



POLICY MANUAL

JUNE 2007

Play it. Love it. Live it.



RINGETTE CANADA POLICY MANUAL

June 2007

Table of Contents

SECTION	PAGE
1. Introduction and Glossary of Terms	5
2. Philosophy and Objectives.....	6
3. By-Laws, Policies and Procedures	7
4. Administration.....	8
5. Meetings.....	16
6. Financial Management	19
7. Contracts, Legal Documents and Logo Policy.....	23
8. Membership	24
9. Athlete Registration	27
10. Communications	32
11. Promotions, Marketing and Sponsorship.....	33
12. Hall of Fame and Volunteer Recognition.....	35
13. Harassment Policy	41
14. National Coaching Certification Program (N.C.C.P.).....	48
15. Manager's Certification Program.....	54
16. National Officials Certification Program (N.O.C.P.).....	56

17.	The Canadian Ringette Championships	64
18.	Interprovincial/Interterritorial and International Play.....	73
19.	Rules Development.....	76
20.	Technical Council	81
21.	Discipline Guidelines for Full Members	83
22.	Appeals Policy.....	84
23.	Suspension Guidelines	90
24.	Athlete Representation Policy	92
25.	Women’s National Team Program Policy.....	94
26.	National Screening Policy.....	104
27.	Conflict of Interest Policy	109
28.	Code of Conduct Policy.....	112
29.	Privacy Policy	114

APPENDIX

A	Members of Ringette Canada’s Hall of Fame.....	123
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Note : Ringette Canada’s current Resources Catalogue can be viewed on www.ringette.ca.

INTRODUCTION AND GLOSSARY OF TERMS

I.1 Introduction and Purpose

The affairs of Ringette Canada are conducted on a day to day basis, guided by the information outlined in the By-Laws, Policy Manual, and Procedures.

It is the responsibility of all members, the Board of Directors (i.e., the Board), and the staff, to follow the guidelines outlined in this manual towards the development and betterment of the sport, and manage the sport in keeping with the philosophy outlined herein.

I.2 Glossary of Terms

Note: All references in this manual to the following terms should be noted. References to the:

“Board” refers to the Board of Directors.

“Board Member” refers to a member of the Board of Directors.

“Executive” – Deleted.

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

“Play” refers to any game, league, or tournament in which ringette is played.

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

“Team Staff” refers to the coach, assistant coach, trainer, or manager who are on the bench during a game.

“Interprovincial/territorial tournaments” also denotes provincial/territorial events.

PHILOSOPHY AND OBJECTIVES

2.1 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.

2.2 Aims and Objectives

As per By-Law 5.

2.3 Equity and Access

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

2.4 Athlete Status

Ringette is solely an amateur sport at this time, 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.

2.5 Mission Statement

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.

BY-LAWS, POLICIES AND PROCEDURES

3.1 By-Laws

The By-Laws of Ringette Canada lay out the basic structure, purpose and management guidelines of the Association and its elected Officers. These, along with the Letters Patent, are the laws under which Ringette Canada received corporate status.

Amendments to the By-Laws shall be distributed to Full Members one month prior to the Annual General Meeting.

The By-Law amendments shall not be enforced until such amendments have received an affirmative vote of at least two-thirds of the members present at the Annual General Meeting and receive the approval of the solicitor of Ringette Canada verifying there are no redundancies nor contradictions to the Letters Patent.

Changes in By-Laws must be approved by the Minister of Consumer and Corporate Affairs before they are officially put into effect.

3.2 Policies

The Policies of Ringette Canada are rules of conduct laid down by the Board and members that govern the day to day operation of the Association.

Amendments to the Policy Manual shall be distributed to Full Members one month prior to the Annual General Meeting.

Amendments to the Policy Manual are governed by regulations which state that the **Board** may prescribe such policies relating to the management and operation of Ringette Canada as they deem expedient. Such policies shall not be inconsistent with the By-Laws, and shall remain in effect only until the next Annual General Meeting when they shall be confirmed by a majority vote of members, or shall from that time cease to be in effect.

Any member wishing to amend the Policies/By-Laws shall forward the substance of the proposed amendment(s) to the Ringette Canada office at least six (6) weeks prior to the AGM. Only those submitted shall be considered during the AGM.

3.3 Procedures

The Procedures describe how the By-Laws and Policies are carried out and detail the steps that are taken by the Board, committees, appointed representatives and members to attain the goals of the Association. They are the internal operating guidelines of Ringette Canada.

Amendments to the Procedures may be made upon the approval of a **committee** unless otherwise indicated, and shall be submitted to the Board for ratification at the next meeting of the Board.

ADMINISTRATION

4.1 Head Office

The Head Office of Ringette Canada is located at 5510 Canotek Road, Suite 201, Ottawa, Ontario K1J 9J4, telephone (613) 748-5655, Fax (613) 748-5860. This address is the official address of Ringette Canada. All mail to Ringette Canada or its volunteers must be sent to the Head Office.

The staff of Ringette Canada is located at this address

4.2 Official Language

- 1) All legal and corporate documents shall be available in both official languages.
- 2) Ringette Canada shall endeavour to serve Canadians in both official languages, endeavour to have all of its resources available in both official languages, and endeavour to communicate to members and the public in the language of their preference.
- 3) Ringette Canada shall endeavour to deliver programs simultaneously in both official languages.
- 4) All newsletters and similar printed materials shall contain articles in both official languages.
- 5) Ringette Canada will negotiate with a province to ensure availability of resources in both official languages in the case where the province is not prepared to make them available.

4.3 Composition of Ringette Canada

- 1) Members
- 2) Board of Directors
- 3) Standing and Ad Hoc Committees
- 4) Staff

While the staff and Standing and Ad Hoc Committees report through the Executive Director to the Board of Directors, the Board of Directors ultimately represents the membership through the election process. The Board of Directors, therefore, operates in the best interests of the members of Ringette Canada.

4.4 Internal Organization of Ringette Canada

The following chart represents the reporting structure and basic composition of Ringette Canada. Note that it does not represent reporting relationships, but simply describes the positions and committees of the national organization.

4.5 Duties of the Board of Directors

All Board members shall be responsible for abiding by the By-Laws, Policies and Procedures of Ringette Canada. Each Board member is expected to:

- 1) **attend the meetings of the Board of Directors**
- 2) **deleted.**
- 3) **deleted.**
- 4) **deleted.**
- 5) **deleted.**
- 6) **deleted.**

- 7) **promote a positive image of Ringette Canada and objectively represent the decisions made by the Board and its members**
- 8) **attend general meetings of the Association and other meetings called by the President**
- 9) **Deleted.**

4.5.1 The duties of the President are to:

- 1) **call meetings of the Board of Directors**
- 2) **chair all meetings of the Board of Directors**
- 3) be a signing officer
- 4) be an ex-officio member on all committees
- 5) be the Association's representative to other national or international agencies, including the International Ringette Federation, or meetings similarly represented; or appoint, with the Board of Directors' approval, another officer to serve in his/her stead
- 6) undertake leadership in promoting the aims and objectives of Ringette Canada
- 7) be responsible for ensuring that all administrative procedures and communications are carried out.
- 8) **with the Executive Director, be responsible for planning and coordinating the Annual General Meeting**
- 9) **be a signing officer**
- 10) **review payables which are approved by the Executive Director**
- 11) **ensure that an accurate record of the corporate minutes of all Board of Directors' meetings is retained**
- 12) **fulfill all corporate secretarial duties, including but not limited to, the signing of By-Laws, banking resolutions, and contracts**
- 13) **ensure that all requirements of Consumer and Corporate Affairs Canada, as they pertain to a non-profit registered Canadian Amateur Athletic Association are fulfilled**
- 14) **coordinate and supervise the activities of the staff and be the liaison between staff and Board.**

4.5.2 The duties of the Board Finance Committee:

- 1) **ensure a financial report in writing at each Board of Directors' meeting and keep the Board informed of the current status of their programs and the Association in general**
- 2) **be responsible for investing the corporation's surplus funds**
- 3) **in conjunction with the Executive Director, prepare a budget for review by the Board of Directors and ensure that the budget is adhered to**
- 4) **ensure proper financial records are kept and that corporate accounts are audited annually.**

4.5.3 The duties of the Chair, Coaching Development Committee:

- 1) serve as the liaison between the Board and the **Coaching Development Committee** and to coordinate technical services within respective programs
- 2) work with the Technical Director/Coordinator (staff) to ensure the orderly and timely development of technical services within respective programs
- 3) serve as a member of the Technical Council
- 4) **submit a written report of activities at least two weeks prior to each meeting of the Board of Directors**

- 5) **prepare an annual budget for programs under their jurisdiction**
- 6) **formulate recommendations to the Board**
- 7) **prepare an annual report on their program areas**
- 8) **monitor the financial position of their program areas**
- 9) **perform other duties as assigned by the Board.**

4.5.4 The duties of the Chair, Officiating Committee:

- 1) serve as the liaison between the Board and the Officiating Committee and to coordinate technical services within respective programs
- 2) serve as the Chair of the Technical Council
- 3) work with the Technical Director/Coordinator (staff) to ensure the orderly and timely development of technical services within respective programs.
- 4) **submit a written report of activities at least two weeks prior to each meeting of the Board of Directors**
- 5) **prepare an annual budget for programs under their jurisdiction**
- 6) **formulate recommendations to the Board**
- 7) **prepare an annual report on their program areas**
- 8) **monitor the financial position of their program areas**
- 9) **perform other duties as assigned by the Board.**

4.5.5 The duties of the Competitions Coordinator:

- 1) be responsible for the administration of interprovincial play, including Canadian Championships and Canada Winter Games
- 2) attend the Canadian Ringette Championships as an official representative of Ringette Canada
- 3) serve as the Chair of the Protest and Grievance Committee at the Canadian Ringette Championships
- 4) serve as a member of the Technical Council
- 5) administer the Special Award Program at the Canadian Ringette Championships.
- 6) **submit a written report of activities at least two weeks prior to each meeting of the Board of Directors**
- 7) **prepare an annual budget for programs under their jurisdiction**
- 8) **formulate recommendations to the Board**
- 9) **prepare an annual report on their program areas**
- 10) **monitor the financial position of their program areas**
- 11) **perform other duties as assigned by the Board.**

4.5.6 The duties of the Chair, Sport Development Committee:

- 1) be responsible for the marketing programs of Ringette Canada in the areas of promotions, fundraising and sponsorship
- 2) work with the Executive Director (staff)
- 3) coordinate in conjunction with the local host organizing committee Publicity Director, a media relations strategy and activities promoting the Canadian Ringette Championships
- 4) coordinate in conjunction with provincial and territorial associations all Ringette Week activities and programs
- 5) assist in other programs and activities concerning promotion and communications and relating to the image of Ringette Canada.

- 6) **submit a written report of activities at least two weeks prior to each meeting of the Board of Directors**
- 7) **prepare an annual budget for programs under their jurisdiction**
- 8) **formulate recommendations to the Board**
- 9) **prepare an annual report on their program areas**
- 10) **monitor the financial position of their program areas**
- 11) **perform other duties as assigned by the Board.**

4.5.7. The duties of the Chair, National Team Committee:

- 1) serve as the liaison between the Board and the National Team Committee
- 2) attend the World Ringette Championship (as needed) as an official representative of Ringette Canada
- 3) work with the national office staff to ensure the orderly and timely coordination of the high performance program.
- 4) **submit a written report of activities at least two weeks prior to each meeting of the Board of Directors**
- 5) **prepare an annual budget for programs under their jurisdiction**
- 6) **formulate recommendations to the Board**
- 7) **prepare an annual report on their program areas**
- 8) **monitor the financial position of their program areas**
- 9) **perform other duties as assigned by the Board.**

4.6 Staff

4.6.1 The Executive Director, Technical Director/Coordinator, Financial Administrator, Technical Assistant, and Administrative Assistant are the staff of Ringette Canada.

- 1) Ringette Canada, under the direction of the **Board of Directors**, hires and supports the staff.
- 2) The Financial Administrator, Technical Assistant, and Administrative Assistant are hired by the Executive Director of Ringette Canada.
- 3) All staff, including support staff, are responsible to the Executive Director.
- 4) The Executive Director is an ex-officio (non-voting) member of all non-technical committees and the Board of Directors. The Technical Director/Coordinator is an ex-officio (non-voting) member of all technical committees.

4.6.2 The Executive Director shall work with the **President, Board, and Committees** in the coordination of the following areas:

- 1) administration and management
- 2) policy Implementation and planning
- 3) financial management
- 4) budgeting
- 5) corporate and public sponsorship
- 6) marketing and promotion
- 7) **monitor the collection and depositing of all moneys belonging to Ringette Canada.**

The Executive Director shall perform the duties of:

- 1) liaising with the members of Ringette Canada
- 2) working with government departments, including Sport Canada
- 3) **attending all meetings of the Board of Directors**
- 4) attending the Canadian Ringette Championships
- 5) coordinating all activities of the Association through the national office
- 6) assisting the Executive with their duties as listed in 4.5
- 7) serving on various Ringette Canada committees in a capacity as determined by the Executive
- 8) develop marketing opportunities for corporate sponsorship
- 9) planning, budgeting, and administration of promotion programs
- 10) promotion of all programs and resources.

Further details are provided in the Executive Director's job description.

4.6.3 The Technical Director/Coordinator shall work with the Chairs of Coaching Development and Officiating and the Executive Director in the following technical areas:

- 1) administration and development
- 2) education
- 3) planning and budgeting
- 4) program evaluation.

The Technical Director/Coordinator shall perform the duties of:

- 1) technical administration
- 2) instructor training
- 3) administration and coordination of clinics
- 4) program and resource coordination
- 5) encouraging research in technical programs
- 6) planning and budgeting for technical programs
- 7) promotion of technical programs
- 8) communicating with technical volunteers
- 9) **attending Board meetings and technical meetings as required**
- 10) attend the Canadian Ringette Championships and Annual General Meeting.

Further details are provided in the Technical Director/Coordinator's job description.

4.6.4 The National Team Coordinator shall work with the Chair, National Team Committee, the National Team Committee, the Executive Director and Technical Director/Coordinator in the following areas related to the National Team Program:

- 1) planning and budgeting
- 2) administration
- 3) promotion and communication
- 4) evaluation.

The National Team Coordinator shall perform the duties of:

- 1) coordinating and organizing all national team events
- 2) liaising with provincial/territorial and local ringette associations
- 3) registering athletes for national team events
- 4) communicating necessary information to athletes and team staff

- 5) arranging equipment and supply purchases
- 6) maintaining database of information
- 7) coordinating athlete fundraising and sponsorship activities
- 8) developing and maintaining evaluation forms for athletes and team staff.

Further details are provided in the National Team Coordinator's job description.

4.7 Committees

4.7.1 Ringette Canada utilizes two types of committees, these being: Standing Committees and Ad Hoc Committees.

- 1) Standing Committees are selected for a term of two years in the areas of:
 - a) **Coaching Development**
 - b) Officiating
 - c) **Sport Development**
 - d) National Team
- 2) **Ad Hoc Committees are formed by the Board to deal with certain issues, and are disbanded at the completion of their task (e.g. Nominating Committee, AGM Committee, Rules, etc.).**

4.7.2 Selection of Ad Hoc Committee Members

- 1) All provincial/territorial associations are invited to submit names of representatives from their jurisdiction who are interested in becoming a member of any Ad Hoc committee. Details regarding the procedure for doing so should be obtained from the Executive Director.
- 2) In some cases, existing committees or a committee chairperson may require detailed submissions on the experience and abilities of the applicants. This is the prerogative of the specific committee or chairperson.
- 3) All appointments to Ad Hoc committees must be ratified by the **Board**.

4.8 Board of Directors

4.8.1 Qualifications

In the interest of maintaining a strong national body and strong provincial associations, members of the **Board of Directors** shall meet the following conditions in addition to those established in the By-Laws:

- 1) devote significant time and effort to Ringette Canada's work
- 2) resign from provincial office within thirty (30) days of election or appointment to the **Board of Directors** of Ringette Canada
- 3) shall not hold a position with voting capacity on a regional, or local Board, or the Board of the International Ringette Federation.

Prior approval is needed for participation by **Board** members (or staff) in any international ringette events or meetings.

4.8.2 Nominations to the **Board of Directors**

The members of the **Board of Directors** shall be elected and, if necessary, removed from office, and vacancies filled in accordance with By-Law **8.4**.

- 1) **The nominations of the Board of Directors shall be made by a Nominating Committee which shall be chaired by one of the members of the Board of Directors. The Committee, appointed by the Board of Directors, shall consist of the chair plus two members.**

The Nominations Committee Chair shall notify all provinces/territories at the time of the notice of meeting, that nominations will be accepted for officers of the **Board**.

- 2) The objectives of the Nominating Committee are to:
 - a) identify and recruit nominees based on the knowledge and skills needed for the position;
 - b) ensure that the makeup of the **Board** reflects Ringette Canada's membership from coast to coast. That is to say, that as much as possible, geography and language will be taken into consideration when a list of nominees is being prepared.
- 3) **Deleted**
- 4) The chairperson of the Nominating Committee will prepare a composite of the above for presentation and modification, if necessary, to the Board.
- 5) The Nominating Committee will prepare a list of nominees, at least one for each vacant position, based on the general guidelines given above and the candidates' demonstrated knowledge, skill, and ability to achieve objectives that are similar to those listed for the position.
- 6) 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.
- 7) 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 Board of Directors' meeting the first day or the first night of the weekend of the AGM. 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.
- 8) All nominees will be given an opportunity to address the membership with a brief presentation.
- 9) The chairperson of the Nominating Committee shall serve as the chairperson for the election of **Board of Directors' Members** at the Annual General Meeting.
- 10) The election of **Board of Directors' Members** 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 conditions indicated above. The **Board of Directors** shall have the authority to fill by appointment any vacancy. Any appointment must be ratified by the membership at the next full Board of Directors' Meeting.
- 11) The voting will be done by secret ballot during the main business portion of the AGM. The chairperson shall appoint two scrutineers to ensure that only five votes for each Full Member, one vote for each Board member, one vote for each Athlete Representative and one vote for each eligible Associate Member are cast, to count the ballots, and to give notice to the Nominating Chairperson of the results.

12) The election to the **Board of Directors** shall take place in the following order:

Even Numbered Years

President

Three (3) Directors at Large

Athlete Director

Odd Numbered Years

Four (4) Directors at Large

13) Individuals who are appointed to a vacant position at any point in the two (2) year term of any position do not forfeit their right to be elected for two (2) complete and consecutive two (2) year terms.

4.9 Resignations

Resignations from the **Board of Directors**, a committee, or other appointed positions due to the inability of an individual to complete the term of office require the submission of notice of resignation a minimum of thirty (30) days prior to the date that the resignation takes effect.

MEETINGS

5.1 **Board of Directors**

5.1.1 Board of Directors

The Board has the vested power to administer the affairs of Ringette Canada and do such acts and things as Ringette Canada is (by its charter or otherwise) authorized to perform. The Board will determine the policies of the national body, but they must be confirmed by the majority vote of the members present at the Annual General Meeting.

The Board members may consider or transact any business, either special or general, at any meeting of the Board of Directors.

No member of the Board may make a major financial decision unilaterally.

5.1.2 Deleted

5.1.3 Quorum

A quorum at **Board of Directors'** meetings shall be 50% + one.

5.1.4 Timing of Meetings

The **Board of Directors** shall meet within 60 days of the Annual General Meeting. There shall be a minimum of two Board meetings during the year.

5.1.5 Chairing Meetings

The President shall, when present, preside at all meetings. If absent, the duties will be performed by an officer or Director designated by the Board.

The agenda for the meetings of the Board shall be determined by the President in consultation with the Board. The President shall advise and confirm the agenda with the Executive Director.

5.1.6 Voting

Votes shall be cast by a show of hands, unless a secret ballot is demanded by any Board member present. A majority of the votes cast by the eligible voters present shall decide that a motion has been carried, unless a two-thirds vote is required. A majority or two-thirds vote will be determined on the basis of total votes cast, excluding blanks, spoiled votes, and abstentions.

The chairperson shall not vote on any matter unless there is a tie, in which situation, the chairperson shall cast the deciding vote (see Robert's Rules of Order).

5.1.7 Location of Meetings

All Board meetings will be held in Ottawa, unless financially or topically expedient to change the location.

5.2 Annual General Meeting

Ringette Canada shall hold an Annual General Meeting by June 15, preferably on the second full weekend of June of each year, the date of which shall be set by the **Board**.

As required by the By-Laws, members of the **Board of Directors** shall prepare and submit:

- 1) an annual report
- 2) the audited statement
- 3) the report of the auditors.

All **Board** members shall be elected, auditors appointed, and remuneration fixed for the ensuing year by the membership.

The program at the Annual General Meeting shall consist of the formal business meeting, workshops, seminars, and other activities as determined by the **Board of Directors**. This meeting shall be held on a weekend, and shall commence no later than 8:00 p.m. on Friday and terminate no later than 2:00 p.m. on Sunday. The Executive Director shall be responsible to coordinate preparation of the Annual Report.

The Annual General Meeting shall be held in a central location. The **Board of Directors** will research and determine the most economical site.

Resolutions emanating from the Annual General Meeting and receiving an affirmative vote of the majority of members present at an Annual General Meeting shall be placed on the agenda of the first meeting of the **Board of Directors** following the Annual General Meeting. These will be acted upon by the **Board**.

5.3 Standing and Ad Hoc Committee Meetings

Each committee chairperson shall have general responsibilities as follows:

- 1) The chairperson shall be responsible for ensuring that the proceedings of meetings are documented, and that such minutes are forwarded to the Ringette Canada office within two weeks of the meeting for circulation to the Board of Directors and committee members.
- 2) The chairperson shall prepare a budget, upon request, for submission to the Executive Director and **the Finance Committee** and shall ensure that all expenditures made in relationship to their program are in accordance with the budget, the By-Laws, and the Policies and Procedures.
- 3) The chairperson is responsible for presenting policy recommendations of their committee to the Board of Directors.
- 4) Committees shall operate in a like fashion as to the Board of Directors in relation to who chairs the meetings, voting, etc.

5.4 Special Votes/Alternative Meeting Formats

Meetings of the Board of Directors may be held by conference call, via the Internet, by fax or by other technological means when:

- 1) **an issue arises of an urgent nature that requires a decision prior to the next scheduled Board meeting;**
- 2) an "in person" meeting is not necessary;
- 3) an alternative meeting format is deemed more appropriate and cost-effective.

5.4.1 Background Materials

- 1) Material required for review prior to the meeting must be provided to participants a minimum of 3 days in advance of the meeting.
- 2) Material will be distributed by the Ringette Canada office in the most cost-effective means possible (regular mail, courier, fax) depending on the amount of time available.

5.4.2 Conference Calls

Audio or video conference call meetings may be held, according to the following procedures:

- 1) Participants will be provided notice a minimum of 7 days prior to the conference call.
- 2) Ringette Canada staff will confirm receipt of such notice with participants by the close of the next business day.
- 3) Participants are requested to confirm their attendance at the meeting 48 hours in advance of the actual conference call.
- 4) Ringette Canada staff will follow-up with those participants who have not responded by the confirmation deadline.
- 5) Meetings will start no sooner than 17:00 local time on weekdays and 08:00 on weekends or national holidays for any member, and will finish no later than 23:30 local time for any member.
- 6) The maximum length of any conference call will be 3 hours.
- 7) The meeting agenda will allow sufficient time for staff and invited participants to speak. The meeting chair may allocate a maximum amount of time to each participant.
- 8) Minutes of the meeting will be recorded and will be distributed to all participants no later than two weeks after the conference call is held.

5.4.3 Voting/Ballots

In cases where an issue has been discussed during a meeting but no decision reached, voting will proceed as follows:

- 1) Participants will be provided notice a minimum of 7 days prior to the date on which a vote is required.
- 2) Participants are requested to confirm receipt of such notice to the Ringette Canada office by the close of the next business day.
- 3) Ballots will be returned to the Ringette Canada office, preferably by Internet or fax; if a participant does not have access to the Internet or fax, that participant's ballot may be submitted by mail or courier.
- 4) Confirmation of receipt of the member's ballot will be provided by the Ringette Canada staff by the end of the next business day.
- 5) Ballots must be signed in order to be considered valid; e-mail users' "addresses" will be considered a signature for this purpose.
- 6) One day prior to the ballot deadline, Ringette Canada staff will follow-up with those whose ballots have not been received.
- 7) In the event a ballot is not returned, that participant will be considered to have abstained.
- 8) All reasonable efforts will be made to provide the results of ballots to Board members by the end of the first business day following the vote deadline.

FINANCIAL MANAGEMENT

6.1 Signing Authority

As indicated in By-Law 14.

6.2 Budgeting

The budget, as approved by the Board of Directors, shall dictate how Ringette Canada funds will be expended, and the revenue that must be obtained in order to operate a financially sound organization. **Standing Committee members are** responsible for operating their program(s) within the framework of the budget. This will entail monitoring the expenditures in order to ensure that they do not exceed the budget, and to ensure funds are spent only in the manner in which they have been designated.

6.3 Revenue and Expenditures

All revenue shall be deposited into the Ringette Canada account.

The Executive Director shall authorize all expenditures included in the budget. Should an expenditure be required that has not been previously approved in the budget, the **Board of Directors** must approve the expenditure prior to it being made.

In accordance with CICA accounting recommendations for not-for-profit organizations, effective with the 2000-2001 fiscal year, Ringette Canada will change its policy of expensing capital assets in the year of acquisition to record all major capital asset purchases, i.e. normally any expenditure in excess of \$500.00 (five hundred) at cost and amortize them in equal annual amounts over a period of three (3) years.

6.4 Travel Policy

6.4.1 General Guidelines

- 1) When deemed necessary or advantageous by the **Board of Directors**, Ringette Canada will conduct a review of travel agents to determine the supplier most suited to meet the association's needs.
- 2) **Individuals participating in Board of Directors' meetings, general meetings and standing committee meetings will make their own travel arrangements directly with the travel agent designated by Ringette Canada.**
- 3) Ringette Canada will notify participants of meeting dates and travel booking cut-off dates as early as possible in advance of each meeting.
- 4) Additional costs incurred due to missing booking cut-off dates or due to changes requested by the individuals to flight arrangements will be the responsibility of the individuals making their travel arrangements, and Ringette Canada will issue invoices accordingly.
- 5) Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.

- 6) **Travel over and above budgeted expenditures may be considered under special circumstances, however, such travel is subject to prior approval by the Executive Director.**
- 7) All charges for air or train fares will be billed by the travel agent to an approved Ringette Canada corporate credit card. Accommodation charges for meetings will be paid directly to the respective hotel by Ringette Canada.

6.4.2 Transportation

- 1) Air
 - a. Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:
 - i) Travel shall be arranged at a time convenient to the traveller, considering flight availability, cost of travel, airline, and personal commitments of the traveller.
 - ii) Seat sale fares shall not be booked unless there is certainty with respect to the passenger's travel.
 - b. The traveller must return the passenger portion (last copy) of the airline ticket upon completion of travel.
- 2) Ground (own vehicle)
 - a. Ringette Canada will pay for travel in privately owned motor vehicles at the rate of 30 cents per kilometer up to the cost of the lowest available airfare at the time of travel (based on pre-booking). The total transportation claim (motor vehicle, accommodation, meals) for the travelling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).
 - b. Persons travelling to the same destination should pool their transportation where possible.
 - c. In the case that there is more than one person travelling in the same private motor vehicle, only one person may claim for transportation.
 - d. Ground travel of less than fifty (50) kilometers round trip will not be reimbursed.
- 3) Ground Travel (rental)
 - a. Vehicles may be rented as necessary, and as approved by the Executive Director.
 - b. The total claim, including accommodation and meals for the travelling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).
 - c. Payment can be made on the corporate credit card or through the use of a "One Trip Travel Voucher" provided by the national office.
 - d. A reasonable amount shall be deducted (by the renter) for personal use of a rental vehicle while the rental charge is being paid for by Ringette Canada.
- 4) Other

Rail or bus travel must be less expensive than the lowest available fare at the time of travel (including additional hotel and meal expenses).

6.4.3 Accommodation

- 1) Hotel/Motel
 - a. All accommodation will be booked by or receive prior approval through the national office.

- b. Accommodation will be paid directly to the hotel based on double occupancy where possible. Persons attending Ringette Canada business alone will have total room costs paid.
 - c. Persons requesting single accommodation will be required to pay the difference between the single and double occupancy rate prior to departure.
 - d. Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.
- 2) Private Accommodations
Contributions of \$12 per day per person may be provided for accommodation when staying with friends or relatives.

6.4.4 Meals

- 1) Eligible persons will be entitled to a per diem meal allowance of up to \$40.00 per day.
- 2) Claims will be judged based on the following guidelines for partial meeting days or individual meal claims:

Breakfast	\$10.00
Lunch	\$12.00
Dinner (Supper)	\$18.00
- 3) Eligibility on partial meeting days will be based on the following:

Breakfast	travelling to or from meeting or commencing meeting prior to 8:30 a.m.
Dinner -	travelling to or from meeting, or meeting after 5:30 p.m.
- 4) No receipts are required for meals.
- 5) Persons who are on flights or trains which provide meals as part of the service are not eligible to claim those meals as expenses.

6.4.5 Administrative Expenses

- 1) For **Board of Directors'** members and committee members, claims are allowed for postage, telephone, and other pre-approved expenses (e.g. stationery, supplies, duplicating).
- 2) Long distance telephone calls made by the **Board** shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with the corresponding claim form.
Note: Whenever possible, dial direct during periods of the day or week when discount rates are in effect. Under normal circumstances, no **Board** member will accept collect phone calls from any member.
- 3) Amounts claimed must not exceed the total limits of approved budgets and/or amounts additionally authorized by the **Board of Directors**.
- 4) All claims in this category require original receipts.

6.4.6 Cash Advances

- 1) Management staff shall be provided with a permanent cash advance of:

Executive Director	\$300.00
Technical Director/Coordinator	\$200.00
- 2) **Support staff and volunteers may request temporary advances.**
- 3) All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.

6.4.7 Payment of Expenses by Ringette Canada

- 1) All expense claims must be mailed to the Ringette Canada office within ten (10) days of the event or receipt of the invoice to receive remuneration.
- 2) The expense form must be properly completed, indicating the event to which the claim applies. Receipts must be attached.
- 3) The claim shall be submitted for approval by the appropriate staff member and the Executive Director.
- 4) The expense claim must be signed by the applicant.
- 5) All volunteers' claims will be subject to approval prior to payment, and are limited to eligible meetings, clinics, conferences, and approved activities.

6.5 **Purchasing**

All purchases over \$500.00 must be authorized by a purchase order from the national office.

Any purchase must be budgeted for and approved prior to the purchase being made.

Items requiring purchase orders must have three written estimates or similar indication of cost.

6.6 Petty Cash

The Executive Director or designate will be advanced and be accountable for a petty cash fund of \$100.00. This fund is to be used for the payment in cash of purchases of small value (i.e. maximum \$25.00). Cash and proper receipts for disbursements made must equal the total funds at all times. The Executive Director or designate will make periodic reimbursements upon request and presentation of receipts for amounts paid. The amount of the reimbursing cheque should always be for the exact amount of the invoices submitted.

6.7 Non-Budgeted Expenditures

In extraordinary cases, the President may authorize expenditures not exceeding \$500.00. Such expenditures must be referred to the next Board of Directors' meeting for approval.

6.8 Donations

Ringette Canada, as a Registered Canadian Athletic Association, will issue receipts for tax purposes.

A donation is defined as a gift, a voluntary transfer. No right, privilege, material benefit or advantage may be conferred on the donor or on a person designated by the donor as a consequence of the gift.

6.9 Terms of Payment

All invoices submitted by Ringette Canada are net 30 days. An unpaid invoice will be subject to a charge of 2% interest per month.

CONTRACTS, LEGAL DOCUMENTS AND LOGO POLICY

- 7.1 All contracts and legal documents shall require the approval of the **Board of Directors** and be endorsed as outlined in the By-Laws. A copy of such documents shall be placed in the minute book.
- 7.2 Logo Policy
The Ringette Canada logo consists of the emblem, which is the maple leaf with a ring incorporated in the design, and the logotype for the wording.
- 7.2.1 The only acceptable colour combinations for the reproduction of this logo are:
- 1) flag red for both the emblem and the logotype
 - 2) black for both the emblem and the logotype
 - 3) flag red for the emblem and black for the logotype
 - 4) white for both the emblem and the logotype may only be used on a black background
 - 5) gold for both the emblem and the logotype is restricted for use on clothing for the Ringette Canada Board of Directors and staff.
- 7.2.2 There shall be no reproduction or use of the logo without written permission.
- a) Requests to use the Ringette Canada logo must be submitted, in writing, to the Ringette Canada office at least 30 days prior to the expected use or reproduction of the logo. This submission must include a sample and/or explanation of the proposed use of the logo.
 - b) Written permission, which will be provided within seven (7) business days of receipt of the request, must be received before use of the logo can proceed.
 - c) Permission to use the logo shall not be unduly withheld. Should an organization be refused this permission, it can appeal the decision in accordance with Policy 22.
- 7.2.3 Any use of the logo shall be consistent with the philosophy, aims and objectives of the Association as stated in the Ringette Canada By-Laws and Policy Manual.

MEMBERSHIP

8.1 Membership Categories

As per By-Law 6.2.

8.2 Membership Application

- 1) Application for membership to Ringette Canada shall be made on the form provided by Ringette Canada and be received in the national office by the due date.
- 2) Membership may be applied for at any time.
- 3) All memberships shall expire on June 30 of each year.
- 4) All renewal membership fees become payable on July 1. Failure to pay fees by this date will require that an additional \$50.00 late fee be paid.
- 5) Ringette Canada will not recognize, in a province/territory, a new provincial/ territorial association without the approval of the existing provincial/territorial body.

8.3 Requirements - Full Member

To become a Full Member, applications must include the following:

- 1) names and addresses of all provincial/territorial board members
- 2) designation of the official mailing address and contact name for the association
NOTE: Ringette Canada recognizes the President of each member association as the official contact in all matters unless directed otherwise by the said association in writing.
- 3) the provincial/territorial association's operating guidelines (i.e. constitution and/or By-Laws)
- 4) the jurisdictional area of the association if other than provincial/territorial boundary
- 5) the number of registered athletes and estimate of number of athletes in total residing in the jurisdictional area
- 6) Full Members must register all athletes, officials, and coaches under their jurisdiction with Ringette Canada and pay the prescribed fee.

All requirements must be met before the membership is accepted.

Note: Renewal of membership in consecutive years does not require restatement of jurisdictional area, mailing address, or operating guidelines unless they have changed since previous application.

8.4 Fees

The fee for Full Membership shall be assessed and approved at the January Board Meeting. The fee for Associate Membership shall be \$100.00 per year. The Affiliate Member fee shall be \$50.00 per year. Honorary Life Members shall not be required to pay a membership fee.

In addition to any requirements of the member association, other fees may be assessed. Such fees will have force and effect only until the next Annual General Meeting of the members of Ringette Canada when they shall be confirmed, or shall from that time cease to have force and effect.

8.5 Further Member Requirements

Once accepted as a Full Member of Ringette Canada the following requirements must be met in order to remain a member in good standing:

- 1) comply with the By-Laws, Policies, and objectives of Ringette Canada
- 2) submit a copy of the amendments to the provincial/territorial constitution and/or By-Laws, as they are available
- 3) notify Ringette Canada in writing within fourteen (14) days of any change in name and/or address of a contact
- 4) advise Ringette Canada of a name change
- 5) notify Ringette Canada on the appropriate transfer or release forms of any registered athlete who moves to another Full Member association in accordance with the athlete transfer and release policies
- 6) submit any proposed modifications to the Official Rules to be approved by Ringette Canada.
- 7) All members who have not paid their invoices within 60 days or more of the invoice date will no longer receive services until the invoice and interest has been paid.

8.6 Privileges of Membership

Full Members shall be entitled to:

- 1) one copy of the Letters Patent, By-Laws, and Policies of Ringette Canada
- 2) one copy of the minutes of Annual and General Meetings and communications regarding the **Board of Directors** meetings as requested
- 3) the right to apply for hosting of national championships
- 4) the opportunity to take part in national programs
- 5) the opportunity to enter teams to participate in the Canadian Ringette Championships
- 6) one free rule book at time of publication
- 7) attend Annual and General Meetings of Ringette Canada
- 8) regular mailings
- 9) register athletes with Ringette Canada, subject to all fees and assessments as determined by the Board
- 10) other privileges as determined by the **Board of Directors** from time to time.

Associate Members shall be entitled to:

- 1) one copy of the Letters Patent and By-Laws
- 2) one copy of the minutes of Annual and General Meetings
- 3) one free rule book
- 4) attend Annual and General meetings of Ringette Canada (for voting privileges if not in jurisdiction of Full Member - see By-Laws)
- 5) regular mailings
- 6) other privileges as determined by the **Board of Directors** from time to time.

Affiliate Members shall be entitled to:

- 1) one copy of the Letters Patent and By-Laws
- 2) one copy of the minutes of Annual and General Meetings
- 3) one free rule book
- 4) attend Annual and General Meetings of Ringette Canada (no voting privileges)
- 5) regular mailings
- 6) other privileges as determined by the **Board of Directors** from time to time.

Honorary Members shall be entitled to:

- 1) one copy of the minutes of Annual and General Meetings
- 2) attend Annual or General Meetings of Ringette Canada (no voting privileges)
- 3) regular mailings
- 4) other privileges as determined by the **Board of Directors** from time to time.

8.7 Admission and Approval of Members

The **Board of Directors** shall accept members to Ringette Canada, and revoke membership as necessary, in accordance with the Policies and By-Laws.

Each applicant shall be promptly informed of their admission as a member of Ringette Canada or notified that all of the requirements of membership have not been satisfied.

8.8 Resignation of Members

As per By-Law 6.5.

ATHLETE REGISTRATION

9.1 Registration

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.

Registration in each province and territory must meet the following minimum criteria:

- 1) provincial or territorial body must have verified athlete's birth date through an approved proof of age document
- 2) the name of their local association must be evident
- 3) their provincial or territorial athlete number must be evident
- 4) full name of athlete must appear
- 5) date of birth must appear
- 6) all age groups are as of December 31st of the current playing season
- 7) teams can be registered in one of the four (4) Ringette Canada classifications; male, female, co-ed or mixed.

9.2 Registration Fees

The registration fee will be assessed and approved at the January Board of Directors' Meeting.

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.

9.3 Age Groups

Masters:	30 and over
Deb:	23 and under
Intermediate:	21 and over
Open:	19 and over
Belle:	18 and under
Junior:	15 and under
Tween:	13 and under
Petite:	11 and under
Novice:	9 and under
Bunnies:	7 and under

Exceptions to Policy 9.3 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.

9.4 Registration Deadlines

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.

The Canadian Ringette Championships (CRC) are open to Canadian citizens and landed immigrants.

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.

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.

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.

9.5 General Rules and Transfers

All athletes must be registered with Ringette Canada prior to February 15th of the current playing season.

- 1) Forms shall be provided by Ringette Canada for athlete registration if requested by a province or territory.
- 2) 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.
- 3) Athlete releases must be submitted on forms approved by Ringette Canada. 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.
- 4) The original copy of interprovincial transfers or releases must accompany the team registration form sent to the Ringette Canada office.
- 5) 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.

- 6) Athletes living within the jurisdiction of a Full Member must play for that member, except where supported by a transfer or release.
- 7) Violations of transfer policies will result in disciplinary action to the individual(s) and/or provincial/territorial association.

9.6 Registrar

A member of the support staff of the national office shall act as National Registrar and be responsible for the following tasks:

- 1) conducting and maintaining a national athlete registration system
- 2) ensuring that teams register in their appropriate age groups and appropriate playing category
- 3) certifying, upon request, that all athletes, and team staff participating in interprovincial/interterritorial, national or international play are registered with Ringette Canada
- 4) conducting registration of on-ice officials and minor officials
- 5) conducting registration of all team staff, including the national coaches data base.

9.7 Playing Categories for Teams

There shall be 4 (four) playing categories:

- AAA - International calibre teams - classification to be determined by the Ringette Canada Board
- 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
- A - Teams participating at regional, district, or county level
- B, C- Teams participating in recreational or house league play, or school programs.

Additional category designation can be requested of the Board of Directors by a provincial or territorial association.

ATHLETE TRANSFER FORM

Date: _____ Athlete's Name: _____

Present Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone Number: () _____

Parent or Guardian's Name and Business Telephone Number: () _____

Former Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone Number: () _____

This is to certify that _____ has moved the principle place of residence from
Name

_____ to _____
Full Member Full Member

during the period from March 1, _____ to April 30, _____.
(year) (year)

Signed:

*

Former Full Member

*

Athlete

*

Present Full Member

*** To be signed by a signing officer of each member.**

ATHLETE RELEASE FORM

Date: _____ Athlete's Name: _____

Present Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone Number: () _____

Parent or Guardian's Name and Business Telephone Number: () _____

Release From (Full Member): _____

To (Full Member): _____

Reason for Release: _____

This is to certify that _____ and _____
Full Member (From) Full Member (To)

agree with the release of _____ to play for _____
Athlete Name Full Member

and verify the reason for release as above.

Signed:

* _____
Full Member (From)

* _____
Full Member (To)

* _____
Athlete

*** To be signed by a signing officer of each member.**

COMMUNICATIONS

All correspondence to Ringette Canada (including all aspects of Association business) must be directed to the national office. Correspondence shall include written or electronic forms of communications.

The original copy of all incoming correspondence addressed to Ringette Canada or its Board of Directors, members, or staff shall be placed on file at the Ringette Canada office, with copies distributed as required.

Any Board member receiving or sending correspondence must file a copy with the national office, preferably at the time of sending.

All outgoing correspondence will be recorded and a copy kept on file.

PROMOTIONS, MARKETING AND SPONSORSHIP

11.1 Communications

Brochures and other material promoting Ringette Canada and its resources will be prepared under the jurisdiction of the **Chair, Sport Development Committee** for distribution to the provincial and territorial associations and a national media/sponsor mailing list.

11.2 Provincial/Territorial Ringette Week

Ringette Week shall be celebrated in each provincial or territorial association during a time frame specified by that association.

- 1) The **Chair, Sport Development Committee** shall serve as the Ringette Week coordinator to assist provinces and territories with the activities relating to Ringette Week.
- 2) Ringette Canada will develop and maintain a Ringette Week Planning Guide and resource materials. These items are to be distributed to the provincial and territorial associations.

11.3 Canadian Ringette Championships

The Executive Director, in consultation with the **Chair, Sport Development Committee**, will be responsible to coordinate, in conjunction with the host organizing committee Publicity Director, a media relations strategy, and activities promoting the Canadian Ringette Championships.

Responsibilities shall include:

- 1) assist with the planning, design, and delivery of the event's press conferences and receptions
- 2) assist in the development of media information packages for the Canadian Ringette Championships and press conferences
- 3) assist the local host organizing committee in special events and public relations activities
- 4) coordinate in conjunction with the Canadian Ringette Championships' chairperson the closing ceremonies
- 5) serve as Ringette Canada's media liaison representative during the Canadian Ringette Championships
- 6) assist in convening the Canadian Ringette Championships activities wherever necessary
- 7) be available to take care of VIPs (sponsors, media, special guests, etc.).

11.4 Sale of Materials

- 1) All rule books and certification materials sold by Ringette Canada shall be marketed through member provincial/territorial associations. If a Full Member does not exist in that province/territory, Ringette Canada will market these materials within that province or territory at the same price as to Full Members. All other purchasers must pay the suggested retail price
- 2) All other materials, promotional and otherwise, will be marketed directly by Ringette Canada.
- 3) Ringette Canada shall set a member price and a suggested retail price on all merchandise that it has for sale.

11.5 Sponsorship Development Program

All sponsorship initiatives shall be coordinated by the Executive Director in consultation with the **Chair, Sport Development Committee**.

The aim of Ringette Canada's sponsorship program is to:

- 1) offset operational costs of various programs
- 2) bring in additional revenue to the Association.

There are four categories of Ringette Canada corporate sponsorship. Each pertains to a different aspect of Ringette Canada's programs or mode of financial assistance or subsidy. The four categories are:

- 1) **National Championship Sponsor and Co-Sponsor Packages**
Corporate sponsorship relating specifically to the Canadian Ringette Championships and involving the "sale" of marketing opportunities at national championships
- 2) **National Team Sponsor and Supplier**
Corporate sponsorship relating specifically to the National Team Program
- 3) **Resource Material Sponsorship and Advertising**
Direct funding (partial or complete) of Ringette Canada resource materials in the form of advertising space or global credit to cover publishing costs
- 4) **General Sponsorship and Donations**
Any other form of non-government sponsorship.

HALL OF FAME AND VOLUNTEER RECOGNITION

12.1 Objectives of the Hall of Fame

The objectives of the Hall of Fame program are to:

- 1) Recognize outstanding contributions to the development of the game of ringette and of Ringette Canada.
- 2) Recognize outstanding achievements of builders, teams, athletes, coaches and officials.

12.2 Criteria for Hall of Fame BUILDER Category

- 1) Nominees shall have a minimum of three (3) years as a member of the Ringette Canada Board of Directors and/or a national committee.
- 2) Nominees shall have a minimum of six (6) years as a volunteer in the sport of ringette.
- 3) 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
- 4) 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.
- 5) 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.

12.3 Criteria for Hall of Fame TEAM Category

- 1) 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.
- 2) 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.
- 3) 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.

12.4 Criteria for Hall of Fame ATHLETE Category

- 1) Nominees shall have a minimum of five (5) years participation as an athlete at the AA or AAA level.
- 2) Nominees shall have a minimum of ten (10) years playing experience.
- 3) Nominees shall have exhibited the highest standards of teamwork, sportsmanship and fair play and displayed leadership qualities both on and off the ice.
- 4) 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.

12.5 Criteria for the Hall of Fame COACH Category

- 1) Nominees shall have a minimum five (5) years coaching experience at the AA or AAA level.
- 2) Nominees shall have achieved a minimum certification of full Level 2.
- 3) Nominees shall have a minimum of ten (10) years experience as a ringette coach.
- 4) Nominees shall have displayed excellent communication with, and respect for, other coaches, officials, athletes and parents.
- 5) 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.
- 6) 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.

12.6 Criteria for the Hall of Fame OFFICIAL Category

- 1) Nominees shall have a minimum five (5) years officiating experience at the Canadian Ringette Championships, Canada Winter Games or World Ringette Championship.
- 2) Nominees shall have achieved a certification of Level 5 during their officiating career.
- 3) Nominees shall have a minimum of ten (10) years experience officiating the sport of ringette.
- 4) 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.
- 5) Nominees shall have exhibited leadership qualities in the officiating program and have displayed respect for coaches, athletes and other officials.
- 6) 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.

12.7 Hall of Fame Nomination Procedures

- 1) 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".
- 2) Nominations shall be considered for a two-year period without the need for re-submission.
- 3) Nominations shall include a résumé of accomplishments of the nominee, including positions held, duration of positions, and other major achievements. Supporting documents may also be submitted with the nomination.
- 4) Nominations will be accepted from provincial/territorial associations, the Ringette Canada **Board of Directors** and Ringette Canada standing committees.
- 5) 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.
- 6) Should further information be required, it shall be requested of the nominator by the Hall of Fame chairperson.
- 7) Nominations must be received at the Ringette Canada office no later than December 15.

12.8 Hall of Fame Selection Process

- 1) The chairperson shall circulate the nomination forms and accompanying forms to the Hall of Fame committee.
- 2) The Hall of Fame committee shall consist of:
 - Chairman of the Sport Development Committee (Chair) and members of the Sport Development Committee
 - Executive Director (Ex Officio)
- 3) 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.
- 4) The chairperson shall submit the names of successful nominees to the Board of Directors for ratification at the January meeting.

12.9 Hall of Fame Awards

- 1) 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. 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.
- 2) 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.
- 3) In any case where Hall of Fame inductions cannot take place as described in paragraphs 1) and 2) above, the Board of Directors reserves the right to make alternate arrangements.
- 4) All Hall of Fame award recipients will be bestowed with Honorary Life Membership in Ringette Canada and receive appropriate benefits.
- 5) 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.
- 6) 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.

12.10 Members of Ringette Canada's Hall of Fame

See Appendix A.

12.11 Volunteer Recognition

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:

Board of Directors Members:	ringette picture with engraved plate.
Committee Members:	Ringette Canada golf shirt.
Staff Members:	years of service awards at 5 year intervals.

- 12.12 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.

NOMINATOR:

Name: _____

Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone: Residence () _____ Business () _____

Date

Signature – Nominator

Please Note:

Nominations must be received in the Ringette Canada office by December 15.

Supporting documents may also be submitted with this form.

HARASSMENT POLICY

13.1 Policy Statement

- 13.1.1 Ringette Canada is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.

Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

Ringette Canada is committed to providing a work and sport environment free from harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability. Harassment will not be tolerated.

- 13.1.2 This policy applies to all employees, directors of the Board and committees thereof, volunteers, coaches, athletes, officials and members of Ringette Canada. Ringette Canada encourages the reporting of all incidents of harassment, regardless of who the offender may be.
- 13.1.3 This policy applies to harassment which may occur during the course of all Ringette Canada business, activities and events. It also applies to harassment between individuals associated with Ringette Canada but outside Ringette Canada business, activities and events when such harassment adversely affects relationships within the Ringette Canada work and sport environment.
- 13.1.4 Notwithstanding this policy, 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 this policy.

13.2 What is Harassment?

- 13.2.1 Harassment can take many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

In most cases, harassment is an attempt by one person to inappropriately exert power over another person.

13.2.2 For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- a) submitting or rejecting this conduct is used as the basis for making decisions which affect the individual;
- b) such conduct has the purpose or effect of interfering with an individual's performance; or
- c) such conduct creates an intimidating, hostile or offensive environment.

13.2.3 Types of behaviour which constitute harassment include but are not limited to:

- a) written or verbal abuse or threats;
- b) the display of visual material which is offensive or which one ought to know is offensive;
- c) unwelcome remarks, jokes, comments innuendo, or taunting 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 behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
- f) practical jokes which cause embarrassment, endanger a person's safety or negatively affect performance;
- g) unwanted physical contact including touching, petting, pinching or kissing;
- h) unwelcome sexual flirtations, advances, or invitations; or
- i) physical or sexual assault.

13.2.4 Sexual harassment can occur in the form of behaviour by males toward females, between males, between females, or as behaviour by females toward males.

13.2.5 For the purposes of this policy, retaliation against an individual

- a) for having filed a complaint under this policy; or
- b) for having participated in any procedure under this policy; or
- c) for having been associated with a person who filed a complaint or participated in any procedure under this policy,

will be treated as harassment, and will not be tolerated.

13.3 Responsibilities

13.3.1 The Ringette Canada **President** and Executive Director are responsible for the implementation of this policy. In addition, the **President** and Executive Director are responsible for:

- a) discouraging harassment within Ringette Canada;
- b) investigating formal complaints of harassment in a sensitive, responsible and timely manner;
- c) imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- d) providing advice to persons who experience harassment;
- e) making all members and employees of Ringette Canada aware of the definition of harassment and of the procedures contained in this policy;
- f) informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;

- g) regularly reviewing the terms of this policy to ensure that they adequately meet Ringette Canada's policy objectives;
 - h) appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.
- 13.3.2 Every member of Ringette Canada has a responsibility to play a part in ensuring that the Ringette Canada sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
- 13.3.3 In the event that either the Ringette Canada **President** or Executive Director are involved in a complaint which is made under this policy, the Ringette Canada **Board of Directors** shall appoint a suitable alternate for the purposes of addressing the complaint.
- 13.4 Disciplinary Action
Employees or members of Ringette Canada against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offense.
- 13.5 Confidentiality
- 13.5.1 Ringette Canada understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Ringette Canada recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
- 13.5.2 Ringette Canada shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.
- 13.6 Harassment Officers
- 13.6.1 Ringette Canada shall appoint at least two persons, one male and one female, who are themselves members or employees, to serve as officers under this policy. If more than two officers are appointed, Ringette Canada shall ensure a gender balance.
- 13.6.2 The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the Ringette Canada **President**.
- 13.6.3 Ringette Canada shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

13.7 Complaint Procedure

13.7.1 A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.

13.7.2 If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.

Note: For convenience, this policy uses the term “complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “respondent” refers to the person against whom a complaint is made.

13.7.3 The harassment officer shall inform the complainant of:

- a) options for pursuing an informal resolution of his or her complaint;
- b) the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- c) the availability of counselling and other support provided by Ringette Canada;
- d) the confidentiality provisions of this policy;
- e) the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- f) the external mediation/arbitration mechanisms that may be available;
- g) the right to withdraw from any further action in connection with the complaint at any stage (even though Ringette Canada might continue to investigate the complaint); and
- h) other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

13.7.4 There are four possible outcomes to this initial meeting of complainant and officer:

- a) The complainant and officer agree that the conduct does not constitute harassment. If this occurs, the harassment officer will take no further action and will make no written record.
- b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.
 - i) If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
 - ii) If informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - iii) If informal resolution fails to satisfy the complainant, the complainant will reserve the option of laying a formal written complaint.
- c) The complainant brings evidence of harassment and decides to lay a formal written complaint.
 - i) If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.

- ii) The respondent will be given an opportunity to provide a written response to the complainant. The harassment officer may assist the respondent in preparing this response.
- d) The complainant brings evidence of harassment but does not wish to lay a formal complaint.
 - i) If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
 - ii) When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

13.7.5 As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the Ringette Canada **President** and Executive Director, containing the documentation filed by both parties along with recommendation that:

- a) no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
- b) the complaint should be investigated further.

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

13.7.6 In the event that the harassment officer's recommendation is to proceed with an investigation, the Ringette Canada **President** and Executive Director shall, within 14 days, appoint three members of Ringette Canada to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have significant personal or professional relationship with either the complainant or the respondent.

13.7.7 Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

- a) The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.
- b) Members of the panel shall select a chairperson from among themselves.
- c) A quorum shall be all three panel members.
- d) Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- e) The hearing shall be held in camera.
- f) Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
- g) The complainant and respondent may be accompanied by a representative or advisor.
- h) The harassment officer may attend the hearing at the request of the panel.

- 13.7.8 Within 14 days of the hearing, the case review panel shall present its findings in a report to the **President** and Executive Director, which shall contain:
- a) a summary of the relevant facts;
 - b) a determination as to whether the acts complained constitute harassment as defined in this policy;
 - c) recommended disciplinary action against the respondent, if the acts constitute harassment; and
 - d) recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- 13.7.9 If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.
- 13.7.10 A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
- 13.7.11 When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
- a) the nature of the harassment;
 - b) whether the harassment involved any physical contact;
 - c) whether the harassment was an isolated incident or part of an ongoing pattern;
 - d) the nature of the relationship between the complainant and harasser;
 - e) the age of the complainant;
 - f) whether the harasser had been involved in previous harassment incidents;
 - g) whether the harasser admitted responsibility and expressed a willingness to change; and
 - h) whether the harasser retaliated against the complainant.
- 13.7.12 In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:
- a) a verbal apology;
 - b) a written apology;
 - c) a letter of reprimand from Ringette Canada;
 - d) a fine or levy;
 - e) referral to counselling;
 - f) removal of certain privileges of membership or employment;
 - g) demotion or a pay cut;
 - h) temporary suspension with or without pay;
 - i) termination of employment or contract; or
 - j) expulsion from membership.
- 13.7.13 Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the **President**, the Executive Director and harassment officers.
- 13.7.14 Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

13.8 Procedure Where a Person Believes That a Colleague Has Been Harassed

Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 13.7.3.

13.9 Appeals

13.9.1 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

13.9.2 Permissible grounds for an appeal are:

- a) the panel did not follow the procedures laid out in this policy;
- b) members of the panel were influenced by bias; or
- c) the panel reached a decision which was grossly unfair or unreasonable.

13.9.3 In the event that a notice of appeal is filed, the **President** and Executive Director shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.

13.9.4 The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.

13.9.5 Within ten days of its appointment, the appeal body shall present its findings in a report to the **President** and Executive Director. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

13.9.6 A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

13.9.7 The decision of the appeal body shall be final.

13.10 Review and Approval

13.10.1 This policy was approved by the Ringette Canada Board of Directors on June 8, 1997.

13.10.2 This policy shall be reviewed by Ringette Canada's **President** and Executive Director on an annual basis.

This policy was adapted from "Harassment in Sport, A Guide to Policies, Procedures and Resources", published by the Canadian Association for the Advancement of Women and Sport and Physical Activity ("CAAWS"), September, 1994.

NATIONAL COACHING CERTIFICATION PROGRAM (N.C.C.P.)

14.1 Purpose

The goal of Ringette Canada's coaching program is to:

- 1) plan and develop technical coaching manuals;
- 2) prepare education materials to support technical manuals;
- 3) design the system for delivery of coaching programs;
- 4) develop coaching resource material to assist the regular programs;
- 5) promote the N.C.C.P.;
- 6) develop programs and resources to improve the skill level of ringette participants.

14.2 Coaching Development Committee Structure

The **Coaching Development Committee** of Ringette Canada shall be set up in accordance with By-Law 9. In addition:

- 1) The **Coaching Development Committee** of Ringette Canada will be under the direction of the **Coaching Development Committee Chair**;
- 2) The **Coaching Development Committee** shall be comprised of the Chair, Athlete Representative (Technical) and up to 6 additional members;
- 3) Two members of the Committee must be active athletes;

14.3 Duties of the Coaching Development Committee Chair

The **Coaching Development Committee** Chair shall:

- 1) oversee the administration of the responsibilities of the **Coaching Development Committee** with the assistance of the Technical Director/Coordinator;
- 2) chair all **Coaching Development Committee** meetings;
- 3) assist provinces/territories with clinic implementation and resources;
- 4) In conjunction with the Technical Director/Coordinator, arrange Master Course Conductor Clinics to develop and maintain certification of Master Course Conductors throughout the country;
- 5) liaise between the **Coaching Development Committee**, provincial/ territorial coaching chairperson, and provide updated coaching information to the provincial/territorial associations;
- 6) serve as a member of the National Rules Committee and Technical Council;
- 7) attend Board Meetings at the request of the Board of Directors.

14.4 Duties of the Coaching Development Committee Members

Coaching Development Committee members shall:

- 1) attend all committee meetings called by the Coaching Chair;
- 2) administer, promote, monitor, the following programs:
 - a) the National Coaching Certification Program (N.C.C.P.);
 - b) the National Skill Instructor Program (N.S.I.P.);
 - c) the Canadian Ringette Championships' Special Awards Program;
 - d) Ringette in the Schools Program;

- e) Skill Awards Program;
- f) Manager's Certification Program.
- 3) establish an effective system for delivery of all programs;
- 4) continually develop and update materials and resources;
- 5) initiate and coordinate the development of new programs;
- 6) assist in coaching development, as outlined in the purpose of **Coaching Development Committee**, and to work toward the common interests of the Committee;
- 7) formulate policy recommendations related to coaching for presentation to the Ringette Canada Board of Directors;
- 8) prepare monthly reports to the **Coaching Development Committee** Chair.

14.5 Master Course Conductors

14.5.1 Definition

An MCC is a person who instructs Course Conductors at recognized Course Conductor clinics. The MCCs provide the vital link to the Course Conductors in providing current information concerning the N.C.C.P.

14.5.2 Selection

Attendance at a Master Course Conductor certification clinic is by invitation or approval of the **Coaching Development Committee**. A person who is interested in becoming involved in the coaching program of Ringette Canada by becoming a Master Course Conductor should so inform Ringette Canada through their provincial/territorial ringette association.

14.5.3 Requirements

A candidate who wishes to assist in the N.C.C.P. by functioning as a Master Course Conductor should satisfy the following:

- 1) full certification at N.C.C.P. Level 2 in ringette (Theory, Technical, and Practical);
- 2) Level 3 Theory and Level 3 Technical are recommended;
- 3) Master Course Conductor training;
- 4) a formal background in education and/or current involvement with training/ education is desirable;
- 5) sport background;
- 6) a minimum of five (5) years of teaching and coaching experience in ringette;
- 7) satisfactory service as a Course Conductor (C.C.) for a minimum of three (3) years;
- 8) approval of the **Coaching Development Committee**.

14.5.4 Commitment

A Master Course Conductor is expected to:

- 1) commit him/herself for a period of three (3) years (minimum);
- 2) perform duties/responsibilities each year as detailed below;
- 3) meet with other Master Course Conductors as required;
- 4) conduct at least one Level 1 or Level 2 course every two (2) years (one course per year is recommended).

14.5.5 Duties and Responsibilities

The duties and/or responsibilities of an MCC are the following:

- 1) attend an MCC clinic when required;
- 2) train initially, update, and evaluate, as required, Course Conductors;
- 3) identify and recommend future MCCs;
- 4) review, on a yearly basis, the Technical and Practical certification content of the N.C.C.P. Level 1 and 2 and provide recommendations to the **Coaching Development Committee**;
- 5) be responsible for the Practical certification for N.C.C.P. Level 2 coaches in their region/province/territory according to the approved policies of Ringette Canada's **Coaching Development Committee**;
- 6) assist with the communication to the provincial/territorial ringette associations of all aspects of the N.C.C.P.

14.5.6 Honoraria

A Master Course Conductor receives an honorarium for providing a Course Conductor certification course. The suggested honorarium, which may be modified by the provincial/territorial ringette association to conform to provincial/territorial sport body policies, is as follows:

Level 1	10-12 hours	\$33.50/hour,	up to \$200.00/day
Level 2	12-14 hours	\$33.50/hour,	up to \$200.00/day

14.5.7 Master Course Conductor Clinics

Ringette Canada will host Master Course Conductor clinics as required, normally every 2 or 3 years in conjunction with the N.C.C.P. trainers' conference.

14.6 Course Conductors

14.6.1 Definition

A Course Conductor is a person who instructs coaches at N.C.C.P. clinics. Course Conductors are responsible for the quality of the program delivered to the coaches. Therefore their selection, training, and ongoing professional development are critical to their effectiveness.

14.6.2 Selection

A coach interested in becoming involved in the coaching program of Ringette Canada by becoming a Course Conductor should so inform their provincial/territorial association or Director of Coaching.

14.6.3 Requirements

A candidate who wishes to assist in the development of ringette coaches by instructing in the N.C.C.P. must satisfy the following minimum standards:

Education

- 1) Level 1 Course Conductors - full N.C.C.P. certification at Level 2
- 2) Level 2 Course Conductors - full N.C.C.P. certification at Level 3
- 3) Level 3 Course Conductors - full N.C.C.P. certification at Level 3 and approval of the **Coaching Development Committee**
- 4) Theory 3 is highly recommended for Level 1 Course Conductors

- 5) Course Conductor training from registered Master Course Conductors
- 6) Commitment for a period of two (2) years
- 7) Recertification every four (4) years (as of 1997).

Recommended Criteria

- 1) teaching expertise
- 2) coaching experience
- 3) credibility in the coaching field
- 4) teaching skills
- 5) educational background
- 6) commitment to the N.C.C.P.

14.6.4 Duties and Responsibilities

The duties and/or responsibilities of a ringette Course Conductor are as follows:

- 1) to conduct a minimum of one N.C.C.P. clinic every two (2) years (one clinic per year is recommended);
- 2) to attend a Course Conductor recertification clinic when required;
- 3) to update and evaluate coaches within their region/province/territory;
- 4) to advise their provincial/territorial Director of Coaching and Sport Development, and the Ringette Canada **Coaching Development Committee**, on a yearly basis, of any suggested modifications to the Technical and/or Practical components;
- 5) recommend potential course conductors.

14.6.5 Honoraria

A Course Conductor receives an honorarium for providing instruction for N.C.C.P. courses. Suggested honoraria, which may be modified by the provincial ringette association to conform to provincial sport body policies, are as follows:

Level 1	12 hours	\$8-15/hour	depending upon the number of participants
Level 2	16-18 hours	\$10-20/hour	depending upon the number of participants
Level 3	27-33 hours	\$15-30/hour	depending upon the number of participants

Course Conductors should be reimbursed for all travel, meal, accommodation, etc., expenses.

14.7 N.C.C.P. Certification Process

14.7.1 N.C.C.P. Structure

The N.C.C.P. is presently based on a five level system. The minimum requirements are:

	<u>Theory</u>	<u>Technical</u>	<u>Practical</u>
Level 1*	14 hours	12 hours	Integrated into Level 1 Technical
Level 2*	21 hours	16-18 hours**	Peer evaluation
Level 3*	35 hours	27-33 hours***	External evaluation
Level 4	****		
Level 5	****		

- * Full certification at Level 1, 2 or 3 includes satisfactory completion of Technical, Practical and Theory components.
- ** Level 1 Technical clinic is a prerequisite to Level 2 Technical.
- *** Full certification at Level 2 and Level 3 Theory is a prerequisite to Level 3 Technical.
- **** These levels of the Technical programs are still to be developed.

14.7.2 Practical Requirements

The Practical component at each level is designed to assess the degree to which the coach is able to apply the knowledge gained from the Theory and Technical courses. These components must be completed before starting the Practical component. Completion of Practical requirements involves:

- Level 1 - Integrated in Level 1 Technical course
- Level 2 - Peer evaluation (It is strongly recommended that this component be completed within one playing season.)
- Level 3 - External evaluation.

Appropriate details and forms are available through Ringette Canada's N.C.C.P. Administration Manual.

14.8 Skill Awards Program

This program is available to all Full Member associations upon the approval of Ringette Canada. NOTE: A description of the program and details are available from Ringette Canada.

This is a program to evaluate and recognize the individual skill levels of participants through a series of five on-ice tests. A crest, certificate, performance report, etc. are given to each participant.

14.9 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.

14.10 N.S.I.P. Course Conductors

14.10.1 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.

14.10.2 Definition

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

14.10.3 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.

14.10.4 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 Conductor 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.

14.11 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.

14.12 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.

14.13 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 PROGRAM

15.1 Purpose

The goal of this program is to provide training and information for individuals whose role in the sport falls under the largely administrative role of the team manager.

15.2 Structure of the Program

The Manager's Certification Program (M.C.P.) of Ringette Canada shall operate as follows:

- 1) The M.C.P. will fall under the jurisdiction of the **Coaching Development Chair and the Coaching Development Committee** of Ringette Canada.
- 2) Each province or territory will appoint an individual who will be responsible for the coordination of the program. (This would likely be the Director of Coaching or the Director of Sport Development.)
- 3) All managers, coaches, and administrators or other interested individuals are eligible to participate in the program.
- 4) M.C.P. manuals can be purchased by provincial or territorial associations from Ringette Canada.
- 5) Individuals participating in the program will forward completed assignments to Ringette Canada for evaluation and potential certification.
- 6) Names of successful participants will be registered in the Manager's Certification Program and receive a certificate, crest, and wallet card.

15.3 Coaching Development Committee

The **Coaching Development Committee**, in conjunction with the national office of Ringette Canada, is responsible for the implementation of the administrative processes which include:

- 1) evaluation of the submissions
- 2) recording of the successful candidates in the Manager's Certification Program
- 3) updating the manual
- 4) reviewing program costs.

15.4 Duties of the Provincial or Territorial Coordinator

The Provincial or Territorial Coordinator shall be appointed by the provincial or territorial ringette association.

The Provincial or Territorial Coordinator shall:

- 1) promote and encourage participation in the program throughout the province or territory
- 2) obtain orders for the number of manuals required (or pre-order)
- 3) request from Ringette Canada, through the provincial or territorial association, the appropriate number of manuals and pay the respective invoice
- 4) distribute the manuals
- 5) maintain and update the record of successful candidates as required
- 6) report and give feedback to Ringette Canada through the provincial or territorial association.

15.5 Certification Process

The program is a self-paced correspondence package. Personnel wishing certification in the program will follow the procedure outlined:

- 1) The M.C.P. manual will be ordered through the provincial or territorial association.
- 2) The provincial or territorial association will then distribute the manual to the individual.
- 3) The individual will read the manual at his/her leisure, then complete the quiz and assignment in the evaluation section of the manual.
- 4) Ringette Canada will undertake to complete marking of the manager's course within four weeks of receipt. Special requests will be accommodated within seven business days of receipt for a fee in advance of \$50.00.
- 5) Upon successful completion of the quiz, the individual's name will be entered in the M.C.P., and a diploma, crest, and wallet card will be mailed to the successful candidate.
- 6) A computer printout of all successful candidates will be mailed to the provincial and territorial ringette association twice per season at no charge.
- 7) Individuals seeking M.C.P. certification are required to complete the current M.C.P. manual.

NATIONAL OFFICIALS CERTIFICATION PROGRAM (N.O.C.P.)

16.1 Purpose

The purposes of this program are to plan and develop officiating manuals, prepare educational support materials, design a delivery system, implement the program, and to promote the N.O.C.P.

16.2 Structure of the Program

The officiating program of Ringette Canada will be under the direction of the Officiating Committee Chair of Ringette Canada.

16.3 Duties of Ringette Canada's Officiating Committee Chair

The duties of the Officiating Committee Chair are to:

- 1) oversee the administration of the National Officials Certification Program by coordinating the activities of all parties involved in the administrative structure;
- 2) assist provinces/territories with clinic implementation and provision of resources;
- 3) organize and host National Instructor's Clinics as required and to maintain a regionally based (where possible) Ringette Canada Officiating Committee;
- 4) liaise with provincial/territorial Directors/Chairs of Officials;
- 5) ensure that incentives are available for instructors and officials;
- 6) suggest revisions to technical programs as required;
- 7) assist in implementing all officiating programs;
- 8) be responsible for the ongoing development and updating of officiating materials and resources;
- 9) coordinate the selection of officials and supervisors for the Canadian Ringette Championships and other Ringette Canada events;
- 10) attend Ringette Canada meetings as requested by the Board of Directors, and represent ringette officials throughout Canada when required; and
- 11) serve as a member of the Technical Council and the National Rules Committee.

16.4 Responsibilities of Ringette Canada's Officiating Committee

The responsibilities of the Officiating Committee are:

- 1) administer the National Officials Certification Program;
- 2) meet as required to review and discuss the National Officials Certification Program;
- 3) communicate as required in order to further review and discuss the N.O.C.P.;
- 4) maintain an effective delivery system for the N.O.C.P.;
- 5) develop, implement and promote the National Officials Certification Program;
- 6) develop and review resources and certification material;
- 7) formulate policy recommendations related to officiating and submit them to the Board of Directors of Ringette Canada;
- 8) clarify and interpret rules as questions are raised and presented to Ringette Canada;
- 9) review and amend the Rules Case Book as required;

- 10) review and provide input on suggested rule changes;
- 11) assist in the development of training materials and the conducting of regular Ringette Canada Instructors' and Evaluators' Clinics for the purpose of establishing and maintaining a standardized series of levels for officiating, certification and official evaluation;
- 12) present or assist with provincial/territorial Instructors' and Evaluators' Clinics for certification and evaluation purposes;
- 13) provide input as requested for selection of officials and supervisors for the Canadian Ringette Championships, Canada Winter Games and other Ringette Canada events.

16.5 Master Officiating Instructor

16.5.1 Definition

A Master Officiating Instructor is a person who instructs Officiating Instructors/ Evaluators at nationally recognized Officiating Instructor/Evaluator clinics. The Master Instructors provide the vital link with the Officiating Instructors/Evaluators in providing current information concerning the officiating program of Ringette Canada.

16.5.2 Minimum Requirements

A candidate who wishes to assist in the officiating program of Ringette Canada under the National Officials Certification Program (N.O.C.P.) by functioning as a Master Instructor must satisfy minimum standards. For the N.O.C.P. Levels 1, 2/3 and 4 and/or the Evaluators' Clinic, the minimum standards are as follows:

- 1) Education
 - a) full current certification at N.O.C.P. Level 4 (If possible, Level 5 is recommended.)
 - b) N.O.C.P. Master Instructor training.
- 2) Experience
 - a) sport background
 - b) teaching and officiating experience in ringette
 - c) satisfactory, active service as a recognized N.O.C.P. Officiating Instructor for a minimum of three (3) years.
- 3) Commitment
(as required)
A Master Instructor is expected to:
 - a) commit him/herself for a minimum period of three (3) years
 - b) perform duties/responsibilities each year as detailed below
 - c) meet with other Master Instructors as determined by the Ringette Canada Officiating Committee
 - d) conduct at least one Level 1 or Level 2/3 Officiating Certification Clinic every two (2) years.
- 4) Recertification
Once a Master Instructor has successfully completed the N.O.C.P. Master Instructor training they will retain their certification until such time that the Ringette Canada Officiating Committee deems that the Master Instructor must be recertified. The Master Instructor will be notified of the next

available Master Instructor Clinic, failure to attend this clinic will result in that Master Instructor no longer being recognized by Ringette Canada.

16.5.3 Duties and Responsibilities

The duties and/or responsibilities of a ringette Master Officiating Instructor are the following:

- 1) to identify the need for Officiating Instructor/Evaluator Clinics in their region/province/territory and conduct Officiating Instructor/Evaluator Clinics as warranted
- 2) to train initially, update yearly, evaluate regularly (once per year to prepare update requirements) Officiating Instructors within their region/province/territory
- 3) to identify and recommend future Master Instructors
- 4) to review, on a yearly basis, the Technical and Practical certification content of the N.O.C.P. Level 1, 2/3 and 4 for recommendation to Ringette Canada's Officiating Committee, and
- 5) to assist in communicating all aspects of the N.O.C.P. to the provincial/territorial ringette associations.
- 6) to be the key evaluator of clinic Instructors (with Instructors aware of this situation). The other key to the evaluation component is the Clinic Evaluation sheet (completed by the participants).
- 7) to observe each Instructor at least once in a clinic situation. Where two or three Instructors are involved in the same clinic, it is possible that more than one Instructor could be observed at the same time.

16.5.4 Honoraria

A Master Instructor receives an honorarium for providing an Officiating Instructor/Evaluator Clinic. The suggested honorarium, which may be modified by the provincial ringette association to conform to provincial body policies, is as follows:

Clinic Type	Honoraria	Instructors
Instructor	\$150	2-3
Evaluator	\$150	2

6.5.5 Selection

Attendance at Master Instructor certification courses is by invitation of the Officiating Committee. In consultation with the provincial/territorial association an Officiating Instructor who wishes to pursue further involvement in the N.O.C.P. by becoming a Master Officiating Instructor should so inform Ringette Canada, via the Technical Director/Coordinator or Officiating Chair.

An Officiating Instructor who does not meet the minimum requirements may apply to the Ringette Canada Officiating Chair for exemption from the minimum requirements to be allowed to attend the Master Instructor certification course.

16.6 DELETED

16.7 Officiating Instructors

16.7.1 Definition

An Officiating Instructor is a person who instructs officials at N.O.C.P. recognized Officiating Clinics. Instructors are responsible for the quality of the program delivered to the participants. Therefore their selection, training, and ongoing professional development are critical to their effectiveness.

16.7.2 Minimum Requirements

A candidate who wishes to assist in the development of ringette officials by instructing in the National Officials Certification Program (N.O.C.P.) must satisfy the following minimum standards:

- 1) Education
 - a) full current certification (Technical, and Practical) at one Level above the N.O.C.P. clinic Level (1 or 2/3) at which the instructor will be instructing. Level 4 Technical (i.e. clinic) is recommended.
 - b) N.O.C.P. Officiating Instructor Training.
- 2) Experience
 - a) sport background
 - b) teaching and officiating experience in ringette.
- 3) Commitment

An Officiating Instructor is expected to:

 - a) commit him/herself for a minimum period of two (2) years
 - b) perform duties/responsibilities each year as detailed below.

16.7.3 Duties and Responsibilities

The duties and/or responsibilities of a ringette Officiating Instructor are as follows:

- 1) to conduct a minimum of one N.O.C.P. clinic every two (2) years
- 2) to attend an Officiating Instructors' Clinic every rule change year (as required)
- 3) to advise the provincial/territorial Director/Chair of Officials and Ringette Canada Officiating Committee liaison on a yearly basis of any suggested modifications to the Technical and/or Practical content of the Level 1 and Level 2/3 Clinics
- 4) to suggest to the provincial/territorial Director/Chair of Officials the names of candidates who might be interested in, and suitable for, training as Officiating Instructors.

16.7.4 Selection

An individual interested in participating in the N.O.C.P. as an Officiating Instructor should so inform their provincial/territorial Director/Chair of Officials.

16.8 N.O.C.P. Master Instructor Clinics

- 1) The provincial or territorial associations may host the Master Instructor Clinics. Ringette Canada will host Master Instructor clinics as required.
- 2) Full Members are encouraged to send representatives to any Master Instructor Clinic, the province or territory being responsible for their delegate's travel, meals, accommodation, registration fee, etc.
- 3) All provincial and territorial associations must submit their proposed candidates for the Master Instructors' Clinic at least 30 days before the clinic is scheduled to take place. These people must meet the National Officials Certification Program eligibility requirements.

16.9 N.O.C.P. Evaluator Clinics

Ringette Canada's N.O.C.P. also provides two education clinics for Officiating Evaluators; Community Evaluator Clinic and Regional Evaluator Clinic. These clinics include both practical and classroom evaluation instruction and must be presented by Master Officiating Instructors. Provinces/territories wishing to host these clinics should contact the Ringette Canada Officiating Member for their province/territory to determine the Master Instructor(s) for their province/territory that are eligible to instruct these clinics. Arrangements can then be completed between the province/territory and the Master Instructor(s) to host these clinics.

All prospective Evaluators must attend this clinic to be certified in order that consistent evaluation criteria for on-ice officiating performance are provided across Canada.

In order for an evaluator to maintain their certification they must complete a minimum of three (3) evaluations per season and they must attend the N.O.C.P. Refresher clinic during each rule change year.

16.10 The Duties of the Provincial/Territorial Director/Chair of Officials

In addition to tasks assigned by the provincial/territorial association, the duties of the provincial/territorial Director/Chair of Officials is to:

- 1) attend national meetings as required for effective implementation of the National Officials Certification Program;
- 2) establish and maintain a provincial/territorial program and structure of officiating for the purpose of evaluating and certifying officials;
- 3) ensure that provincial/territorial programs meet or exceed minimum standards in order to maintain good standing in the N.O.C.P.;
- 4) receive and distribute resource materials and related items to officials in their provinces;
- 5) evaluate and certify regional or area supervisors under their jurisdiction, and ensure the efficient operation of the certification and upgrading process in their province;
- 6) receive and forward items to Ringette Canada's Officiating Committee pertaining to rule changes, program recommendations, injury research and other pertinent information which may be of use to the Ringette Canada Officiating Committee;
- 7) ensure the names of, and registration fees for, all officials registered in the province/territory are forwarded to Ringette Canada in accordance with Section 16.13.10.
- 8) provide input into the selection process for Canadian Ringette Championship officials in cases where the province has eligible officials; and
- 9) attend clinics and follow steps for upgrading (if required or desired).

16.11 N.O.C.P. Database

Ringette Canada shall maintain a complete and accurate record of all officials registered in the N.O.C.P. The type of information maintained in the database shall be determined by Ringette Canada's Officiating Committee.

16.12 Certification Process

The N.O.C.P. operates on a six-level system. The minimum requirements are:

	<u>Technical</u>	<u>Practical</u>	<u>Recertification Clinic</u> (Rule Change Seasons Only)
Level I	Clinic (5.5 hrs)	Skating Assessment	Level I
Level II	Clinic (6 hrs)	2 evaluations	Refresher
Level III	Clinic (6 hrs)	3 evaluations	Refresher
Level IV	Clinic (8.25 hrs)	4 evaluations	Refresher
Level V	TBA	National	Refresher

Full certification at the preceding level is required prior to certification at a higher level (e.g. full Level I Certification is a prerequisite for certification at Level 2, etc.).

Failure to fulfill the recertification requirement or failure on the part of provincial/territorial associations to submit the clinic registration form(s) to Ringette Canada could result in such official(s) being denied participation in Ringette Canada sanctioned events such as the Canadian Ringette Championships, World Ringette Championship and/or Canada Winter Games.

The minimum age for an official to attend a Level 2/3 clinic is 16 years of age as at December 31 of that playing season. The official must have also attended a Level 1 clinic a minimum of two seasons prior to the current playing season.

NOTE: Any officials that attended a Level 2/3 clinic prior to the 2006 season that are under the age will retain their current level and may continue to be evaluated to Level 2 or Level 3, accordingly, and will not be required to attend another Level 2/3 clinic when they reach the age of 16.

16.13 Registration and Certification of Officials

The registration and certification of officials shall be conducted as follows:

- 1) Officials at all levels and from every member of Ringette Canada shall be eligible for the benefits of the National Officials Certification Programs.
- 2) Certification programs, clinics, and all related materials shall be developed and maintained by Ringette Canada.
- 3) These certification programs, clinics and materials shall be made available to each provincial/territorial association and their Director/Chair of Officials.
- 4) N.O.C.P. guidelines, as outlined by Ringette Canada, shall be adhered to by all provincial/territorial associations. Minimum requirements are as follows:
 - a) implementation of the N.O.C.P. (e.g. structure, clinics, evaluations, administrative guidelines) as outlined in the program guidelines; and
 - b) annual registration of officials.

Eligibility of the member to utilize the services of the N.O.C.P. (e.g. officials at the Canadian Ringette Championships, use of resources, etc.) shall be determined through satisfactory fulfillment of program requirements as determined by Ringette Canada.
- 5) Each provincial/territorial Director/Chair of Officials must have completed the relevant Ringette Canada Instructor's Clinics in order to instruct Certification Clinics at the various levels.

- 6) The provincial/territorial Director/Chair of Officials shall be responsible for coordinating the implementation of the certification program in their province or territory under the specific guidelines as prescribed by Ringette Canada.
- 7) When an official completes a specified Level of certification, a registration and/or evaluation form will be completed and submitted to the provincial/territorial Director/Chair of Officials. If it results in a new 4A or 4B Rank, the provincial/ territorial Director/Chair of Officials must forward that information prior to December 15th to ensure consideration of that official for the Canadian Ringette Championships.
For all activities concerning officials in the N.O.C.P. Directory of Officials such as upgrading, downgrading or removal, the provincial/territorial Director/Chair of Officials shall submit a Directory Maintenance Form. This does not apply to new registrants or clinic participants who are recorded in the Directory of Officials upon submission of the Clinic Register Forms.
- 8) Provincial/territorial Directors/Chairs of Officials shall certify officials up to and including the Rank of 4A.
- 9) Level 5 ratings shall come under the sole jurisdiction of the Ringette Canada Officiating Committee.
- 10) Each person attending an Official's Certification Clinic (Level or Refresher) will pay a fee. In addition, each official registered with the provincial/territorial association must affiliate with Ringette Canada. These moneys will be collected by provincial/territorial associations and paid to Ringette Canada each playing season. The deadline for the submission of the names of and registration fees for Level 4 and 5 officials is December 15, and for the submission of the names of and registration fees for Level 1, 2 and 3 officials is February 15.

16.14 Submission of Clinic Registration Forms

- 1) Each Officiating Clinic participant shall register on the appropriate Clinic Register Form and, at the conclusion of the clinic, complete a Clinic Evaluation Form.
- 2) The 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 shall retain the bottom copy of the completed Clinic Register Forms.
- 3) The provincial/territorial Director/Chair of Officials shall forward the top (white) copy of the completed Clinic Register Form to the Ringette Canada office as soon as possible after the clinic date. This information is then added to the N.O.C.P. Database.

16.15 Selection of Officials for Various Events

Canadian Ringette Championships:

Selection of officials for Canadian Ringette Championships will be completed as outlined in Policy 17.7.

Canada Winter Games:

The steps involved in the selection (ranking) process for the Canada Winter Games are as follows:

1. Ringette Canada's Technical Director/Coordinator will distribute a list of all officials holding a rank of Level 5, accompanying instructions and cover letter, to Ringette Canada's Officiating Chair, members of the Ringette Canada Officiating Committee and to all supervisors of the previous two (2) Canadian Ringette Championships. Any Officiating Committee Member or supervisor who is in conflict (i.e. is a Level 5 official to be ranked or will be participating in any capacity with a team at the CWG) will be considered ineligible to rank officials.

2. A response from each judge shall be returned directly to Ringette Canada's Officiating Chair.
3. Responses are collated by Ringette Canada's Officiating Chair for analysis.
4. A rank order list is generated based on the input of all of those providing same.
5. Officials will be selected as follows:
 - one official from each province that has a Level 5 carded official
 - one official from each province starting with the province/territory where the event is hosted and then working outward. This step will be followed until all officiating positions for the event have been filled.

Note: Should officiating positions remain once the above process has been completed the above process will be followed with the ranking of Level 4 officials.

World Ringette Championship

The steps involved in the selection (ranking) process for the World Ringette Championship are as follows:

1. Ringette Canada's Technical Director/Coordinator will distribute a list of all officials holding a rank of Level 5, accompanying instructions and cover letter, to Ringette Canada's Officiating Chair, members of the Ringette Canada Officiating Committee and to all supervisors of the previous two (2) Canadian Ringette Championships. Any Officiating Committee Member or supervisor who is in conflict (i.e. is a Level 5 official to be ranked or will be participating in any capacity with a team at the WRC) will be considered ineligible to rank officials.
2. A response from each judge shall be returned directly to Ringette Canada's Officiating Chair.
3. Responses are collated by Ringette Canada's Officiating Chair for analysis.
4. A rank order list is generated based on the input of all of those providing same.
5. The highest ranked official(s) will be selected to represent Canada at the World Ringette Championship.

THE CANADIAN RINGETTE CHAMPIONSHIPS

17.1 Team Eligibility

17.1.1 Participation

- 1) Participation in the Canadian Ringette Championships is open to all Full Members of Ringette Canada.
- 2) Each province or territory will have only one representative in each age/gender classification.
- 3) The Canadian Ringette Championships shall be held for females in the Junior, Belle, and Open age groups; The Canadian Ringette Championships may also be held for male teams in the Junior, Belle, and Open age groups. Consideration shall be given to other age groups.
- 4) For the Canadian Ringette Championships to be held in any defined age/gender classification, a minimum of four (4) provincial/territorial representatives must be confirmed at the January Ringette Canada Meeting.
- 5) Provinces and territories participating in the Canadian Ringette Championships are expected to declare which age groups they expect to send to the championships at the Ringette Canada Annual General Meeting in the year preceding the championships. Final confirmation is required at the January Board Meeting.
- 6) All teams participating in the Canadian Ringette Championships shall have a maximum of 22 athletes and no less than 7 athletes registered. Only 18 shall be permitted on the bench in a given game.
- 7) No individual(s) under the age of 16 may be on the bench during the Canadian Ringette Championships, except for:
 - a) athletes in uniform duly registered on the team registration form for the Canadian Ringette Championships.
 - b) injured athletes not in uniform with a medical certification, up to a maximum of 18 athletes on the bench. Ringette Canada recommends injured athletes not be on the bench. However, if the team staff feels that further injury is not likely, they may allow that athlete on the bench.
 - c) hostess as so designated, and so identified by the Host Committee for the Canadian Ringette Championships.
- 8) Any team staff member or athlete entering the Canadian Ringette Championships under suspension by their provincial/territorial sport governing body or Ringette Canada, or suspended during the course of the event, will not be permitted to direct any member team during any game, carry out any official duty on behalf of any member team, be in or about the dressing room or bench area before, during or after any game played by any member team, or situated anywhere in the arena in a position to direct any member team for the duration of the suspension.
- 9) Any team staff member or athlete who violates the terms of their suspension as outlined above will be reported both to the President of their respective provincial/territorial sport governing body and the President of Ringette Canada for further discipline.
- 10) Should the suspended individual be participating in more than one (1) role in the Canadian Ringette Championships (e.g. as an athlete and a team staff member), the suspension applies to all roles held by that individual during the Canadian Ringette Championships until the completion of the suspension.

- 11) Any NWT team attending CRC will be allowed to select five (5) skaters and one (1) goalie from north of the fifty-fifth (55th) parallel in the province of Alberta.
- 12) NWT teams at the CRC and interprovincial play will be permitted to register up to two (2) team staff from north of the fifty-fifth (55th) parallel in Alberta.

17.1.2 Team Verification

- 1) The provincial and territorial representative and host team(s) shall be eligible to participate in the Canadian Ringette Championships upon verification by Ringette Canada.
- 2) Ringette Canada will verify that all participants are properly registered, participating in the correct age category and that the team staff have the correct qualifications required for the position they hold.

17.2 Team Selection/Host Teams

- 1) Selection of the provincial and territorial representative team shall be left to the discretion of the province/territory.
- 2) The host community will be allowed to enter a host team in each age group. If the provincial or territorial championship team is from the host community, the province or territory may enter another team (e.g. runner up) as the provincial or territorial team and as a full participating team in each category.
- 3) When the provincial or territorial championship team is not from the host community, the host team shall be permitted to complete their original roster, to a maximum of twenty-two (22) athletes, as determined by their provincial/ territorial association.

17.3 Team Rosters and Entry Fees

- 1) Teams participating in the Canadian Ringette Championships must have their team roster submitted through the provincial or territorial association to the national office by February 28th or within seven days following their provincial or territorial championships or team selection date.
- 2) Teams wishing an extension of the deadline must submit such a request in writing to the national office before this date.
- 3) Failure to submit Team Roster by the deadline date, or an alternate date as arranged with Ringette Canada, shall result in disqualification from the Canadian Ringette Championships. For penalty for late athlete registration, see policy 9.2.
- 4) Entry fees for all teams entered in the national championships must be paid to Ringette Canada by January 31st of that playing season. Any teams withdrawing after this date will forfeit the entry fee. No entry will be accepted after January 31st.
- 5) In order to participate in the Canadian Ringette Championships, all team staff must be registered with Ringette Canada by February 28 to verify that certification requirements are satisfied.
- 6) The provincial/territorial association must submit with the Team Roster Form, proof of certification of all team staff which do not appear as certified at the appropriate level on the latest computer printout (i.e. for coaches and managers).
- 7) All changes made to the official roster (athletes, coaching staff) must be sent in writing to the Ringette Canada office by the provincial/territorial association requesting the change.

17.4 Selection of Venue for the Canadian Ringette Championships

Ringette Canada shall favour alternating locations (east, west, central).

- 1) Formal application to host the Canadian Ringette Championships must be submitted by the provincial or territorial association to Ringette Canada at least 30 months prior to the hosting of the Canadian Ringette Championships. All applications must be presented at the Annual General Meeting of Ringette Canada and must include the specific location of the event and the name of the ringette association that will be acting as host. Voting for the selection of the successful bid shall be conducted at the Annual General Meeting.
- 2) The committee formed by volunteers from the ringette association hosting the event shall be known as the Canadian Ringette Championships Host Committee. The Host Committee will include a minimum of one representative designated by its provincial or territorial association.
- 3) The Canadian Ringette Championships will be held by the third weekend in April, with preference given to the first ten days of the month.

17.5 Hosting Centre and Relationship with Ringette Canada

The chairperson of the Canadian Ringette Championships Host Committee shall report to the Executive Director of Ringette Canada.

The Executive Director shall:

- 1) be responsible for overseeing the Canadian Ringette Championships and liaise with the Host Committee Chairperson
- 2) represent Ringette Canada and coordinate Board activities
- 3) ensure that the hosting centre adheres to the policies established by Ringette Canada
- 4) ensure that the host centre is properly prepared to host the Canadian Ringette Championships, and that their preparations are in keeping with the objectives, goals, and philosophy of Ringette Canada
- 5) coordinate preparation of the Canadian Ringette Championships policies and ensure that they are forwarded to the Host Committee well in advance of the Championships
- 6) obtain a major sponsor or sponsors for the event (this responsibility should not be confused with that of the Canadian Ringette Championships Host Committee Chair who is responsible for obtaining sponsors in the host city or province, for example, advertisements in the program, hospitality, banquets, free transportation, etc.)
- 7) obtain national media coverage and arrange for all national media relations, working in conjunction with the host public relations committee
- 8) be responsible for inviting federal dignitaries to the opening ceremonies
- 9) provide at the earliest possible time the following information to the host committee:
 - a) athlete list for all participating teams
 - b) game sheets
 - c) results sheets for display in arena
 - d) arrival time of Ringette Canada representatives and officials
- 10) receive written reports from the host committee.

The Host Committee Chair shall:

- 1) be responsible for developing the event and acquiring approval for the activities from the Executive Director
- 2) be responsible for reporting regularly to the Executive Director with regards to the progress of the Canadian Ringette Championships

- 3) be responsible for reserving all facilities (tournament site, hotels, etc.)
- 4) appoint a Chair to each committees
- 5) conduct committee meetings at their discretion, and submit minutes of meetings to the Executive Director
- 6) prepare a time schedule that the various committees must follow
- 7) conduct a review of the budget with each committee Chair before submitting it to the Ringette Canada Board for approval
- 8) approach all possible people in the host province or territory and community for financial assistance [e.g. sponsors, provincial, territorial, and municipal government etc. (not federal government)]. Ringette Canada must be consulted in advance of contact or approach made to national or international corporations.
- 9) invite all provincial, territorial, and local dignitaries to the event
- 10) be responsible for coordinating the opening and closing ceremonies in conjunction with the Ringette Canada Vice-President Promotions or appointee
- 11) in January, February, and March preceding the Championships, provide the Executive Director and provincial and territorial associations with information letters keeping them posted on recent developments.

Ringette Canada shall:

- 1) obtain gold, silver, and bronze medallions.
- 2) attend the Canadian Ringette Championships to assist the hosting centre. Executive Members coaching or playing at the Canadian Ringette Championships will not be funded by Ringette Canada or the host committee to attend.

The Technical Director/Coordinator shall:

- 1) ensure that the technical requirements for the Canadian Ringette Championships are outlined, available to the host committee, and carried out through the event
- 2) prepare the draw and deal with enquiries related to the schedule in conjunction with the **Competitions Coordinator**
- 3) work with and assist the Executive Director prior to, during, and after the Canadian Ringette Championships to ensure that the event runs smoothly
- 4) oversee the conducting of an all-star and sportsmanship awards program
- 5) be an ex-officio member of the Protest and Grievance Committee.

17.6 The Schedule

- 1) The schedule for the Canadian Ringette Championships will be prepared by the Ringette Canada office in conjunction with the **Competitions Coordinator**
- 2) Where possible, no team will be required to play more than 3 games per day. Games will not start before 7 a.m., nor begin later than 9 p.m. in the Junior and Belle Divisions.
- 3) The Championships will be conducted using a round robin format. In divisions with 6 or less teams, a double round robin will be played.

17.7 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 in Policy 17.7.1.

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

17.7.1 Selection (ranking) Process

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

- 1) 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);
- 2) Additions, deletions and corrections to these lists are returned to Ringette Canada by December 15 of the same year;
- 3) 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;
- 4) the response of each judge is returned directly to Ringette Canada's Officiating Chair by January 31 of the year of the event;
- 5) responses (ranks by official by judge) are collated by Ringette Canada's Officiating Chair for analysis;
- 6) 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;
- 7) 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.

17.8 Team Staff Qualifications

There shall be no more than five (5) team staff permitted to occupy the athletes' bench. Team staff positions shall include and be limited to those of coach, assistant coach, manager and trainer. Individuals may be registered as a team staff member on more than one team roster provided that the teams come from the same province/territory and are in different age/gender categories. Should a Level 2 female coach also be participating as an athlete and there is a game scheduling conflict, the team shall be permitted to play the game without the Level 2 female on the bench.

The minimum certification requirement for each team staff position shall be as follows:

- 1) Coach/Assistant Coach - full certification at Level 2 in ringette. Exception can be permitted at Ringette Canada's discretion to provincial/territorial associations with less than 200 registered athletes (based on preceding season) when such requests are received in writing.

Only applications submitted in writing by the provinces/territories will be considered.

- 2) Manager - successful completion of Ringette Canada's Manager's Certification Program
- 3) Trainer - current certification in one or more of the following:
 - a) Medical Doctor/Student
 - b) Fireman
 - c) Registered Nurse
 - d) Ambulance Training
 - e) Athletic Therapy
 - f) Any certified first aid course, or equivalency, seven (7) hours or more in duration, which includes the following content:
 - i) Principles of First Aid and Safety
 - ii) Artificial Respiration
 - iii) Wounds and Bleeding
 - iv) Shock, Unconsciousness and Fainting
 - v) Fractures
 - vi) Head and Spinal Injuries
 - vii) Joint Injuries
 - viii) Medical Conditions (Diabetes, Asthma, etc.)

For equivalency, course content must be submitted to Ringette Canada for approval.

Team staff must include a minimum of one coach and may include a maximum of one manager and one trainer. No member of the team staff may be listed on the Official Game Report as an athlete. Teams in the Junior and Belle age divisions must have a female 18 years of age or older as a member of the team staff.

All Team staff for the Canadian Ringette Championships must be fully registered with Ringette Canada as indicated in the team rosters and entry fees section of Chapter 17 of the current Ringette Canada By-Laws and Policy Manual.

All teams in the Junior and Belle divisions must have a fully certified Level 2 female coach on the bench.

17.9 Statistician

If not assigned by Ringette Canada, the host committee shall select a head statistician who shall be responsible for:

- 1) selecting a committee to assist with the statistics
- 2) arranging for the use of a computer system which will be compatible with the existing software and utilize current technology (e.g. telecopying)
- 3) preparing game sheets
- 4) representation at the registration table
- 5) arranging for all equipment and forms required for the processing of statistics
- 6) keeping current, verified statistics (e.g. scores, standings, penalties, leading scorers, etc.) and having copies available for the media at least daily and more frequently if possible
- 7) ensuring that the arena results charts are kept current
- 8) preparing a master copy of the official statistics for submission to Ringette Canada subsequent to the competition.

17.10 Protest, Grievance and Discipline Committee

The Protest, Grievance and Discipline Committee for the Canadian Ringette Championships shall consist of the **Competitions Coordinator** or designate (Chair), the Chair of the Host Committee or designate, the **Chair, Coaching Development** or designate, the Director of Officials or designate and one member at large appointed by the Chair. The Technical Director/Coordinator shall be an ex-officio member of this committee.

The committee shall consider all appeals, protests, grievances and disciplinary matters related to any aspect of the Canadian Ringette Championships. The committee shall not consider a protest or grievance based upon an official's judgement call. Video replays will not be considered in any deliberation. Disciplinary matters shall be handled in accordance with Policies 17.12 and 23.

17.10.1 All protests or grievances must be submitted in writing to any member of the Protest Grievance and Discipline Committee within 30 minutes following the game. All protests shall be accompanied by a \$100.00 cash deposit. This deposit will only be returned if the protest or grievance is upheld.

17.10.2 Deliberation Procedure

- 1) The head coach (or a team representative if the head coach is not available) of the non-filing team is advised of the Protest/Grievance immediately upon receipt of same.
- 2) The Protest and Grievance Committee meets as soon as possible and, if at all possible, prior to the next game for each team.
Note: Any member(s) of that Committee considered by the Committee Chair to be in conflict is/are to be excused from the Committee and replaced by individual(s) suitable to the Committee Chair.
- 3) The Officiating Supervisor (if in attendance at the game in question), on-ice officials and Minor Officials (as necessary) are interviewed independently.
- 4) One representative from each of the filing and non-filing teams is permitted to independently address the Protest and Grievance Committee.
- 5) The decision reached by the Protest and Grievance Committee shall be final and will be immediately communicated to the teams involved by the Committee Chair.

17.10.3 Suspension Guidelines

Minimum suspension guidelines published by Ringette Canada are in effect (see Policy 23).

All Match penalty assessments based on actions as outlined under Policy 23 must be made known to a member of the Protest, Grievance and Discipline Committee, by the on-ice officials involved via the Director of Officials (or designate), within 30 minutes of the completion of that game. Details surrounding the Match penalty assessment must also be clearly outlined in writing by the on-ice officials on the Official Game Report.

The Protest, Grievance and Discipline Committee shall meet to determine the game suspension of the individual(s) involved. This meeting shall take place as soon as possible upon receipt of notice of the Match penalty assessment and, if at all possible, prior to the next game of the team(s) involved.

In their deliberations, this Committee may interview any or all of the following: the on-ice officials; the athlete(s)/team staff involved; the Officiating Supervisor at that game (if applicable); and, any others whose input the Committee feels would be of value.

The final decision of the Protest, Grievance and Discipline Committee regarding game suspensions shall be immediately communicated to a member of the team staff of the team(s) involved by the Committee Chair.

17.11 Checking Equipment

Equipment checks at the Canadian Ringette Championships shall be organized and conducted in a manner developed by the National Officiating Committee and approved by the **Board of Directors**.

17.12 Further Policies

The use or possession of alcoholic beverages and non-prescription drugs while in attendance at competition or ceremonial functions is prohibited.

Vandalism and personal misconduct - malicious damage to accommodation sites, competition sites, transportation vehicles, or personal misconduct causing harassment to officials, participants, or audience will not be tolerated.

In all cases, damage to property will be the responsibility of the individuals at fault. (In the case of minors, it will be the responsibility of the respective Provincial or Territorial Sports Governing Body.)

Any misconduct of the nature mentioned above will be dealt with by Ringette Canada. Results of misconduct could be one or more of the following:

- 1) disqualification from Canadian Ringette Championships for one year
- 2) further suspension by the provincial or territorial association
- 3) prosecution by law
- 4) fine.

17.13 Logo

Any logo developed by the host centre which is used to promote the Canadian Ringette Championships must be approved by Ringette Canada. Such logo becomes the property of Ringette Canada once approved, and shall be used only for the Canadian Ringette Championships for which it was developed.

All material produced for the Canadian Ringette Championships will bear Ringette Canada identification and must be approved by Ringette Canada.

17.14 Team Walk-Out and Competition Uniforms

- 1) All uniforms shall be of a design which conforms with the Ringette Canada Official Rules.
- 2) All uniform numbers will coincide with Team Roster Forms. Each athlete shall have individual numbers and there shall be no duplication of numbers.
- 3) Provincial/territorial representative teams will wear their provincial/territorial on-ice team uniform.

- 4) Any team that does not conform to the requirements regarding team colours will not be allowed to participate in the Canadian Ringette Championships.
- 5) Host teams will be allowed to wear their home team colours. If there is a conflict of colours, they must arrange for uniforms with non-conflicting colours, or wear the extra sweaters supplied.
- 6) A full-length snug fitting pant must be worn by all athletes at the Canadian Ringette Championships, with the exception of goalkeepers.
- 7) Sponsorship advertising appearing on team uniforms at the Canadian Ringette Championships will be at the discretion of the provincial/territorial association but shall be limited to one advertisement on the back of team sweaters and a smaller one on a sleeve at approximately shoulder height.
- 8) Teams will have the choice of wearing uniform colours as stipulated for their province/territory by the Canada Games Council, or carrying a second set of uniform sweaters (e.g. "home" and "away" sweaters).

17.15 Medical Personnel

At the Canadian Ringette Championships, the medical personnel provided by the Host Committee shall wait until he/she is summoned to the ice by the on-ice official to attend to an injured athlete. The on-ice official shall first consult with the team staff attending to the injured athlete.

17.16 Policy on Doping for Canadian Ringette Championships

For the Canadian Ringette Championships, Ringette Canada has adopted the Canadian Policy for Doping in Sport and Canadian Doping Control Standards (issued June 2004). Copies of these documents are available through the Ringette Canada office or the Canadian Centre for Ethics in Sport.

17.17 Trophies

Each member association holding a trophy from the Canadian Ringette Championships will be responsible for returning that trophy to the Ringette Canada office by the AGM immediately following the Championships.

17.18 Rules of Play

Should discrepancies exist 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 for said event.

INTERPROVINCIAL/INTERTERRITORIAL AND INTERNATIONAL PLAY

18.1 INTERPROVINCIAL/INTERTERRITORIAL PLAY

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.

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.

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.

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

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.

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.

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

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.

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.

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).

18.2 INTERNATIONAL PLAY

General Policies

- 1) International play shall be governed by the International Ringette Federation.
- 2) Ringette Canada shall maintain a full membership in the I.R.F.
- 3) The provincial and territorial associations must keep Ringette Canada informed of all international contact.
- 4) 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.

Teams Travelling Outside of North America

Teams travelling 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:

- 1) team name and association
- 2) names, birth dates and addresses of all registered athletes, coaches and managers
- 3) names, birth dates and addresses of all others on the trip
- 4) dates of trip
- 5) itinerary of trip
- 6) contact(s) for each stopover of trip
- 7) budget

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.

If the above is not adhered to, approval for the trip will not be granted. Any team failing to apply or travelling without approval may be suspended from further play including league play for a period to be determined by the Ringette Canada Executive.

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.

All monies collected through fines will go into the Special Projects budget.

Hosting Out of Country Teams

- 1) 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.

General Conditions

- 1) 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:

- a. provide written approval of the application for teams and/or individuals travelling outside Canada;
- b. provide assistance and advice consistent with the endorsement of positive international sport involvement;
- c. provide formal recognition to all athletes, coaches and organizers involved;
- d. endorse the role of the team(s)/individual(s)/association(s) in representing the sport of ringette;
- e. provide the team or individual with Ringette Canada promotional materials;
- f. provide the team or individual with names of appropriate international ringette organizers, coaches and associations;
- g. provide recognition of the teams/individuals involved in ongoing reports between Ringette Canada and the provincial and territorial ringette associations;
- h. advise the appropriate government authorities of the planned trip.

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:

- 1) 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)
- 2) ensure proper and complete role identification when raising funds
- 3) not represent Ringette Canada, as an individual or team, without written approval of Ringette Canada.

RULES DEVELOPMENT

19.1 National Rules Committee (N.R.C.)

The members of the Technical Council, as outlined in Section 20, shall serve as the N.R.C.

The N.R.C. shall be chaired by the **Chair, Officiating Committee** who shall be responsible for:

- 1) communicating the rule change process to the members
- 2) advising provincial/territorial associations to form rules committees and recommending their method of operation
- 3) acting on rule suggestions, concerns, and development of ideas on implementation of new rules
- 4) distributing rule change packages to the provinces/territory
- 5) compiling the provincial/territorial submissions with those from the Ringette Canada Technical Committees and the I.R.F. for distribution to the provincial/ territorial members
- 6) assisting Ringette Canada's Technical Director/Coordinator in decisions regarding "editorial" versus "playing rule" submissions
- 7) compiling the results of the provincial/territorial voting, preparing the agenda for the National Rules Committee meeting, reporting the results of that meeting to the provinces/territory, and forwarding carried changes to the editor of the Official Rules
- 8) considering and studying all future recommendations from the National Rules Committee meeting.

19.2 Rule Change Procedure (Non-Equipment)

Rule change suggestions with the exception of equipment rule change suggestions will be entertained every three years, commencing with the 1999-2000 season. A schematic of the process is provided in Figure 19.1.

All rule changes or amendments are to be submitted on the Rule Change Suggestion Form (sample, Policy Manual page 79) and shall be presented as follows:

- 1) Each rule change proposal must be accompanied by complete rationale.
- 2) Submissions shall be limited to rule change proposals endorsed by a provincial/ territorial association, a Ringette Canada Technical Committee or the I.R.F.
- 3) Submitters shall be responsible for initial classification of each submission as either "editorial" or "playing rule".
- 4) Submissions are to be forwarded to the Ringette Canada office, postmarked no later than September 1, 2006.
- 5) "Playing rule" submissions shall be circulated by the Ringette Canada office to all provincial/territorial associations by September 15, 2006; a copy of all submissions (i.e. "editorial" and "playing rule") shall be forwarded to the N.R.C. by the same date.
- 6) 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, 2006. 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.

Note: Each provincial/territorial member of Ringette Canada is responsible to register a vote (Favour, Oppose or Abstain) on each and every submission contained in the September, 2006 Rule Change Package.

- 7) 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) The N.R.C. shall convene by the end of January, 2007 to vote on the submissions that received support of more than half but less than two thirds of the votes cast and to review any suggested amendments to any submissions contained in the responses. They shall then provide recommendations and vote on each submission.
- 9) Playing rule submissions supported by two-thirds vote of the N.R.C. shall be incorporated into the National Rule Change Package; editorial changes supported by two-thirds of the N.R.C. shall be forwarded to the Editor of the Official Rules.
- 10) Playing rule submissions failing to obtain this two-thirds vote shall be defeated.
- 11) The National Rule Change Package shall be circulated by the Ringette Canada office to all provincial/territorial associations by March 1, 2007 for consideration prior to the 2007 Ringette Canada AGM.
- 12) Playing rule changes receiving two-thirds vote during the 2007 AGM, excluding those playing rules identified as “probationary”, shall become effective in September of 2007; playing rule changes failing to obtain this two-thirds vote shall be deferred to the next Rule Change process.
- 13) A maximum of two (2) “major” playing rule changes shall be identified and considered “probationary” for the 2007 season, for review at the January 2008 Board Meeting.
- 14) Probationary changes receiving two-thirds vote during the 2008 AGM shall become effective in September of 2008; probationary changes failing to obtain this two-thirds vote shall be deferred to the next rule change process.
- 15) The Official Rules of Ringette shall be printed in its entirety every third season (i.e. 2002, 2005, 2008).

19.3 Rule Change Procedure (Equipment)

Rule change suggestions for equipment will be entertained on a yearly basis.

All rule changes are to be submitted on the Rule Change Suggestion Form (sample, Policy Manual page 79) and shall be presented as follows:

- 1) Each equipment rule change proposal must be accompanied by complete rationale.
- 2) Submissions shall be limited to rule change proposals endorsed by a provincial/territorial association, a Ringette Canada technical committee, or the I.R.F.
- 3) Submissions are to be forwarded to the Ringette Canada office, postmarked no later than January 15th of the year in which they are to be considered.
- 4) Submissions will be reviewed by the Technical Council by the end of January.
- 5) Submissions endorsed by the Technical Council will be distributed to the provincial/territorial associations for review.
- 6) Provincial/territorial associations shall vote on the proposed equipment rule change at the AGM following the Technical Council’s meeting.
- 7) Approved equipment rule changes will be effective in the season following the AGM.

As the Official Rules of ringette is only published every three years, any equipment rule change passed will be communicated to the membership as follows:

- 1) official memo to the associations
- 2) posting of the approved rule change on the Ringette Canada web site
- 3) incorporate notification of the rule change into officiating and coaching clinic content.

The provincial/territorial associations are expected to communicate any equipment rule changes to their members in a reasonable manner.

Approved equipment rule changes will automatically be included in the next edition of the Official Rules of ringette.

RULE CHANGE SUGGESTION FORM
FORMULAIRE D'AMENDEMENT AUX RÈGLEMENTS

Please type or print all information as indicated.
Prière d'écrire en lettres moulées tous les renseignements demandés.

CHECK ONE/COCHER :

- Provincial or Territorial Association/Association provincial ou territorial :

- Ringette Canada Technical Committee/Comité technique de Ringette Canada :

- International Ringette Federation/Fédération internationale de ringette :

RULE TO BE AMENDED/RÈGLEMENT À AMENDER

Section : _____

Paragraph(e) : _____

Sub-section/Sous-section : _____

Page No./Numéro de page : _____

PROPOSED RULE AMENDMENT/AMENDEMENT PROPOSÉ

REASON FOR SUGGESTED CHANGE OR COMMENTS/RAISON OU COMMENTAIRE

Duplication of this form is permitted. Please use additional form(s) if required.
Il est permis de photocopier ce formulaire. Prière d'utiliser un autre formulaire, s'il y a lieu.

Date

Signature

Rule Change Procedures

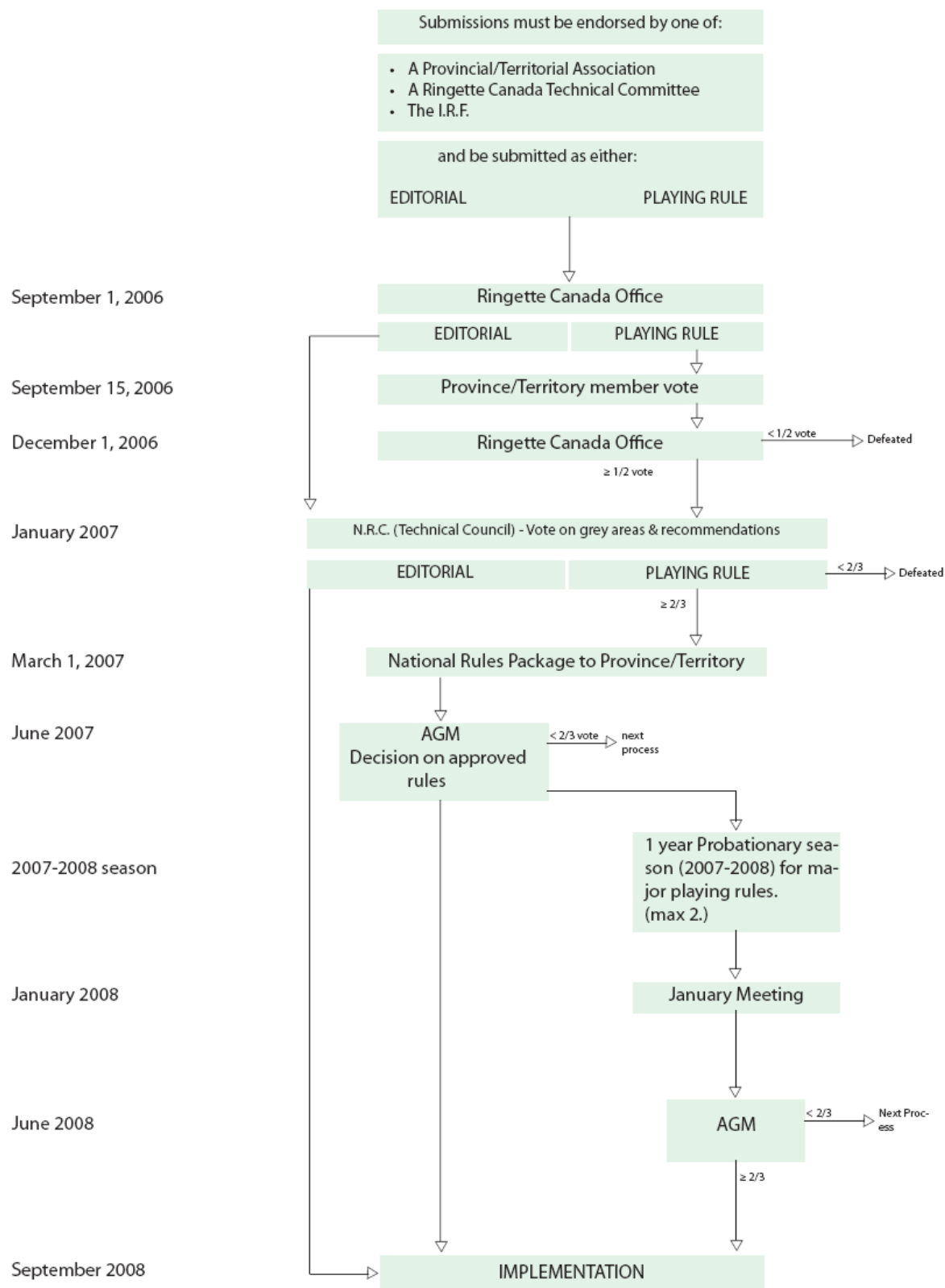


Figure 19.1 Schematic of Rule Change Procedure

TECHNICAL COUNCIL

20.1 Mission Statement

The objective of the Technical Council shall be to ensure the competition, coaching, officiating, athlete and sport development components of ringette in Canada are coordinated, carefully planned, and strategically aligned so as to effectively meet members' needs.

20.2 Purpose

- 1) To provide an organized forum at a national level for discussion of initiatives required to meet the competitive, technical and developmental needs of ringette
- 2) To facilitate an organized means by which membership input can be solicited
- 3) To provide leadership for the development of quality resources training tools and competitions
- 4) To provide comment/input to the Board when requested to do so
- 5) To serve as a resource and support to staff in the performance of their duties.

20.3 Objectives

The scope of the activities of the committee shall be focused on (3) very distinct and critical performance areas.

People: The technical and personal training (development) of participants (coaches, trainers, athletes, officials, volunteers).

Money: Utilize sources of funding effectively in a balanced manner to ensure equal development in all areas (in a cost-effective way) and provide budgets for program activities as required.

Development: Proactively project future initiatives required to meet the challenges of the sport in competition and training.

20.4 The Structure of the Council

The Technical Council shall be chaired by the **Officiating Committee Chair** or designate.

The members of the Technical Council shall be:

- 1) **Chair, Coaching Development Committee**
- 2) **Chair, Officiating Committee**
- 3) **Competitions Coordinator**
- 4) **Chair, National Team Committee**
- 5) **Athlete Representative**

The Board of Directors may appoint additional members to the Council.

The Technical Director/Coordinator and/or the Executive Director will be Ex Officio council members.

When there is disagreement over priorities the Board shall decide. Their decision will be final.

20.4.1 Meetings

The council will meet at a cost-effective location.

Additional meetings may be called if, in the opinion of the Chairperson, there is need and the budget will allow.

The Chairperson will be expected to attend strategic planning sessions as requested by the Board from time to time.

20.5 Responsibilities of the Council

- 1) Ensure all resource and training tools are up to date.
- 2) Ensure the financial resources of the Association dedicated to resource, training and competition development are utilized equitably and wisely.
- 3) Undertake annual strategic planning and budgeting in accordance with the requirements established by the Vice-President of Administration on behalf of the Association.
- 4) Ensure new resources, training tools and competitive environments are proactively developed to meet the future needs of the sport and its participants.
- 5) Report regularly on their activities in a format prescribed.
- 6) Priorities and action plans as approved by the Board are completed as required.
- 7) Members shall serve as the National Rules Committee.

20.5.1 Committee Authority

The committee shall have the authority to:

- 1) Develop resources, tools and competitive environments in accordance with action plans and budget after approval by the Board of Directors.
- 2) Engage outside resources as required within the scope of their approved plans and budget.
- 3) Call upon the membership to assist if/when/where necessary.

DISCIPLINE GUIDELINES FOR FULL MEMBERS

Members of Ringette Canada are expected to fulfill their obligations as outlined in the Letters Patent, By-Laws, and Policy Manual.

To ensure that this takes place, the Ringette Canada Board of Directors shall have jurisdiction over matters where member obligations have been breached.

21.1 Reporting Breach of Obligation

All reports of breach of obligation filed by a member must be received by registered mail by Ringette Canada through the national office, or identified by the Board of Directors. A copy of the report must be sent to the alleged offender.

Reports must be postmarked within 14 days of the occurrence of the incident, presenting all relevant facts.

21.2 Action by the Board of Directors

The Board shall:

- 1) take immediate action on any reported breach and notify the offender immediately
- 2) advise (in writing) all persons involved in the complaint of the “charges”
- 3) exclusion from events, programs, or withholding of sanction
- 4) levying of a fine.

Note: Once a breach of obligation has been proven and disciplinary action taken against a Full Member, the association in question must submit a written request for reinstatement of their privileges, providing evidence that the situation has been corrected.

APPEALS POLICY

Note: In this policy, “member” refers to any director, coach, athlete, official, manager, full member, affiliate member, committee member or volunteer of Ringette Canada; “respondent” refers to the body, person or persons whose decision is being appealed; “peer” refers to an individual equal in status to the appellant (e.g. director, employee, coach, athlete, official, manager, committee member or volunteer); and “appellant” refers to a member directly affected by a decision described in Policy 22.1 section 1) below who files a Notice of Appeal in relation to it.

22.1 Scope of Appeal

- 1) Any member of Ringette Canada who is directly affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Association or its Board of Directors, shall have the right to appeal that decision. Appealable decisions may include, but are not limited to, contract matters, team selection, eligibility and discipline.
- 2) This policy shall not apply to disputes arising within competitions, which have their own appeal procedures, or to matters relating to the rules of the sport as set out in the official rule book.
- 3) Disputes arising within the jurisdiction of member associations, or their constituent members, must be pursued within the appeal rules and policy of such member associations or their constituent members. The within policy and procedure shall not apply to such disputes unless all the appeals at the member association or local association level have been fully exhausted and all parties involved in the appeal as well as the relevant member association agree that Ringette Canada shall have jurisdiction to hear the appeal.

22.2 Timing of Appeal

- 1) Members who wish to appeal a decision shall have fifteen (15) business days from the date on which they received notice of the decision to submit a written Notice of Appeal of the decision, along with detailed reasons for the appeal, to Ringette Canada’s Executive Director.
- 2) Where external timelines imposed by a third party, other than Ringette Canada, do not allow for a fifteen (15) day appeal period, the President may direct that the appeal period be shortened.
- 3) Any party wishing to initiate an appeal beyond the fifteen (15) day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the fifteen (15) day period shall be at the discretion of the President, in consultation with two (2) members of the **Board of Directors**. The decision of the President on any request for an extension of the time limited for appeal shall be final and binding and not subject to appeal either within the Association or to any court, nor shall such decision be subject to judicial review or any other court process.

22.3 Grounds for Appeal

An Appellant may appeal a decision referred to in Policy 22.1 section 1) on the basis of one or more of the following grounds of appeal which constitute the only grounds of appeal available to the Appellant::

- 1) The decision under appeal was made without jurisdiction or authority.
- 2) The Respondent(s) failed to follow procedures as laid out in the By-Laws and Policy Manual or other rules or directives published by Ringette Canada. Minor deviations from such procedures that have not prejudiced an Appellant shall not constitute a ground of appeal.
- 3) The Respondent(s) unreasonably exercised his/her/their discretion. This ground of appeal only applies if, in making the decision under appeal, the Respondent(s) was/were permitted to exercise his/her/their discretion.

22.4 Screening of Appeals to Determine if Sustainable

- 1) Within five (5) business days after receiving a Notice of Appeal, the President shall appoint a committee comprised of three (3) persons, the Executive Director (unless disqualified under the provisions of Policy 22.4 section 2) and two (2) members of the **Board of Directors** (herein collectively referred to as the “Review Committee”) who shall, within ten (10) business days, review the Notice of Appeal and supporting reasons to determine if the appeal is sustainable. An appeal will be considered not sustainable if it is so devoid of merit as to have no chance of succeeding on any of the grounds referred to in Policy 22.3.
- 2) In determining the composition of the Review Committee, the President shall apply the criteria set out in Policy 22.5 section 6) below and may, if necessary, go outside the **Board of Directors** to complete the Review Committee’s roster.
- 3) In determining whether or not the appeal is sustainable, the Review Committee shall adhere to the following directive:
 - a) The facts as alleged by the Appellant in the Notice of Appeal and accompanying reasons shall be presumed to be correct unless such facts are, to the knowledge of one or more of the Review Committee members, clearly and demonstrably erroneous.
 - b) In determining whether an appeal based on the ground referred to in Policy 22.3 section 3) (unreasonable exercise of Respondent(s)’s discretion) is sustainable, the test to be applied by the Review Committee is whether the decision was unreasonable. The term “unreasonable” means clearly wrong and refers to a decision that no person applying proper logic, correct reason and common sense would make. It also includes a decision that was biased in the sense of being made on the basis of, or significantly influenced by, factors unrelated to the merits of the decision. Thus, if the Review Committee, on the basis of the reasons accompanying the Notice of Appeal, accepting the facts as indicated in subparagraph (a) above, concludes that the decision being appealed is clearly wrong because no person applying proper logic, right reason and common sense would have arrived at that decision, or if it concludes that the decision was biased, it shall decide that the appeal is sustainable. On the other hand, if the Review Committee finds, again accepting the facts as indicated in subparagraph (a) above, no bias, and concludes the decision was either correct or not clearly wrong (i.e. it may have been wrong but was still a reasonable decision, although perhaps not the most reasonable one), the appeal will not be sustainable.
- 4) a) If the appeal is determined to be not sustainable, the Appellant shall be so advised in writing, with reasons, by the Review Committee within five (5) business days after the decision determining the appeal to be not sustainable has been made. The Appellant shall have the right to refer the decision of the Review Committee to the entire Board of Directors for reconsideration. Review Committee members and any directors that do not

meet the Policy 22.5 section 6) criteria shall not participate in, or be present at, any consideration hearing.

- b) The Appellant must apply for reconsideration of the Review Committee's decision in writing addressed to the Executive Director within five (5) business days after receiving the Review Committee's decision. The Application for Reconsideration shall be accompanied by written submissions specifying the errors alleged to have been made by the Review Committee and reasons why the Review Committee's decision should be overturned.
- c) The Board of Directors (except those referred to in (a) above) shall meet, either face to face or via telephone conference call as the President determines, within seven (7) business days after the Executive Director has received the Application for Reconsideration to consider the application. At that meeting, the Board of Directors shall review the Notice of Appeal and reasons accompanying it, the Review Committee's decision, and the Application for Reconsideration together with the Appellant's accompanying written submissions. If any one of the Board of Directors considering the Application for Reconsideration feels it is necessary to hear further submissions from the Appellant in order to decide on the application, the Appellant shall be so advised and a telephone conference call hearing shall be forthwith arranged by the Executive Director at which the Appellant and/or her/his counsel may make further submissions to the Board of Directors.
- d) The Board of Directors, after considering the Application for Reconsideration, shall decide either
 - (i) that the Review Committee decision was correct, in which case the Appellant shall have no further appeal within Ringette Canada or to any court and neither the Review Committee's decision or the Board of Directors' reconsideration decision shall be subject to judicial review or any other court proceeding, or
 - (ii) that the Review Committee's decision was erroneous, in which case the Appellant shall have the right to have his/her case heard by an Appeal Panel in accordance with the provisions of the within Appeals Policy and Procedure.

22.5 Appeal Panel

- 1) If the appeal is determined to be sustainable either by the Review Committee or the Board of Directors' on reconsideration, the Executive Director shall notify the Appellant and Respondent(s) accordingly, in writing, within five (5) business days after such determination has been made. The appeal will be heard by a three (3) person Appeal Panel consisting of one person nominated by the Appellant, one person nominated by the Respondent(s), and the third person, who shall act as chairperson of the Appeal Panel, nominated by the Appellant's and Respondent(s)'s nominees to the Appeal Panel, or failing agreement by such nominees, appointed by the President.
- 2) The Appellant and Respondent shall advise the Executive Director in writing of their nominees to the Appeal Panel within five (5) business days after receiving the notification from the Executive Director referred to in Policy 22.5 section 1) above.
- 3) If the Appellant fails to advise the Executive Director of his/her choice of nominees to the Appeal Panel within the time limit, the appeal shall be deemed to have been abandoned and the Appellant shall be so notified by the Executive Director. The appeal may only be resurrected by way of a special plea to the President, made within three (3) business days after receiving notification of abandonment, establishing that circumstances beyond the control of the Appellant resulted in failure to adhere to the time limit.

- 4) If the Respondent(s) fails to appoint a nominee within the said time period, the appeal shall be heard and determined by the Appellant's nominee solely, and the Executive Director shall notify the Respondent(s) accordingly. The Respondent(s)'s right to appoint a nominee to the Appeal Panel may only be resurrected by way of a special plea to the President, made within three (3) business days after receiving notification from the Executive Director that the appeal would be heard by the Appellant's nominee, establishing that the Respondent(s)'s failure to adhere to the time limit for appointing a nominee resulted from circumstances beyond her/his control.
- 5) The Appellant's and Respondent(s)'s nominees to the Appeal Panel shall have five (5) business days following notification by the Executive Director that both have been appointed to the Appeal Panel and are required to appoint a third person as chairperson of the Appeal Panel, failing which the President shall expeditiously appoint the chairperson.
- 6) In making their selection of nominees to the Appeal Panel, the Appellant, Respondent(s), nominees of the Appellant and the Respondent(s), and the President (if called upon to nominate a person to the Appeal Panel) shall adhere to the following criteria:
 - a) The nominee shall not have participated in the decision being appealed nor shall she/he have influenced such decision in any significant way.
 - b) The nominee shall be free from any bias or conflict of interest that is likely to render the nominee incapable of rendering an impartial decision. Being a member of the Appellant's or respondent(s)'s "peer" group shall not in itself constitute bias or conflict of interest.

22.6 Pre-Hearing Conference

- 1) The Appeal Panel shall hold a pre-hearing conference by way of telephone conference call within five (5) business days after the Appeal Panel roster has been fully determined. The participants in the conference shall be the Appellant, Respondent(s), their legal representatives, if any, the Executive Director and the Appeal Panel. The Executive Director shall arrange the conference call and its precise date and time in concert with the participants. At the pre-hearing conference, the Appeal Panel shall determine the appeal procedure in consultation with the Appellant and Respondent(s) and their legal representatives, if any, subject to the directives set out in Policy 22.8 hereof.
- 2) The Executive Director shall act as secretary of the pre-hearing conference and shall confirm in writing to the Appellant and Respondent(s) the appeal procedure established at the conference within two (2) business days after the conclusion of the conference, and after having the written confirmation approved by the Appeal Panel.
- 3) Additional pre-hearing conferences may be held if the chairperson of the Appeal Panel determines such are necessary for the effective completion of the appeal.

22.7 Intervenor Status

A member likely to be significantly affected by a decision of the Appeal Panel may apply to the Appeal Panel for intervenor status at any time prior to the holding of the appeal hearing. The Appeal Panel, after receiving written submissions from such member and the parties to the appeal, shall have discretion to accord such member the same rights to participate in the appeal as the parties to the appeal.

22.8 Appeal Procedure

The appeal procedure shall be flexible and shall be determined by the Appeal Panel at a pre-hearing conference as referred to in Policy 22.6 section 1). The Appeal Panel's flexibility to determine the appropriate appeal procedure shall be limited by the following directives:

- 1) The Appeal shall be heard as quickly as reasonably possible, having regard to the nature of the appeal, and the circumstances of the parties.
- 2) All three (3) Appeal Panel members shall hear the appeal, but a majority in favour of the same result shall be sufficient to effect a decision.
- 3) Each party shall have the right to be represented by a lawyer at the hearing.
- 4) Each party shall prepare and deliver to the other party or parties and to each of the Appeal Panel members, within the time established by the Appeal Panel, a written statement indicating the result requested, the grounds upon which she/he believes that result should be reached, and the evidence intended to be submitted in support of the desired result.
- 5) Each party shall deliver to the other party, and to each member of the Appeal Panel, within the time limit established by the Appeal Panel, copies of all documentary evidence relied on in support of her/his position on the appeal.
- 6) The appeal may proceed on the basis of written submissions and documentation if all parties the appeal consent.
- 7) The appeal shall be heard via telephone conference call wherein the parties, witnesses and members of the Appeal Panel can each hear each other, unless one of the parties satisfies the Appeal Panel at the pre-hearing conference that she/he is likely to suffer severe prejudice in the absence of an oral hearing. For sake of expediency and cost reduction, a hearing either by way of written submissions or via telephone conference call is to be preferred with such safeguards as the Appeal Panel considers necessary to protect the interest of the parties.
- 8) If the parties do not consent to a written hearing, and the Appeal Panel determines that a hearing by way of telephone conference call is likely to severely prejudice a party, an oral hearing in the presence of all parties and witnesses shall take place at a time and place to be determined by the Appeal Panel.
- 9) Evidence may be received by way of affidavit, or live oral testimony under oath or affirmation, as the Appeal Panel determines to be appropriate. Unsworn or unaffirmed testimony may be received, but shall be accorded such weight as the Appeal Panel determines to be appropriate.
- 10) The Appellant shall present her/his evidence and witnesses first, then the Respondent(s), with the Appellant, at the conclusion of the Respondent(s) case, having the right to present additional evidence by way of response to the Respondent(s)'s evidence limited to points raised for the first time in the Respondent(s)'s evidence.
- 11) At the conclusion of the Appellant's response evidence, the parties shall have the right to summarize their cases and to argue, as follows: First the Appellant, second the Respondent(s), and finally the Appellant in response, once again limited to new points raised in the Respondent(s)'s argument.
- 12) In making its decision, the Appeal Panel shall determine the relevant facts from all the evidence presented at the hearing and then whether those facts establish any of the grounds of appeal referred to in Policy 22.3, assessing ground 3) in the manner indicated in Policy 22.4 section 3) b) (except for the factual presumption).
- 13) If, prior to the conclusion of the appeal, one or more of the Appeal Panel members is incapable of continuing, or unwilling to continue to serve on the Appeal Panel, the appeal shall continue with the

remaining Appeal Panel members, or member with the chairperson casting the deciding vote if necessary. If the chairperson is one of the Appeal Panel members who is unable or unwilling to continue to serve, the President shall name one of the remaining members of the Appeal Panel as chairperson.

- 14) The Appeal Panel shall provide each party with written decision with reasons within seven (7) business days after completion of the hearing. In making its decision, the Appeal Panel shall have no greater authority than that of the original decision-maker, Respondent(s). The Appeal Panel may decide:
 - a) to void, confirm or vary the decision being appealed; or
 - b) to refer the matter back to the initial decision-maker Respondent(s) for a new decision with such directions as it considers necessary; and
 - c) to determine how costs of the appeal shall allocated, if at all. In making its costs determination, should the Appellant be unsuccessful, an important consideration shall be the extent to which the facts as alleged by the Appellant in her/his reasons accompanying the Notice of Appeal differ from the facts as determined by the Appeal Panel at the hearing. A significant variance shall, except in extraordinary circumstances, result in an award of costs against the Appellant that approaches complete indemnity to the Respondent;
 - d) the term “costs”, as used herein, shall include travel, accommodation and per diem costs of Appeal Panel members, the expenses incurred in providing a suitable hearing room, legal expenses of the successful party, the costs of arranging and conducting a teleconference hearing if applicable, and such other costs as the Appeal Panel deems appropriate.
- 15) The Appeal Panel shall have discretion to extend or shorten any time limits imposed in this Policy 22.8, having regard to the nature of the appeal and the interests of all affected parties.

22.9 Mediation and Arbitration

- a) All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in this policy;
- b) Any final decision made by the panel which may lead to irreversible consequences for one of the parties may be exclusively submitted by way of application to the Sport Dispute Resolution Centre of Canada (SDRCC) or its successor, which will resolve definitively the dispute in accordance with the Sport Dispute Resolution Centre of Canada (SDRCC) Code, as amended from time to time;
- c) Should a matter be referred to Mediation or Arbitration, all parties to the original appeal shall be parties to this Mediation or Arbitration;
- d) The award rendered by the Sport Dispute Resolution Centre of Canada (SDRCC) Tribunal or its successor shall be final and binding upon the parties.

SUSPENSION GUIDELINES

23.1 Suspensions

The following guidelines apply to all play directly under the jurisdiction of Ringette Canada. Members are encouraged to adopt these guidelines at all levels.

The suspensions specified (in number of games), are over and above those specified in Section 19 (Consequences of Penalties) of the current Official Rules of ringette, for Match penalty infractions.

Based on the circumstances surrounding the Match penalty assessment, the Protest, Grievance and Discipline Committee may choose to impose a game suspension, without appeal, up to a maximum number of games stated for the specific infraction(s). Additional (appealable) suspensions may be imposed should the circumstances warrant same. Should an individual commit more than one of these infractions in the same game, the suspension penalties imposed shall be additive.

Participation by suspended athletes/team staff having occurred, said suspension during that event will be as outlined in Section 17.1.1 8) through 10).

Responsibility for supervision of the serving of game suspensions not being served during the event in which said suspensions were invoked will be that of the home province/territory of the individual(s) involved. Suspensions must be served during regularly scheduled games, and a copy of each applicable Official Game Report must be forwarded to the Ringette Canada office within seven (7) days of the completion of each game suspension. The name of the suspended individual must appear on the Official Game Report as a "scratch" with the term "susp" (for "suspended") appearing after it.

Athlete/Team Official assessed a MATCH penalty for:

Action	Suspension (# games)
Hair pulling	3
Facemasking	3
Head butting	3
Spearing	4
Butt ending	4
Stick swinging	4
Kicking	4
Deliberate attempt to injure	4

Fighting:

instigating	4
participating (including those in addition to original two participants)	2

Abuse of an official:

excessive verbal	2
physical:	
- minimal (e.g. touch/brush)	3
- moderate (e.g. push)	5
- excessive (e.g. punch/attempt to punch/push causing fall)	7

ATHLETE REPRESENTATION POLICY

24.1 Purpose

The purpose of having athlete representatives is to ensure that athletes' views and interests are represented and promoted at all levels of Ringette Canada on all issues which, directly or indirectly, affect any ringette athlete.

24.2 Objectives

- 1) To ensure the participation of athletes, in a constructive manner, in the decision-making process of Ringette Canada.
- 2) To ensure that, to the greatest extent possible, Ringette Canada policies and programs meet athletes' needs by means which include:
 - a) utilizing the staff and volunteers of Ringette Canada as resource people for such background or other information as may be needed by the athlete representatives;
 - b) effective athlete representation as voting members of the Ringette Canada Board of Directors, **Coaching Development Committee**, Technical Council, Promotions Committee;
 - c) the presentation of the athletes' views and position to the relevant decision-making body on all issues identified by the athlete representatives as affecting athletes, directly or indirectly;
 - d) monitoring programs;
 - e) providing meetings for discussion and information exchange among athletes.
- 3) To keep athletes informed of policies and programs and their development through the mechanism of a regular newsletter or by other means of communication.
- 4) To ensure that team leaders are appointed on travelling teams;
 - a) through the team leader, distribute and collect team reports;
 - b) summarize and relay information to responsible bodies.

24.3 Eligibility for Appointment

The positions of athlete representatives are open to any ringette athlete over the age of nineteen (19), whether active or retired from competition for less than two (2) years.

24.4 Appointment of Athlete Representatives

Two (2) athlete representatives shall be appointed by the provincial/territorial ringette associations for the positions of Athlete Representative (Technical) and Athlete Representative (Promotion). One Athlete Representative shall be appointed from Western Canada (Manitoba West) and one from Eastern Canada (Ontario East).

The positions of the athlete representatives shall be for a period of two years with the appointments alternating between years. Athlete Representatives from Western Canada shall be appointed in odd

numbered years and Athlete Representatives from Eastern Canada shall be appointed in even numbered years.

24.5 Responsibilities of Athlete Representatives

- 1) The duties of the Athlete Representative (Technical) are as follows:
 - a) represent athletes on the Ringette Canada Board of Directors, **Coaching Development Committee**, and Technical Council;
 - b) report to the athletes at regular intervals during the year;
 - c) provide a mechanism for athletes to point out confidential concerns and keep them confidential;
 - d) communicate with the Ringette Canada **Board of Directors**;
 - e) direct athletes' concerns and views to responsible bodies;
 - f) promote team unity through positive actions;
 - g) advise his/her successor of all procedures, contacts and activities that have occurred during his/her appointed term, and facilitate his/her integration into the position.
 - h) assist the Athlete Representative (Promotions) with the Ringette Canada Athletes' Forum which is held during the Canadian Ringette Championships.

- 2) The duties of the Athlete Representative (Promotion) are as follows:
 - a) represent athletes on the Ringette Canada Board of Directors and Promotions Committee;
 - b) report to the athletes at regular intervals during the year;
 - c) provide a mechanism for athletes to point out confidential concerns and keep them confidential;
 - d) communicate with the Ringette Canada **Board of Directors**;
 - e) direct athletes' concerns and views to responsible bodies;
 - f) promote team unity through positive actions;
 - g) advise his/her successor of all procedures, contacts and activities that have occurred during his/her appointed term, and facilitate his/her integration into the position;
 - h) chair the Ringette Canada Athletes' Forum which is held during the Canadian Ringette Championships.

WOMEN'S NATIONAL TEAM PROGRAM POLICY

25.1 Program Vision

Vision of the National Team Program

Canada has the best ringette national team program in the world.

25.2 Program Objectives

The objectives of Ringette Canada's Women's National Team Program are as follows:

- 1) The Women's National Team Program provides an opportunity for athletes, coaches and officials to develop their skills and potential to their highest level.
- 2) The Women's National Team Program is recognized and supported by the media and the ringette community.
- 3) The Women's National Team Program is financially supported by the government and the corporate sector.
- 4) Ringette is a high performance athletic endeavour that is recognized nationally and internationally.

25.3 Guiding Principles of the Program

The principles that will guide the decisions of the Women's National Team Program are as follows:

- 1) Athlete-centred: We recognize that we are in the business of sport and our primary focus is the ringette athletes across the country.
- 2) Excellence: The pursuit of excellence includes our athletes' achievements and the competent servicing of membership's expressed needs.
- 3) Fairness: We will be fair in our dealings with each other whether we be athletes, coaches, officials, volunteers or staff.
- 4) Integrity: We will act with integrity, trust each other and be accountable for our actions.
- 5) Respect: We will treat others as we would like to be treated and ensure the desired behaviours are modeled and that appropriate behaviours are rewarded.

25.4 Roles and Responsibilities of Partners

25.4.1 Board of Directors

The Board of Directors shall be responsible for the following:

- 1) develop policies for the Women's National Team Program;
- 2) ensure budget allocations for the program;
- 3) liaise with the provincial/territorial ringette associations regarding the Women's National Team Program; and
- 4) promote the Women's National Team Program.

25.4.2 National Team Committee

- 1) The National Team Committee shall oversee all aspects of the Women's National Team Program, including selection and evaluation of the Women's National Team coaches and support personnel, selection process of the Women's National Team members, training and conditioning, and competitions.

- 2) The National Team Committee will be composed of a maximum of seven (7) members, including one representative from the **Board of Directors**, one coach with AAA experience who is not vying for a position with the Women's National Team, one athlete with AAA experience who is not vying for a spot on the Women's National Team, and the Technical Director/Coordinator (or designate). Consideration shall be given to geographic representation in naming the balance of the Committee members.
- 3) The **Chair, National Team Committee** shall Chair the National Team Committee. The Chair will oversee all policies and operations of the Committee, chair and set agenda for scheduled meetings and regularly review and monitor the budget in cooperation with the Technical Director/Coordinator (or designate). The Chair will participate in the selection, supervision and evaluation of all staff involved with the Women's National Team. The chair will oversee the performance evaluation of the Women's National Team coaches and provide an evaluation report to the Board of Directors in June of each year.
- 4) The duties and responsibilities of the National Team Committee are as follows:
 - a) develop, ensure implementation, and evaluate the Women's National Team Program;
 - b) ensure individual and team behaviour and discipline policies are consistent with the policies and procedures of Ringette Canada;
 - c) monitor and evaluate all activities of the Women's National Team;
 - d) select training sites, in accordance with available financial resources;
 - e) approve and evaluate training and competition schedules for the Women's National Team, in accordance with available financial resources;
 - f) determine selection criteria, select, evaluate and ensure professional development of the Women's National Team staff;
 - g) establish and ensure implementation of the athlete selection process;
 - h) develop, evaluate and ensure awareness of National Team policies, program and other pertinent information;
 - i) provide advice to the Board of Directors regarding decisions concerning the Women's National Team Program and the future direction of international ringette;
 - j) prepare annual program plans and a detailed budget for the Women's National Team Program;
 - k) provide input and assistance to Ringette Canada's Women's National Team staff;
 - l) liaise with Ringette Canada Committees;
 - m) review and respond to grievances for the Women's National Team Program;
 - n) develop and implement a financial plan in coordination with Ringette Canada's office and **Board of Directors** to ensure funds are available to operate the program;
 - o) maintain top of mind awareness of the National Team Program at all times;
 - p) work with all partners involved with the National Team Program to develop and implement a marketing and promotion strategy for the National Team Program and Team.

25.4.3 National Office Staff

The staff at Ringette Canada is responsible for the following:

- l) oversee the information distribution to all partners (provincial/territorial associations, government agencies, Ringette Canada committees, sponsors and media) regarding the Women's National Team Program;

- 2) send information to the provincial/territorial ringette associations about the Women's National Team Program;
- 3) work with the National Team Committee to secure financial resources for the Women's National Team Program from corporate sponsors, federal funding and fundraising;
- 4) oversee the financial management and budget of the National Team Program;
- 5) act as the central point for all incoming and outgoing information and correspondence for the Women's National Team Program;
- 6) liaise with the Women's National Team Committee and Coordinator/Manager with regards to financial matters;
- 7) set up and maintain an athlete database program;
- 8) produce the media guide for the Women's National Team Program;
- 9) liaise with the media regarding the Women's National Team Program; and
- 10) approve all promotional and media material.

25.4.4 Provincial/Territorial Ringette Associations

The provincial/territorial ringette associations are responsible for the following:

- 1) work with the Women's National Team Program staff to assist with the identification of athletes;
- 2) work with National Team athletes from their province/territory to create promotional, fundraising, media and skill development opportunities for those athletes;
- 3) distribute information about the Women's National Team Program to their local associations, athletes, coaches and officials;
- 4) assist with securing resources for the Women's National Team Program, i.e. financial resources (sponsorships, grants or fundraising), facilities for training or selection camps, resources for sport experts for training or selection camps;
- 5) host provincial/regional selection camps to identify athletes who may be invited to the Women's National Team selection camp; and
- 6) assist in promoting the Women's National Team Program.

25.4.5 Women's National Team Program Staff

The Women's National Team Program staff is responsible for the following:

- 1) develop and implement the process for athlete and team selection for the Women's National Team Program;
- 2) ensure scouting of athletes at interprovincial and national competitions;
- 3) develop a yearly training program for the Women's National Team Program within budget constraints;
- 4) provide ongoing communication to the National Team Committee, the Ringette Canada office, athletes, other team staff and the media;
- 5) monitor the progress of athletes;
- 6) define team objectives, expectations and roles with National Team athletes;
- 7) provide ongoing evaluation of the Women's National Team Program;
- 8) develop a budget for the operations of the Women's National Team Program;
- 9) liaise with provincial/territorial or local associations that are hosting regional camps, training or selection camps; and
- 10) create awareness and promote the National Team Program.

25.5 Women's National Team Program Staff Selection

- 1) Selection criteria for the National Team staff are determined by the National Team Committee and communicated to the ringette community prior to the beginning of the Women's National Team Program. The selection criteria may include, but are not limited to, geography, gender and language.
- 2) To be eligible for the positions of Head Coach and Assistant Coach, an individual must possess a Level III Coaching Certification. Consideration may be given to one Assistant Coach who has his/her Level II Coaching Certification and is working towards his/her Level III Coaching Certification. This coach must complete his/her Level III Coaching Certification prior to the World Championship competition.
- 3) The Head Coach and Assistant Coach must have sound technical knowledge of the sport of ringette, have excellent interpersonal and communication skills, and have a positive outlook. The coaches must have a positive attitude about the Women's National Team Program, work well together and should compliment each other's strengths and weaknesses. At least one member of the coaching staff shall be female.
- 4) The position of Coordinator/Manager requires that an individual be fully certified under Ringette Canada's Manager's Certification Program.
- 5) All Women's National Team staff shall be members in good standing of Ringette Canada, their provincial/territorial ringette association and their local ringette association.
- 6) At least sixty (60) days prior to the beginning of the Women's National Team Program cycle, a call for applications will be circulated for the positions of Head Coach, Assistant Coach(es), and Coordinator and Manager. Interested individuals shall apply directly to Ringette Canada. Each applicant will be required to include in their application the following documents:
 - a) a résumé;
 - b) one letter of reference from a ringette athlete who has played for the applicant;
 - c) one letter of reference from the applicant's provincial/territorial ringette association Board of Directors;
 - d) one other letter of reference; and
 - e) the completed questionnaire from Ringette Canada.
- 7) The applicants will be short-listed and selections will be made following telephone interviews. The Head Coach will participate in the selection of all other Women's National Team staff. All applicants will be notified of their status within seven (7) days of the completion of the telephone interviews.

25.6 Women's National Team Athlete Selection

- 1) The Women's National Team athlete selection will take place according to the goals and objectives established by the National Team Committee. Selection to the Women's National Team is an ongoing process.
- 2) A minimum of one (1) athlete per province/territory shall be selected for the Women's National Team squad. To be eligible for the Women's National Team squad, an athlete must be at least 16 years of age, recommended to be of AA calibre, and a member in good standing of Ringette Canada, her provincial/territorial ringette association and her local ringette association.
- 3)
 - a) Competitors must meet all eligibility requirements outlined in the technical package.
 - b) An athlete's permanent domicile or actual residence must be located, for at least 180 days prior to the beginning of the given National Team Program time period, within the recognized boundaries of the province or territory she is representing. The athlete must

also be registered with her respective provincial/territorial association. An athlete can have only one domicile.

- c) Students attending school on a full-time basis outside their province of permanent residence during the given National Team Program time period shall be permitted to represent their province of permanent residence 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 the academic year and must be registered with the respective provincial/territorial association.
 - d) If a non-student athlete is registered with a province or territory outside her province of permanent residence, the athlete is encouraged to represent her province of permanent residence; however, the athlete could represent the province or territory where she is registered under the terms of paragraph (e), below.
 - e) Exceptions to the domicile requirement will be possible if the athlete can demonstrate a commitment to the province or territory she wishes to represent by such means as:
 - i) having been a member of a ringette club or provincial ringette organization in that province for the entire previous competitive season,
 - ii) or having represented that province or territory at the previous Canadian Ringette Championships,
 - iii) or having attended school full-time the previous academic year during the previous 12 months.Other circumstances may be considered.
 - f) An athlete is permitted to represent only one province or territory per National Team Program time period.
 - g) The eligibility of any athlete that is not clearly established by these rules shall be determined by the National Team Committee. The National Team staff and provincial/territorial association must bring forward to the National Team Committee any unclear cases as early as possible before the National Team tryouts.
 - h) Athletes trying out for the National Team must declare their eligibility/residency upon application for the tryout camp and must inform their province/territory at the time of application.
 - i) Where the National Team staff or the provincial/territorial association wishes to challenge the representative eligibility of an athlete, they must do so thirty (30) days prior to the first tryout camp or ten (10) days after application, whichever is later.
- 4) In selecting athletes for the Women's National Team squad, the Head Coach and Assistant Coach(es) will judge:
- a) individual and team play characteristics;
 - b) the dynamics of the team as a whole; and
 - c) the development of the Women's National Team with respect to the future.
- 5) Off the ice, athletes should:
- a) have a commitment to playing international ringette;
 - b) have an established lifestyle to cope with training, preparation and playing of international ringette; and
 - c) display a positive attitude about the Women's National Team consistent with Ringette Canada's Code of Ethics (Appendix I).
- 6) On the ice, athletes must be:
- a) team players

- b) program goal oriented
 - c) self-motivated
-
- d) cooperative
 - e) confident
 - f) determined
 - g) flexible
 - h) effective decision makers, and
 - i) critical thinkers.
- 7) The selection of the Women's National Team athletes will be done through invitational Women's National Team selection camps. These camps will help identify those athletes who have the skills required to play at the international level and offer advice and education to those athletes who may aspire to become a Women's National Team athlete but may not yet be ready for such a high level of competition.
 - 8) Sites for the Women's National Team selection camps will be selected through a bidding process. From time to time, Ringette Canada will invite applications from the provincial/territorial ringette associations to host a regional Women's National Team selection camp.
 - 9) In order to be eligible to attend a Women's National Team selection camp, an athlete must either be identified by the Women's National Team staff and/or a provincial/territorial ringette association. Each provincial/territorial ringette association shall be required to identify athletes interested in the Women's National Team Program. It is recommended that the athletes be of AA calibre. Each athlete must pay a registration fee to attend a Women's National Team selection camp. In addition, each athlete will be responsible for all travel, meal and accommodation expenses associated with their participation in the Women's National Team selection camps. Billeting may be offered by the host province.
 - 10) Selection of Women's National Team athletes shall be conducted in a progressive fashion, beginning with provincial/regional selection camps. It is therefore recommended that each provincial/territorial ringette association, or a group of associations, hold provincial/ regional selection camps to identify athletes who may be invited to the Women's National Team selection camps.
 - 11) A minimum of thirty (30) athletes will be selected to the Women's National Team squad. The National Team squad will have a representative from every province/territory that participated in the selection process and is registered with Ringette Canada. The roster for participation at the World Ringette Championship will be named prior to the event. This roster will not exceed the maximum roster size as determined by the IRF.
 - 12) Athletes must be eligible to represent Canada which requires that a player be born in Canada, or be a citizen of Canada, or have resided in Canada for at least four (4) years immediately preceding the World Championship.
 - 13) To be eligible to proceed to the central camp(s), players are required to attend a regional camp..
 - 14) In the event that an athlete must miss a camp, the athlete must request, in writing, an exemption prior to the camp for which they would like an exemption and the reason for that request. Exemption requests must be received, in writing, prior to the camp for which they would like an exemption. The National Team Committee will review the request and provide the athlete with a decision within seven (7) days. In the case of injury or illness, a medical certificate must accompany the exemption request. In the event that an athlete has submitted a medical certificate, Ringette Canada may request an independent medical assessment to evaluate the medical necessity of the

request. Additionally, medical confirmation that the player is fit for international competition prior to confirmation of the National Team may be sought and may inform the selection of athletes.

25.7 Athlete Agreement

- 1) The Athlete Agreement (see Appendix 2) is a signed document between Ringette Canada and the Women's National Team athlete which specifies both the athlete's and Ringette Canada's responsibilities to one another. For athletes under eighteen (18) years of age, the Athlete Agreement must be signed by a parent or guardian.
- 2) The Athlete Agreement covers all areas related to an athlete's participation in the Women's National Team Program, including responsibilities of team members, training rules, personal conduct, as well as the program they are expected to follow. The Athlete Agreement must be carefully read, signed and returned to Ringette Canada. All Women's National Team athletes are required to sign the Athlete Agreement otherwise they jeopardize their participation in the Women's National Team Program.

25.8 Project Expenses

- 1) Women's National Team athletes will be funded for projects which are identified within the Women's National Team Program. Athletes may receive funding for the Women's National Team selection camps. The financial support provided shall be as follows:
 - a) travel: airfare, train, bus or mileage;
 - b) accommodation: as arranged by Ringette Canada (the athlete will be responsible for all additional expenses such as telephone, laundry, etc.);
 - c) meals: athletes shall either receive a per diem, which shall be established prior to the beginning of a project, or meals will be arranged by Ringette Canada.
- 2) In certain instances, athletes may be requested to subsidize a portion of a project's expenses due to financial restrictions. In such cases, the athlete will be advised well in advance.
- 3) Athletes are responsible for expenses related to excess baggage when participating in the Women's National Team projects, unless otherwise specified.
- 4) Each provincial/territorial ringette association shall be required to share the costs of the Women's National Team projects which are held in their respective province/territory with Ringette Canada.

25.9 Special Needs

- 1) Whenever formulating a request (e.g. equipment, travel funding, etc.), it is important that the individuals responsible are contacted as far in advance as possible so as to not delay the decision-making mechanism in place. Athletes should, at all times, make their request for any specific need via the Head Coach and/or the Coordinator/Manager, who will in turn ensure that the proper procedures are initiated.
- 2) The Women's National Team coaches should make all requests to the Technical Director/Coordinator or Ringette Canada designate. The Technical Director/Coordinator or Ringette Canada designate then informs the Chair of the National Team Committee of the special request and a decision is then rendered.

25.10 Women's National Team Program Evaluations by Athletes

Athletes having participated in Women's National Team projects will have the opportunity to express their comments via an evaluation process which is compiled after each project. It is the athlete's responsibility to complete an evaluation form if proper feedback is to be obtained concerning the Women's National Team Program. This evaluation will help Ringette Canada to identify weaknesses within the Women's National Team structure and, therefore, make appropriate adjustments. The athletes must take upon themselves to answer as honestly and with as much detail as possible. The evaluation forms must also be completed within the timeframe indicated if changes are to be implemented effectively.

25.11 Clothing Policy

- 1) The Women's National Team uniform is an exclusive property of Ringette Canada and shall be treated with respect. The clothing items received when participating in a Women's National Team project are not for sale under any circumstances. The athletes must be proud to wear them and to be recognized as members of Team Canada when traveling within Canada and abroad.
- 2) Women's National Team athletes are responsible for the care and maintenance of their equipment. Athletes must ensure that their equipment is in excellent condition prior to commencing a Women's National Team project.
- 3) Where an item is lost or destroyed due to misuse, the athlete shall be required to replace the item at cost. Such an item must be returned to Ringette Canada before a replacement is issued.
- 4) In some exceptional circumstances, a clothing item may be used as a gift to an organizer, a sponsor or an official representative. In these cases, the athlete shall notify the Head Coach or the Manager of her intentions.
- 5) From time to time, athletes may be asked to help with the promotion of clothing supplied by Women's National Team sponsors. In such cases, the athletes' travel, meal and accommodation expenses will be covered.

25.12 Women's National Team Insurance

- 1) Women's National Team athletes and staff are covered under Ringette Canada's insurance program (see Appendix 3) for all Women's National Team training and competition events whether in Canada or abroad. These insurance policies include commercial general liability, participants' accident insurance, as well as out of country and out of province medical insurance.
- 2) When a Women's National Team member requires minor medical attention as a result of injury incurred while participating in a Women's National Team project within Canada, the member should present his/her provincial health card. If there are supplementary costs, these shall be processed through the Ringette Canada insurance program. All report forms must be kept, along with receipts, in order to process the insurance claim.

In the case where medical plans are not accepted, either within Canada or abroad, medical expenses may be paid with the funds provided for the project or the invoice may be forwarded to the Ringette Canada office. All details of the accident and injury must be noted and sent with invoices

or receipts. Injuries requiring medical attention should be reported as soon as possible to Ringette Canada. If extensive costs are involved, emergency funds will be made available.

- 3) If possible, it should be requested that the doctor or hospital send invoices to Ringette Canada in order that an insurance claim can be processed. If payment is required immediately, ensure all necessary documentation is obtained, including a detailed receipt explaining the purpose of the visit, the cost, the diagnosis, the dates, the examining physician(s) name(s) and address(es). All documentation should then be forwarded to Ringette Canada for processing. Whenever required, the injured member shall assist in obtaining payment from his/her provincial medical plan.
- 4) Prescription medication may be covered under Ringette Canada's insurance plan when required during a Women's National Team project.
- 5) In the case of a major accident, the member should be attended to immediately and returned home as soon as possible. The Ringette Canada office should be notified immediately.

25.13 Code of Conduct

The overall experience for athletes participating in the Women's National Team Program should promote the development of healthy and positive values towards fellow athletes, officials, and coaches. To this end, the following Code of Conduct is to be endorsed by all Women's National Team members.

25.13.1 General Conduct

It is considered unethical for athletes, coaches, support staff and event organizers to speak disparagingly about others involved in the Women's National Team Program, or activities associated with the Women's National Team.

25.13.2 Game Conduct

All coaches, support staff, and athletes are expected to show respect for their opposing teams, officials and colleagues, and shall avoid blatant humiliation of an opponent.

25.13.3 Relationship to Officials

Women's National Team coaches, support staff, and athletes are expected to aid in the orderly conduct of competitions by respecting the authority of the officials on the ice and relating to them in a positive and respectful manner both on and off the ice.

25.13.4 Vandalism and Personal Misconduct

- 1) The use of and/or possession of alcoholic beverages and non-prescription drugs while in attendance at competitions or other events is prohibited. Non-prescription and illegal drug use shall be dealt with in a strict and severe manner.
- 2) Any malicious damage to accommodation sites, competition sites, transportation vehicles, etc. or personal misconduct causing harassment during events to participants or audience will not be tolerated.
- 3) In all cases, damage to property will be the responsibility of the individual(s) at fault (in the case of minors, it will be the responsibility of the parent(s)/guardian(s) of the individual(s) at fault).
- 4) Any misconduct of the nature mentioned above will be dealt with by Ringette Canada. Results of misconduct could be one or more of the following:

- a) disqualification from the Women's National Team Program;
 - b) further penalties by Ringette Canada and/or the provincial/ territorial ringette association;
 - c) prosecution by law;
 - d) fine;
 - e) in the case of illegal drug use, suspension or banishment from ringette.
- 5) Failure to abide by the Code of Conduct may be cause for disciplinary action by Ringette Canada against individual athletes, coaches, and support staff.
 - 6) The Ringette Canada Code of Conduct shall govern all disciplinary matters to the extent that it conflicts with or augments the Code of Conduct of any provincial/territorial ringette association.

25.14 Appeals Policy

- 1) Members of the Women's National Team are expected to fulfill their obligations as outlined in the Letters Patent, By-Laws and Policy Manual.
- 2) All reports of breach of obligation shall be handled in accordance with Ringette Canada's Appeals Policy.

NATIONAL SCREENING POLICY

26.1 Program Objectives

There are two objectives to Ringette Canada's National Screening Program:

- 1) to provide a safe environment for our participants, free of abuse and harassment from volunteers and employees within the organization at all levels, and
- 2) to find the best match between people and tasks by aligning a person's interests and experience with the most appropriate position.

26.2 Policy Statement

This policy applies to all employees, members of the **Board of Directors and committees**, coaches and other team staff members, officials, course conductors, camp instructors and all other volunteer positions, including minors, within Ringette Canada.

While this policy has been developed for use at the national level, it is strongly recommended that it be used at all other levels, i.e. provincial, regional, local and league, with any necessary modifications made to address the particular circumstances at the respective level. Provincial, regional and local associations may assign a higher risk level to certain positions if they feel it is warranted but cannot assign a lower level of risk than that indicated in the policy.

Volunteer Canada's ten-step process for the recruitment, selection and management of volunteers and staff has been used as the basis for this policy. The attached worksheet outlining the various positions within Ringette Canada and the application of the ten steps to each of those positions form part of this policy.

26.3 Assessment of Risk

The appropriate level of risk – high, medium, low – must be assigned to each position within the organization. The degree of contact between the volunteer/employee and participants and the required level of supervision of that contact are the main criteria when assessing risk potential.

Positions which have the potential for close contact with participants or have the potential to exert influence over youth have the highest potential for risk. These include team staff members and camp instructors.

Positions which involve less contact with participants or less likelihood of being alone with participants are considered to have medium risk potential. These include course conductors, officials and younger players acting as camp instructors.

Positions involving little contact with participants have the lowest risk potential. These include members of the Board of Directors, committee members and employees.

In situations where a volunteer has more than one role within the organization, data should be collected for the position deemed to have the highest level of risk.

26.4 Position Descriptions

Clear position descriptions must be prepared for all positions. These should include the duties and responsibilities of the position, the screening requirements, the qualifications and the relevant supervision and evaluation processes. They should also include the general do's and don'ts related to the position.

A job description is a powerful and necessary tool. It is used to define a position and to set ground rules for personnel, both paid and unpaid. Job descriptions are difficult to define but they set clear guidelines of what is expected of the individual. They protect volunteers by formalizing their roles, but also send a clear message to any potential abuser that our organization is serious about providing safety for both participants and volunteers.

26.5 Recruitment Process

The recruitment process for any position should begin as early as possible to allow time to complete the process and to begin orientation before the related activities begin. Notice of available positions should be posted and/or distributed within the organization and should include reference to the organization's commitment to a screening process for all applicants.

The process should be formal and must include an application form, job description and notice to potential candidates that reference checks and a police record check are standard procedure for all positions.

Potential candidates should be provided with an information package so that they can determine their suitability for the particular position and their willingness to participate in the screening process.

26.6 Application Form

An application form must be completed by potential candidates for all positions within Ringette Canada. The form should include only the information related to the requirements of the specific position.

The application form must include provision for the applicant to provide permission for the organization to proceed with the police record check and other screening processes applicable to the position. It must also state that the offer of a position is conditional on the candidate passing a police record check.

26.7 Interviews

Interviews must be performed when filling positions deemed to be high-risk, i.e. team staff members, adult camp instructors, younger players applying for camp instructor positions, and all staff positions. They should be conducted by at least two people in an environment which is safe and comfortable for the candidate. These interviews provide an opportunity to speak with the potential volunteer/employee to assess the suitability of the candidate for the position available.

Questions should be structured to gather information on the candidate's background, education, experience, skills, interests, attitudes and availability to determine if he/she is a match for the position. A system for rating answers must be determined before interviews are conducted.

26.8 Reference Checks

A reference check may be the most effective screening step during the hiring process. References will confirm the background and skills of the candidate, and they provide an outside opinion on the suitability of the person for the available position.

A minimum of two references should be required from candidates for all positions regardless of the potential for risk. Written permission must be obtained from the candidate before proceeding with reference checks.

References provided by candidates for high-risk positions must be contacted and a written summary of their comments placed in the candidate's file. It is recommended that references provided by candidates for medium-risk positions also be contacted, while this process is optional for low-risk candidates.

26.9 Police Record Checks

Police record checks are mandatory for all team staff members and adult camp instructors, are recommended for younger players acting as camp instructors, officials and employees, and are optional for Board, Executive and committee members. Although not mandatory, police record checks should be considered for all positions regardless of the risk potential. Police record checks should be repeated every two years.

In situations where a fee is charged for doing police record checks, the requesting association will absorb that fee.

Note: As with reference checks, written permission must be obtained from a volunteer or an employee before proceeding with a police record check.

Once all officials that are eligible to officiate at the Canadian Ringette Championships, as per Policy 17.7.1 3), these officials will be notified that should they be selected to attend the Canadian Ringette Championships that they will be required to produce a completed police record check no later than March 15 of the year in which the championship is to be held.

26.10 Orientation and Training

Orientation manuals should be developed for each position within the organization and provided to each individual when he/she begins his/her new position. Departing volunteers and employees must provide a summary of their duties and responsibilities plus any recommendations for change or improvement.

Orientation and training sessions during which the organization's policies, procedures and philosophies are explained should be held within the first three months of an individual assuming a position.

All new volunteers and employees should be considered on probation for a period of three to six months or until the training period has been satisfactorily completed.

26.11 Supervision and Evaluation

A supervisor must be identified for each volunteer and staff position. The level of supervision and evaluation requirements will be dependent on the degree of risk assigned to the position, with written annual evaluations mandatory for all positions deemed high-risk. The job description for the position must be used as a reference for the evaluation.

Timely feedback should be provided to all volunteers and employees on a regular basis, particularly during the first year so that any inappropriate actions can be corrected. Opportunities should be given to the volunteers/employees to comment on how they think they are doing in each area, and how they are enjoying their work. Evaluations should be signed by both the evaluator and the volunteer/employee.

26.12 Participant Follow-up

In high-risk positions where close contact with participants exists, the participants should be asked to complete and submit written evaluations of the volunteers or employees who direct them in their activities.

Spot checks should also be performed on a random basis on the volunteers and employees as they perform their duties as an additional safeguard to ensure the safety of participants. Volunteers and employees should be made aware of this possibility.

26.13 Access to Information

All information collected under the National Screening Policy must be kept in a secure location and a limited number of people, preferably members of the Executive, should have access to it. It is recognized that, because of differing structures and resources, it is probable that the screening program, including the collection of relevant data, may be administered at different levels within each province/territory.

26.14 Effective Date

All new volunteers and employees as of September 1, 2003 will be subject to this policy. All existing volunteers must complete police record checks by December 31, 2003 and are subject to on-going review and evaluation as provided in this policy.

RISK ASSESSMENT CHART

Positions	Before you hire			Hiring Process				Managing the volunteer				
	Step 1			Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Determine Risk			Position	Recruitment	Application		Reference	Police	Orientation	Supervision	Participant
	L	M	H	Description	Process	Form	Interviews	Checks	Checks	Training	Evaluation	Follow Up
<u>National /Provincial</u>												
Board & Executive	X			X	X	X		X		X	X	
Committee Member	X			X	X	X		X		X	X	
Staff	X			X		X	X	X	X	X	X	
<u>Nat./Prov. Team Staff</u>												
Head Coach			X	X	X	X	X	X	X	X	X	X
Assistant Coach			X	X	X	X	X	X	X	X	X	X
Manager			X	X	X	X	X	X	X	X	X	X
Trainer/Consultant			X	X	X	X	X	X	X	X	X	X
Course Conductor		X		X	X	X		X	X	X	X	X
<u>Camp Instructor</u>												
Adult		X		X	X	X	X	X	X	X	X	X
Young Player		X		X	X	X	X	X	X	X	X	X
Official - Adults		X		X	X	X			X	X	X	X
Official - Minors		X		X	X	X			X	X	X	X
<u>Regional / League</u>												
Board & Executive	X			X	X	X		X		X	X	
Coordinator	X			X	X	X		X		X	X	
<u>Regional Team Staff</u>												
Head Coach			X	X	X	X	X	X	X	X	X	X
Assistant Coach			X	X	X	X	X	X	X	X	X	X
Manager			X	X	X	X	X	X	X	X	X	X
Trainer/Consultant			X	X	X	X	X	X	X	X	X	X
Official - Adults		X		X	X	X			X	X	X	X
Official - Minors		X		X	X	X			X	X	X	X
<u>Local Association</u>												
Board & Executive	X			X	X	X		X		X	X	
Ice Scheduler	X			X	X	X				X	X	
Tournament Chair	X			X	X	X				X	X	
Referee in Chief		X		X	X	X			X	X	X	
Statistician	X			X	X	X				X	X	
Equipment Manager	X			X	X	X				X	X	
Head Coach			X	X	X	X	X	X	X	X	X	X
Assistant Coach			X	X	X	X	X	X	X	X	X	X
Team Manager			X	X	X	X	X	X	X	X	X	X
Team Trainer/Consultant			X	X	X	X	X	X	X	X	X	X
Chaperone			X	X	X	X	X	X	X	X	X	X
Official - Adults		X		X	X	X			X	X	X	X
Official - Minors			X	X	X	X			X	X	X	X

CONFLICT OF INTEREST POLICY

27.1 Purpose

The purpose of this policy is to describe how members of Ringette Canada will conduct themselves in matters relating to conflicts of interest, and to clarify how Ringette Canada will make decisions in situations where conflicts of interest may exist.

27.2 Definition of Conflict of Interest

Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is 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. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

27.3 Application

This policy applies to directors, officers, full- and part-time employees, contractors, committee members, volunteers and other decision-makers within Ringette Canada (hereafter referred to as “Representatives” of Ringette Canada).

27.4 Statutory Obligations

Ringette Canada is incorporated under the Canada Corporations Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.

Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of Ringette Canada must at all times be resolved in favour of Ringette Canada.

27.5 Additional Obligations

In addition to fulfilling all requirements of the Act, Ringette Canada and its Representatives will also fulfill the additional requirements of this policy. Representatives of Ringette Canada 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 in accordance with this policy;
- 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) engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative of Ringette Canada, or in which they have an advantage or appear to have an advantage on the basis of their association with Ringette Canada;
- f) use Ringette Canada property, equipment, supplies or services for activities not associated with the performance of official duties with Ringette Canada;
- g) place themselves in positions where they could, by virtue of being a Representative of Ringette Canada, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- h) accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Ringette Canada.

27.6 Disclosure of Conflict of Interest

On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real or perceived conflicts that they might have.

At any time that a representative of Ringette Canada becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.

Any person who is of the view that a representative of Ringette Canada may be in a position of conflict of interest may report this matter to the Board.

27.7 Resolving Conflicts in Decision-Making

Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of Ringette Canada may be considered and decided upon by Ringette Canada provided that:

- a) the nature and extent of the Representative's interest has been immediately and fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- b) the Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- c) the Representative abstains from voting on the proposed decision or transaction;
- d) the Representative 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 the corporation.

27.8 Conflicts Involving Employees

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:

- a) 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;
- b) Ringette Canada's **Board of Directors** is notified in writing of the employee accepting other employment, contract or volunteer appointment, and gives written approval; and
- c) in the sole discretion of Ringette Canada's **Board of Directors**, the employment, contract or volunteer appointment does not represent a conflict with the employee's role, responsibilities and duties with Ringette Canada.

Any determination as to whether there is a conflict of interest will rest solely with the **Board of Directors** of 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.

27.9 Enforcement

Failure to adhere to this policy may give rise to discipline in accordance with Ringette Canada's Code of Conduct and Discipline policies.

27.10 Review and Approval

This policy was approved by the Board of Directors on January 17, 2004, ratified at the 2004 Annual General Meeting, and will be reviewed by the **Board of Directors** on an annual basis.

CODE OF CONDUCT POLICY

28.1 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. Conduct that violates these values may be subject to sanctions pursuant to Ringette Canada's Discipline Policy.

28.2 All organizers, coaches, officials, athletes, managers, volunteers, staff and members of Ringette Canada have a responsibility to:

- 1) Maintain and enhance the dignity and self-esteem of members and participants of Ringette Canada by:
 - a) demonstrating respect to individuals regardless of 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, staff and members;
 - c) consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
 - d) ensuring that the rules of the sport and the spirit of such rules are adhered to.
- 2) Abstain from the use of alcohol and tobacco while participating at Ringette Canada athletic events.
- 3) Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Ringette Canada events.
- 4) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- 5) Refrain from any behaviour 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.
- 6) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment.
- 7) Comply at all times with the Constitution, By-Laws, policies, rules and regulations of Ringette Canada, as adopted and amended from time to time, including complying with any contracts or agreements executed with Ringette Canada.

28.3 In addition to the above, bench staff will have a responsibility to:

- 1) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes.
- 2) Avoid compromising the present and future health of athletes by communicating and cooperating with registered medical practitioners in their diagnosis, treatment and management.
- 3) Educate athletes about the dangers of drugs and performance-enhancing substances.
- 4) Accept and promote athletes' personal goals and refer to other coaches and sports specialists as opportunities arise.
- 5) Communicate and cooperate with the parents/guardians of athletes who are minors and involve them in decisions pertaining to their child's development.
- 6) Consider the academic pressures placed on student-athletes and conduct practices and events in a manner that supports academic success.
- 7) Under no circumstances, shall bench staff engage in an intimate relationship with any athlete under the age of 18 years.
- 8) In the case of coaches selected as a member of the staff of a representative team of Ringette Canada, adhere to the Principles and Ethical Standards outlined in the Coaching Association of Canada Code of Ethics.

28.4 Athletes who have been selected to a representative team of Ringette Canada will have an additional responsibility to:

- 1) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to train or compete.
- 2) Participate in all competitions, events or projects to which the athlete has made a commitment.
- 3) Adhere to Ringette Canada's requirements regarding clothing and equipment.

PRIVACY POLICY

29.1 Purpose of this Policy

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.

29.2 Background

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.

29.3 Personal Information

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.

29.4 Accountability

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

29.5 Purpose

29.5.1 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.

29.5.2 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.

29.6 Consent

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.

- 1) By providing personal information to Ringette Canada, individuals are consenting to the use of the information for the purposes identified in this policy.
- 2) 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.
- 3) 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.

29.7 Limiting Collection

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.

29.8 Limiting Use, Disclosure and Retention

29.8.1 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.

29.8.2 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.

29.8.3 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.

29.8.4 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.

29.8.5 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.

29.9. Accuracy

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.

29.10 Safeguards

- 29.10.1 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.
- 29.10.2 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.
- 29.10.3 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.

29.11 Openness

- 29.11.1 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.
- 29.11.2 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.

29.12 Individual Access

- 29.12.1 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.
- 29.12.2 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.

29.12.3 If personal information is inaccurate or incomplete, it will be amended as required.

29.12.4 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.

29.12.5 Upon refusal, Ringette Canada will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

29.13 Challenging Compliance

29.13.1 An individual may challenge Ringette Canada's compliance with this policy and PIPEDA, by submitting a challenge in writing.

29.13.2 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.

29.13.3 An individual may appeal a decision made by Ringette Canada under this Policy, in accordance with Ringette Canada's policies for appeals.

ANNEX A - PRIVACY OFFICER JOB DESCRIPTION

Position: Privacy Officer

Immediate Supervisor: **President**

Purpose: The Privacy Officer oversees all the activities related to the development, implementation, maintenance and adherence to Ringette Canada's privacy policies and procedures. These policies cover the collection, use, disclosure and privacy of personal information in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and any relevant provincial legislation.

Responsibilities: The Privacy Officer is a person within an organization whose job it is to:

- 1) Develop and implement privacy policies and procedures to ensure Ringette Canada's compliance with the Ten Principles outlined in PIPEDA for the protection of privacy;
- 2) Create appropriate consent forms, authorization forms, and information notices and materials reflecting current legal requirements and organizational practices;
- 3) Respond to requests for access to and correction of personal information, and respond to general inquiries relating to personal information;
- 4) Provide education and training to all employees, contractors and volunteers whose roles involve dealing with personal information;
- 5) Implement internal operational systems relating to information privacy and security, including information technology systems;
- 6) Develop procedures to review contracts and partnership agreements to ensure third-party compliance with privacy legislation;
- 7) Establish and administer procedures for receiving, documenting, tracking and resolving complaints concerning personal information;
- 8) Maintain current knowledge of federal and provincial privacy legislation and regulations;
- 9) Manage public perception of data protection and privacy practices for the organization; and
- 10) Cooperate with the offices of provincial and federal privacy commissioners during any investigation of a privacy complaint against Ringette Canada.

Skills: The Privacy Officer will require the following skills to effectively perform these tasks:

- a) Change management and project management;
- b) Organization and facilitation skills;
- c) Communications and public relations skills;
- d) Knowledge of relevant privacy laws, regulations and standards; and
- e) Experience in policy development and training.

The Privacy Officer will also require a sufficient understanding of information technology and data management systems to ensure proper security systems are in place to protect personal information in computers, transmitted by e-mail and communicated or collected via web sites.

APPENDIX

APPENDIX A



MEMBERS OF RINGETTE CANADA'S 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

Athlete

Deb Marek	2001
Cara Brown	2002
Carolyn Bogusz	2006
Clémence Duchesneau	2006

Official

Denise Weeks	2001
Doug MacQuarrie	2002
Jane Larkworthy	2003

Coach

Lyndsay Wheelans	2002
Linda (Tippin) Anderson	2004
MaryLee Ross	2006

Team

Team Canada 1990	2005
Team Canada 1992	2005

NOTES