sup>th</sup>, 2010
    - i. Rules Change package, including rules wording sent to provincial Ringette associations for information.
  - g. AGM Weekend
    - i. Rules Change Task Force makes presentation to annual conference outlining rules change concepts and recommendations.

- h. AGM
  - i. General Assembly votes on the rules change suggestions.
- i. September 1<sup>st</sup> 2011
  - i. New rules are in effect.

## 9 Rules Change Task Force - Composition

- a) The Board of Directors shall appoint a rules change task force to execute specific elements of the rules change process.
- b) The Board shall appoint the following members to the task force:
  - a. Appointee suggested by the Officiating Development Committee;
  - b. Appointee suggested by the Coach Development Committee;
  - c. Appointee suggested by the National Ringette League Committee;
  - d. Appointee suggested by the High Performance Committee; and
  - e. Appointed adjudged to provide the perspective of the Fundamentals, and Learning to Train developmental levels.
- c) The Rules Change Task Force shall be appointed at the beginning of each rules change cycle (starting May 2010) and shall disband upon the completion of a final report, 6 weeks after the rules of that particular cycle come into effect.
- d) The Board may allocate funds to the functions of the Rules Change Task force as needed.

## 10 Rules Change Task Force – Duties

- a) The Rules Change Task Force will be assigned the following specific duties:
  - a. In accordance with 8a(f) of this policy, develop a package of rule change suggestions, with suggestions provided by full members and stakeholders converted into consistent language;
  - b. In accordance with 8a(f) of this policy develop rule change suggestions to complement or supplement the rule change suggestions received from members and stakeholders; and
  - c. In accordance with 8a(f) of this policy, based on feedback received from membership, develop rules change suggestions to include specific rules wording.
- b) The Rules Change Task Force will be assigned the following general duties:
  - a. Act as a resource to members to clarify questions or comments regarding rules change suggestions;
  - b. Make a presentation to the Annual General Meeting concerning the rules change proposals;
  - c. Select a chair from among their members;
  - d. Make presentation(s) to other meetings as needed to solicit feedback or provide information.

## 11 Rules Book Editor

- a) For each rules change cycle, an editor will be retained to provide writing and editorial support to the rules change process.
- b) The editor shall report to the Executive Director;
- c) The Board may provide funds for an honorarium or other support of this position.

## 12 Designated Position

- a) None of the positions outlined in this policy are considered “Designated Positions” for the purpose of the Screening Policy.

## 13 Reporting Forms

- a) Ringette Canada shall produce reporting forms for:
  - a. Rule change submissions;
  - b. Rule change feedback from full members;
  - c. Rule change package;
  - d. Rule change voting package for the Annual General Meeting.

## 14 Submission to the General Assembly

- a) The Rules Change Task Force will submit, by March 15<sup>th</sup> of the rule change year a rules change package for the use of voting delegates at the Annual General Meeting;
- b) Rules included in that submission will include the following notations:
  - a. Name of person(s)/stakeholder(s) submitting the rules change proposal;
  - b. Name of the full members submitting or endorsing the rules change proposal;
  - c. The safety implications of the suggested rule (if any);
  - d. Suggested development level(s) for application of the rule;
  - e. Impact of the potential rule change on existing rules in the book;
  - f. Potential or real contradictions with other suggested rules in the same package;
  - g. Potential or real redundancies with other suggested rules in the same package;
  - h. Recommendation to the assembly to approve or disapprove the rule suggestion;
  - i. Rationale for H above, including connections to the Long Term Athlete Development Model for ringette;
  - j. List of feedback notes assembled from stakeholders.

## 15 Process Review

- a) The Ringette Canada Board will review the rules change process each rules change cycle.

## HIGH PERFORMANCE PROGRAMME POLICY

### 1 Introduction

- a) Ringette Canada has the responsibility to organize, develop and select ringette players and teams to represent Ringette Canada at Domestic and International events. This policy sets Ringette Canada's procedures, guidelines, criteria, standards and timelines governing High Performance Programmes.

### 2 Communication

- a) This Policy, and any amendments to this policy, will be published on Ringette Canada's website as soon as practicable.

### 3 Authority for High Performance Programmes and Selection

- a) The Board of Directors of Ringette Canada has delegated the authority for all decision-making under this Policy to the High Performance Committee.

### 4 Goals/Objectives of Team Selection

- a) The selection criteria shall be approved by the Board of Directors and are designed to select athletes who will create the best possible competitive and cohesive team.

### 5 Team Size

- a) Team size will be dictated by the event, when this is not the case, the High Performance Committee will have the discretion to name a larger team that will include a greater number of reserve athletes, or to name a smaller team due to resource constraints.

### 6 Team Announcement

- a) Ringette Canada will announce the selected team within seven (7) days of the final selection camp by posting the team list on Ringette Canada's website and by contacting selected athletes directly or via telephone.

### 7 Athlete Eligibility

- a) To be eligible to be considered for selection, an athlete must:
  - a. Be a registered member in good standing of Ringette Canada, her provincial/territorial ringette association and her local ringette association (Recommended AA caliber);
  - b. Be a citizen of Canada or have resided in Canada for at least four (4) years immediately preceding the event.
  - c. Be a permanent resident at least 180 days prior to the selection camp of provincial/territorial ringette association in which she is representing;
  - d. At least sixteen (16) years of age prior to the event;
  - e. Nominated by her provincial/territorial ringette association or identified by Ringette Canada;
  - f. Pay any required fees;
  - g. Attend all selection camps as required; and
  - h. Eligible to participate as per the rules of the applicable event.

## 8 Residency

- a) Eligible athlete must declare their provincial/territorial permanent residency upon application for selection. An athlete will only have one permanent residence.
- b) Athletes attending school in a full-time basis outside of their province of permanent residence will be permitted to represent their province/territory of permanent residence or the province/territory in which the athlete attends school.
- c) Athletes wishing to represent their province/territory in which they are a full-time student, not their province/territory of permanent residence, must be enrolled on a full-time basis during the academic year and must be a registered member of that particular provincial/territorial ringette association.
- d) Athletes registered with a provincial/territorial ringette association outside of their permanent residence may be deemed by the High Performance Committee eligible if the athlete:
  - e) Is a registered member of a ringette club and provincial/territorial ringette association for the entire immediate previous competitive season; or
  - f) Represented that province/territory at the immediate previous Canadian Ringette Championships; or
  - g) Attended school full-time the immediate previous academic year.
- h) The permanent residence of an athlete will be determined by the High Performance Committee.
- i) Provincial/Territorial Associations may challenge the permanent residency of an athlete within thirty (30) days prior to the first selection camp or ten (10) days after application.

## 9 Selection Camps

- a) The High Performance Committee will host selection camps for any eligible athlete wishing for selection on the National Team.

## 10 Team Selection Process

- a) The High Performance Committee will:
  - a. Appoint the Head Coach, Assist Coach and Team Manager.
  - b. Hire paid Staff and consultants.
  - c. In conjunction with the Head Coach and Coaching Staff, develop a list of characteristics and physical tests to be completed by each eligible athlete.
  - d. Ensure a minimum of one (1) athlete per province/territory.
  - e. Ensure that in the event that one of the top ranked athletes decides not to join the team, the next highest ranked athlete will be asked as a replacement.
  - f. Members of the Selection Committee are required to remove themselves from any discussions, ranking and voting if there exists a conflict of interest.

## 11 Exceptions

- a) A maximum of two (2) athletes may be added to the team by the National Team Committee, upon their sole discretion, if the appointed athletes were unable to participate in mandatory events, competitions or evaluations due to illness, injury, other medical circumstance or personal, educational or competitive commitments.
- b) If unforeseen circumstances arise which do not allow for this selection process or its timelines to be implemented as planned, the National Team Committee reserves the right to identify an alternate process or alternate timelines. Should this occur, all eligible athletes will be notified of these changes in a timely manner.

## 12 Athlete Requirements to Remain Selected and Removal

- a) Upon selection and in order to remain on the National Team an athlete must:
  - a. Sign a Team Member Agreement,
  - b. Provide to Ringette Canada all required documents (medical records, classification card, birth certificate, health card, etc.),
  - c. Participate in all team events, activities and meetings,
  - d. Ensure proper equipment, clothing and funds,
  - e. Obey all rules established by Ringette Canada,
  - f. Assist Ringette Canada in public relation and fundraising project where required.
- b) Once selected to a team, an athlete may withdraw or be withdrawn for the following reasons:
  - a. Satisfying the minimum training standards set out by the Head Coach;
  - b. Failure to adhere to team rules and Ringette Canada's Code of Conduct and policies;
  - c. Remain competitive-ready leading up to the event. Athletes who do not remain competitive-ready by reason of lack of fitness, injury or illness may be removed from the team. It is the obligation of the athlete to immediately report any injury, illness or change in training that could affect their ability to compete at their highest level.
  - d. Voluntary withdrawal/retirement;
  - e. Fraudulent misrepresentation.
- c) Where an athlete is unable to meet training standards, competitive readiness, violates team rules or the code of conduct or provides fraudulent misrepresentations, the High Performance Committee will have the discretion to remove the athlete from the team and to replace the athlete with another suitable candidate.
- d) The Selection Committee will notify the athlete in writing that she has been removed from the team and reasons for the removal.

## 13 Funding

- a) Any money required to be contributed by the athlete must be paid to the Ringette Canada as requested. Failure to pay such monies may result in the athlete removal from the Team.

## 14 Appeals

- a) Any appeal against a decision of the High Performance Committee can be made in accordance with Ringette Canada's appeals policy.

## HALL OF FAME AND VOLUNTEER RECOGNITION

### 1 Objectives of the Hall of Fame

- a) The objectives of the Hall of Fame program are to:
  - a. Recognize outstanding contributions to the development of the game of ringette and of Ringette Canada.
  - b. Recognize outstanding achievements of builders, teams, athletes, coaches and officials.

### 2 Criteria for Hall of Fame BUILDER Category

- a) Nominees shall have a minimum of three (3) years as a member of the Ringette Canada Board of Directors and/or a national committee.
- b) Nominees shall have a minimum of six (6) years as a volunteer in the sport of ringette.
- c) Nominees shall have made an outstanding contribution to ringette at the national, provincial and community level in one or more of the following categories:
  - a. growth and development
  - b. promotion
  - c. coaching and/or officiating
  - d. administration
- d) Nominees shall be or have been involved in athlete recruitment, coaching, officiating, fundraising, sponsorship, hosting special events, association management and/or development of new programs and initiatives.
- e) The Board of Directors shall have the right to determine eligibility for those individuals who made a significant contribution to ringette in Canada and may not meet the requirements above. The staff of Ringette Canada shall be eligible.

### 3 Criteria for Hall of Fame TEAM Category

- a) Teams eligible to be considered for this category are limited to teams that have competed as Canada's representative at an international level at the World Championship or equivalent.
- b) Such teams will typically have acquired or retained the World Championship for the year in which the team is being considered for the Hall of Fame.
- c) The Board of Directors shall have the right to determine eligibility for those teams that have made a significant contribution to ringette in Canada and may not meet the above requirements.

### 4 Criteria for Hall of Fame ATHLETE Category

- a) Nominees shall have a minimum of five (5) years participation as an athlete at the AA or AAA level.
- b) Nominees shall have a minimum of ten (10) years playing experience.
- c) Nominees shall have exhibited the highest standards of teamwork, sportsmanship and fair play and displayed leadership qualities both on and off the ice.
- d) The Board of Directors shall have the right to determine eligibility for those individuals who made a significant contribution to ringette in Canada and may not meet the requirements above.
- e) The staff of Ringette Canada shall be eligible.

## 5 Criteria for the Hall of Fame COACH Category

- a) Nominees shall have a minimum five (5) years coaching experience at the AA or AAA level.
- b) Nominees shall have achieved a minimum certification of full Level 2.
- c) Nominees shall have a minimum of ten (10) years experience as a ringette coach.
- d) Nominees shall have displayed excellent communication with, and respect for, other coaches, officials, athletes and parents.
- e) Nominees shall have contributed to the growth and development of the ringette coaching program at the national, provincial and community level by serving as an instructor, mentor and/or committee member.
- f) The Board of Directors shall have the right to determine eligibility for those individuals who made a significant contribution to ringette in Canada and may not meet the requirements above.
- g) The staff of Ringette Canada shall be eligible.

## 6 Criteria for the Hall of Fame OFFICIAL Category

- a) Nominees shall have a minimum five (5) years officiating experience at the Canadian Ringette Championships, Canada Winter Games or World Ringette Championship.
- b) Nominees shall have achieved a certification of Level 5 during their officiating career.
- c) Nominees shall have a minimum of ten (10) years experience officiating the sport of ringette.
- d) Nominees shall have contributed to the growth and development of the officiating program at the national, provincial and community level by serving as a referee-in-chief, an instructor, evaluator and/or committee member.
- e) Nominees shall have exhibited leadership qualities in the officiating program and have displayed respect for coaches, athletes and other officials.
- f) The Board of Directors shall have the right to determine eligibility for those individuals who made a significant contribution to ringette in Canada and may not meet the requirements above.
- g) The staff of Ringette Canada shall be eligible.

## 7 Hall of Fame Nomination Procedures

- a) Nominations shall be submitted on the appropriate form (in writing) to the chairperson of the Hall of Fame through the Ringette Canada office. Nominations should be marked "confidential".
- b) Nominations shall be considered for a two-year period without the need for re-submission.
- c) Nominations shall include a résumé of accomplishments of the nominee, including positions duration of positions, and other major achievements. Supporting documents may also be submitted with the nomination.
- d) Nominations will be accepted from provincial/territorial associations, the Ringette Canada Board of Directors and Ringette Canada standing committees.
- e) In the case of nominations in the athlete, coach and official categories, it is highly recommended that the nominee's competitive career, in the category for which she/he is being nominated, has been completed.
- f) Should further information be required, it shall be requested of the nominator by the Hall of Fame chairperson.
- g) Nominations must be received at the Ringette Canada office no later than December 15.

## 8 Hall of Fame Selection Process

- a) The chairperson shall circulate the nomination forms and accompanying forms to the Hall of Fame committee.
- b) The Hall of Fame committee shall consist of:
  - a. Chairman of the Sport Development Committee (Chair) and members of the Sport Development Committee
  - b. Executive Director (Ex Officio)
  - c. Normally one (1) person may be inducted per category per year or, in the case of the team category, one team per year. However, in exceptional circumstances the Committee may recommend and the Board of Directors may approve more than one individual or team in a category in a given year.
  - d. The chairperson shall submit the names of successful nominees to the Board of Directors for ratification at the January meeting.

## 9 Hall of Fame Awards

- a) Hall of Fame awards in the category of Builder, Athlete, Coach and Official will be presented at the awards banquet at Ringette Canada's Annual General Meeting held subsequent to ratification of the nominations at the first Board meeting in each calendar year.
- b) Expenses for each of the individuals so selected, along with one guest each, to attend the Annual General Meeting will be covered by Ringette Canada.
- c) Hall of Fame awards in the Team category will be presented at the awards banquet at the Canadian Ringette Championships held immediately subsequent to ratification of the nominations at the first Board meeting in each calendar year. Expenses for members of the coaching staff and athletes of the nominated team not already in attendance as a participant at the CRC will be covered by Ringette Canada where fiscally prudent.
- d) In any case where Hall of Fame inductions cannot take place as described in paragraphs a) and above, the Board of Directors reserves the right to make alternate arrangements.
- e) All Hall of Fame award recipients will be bestowed with Honorary Life Membership in Ringette Canada and receive appropriate benefits.
- f) Members of teams inducted into the Hall of Fame, including coaching staff, will be identified and recognized as a member of that team, however, it is the team as an entity that will be a member of the Hall of Fame.
- g) All Hall of Fame award recipients will receive a large framed certificate including a Ringette Canada medal in recognition of their induction. In the case of a team induction, only one certificate will be awarded to the team as a whole, however each member of the team will receive a small certificate recognizing their induction.

## 10 Members of Ringette Canada's Hall of Fame

See *Annex A*

## 11 Volunteer Recognition

- a) Ringette Canada wishes to recognize the contributions made by members of the Board of Directors, Standing Committees and staff. Each volunteer, upon completion of their term of office, and each staff member, after the appropriate number of years of service, will receive the following gifts in recognition of their contributions:
  - a. Board of Directors Members: ringette picture with engraved plate.
  - b. Committee Members: Ringette Canada golf shirt.
  - c. Staff Members: years of service awards at 5 year intervals.
- b) Ringette Canada wishes to recognize special events, activities or initiatives as submitted by provincial or local associations on an annual basis. Certificates of appreciation will be presented to the recipients as selected from nominations submitted by February 28th each year with the winners to be announced at the Annual General Meeting.

## Annex A – Members of the Ringette Canada Hall of Fame

### Founder

Sam Jacks	1988
Mirl (Red) McCarthy	1988

### Builder

June Tiessen	1989
Terry Youngman	1989
Herb Abrahams	1990
Bruce Kettles	1990
Betty Shields	1992
Nelson Ball	1993
Agnes Jacks, C.M.	1995
Leon Morrissette	1999
Reg Wood	2001
Audra Antoniuk	2002
Jim Benning	2003
Bernie Cockburn	2006
Marge Knowles	2007
Joanne Dearden	2009
Wes Clark	2010
Bruce Heaslip	2010
Don Sally	2010
Rene Trumpler	2010

### Athlete

Deb Marek	2001
Cara Brown	2002
Carolyn Bogusz	2006
Clémence Duchesneau	2006
Lisa Brown	2008
Cindy Annala	2008
Maria (McKenzie) Thompson	2009
Judy Diduck	2009

### Official

Denise Weeks	2001
Doug MacQuarrie	2002
Jane Larkworthy	2003
Steve Blacklock	2010
Normand Laforest	2010
Mark Renkiewicz	2010

### Coach

Lyndsay Wheelans	2002
Linda (Tippin) Anderson	2004
MaryLee Ross	2006
Lorrie Horne	2008
George McKenzie	2009

### Team

Team Canada 1990	2005
Team Canada 1992	2005
Équipe du Canada de 1996	2010
Équipe du Canada de 2002	2010