

RINGETTE NOVA SCOTIA

OPERATING MANUAL

Amended: December 2017

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Ringette Nova Scotia Forms

All RNS Forms can be found on the RNS website: <http://www.ringette.ns.ca>

SECTION ONE: MISSION STATEMENT, GOALS AND OBJECTIVES

1.1. Mission Statement

The mission of Ringette Nova Scotia is to promote, develop, and administer the sport of Ringette within Nova Scotia, emphasizing fair play and sportsmanship, while encouraging universal participation, operating within the guidelines of Ringette Canada.

- 1.1.1. By **Promote** we mean increasing awareness of Ringette.
- 1.1.2. By **Develop** we mean the establishment and delivery of programs to meet the needs of the administrator, coach, official and athlete to advance their knowledge and skills.
- 1.1.3. By **Administer** we mean the formulation, publishing and enforcement of the laws and regulations of Ringette Nova Scotia.
- 1.1.4. By **Universal Participation** we mean providing the opportunity for all players regardless of skill level or gender to participate.

1.2. Goals

- 1.2.1. Development and Expansion
 - a. Develop the sport of ringette through the implementation of a program for every participant regardless of ability or desire.
 - b. Expand the “grass roots” level of ringette in Nova Scotia.
 - c. Improve volunteer development initiatives and strategies to recruit, train and retain volunteer leadership
- 1.2.2. Promote and Market
 - a. Increase public knowledge, interest and active participation in the sport.
- 1.2.3. Financial
 - a. Ensure the affordability of ringette for every participant.
 - b. Develop means to increase sport revenue.
 - c. Operate within the yearly budget as set by Ringette Nova Scotia.
- 1.2.4. Communication
 - a. Undertake regular communication to the membership
 - b. Increase public awareness of the sport.

1.3. Objectives

- 1.3.1. Development and Expansion
 - a. Develop the sport of Ringette
 - i. Develop/define the evolutionary stream for the athlete throughout their career from introduction to “old timers”;
 - ii. Provide competitive opportunities for older athletes, e.g. “Masters”;

- iii. Create the awareness of Ringette Nova Scotia goals;
 - iv. Develop a program plan; and
 - v. Increase target base.
 - b. Expand the grass roots
 - i. Develop new instruction program; and
 - ii. Explore alternative distribution channels e.g. recreation department, school boards, etc.
 - c. Improve volunteer development
 - i. Provide volunteer training programs;
 - ii. Encourage retired volunteers to return to the sport;
 - iii. Develop recognition activities and awards; and
 - iv. Communicate Ringette Nova Scotia's vision.
- 1.3.2. Promote and Market
- a. Increase public knowledge
 - i. Develop publicity programs for use by local associations;
 - ii. Develop a marketing strategy and media plan; and
 - iii. Work with the national body to create a national awareness.
- 1.3.3. Financial
- a. Ensure affordability and increase sport revenue
 - i. Secure corporate sponsors for Ringette Nova Scotia;
 - ii. Encourage holding the line on national fee increases; and
 - iii. Undertake sale of promotional items through a direct marketing effort (e.g. pins, logos, instructional videos, and cash calendars).
- 1.3.4. Communication
- a. Undertake regular communication
 - i. Regular communication medium;
 - ii. Update mailing lists; and
 - iii. Increase Ringette Nova Scotia visibility and accessibility.

SECTION TWO: OVERVIEW

2.1. Introduction

Ringette Nova Scotia (RNS) is the Provincial Sport Governing Body that administers, implements, supervises and carries out all matters affecting the Sport on a provincial basis.

The purpose of RNS is to set and control policies affecting the Sport. RNS is a subsidiary body of Ringette Canada and therefore abides by their Constitution and By-Laws.

2.2. Definitions

- 2.2.1. Constitution: the Constitution of RNS lays out the,
 - a. Aims and Objectives;
 - b. Composition of RNS;
 - c. Membership;
 - d. Board of Directors;
 - e. Committee; and
 - f. Amendments to the Constitution
- 2.2.2. By-Laws: lay out the basic structure, purpose and management guidelines of RNS.
- 2.2.3. Policies: are rules set by the membership and govern the day-to-day operations of RNS.
- 2.2.4. Procedures: describe how the Constitution, By-Laws and Policies are carried out and detail the steps that are taken by Board, Committee, appointed representatives and members to attain the goals of RNS. They are external operating guidelines of RNS.

2.3. Glossary of Terms

- 2.3.1. “Board” refers to the Board of Directors.
- 2.3.2. “Board Member” refers to a member of the Board of Directors.
- 2.3.3. “Executive” refers to the Executive Committee
- 2.3.4. “Player” refers to any individual who is registered and participates on a Ringette team.
- 2.3.5. “Local Association” refers to Urban and Rural Associations.
- 2.3.6. “RNS” refers to Ringette Nova Scotia.
- 2.3.7. “Full Members” refers to the Local Association President or Community Representative in charge of the Ringette program of a community.
- 2.3.8. “Representative” refers to directors, officers, full and part time employees, contractors, committee members, volunteers, on-ice and off-ice officials and other decision makers within Ringette Nova Scotia.

SECTION THREE: CONSTITUTION

3.1. Name

The Association shall be known as Ringette Nova Scotia, and shall also be known as RNS, hereinafter referred to as the Association.

The Association is registered with the Province of Nova Scotia Registry of Joint Stock Companies under the Societies Act and is the regulatory and governing body for all matters pertaining to the sport of ringette within Nova Scotia for both Associations (i.e. league) and Provincial Team play.

3.2. Aims and Objectives

- 3.2.1. To promote, administer, and develop the game of Ringette in Nova Scotia.
- 3.2.2. To build a representative membership of duly constituted Ringette Associations in Nova Scotia to be known as Member Associations.
- 3.2.3. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- 3.2.4. To provide entertainment and fun for participants.
- 3.2.5. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play, giving due consideration to individual capabilities and interests.
- 3.2.6. To recognize and identify potential individuals in the Province in order to develop and promote their participation in National and International competition.
- 3.2.7. To establish expectations for codes of conduct and to exercise supervision and direction over members, including the players, coaches, officials, parents and spectators.
- 3.2.8. To ensure that all members have the opportunity and forum to express and present their views to the Board of RNS.
- 3.2.9. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
- 3.2.10. To actively promote adhere to and support the programs and objectives of Ringette Canada.

3.3. Composition of Ringette Nova Scotia

- 3.3.1. Ringette Nova Scotia is comprised of the following:
 - a. Members;
 - b. Board of Directors;
 - c. Committees; and
 - d. Appointees.

3.4. Membership

- 3.4.1. Membership in the Association shall be open to all Ringette Associations within the Province of Nova Scotia.

3.5. Board of Directors

- 3.5.1. Executive Committee
 - a. President
 - b. Vice President – Administration
 - c. Vice President – Finance
 - d. Secretary
 - e. Immediate Past President
- 3.5.2. Directors
 - a. Director – Coaching
 - b. Director – Officiating
 - c. Director – Athlete Development
 - d. Director – High Performance
 - e. Director – Marketing and Promotions
 - f. Director–Provincials and Tournaments
- 3.5.3. Regional Directors
 - a. Representing regions of the Province as described in the RNS By-Laws.

3.6. Committees

- 3.6.1. Committees shall be formed as deemed necessary by the Board of Directors.

3.7. Amendments

- 3.7.1. The Constitution of the Association shall not be amended except at the Annual General Meeting by a two-thirds vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-eight (28) days prior to the Annual General Meeting. The Secretary will provide copies of the proposed amendments to all members entitled to a vote at the AGM at least fourteen (14) days prior to the meeting.

SECTION FOUR: BY-LAWS

4.1. By-Law 1: Membership

- 4.1.1. Membership in Ringette Nova Scotia shall be open to individuals, corporations, associations, groups or leagues who agree to abide by and comply with the objectives and by-laws of the Association and who fall into any of the following four types of membership categories:
- a. **Full membership** shall be limited to duly constituted Associations recognized by the Board of Directors of RNS;
 - b. **Associate membership** shall be open to Provincial oriented and affiliated organizations or persons who desire to assist in the promotion of Ringette or to maintain an interest in the game;
 - c. **Honorary membership** may be conferred at the Annual General Meeting, upon any person who has rendered exceptional service to Ringette Nova Scotia. Nominations for Honorary Membership must be received by the Secretary of RNS twenty-one (21) days prior to the Annual General Meeting and approved by two-thirds majority of those members present; and
 - d. **Player membership** each player registering with a member Association obtains this membership.
- 4.1.2. Applications for membership shall be governed by the following rules:
- a. Applications for membership may be made at anytime during the year, except for Honorary Membership, which is covered separately. Unpaid members shall not be entitled to vote at any general meeting. While the fiscal year of the Associations shall be from May 1 to April 30 all memberships, except Honorary Memberships, shall expire December 31st of each year unless renewed;
 - b. Acceptance of membership applications shall be at the discretion of the Board of Directors whose decision shall be final;
 - c. Each applicant for Full Membership shall submit with its membership application a copy of its Association Constitution and By-Laws, jurisdictional area of its association, and names and addresses of its Executive members;
 - d. Ringette Nova Scotia will not recognize a new Association from any area that has an existing Association without the approval of the existing Association;
 - e. Payment of the prescribed fee must accompany each application for membership; and
 - f. Full Members must register all coaches, players and referees under their jurisdiction with RNS and pay the prescribed fee. Full Members are responsible to pay the Ringette Canada registration fee for officials.
- 4.1.3. Full Members are obliged to annually provide RNS with the following:
- a. A copy of amended Constitution and By-Laws by the August 31st;
 - b. A current list of Executive members by August 31st;
 - c. The jurisdictional area of the Association by August 31st;

- d. Annual reports prior to the RNS AGM each May; and
 - e. A list of active coaches, players and referees by November 1st of the current playing year or immediately upon registration of a new player of the current season.
- 4.1.4. The Association assumes that the President of each Full Member Association is the official contact in all matters unless otherwise directed. It shall be the responsibility of this contact to disseminate information from RNS to their organization as appropriate and to ensure the accuracy of the information of all registrations submitted to RNS on the association's Summary Sheet.
 - 4.1.5. A Full Member shall be a registered association consisting of a President, Vice President, Secretary, Treasurer and members.
 - 4.1.6. A member may cancel its membership by giving written notice to the Secretary of the Association and such notice must be in accordance with the Constitution and By-Laws of such a member.
 - 4.1.7. The Association may terminate the membership of any member for sufficient reason with an extraordinary resolution approved by a two-third majority of those present at a general meeting or a special meeting called for that purpose.
 - 4.1.8. Good standing shall mean satisfying the requirements of all Articles of the Constitution and By-Laws of this Association and with no outstanding financial obligations. No member shall be in good standing if under suspension by any body of Ringette Canada, Ringette Nova Scotia, or member associations.
 - 4.1.9. Privileges of Membership in good standing are:
 - a. Will receive a copy of the Constitution, By-Laws and Policy Manual of Ringette Nova Scotia.
 - b. Will receive copy of minutes of all Ringette Nova Scotia meetings;
 - c. The right to host Provincial Championships;
 - d. The right to attend any Annual or General meeting of the Association; and
 - e. The right to register players with Ringette Nova Scotia and thereby Ringette Canada.
 - f. To be entitled to the insurance benefits as per the policies held by the Association.
 - 4.1.10 Any member in good standing can inspect the books and records of the Association by appointment at the business office of the Association during regular business hours, and in the presence of the Executive Director and/or the VP Finance.

4.2. By-Law 2: Fees

- 4.2.1. Fees and assessments shall be set by the membership present at the Annual General Meeting and changes tied to the annual Consumer Price Index (CPI).
- 4.2.2. Insurance for coaches, managers, trainers, officials, players, Board Members and identified volunteers are charged according to the RNS annual premium.
- 4.2.3. Ringette Canada fees will be changed as per Ringette Canada policy.

4.3. By-Law 3: Voting Rights

- 4.3.1. All members of the Board of Directors will have one vote at any general or executive meeting, except the President or any person occupying the Chair, who shall only vote in the case of a tie.
- 4.3.2. Full Members in good standing will have three (3) votes at any general meeting.
- 4.3.3. Associate Members and Honorary Members will not have a vote at any general meeting.
- 4.3.4. Players will not have a vote at any general meeting unless they have been designated as the voting delegate of a Full Member.
- 4.3.5. Full Members will designate their voting delegates upon registering at any general meeting. The voting delegate from each Full Member must be certified as the voting delegate before his/her vote is accepted.
- 4.3.6. Unless specified otherwise all votes are carried by a simple majority of those present at any meeting.
- 4.3.7. Voting for election of Officers and Directors will be by secret ballot.
- 4.3.8. In no case will there be a vote by proxy.
- 4.3.9. Only designated voting delegates may propose motions, amendments, or resolutions.
- 4.3.10. Each Full Member voting delegate will not carry more than the number of votes specified in 4.3.2.

4.4. By-Law 4: Board of Directors

- 4.4.1. **The Board of Directors shall consist of:**
 - a. Executive Committee:
 - i. President
 - ii. Vice President – Administration
 - iii. Vice President – Finance
 - iv. Secretary
 - v. Immediate Past President
 - b. Directors
 - i. Director – Coaching
 - ii. Director – Officiating
 - iii. Director – Athlete Development
 - iv. Director – High Performance
 - v. Director – Marketing and Promotions
 - vi. Director – Provincials and Tournaments
 - c. Regional Directors
 - i. Central Region
 - ii. Valley Region

- iii. Highlands Region
- iv. South Shore Region
- v. Fundy Region
- vi. Cape Breton West Region
- vii. Cape Breton Ind. Region

4.4.2. **Composition**

- a. The affairs of the Association are managed by the Board of Directors who may exercise all such powers and do all such things and acts as may be exercised or done by the Association and which are not by the by-laws or any special resolution of the Association or by statute expressly directed or required to be done by the Association at a general meeting of members.
- b. The member associations of each Region shall elect Regional Directors.
- c. The Board of Directors will designate Appointees as deemed necessary.
- d. The Board of Directors has the authority to fill by appointment any vacancy occurring during a member's term. Any such appointment must be ratified by the membership at the next succeeding general meeting.
- e. The Board of Directors is empowered to appoint additional directors if the expansion of the sport in new areas justifies such appointments.
- f. A Board member failing to fulfill obligations of their office and to the Association may be replaced by a two-thirds majority vote of the Board of Directors. The request for resignation will be sent to the member by registered mail, who then will have fourteen (14) days to reply to the Board of Directors. Failure to reply will cause the position to be declared vacant.

4.4.3. **Responsibilities of the Board of Directors**

- a. The Board of Directors assumes responsibility for the overall operations of the Association during their term of office.
- b. The Board of Directors assumes responsibility for the implementation of policy and the daily operation of the Association in those matters not requiring the consideration of the membership.
- c. The Board of Directors will appoint Protest and Grievance Committees, at least one member of which will be a member of the Board of Directors, to hear any protest or grievance.
- d. The Board of Directors is responsible for administering any warranted disciplinary action.
- e. The Board of Directors is responsible for defining the duties of the Executive Director.
- f. Directors must attend either in person or by teleconference a minimum of two thirds (2/3) of all General meetings, Board and Executive meetings and other meetings of the Association as required.
- g. The Board of Directors will exercise financial control over the affairs of the Association and prescribe such fees and assessments, as it may deem necessary from time to time. The Board will ensure that the financial records of the Association shall be properly audited.

- h. Within 30 days following AGM, the board will convene a board planning meeting to outline goals and objectives pertaining to strategic plan; set board calendar requirements; review orientation package; complete outline for government documentation submission.

4.4.4. Disqualification or Resignation from Office

The office of a member of the Board of Directors shall become vacated:

- a. If the board member pledges credit of or authorizes charges against the Association without approval of the Board of Directors;
- b. If by notice in writing to the Association the board member resigns their position;
- c. Any elected member of the Board of Directors who is not present for two consecutive Board Meetings without written or verbal regrets to Ringette Nova Scotia office will be deemed to have resigned unless reasonable explanation of their absence is supplied to the Board of Directors; or
- d. If after the vote of a two-thirds majority vote of the Board of Directors for not fulfilling his/her duties and fourteen (14) days after receiving a written request for his/her resignation such a request is not received.
- e. If the findings of the Criminal Record check are of concern/risk of the trust and the integrity of the duties of the Director.
- f. If found to be listed with the Child Abuse Registry are of concern/risk of the trust and the integrity of the duties of the Director.

4.5. By-Law 5: Nomination and Election of Board of Directors

- 4.5.1. Nominations for any position on the Board of Directors will be received from the Nominating Committee, which consists of a Chairperson and two (2) other members appointed by the Board of Directors, ninety (90) days before the Annual General Meeting, to solicit names of qualified persons willing to run for each elected position.
- 4.5.2. The current Executive must declare their intentions and this information will be posted on the RNS website not less than thirty (30) days prior to the Annual General Meeting.
- 4.5.3. The Nominating Committee, or any member, may nominate individuals by providing notice to the Nominating Committee not less than sixteen (16) days before the AGM. Such notice shall set out the name of the individual nominated, the position for which nominated and must be signed by a member in good standing and the nominee indicating he/she is willing to accept the position if elected. Nominees are required to provide a brief overview of their qualifications for the position they have put their name forward for which will be included in communications to membership.
- 4.5.4. A complete list of board nominees will be posted on the RNS website and emailed to members not less than fourteen (14) days before the AGM and will include nominee overviews.
- 4.5.5. To hold office an individual must reside in the Province of Nova Scotia and be duly elected by Members of the Association in good standing.
- 4.5.6. Any person nominated for office must be present at the meeting to declare his/her intentions or must provide written notice to the Chair of the Nominating Committee of his/her willingness to accept office.

- 4.5.7. Each Full Member shall nominate only one candidate for election to the Board of Directors.
- 4.5.8. The election of the Board of Directors shall be in the following order:
- a. President;
 - b. Vice President – Administration;
 - c. Vice President – Finance;
 - d. Secretary;
 - e. Director – Coaching;
 - f. Director – Officiating;
 - g. Director – Athlete Development;
 - h. Director – High Performance;
 - i. Director – Marketing and Promotions; and
 - j. Director – Provincials and Tournaments
 - k. Director at Large – Athlete Representative
- 4.5.9. The Chairperson of the Nominating Committee will conduct the election of officers by secret ballot at the Annual General Meeting.
- 4.5.10. Any person nominated for office and unopposed will be declared elected by acclamation.
- 4.5.11. The Board of Directors as provided for in these by-laws will appoint any position not filled at the Annual General Meeting.
- 4.5.12. All members of Executive or Directors are elected for a term of two (2) years as described below, with the exception of the Past President whose term is for one (1) year:

Even Numbered Years	Odd Numbered Years
Vice-President – Administration	President
Vice-President – Finance	Secretary
Director – Athlete Development	Director – High Performance
Director – Officiating	Director – Coaching
Director – Provincials and Tournaments	Director – Marketing and Promotions

- 4.5.13. Regional Directors will be one (1) year terms.
- 4.5.14. No member of the Board of Directors will hold the same office for more than two (2) consecutive terms (4 years).
- 4.5.15. Individuals appointed to a vacant position at any time during a term will not forfeit the right to be elected to two (2) complete and consecutive terms.
- 4.5.16. Each outgoing Board Member will prepare a description of their post that will:
- a. List the responsibilities of the position;
 - b. List objectives still to be achieved;

- c. List recommended new projects;
- d. List the knowledge and skill necessary to carry out the responsibilities of the position; and
- e. Describe the approximate amount of time commitment necessary to carry out the responsibilities of the position;
- f. The individual shall submit all of the above to the President of RNS two (2) weeks before the Board Meeting, which is usually held in May.

4.6. By-Law 6: Duties of the Board of Directors

4.6.1. General Duties of all members of the Board of Directors:

- a. Attend either in person or by teleconference, a minimum of two-thirds (2/3) of the meetings of the Board of Directors;
- b. Submit a written report of activities at least two (2) days prior to each meeting of the Executive Committee;
- c. Prepare an annual budget for programs under their jurisdiction;
- d. Formulate recommendations to the Executive;
- e. Prepare an annual report on their program areas;
- f. Monitor the financial position of their program area;
- g. Promote the positive image of Ringette Nova Scotia and objectively represent the decisions made by the Executive and its members;
- h. Attend general meetings of the Association and other meetings called by the President; and
- i. Perform other duties as outlined below or assigned by the Board.

4.6.2. Duties of the President:

- a. Responsible for:
 - i. Provide leadership to the organization as its official head, and within the Board by ensuring the Board is organized properly, functions effectively and meets its individual and collective obligations and responsibilities.
 - ii. Ensures Board Members remain in their governance role.
 - iii. Communication with the Board and the membership about the direction, priorities and achievements of Ringette Nova Scotia.
 - iv. Acts as the public spokesperson for Ringette Nova Scotia at local, provincial and National levels.
 - v. Attends Ringette Canada meetings as necessary to ensure Ringette Nova Scotia's interests are represented.
 - vi. Take a leadership role in the promotion of the vision and values of the organization and lead the annual Strategic and Business Planning process.
 - vii. Signing Authority.

- viii. Coordinating with the Executive Director, the Annual Board Planning meeting Agenda, speakers, and other Professional Development / Risk Management resources.
 - ix. Responsible for the organization's Board of Directors for meeting annual targets towards the goals of the Strategic Plan.
 - x. Within 4 months of post block funding review, review Strat Plan in conjunction with outcomes prior to next budget cycle for changes and / or adjustments in priorities with Executive Director and board.
 - xi. Acts on behalf of the board in emergencies whereby situation may not be administered by a timely e-vote.
 - xii. Supports staff members' role on committees and in programs.
 - xiii. Chair all general meetings, board of director meetings, AGM, Special meetings.
- b. Responsible to:
- i. Responsible to the membership through the Board of Directors.

4.6.3. **DUTIES OF THE VICE PRESIDENT - ADMINISTRATION**

- a. Responsible for:
- i. Assisting the other members of the RNS Board of Directors in their duties,
 - ii. Performing the duties of the President in their absence.
- b. Responsible to:
- i. Reporting to the RNS Board Of Directors and Membership
- c. Qualifications:
- i. Annual planning, governance, and policy development experience.
 - ii. Experience with being on an non-profit Board of Directors
- d. Skills Required:
- i. Computer skills including Microsoft Office,
 - ii. internet and email Organized,
 - iii. Ability to work independently & as a member of a team,
 - iv. Understand and support LTAD and Tenets of CS4L.
- e. Main duties:
- i. With Executive Director plan and coordinate the AGM, planning meetings, workshops, conferences, etc.,
 - ii. Prepare Monthly reports and report for AGM,
 - iii. Attend meetings, President Meetings, Planning meetings and AGM,
 - iv. Be the official contact with the salaried staff,
 - v. do yearly assessments of staff,
 - vi. oversee the general office administration in liaison with VP Finance and Executive Director,

- vii. Act as interim President in unforeseen circumstances (e.g. resignation) and serve as chairperson at the next meeting called to elect a new president,
 - viii. With the assistance of the Executive Director ensure the updated Policy Manual is distributed to all members prior to September 1st.,
 - ix. Any other reasonable duties prescribed by the Board Signing authority,
 - x. Attend Annual Board planning meeting,
 - xi. In years a new President is elected, assist the Executive Director with Board Planning meeting agenda,
 - xii. Evaluation Block Funding document, Performance Pathway, reporting to SNS, NS government, and Ringette Canada.
- f. Time commitment:
- i. 5 to 10 hours per week. Possibility to vary throughout the year.
- g. Position term:
- i. 2 years commencing on even numbered years.
- h. Other considerations:
- i. Strategic Planning experience,
 - ii. Understanding of NFP governance,
 - iii. Representation at Provincials for a minimum 4 hours.

4.6.4. **DUTIES OF THE VICE PRESIDENT - FINANCE**

- a. Responsible for:
- i. With the NS Executive Director, overseeing the development and maintenance of the RNS Annual Budget,
 - ii. Reviewing Quarterly, activity of the Association with emphasis on active program and / or director budgets in that timeframe,
 - iii. Work with the Executive Director on forecasting budgets 1-- 3 years out,
 - iv. Assist Executive Director with ensuring final reviewed report for Annual General Meeting is completed. Copies for Joint Stocks filing and for Provincial Government annual report required,
 - v. Participation on committees as required,
 - vi. Liaise with Director responsible for Provincials and Tournaments on event budgets (Provincials, Atlantics, and Easterns),
- b. Responsible to:
- i. RNS Board Membership via AGM Report.
- c. Qualifications:
- i. Must be proficient in SAGE, email Microsoft excel and word,
 - ii. Preferred CGA, or other accounting designation,
 - iii. Understand and support LTAD and Tenets of CS4L.

- d. Skills required:
 - i. Understand and navigate SAGE Accounting software,
 - ii. Basic Computer (word and excel) and email abilities,
 - iii. organizational skills,
 - iv. Time management.
- e. Main duties:
 - i. Present Annual financial statement at AGM,
 - ii. Signing authority,
 - iii. Present board approved budget at AGM,
 - iv. Review with Director of High Performance all provincial team and Canada Winter Games program / team budgets for recommendations to the board prior to approval,
 - v. Assist with the Executive Director with the AGM Report,
 - vi. Monitor the collection and depositing of all monies belonging to RNS,
 - vii. Provide copy of bank statement at monthly meetings to the Board,
 - viii. Review payables which are approved by the Board of Directors and issue respective cheques,
 - ix. Submit a written financial report at each Board meeting,
 - x. Prepare an annual budget of anticipated expenditures and,
 - xi. Maintain proper financial records and provide an annual third party reviewed financial statement.

(a) DUTIES OF THE SECRETARY

- a. Responsible for:
 - i. Keep a record of Minutes for all RNS Board Meetings, Presidents Meetings, AGM,
 - ii. Submit the list of officers to the Registry of Joint Stock Companies to maintain our registration under the Societies act,
 - iii. Be part of committees throughout the season if required,
 - iv. Fulfill all secretarial duties.
- b. Responsible to:
 - i. RNS Board.
- c. Qualifications:
 - i. Must be proficient in email Microsoft excel and word,
 - ii. Understand and support LTAD and Tenets of CS4L.
- d. Skills required:
 - i. Organizational skills,

- ii. Effective listening skills
- e. Main duties:
 - i. Record of minutes of all meetings of Board of Directors and maintain minutes of Committees of the Association and will perform such other duties as may from time to time be established by the Board,
 - ii. Arrange schedule for RNS representation at all provincial tournaments,
 - iii. Responsible for the documentation of all amendments to the Association's Constitution and By-laws,
 - iv. Compile Annual list of Policies, Procedures, and Constitution items requiring review for board Ensure that all official documents and records of the Association are properly kept,
 - v. Produce, Maintain and Distribute a calendar or critical dates and activities to RNS board and members prior to 30th September,
 - vi. Compile Terms of Reference for all committees.
- f. Evaluation:
 - i. Maintenance of record keeping and RNS official documents.
- g. Time commitment:
 - i. 6-12 Hours per month
- h. Position term:
 - i. 2 years
- i. Other Considerations:
 - i. Representation at Provincials for a minimum 4 hours,
 - ii. Chair RNS policy review committee when VP Admin position is Vacant,
 - iii. Assist Executive Director with AGM set up on years VP Admin position is up for election or vacant.

4.6.6 Duty of the Past President:

- a. Act as an advisor to the Board of Directors.

4.6.7 Duties of the Director – Coaching:

- a. Responsible for:
 - i. Administer the National Coaching Certification Program (NCCP);
 - ii. Shall submit a budget to the Board to provide sufficient coaching clinics as deemed necessary;
 - iii. Be responsible for the ongoing development and updating of coaching materials and resources;
 - iv. Be responsible for updating lists of coaches with the most recent qualifications and dates of attaining these qualifications,
 - v. Be responsible for sport development; and
 - vi. Any other reasonable duties prescribed by the Board.

b. Responsible to:

- i. Ringette Nova Scotia Board of Directors

4.6.8 **Duties of the Director – Officiating:**

a. Responsible for:

- i. Administer the National Officials Certification Program (NOCP) by coordinating the activities of all persons involved in the administration structure;
- ii. Shall submit a budget to the Board to provide sufficient officiating clinics as deemed necessary;
- iii. Be responsible for the ongoing development and updating of officiating materials and resources;
- iv. Hold meetings biannually to discuss any new and existing rules as well as the implementation of them. These meetings should be mandatory for all officials;
- v. Be responsible for updating list of officials with the most recent levels attained;
- iv. Register all officials with Ringette Canada; and
- vi. Coordinate referee schedules with Provincials Host Associations.

b. Responsible to:

Ringette Nova Scotia Board of Directors

4.6.9 **Duties of the Director – Athlete Development:**

a. Responsible for:

- i. Establish an annual action plan that is consistent with the RNS Strategic Plan, and that includes tangible goals, objectives, measures and the associated initiatives;
- ii. Oversee management of the RNS Summer Skills Camp, including budget preparation, registration, and hiring of staff;
- iii. Oversee management of all regular season and summer Athlete Development Programs including budget preparation and registration;
- iv. Seek out new and innovative development opportunities for Ringette Nova Scotia athletes;
- v. Act as a spokesperson for Ringette Canada's Long Term Athlete Development Model, and keep informed of best practices in the development of ringette athletes; and
- vi. Collaborate with stakeholders to work towards policy and program alignment with the principles and values of Long Term Athlete Development.

b. Responsible to:

- i. Ringette Nova Scotia Board of Directors

4.6.10 **Duties of the Director – High Performance:**

- a. Responsible for:
 - i. Oversee all aspects of provincial team programs including tryout process, athlete selections, team budgets, and training and competition schedules,
 - ii. Advocate for increased opportunities for elite Nova Scotia athletes at the national and international level;
- b. Responsible to:
 - i. RNS Board and liaise with RNS VP Finance, Director of Marketing & Events, and Executive Director. Ringette Canada via policy adherence.
 - ii. Provincial Government in matters pertaining to reporting criteria, such as but not limited to Block Funding, High Performance Pathway, and Annual pre and post season reports.
- c. Qualifications:
 - i. Understand and support LTAD and Tenets of CS4L.
- d. Skill requirements
 - i. Proficient in email Microsoft excel and word.
 - ii. Organizational skills and ability to respond and deal effectively with the membership at large and association executive.
- e. Main duties:
 - i. Provincial Team Programs: Collection and audit of all team registrations pertaining to Technical packages and qualifications for subsequent events.
 - ii. Coordinate with Executive Director and VP Finance on budget, ice allocations schedule, and fees.
 - iii. Coordinate, oversee, and attend PT tryout process. Ensure selection and evaluation policies are updated.
 - iv. Chair provincial coach selection team committee and recommend committee members to the RNS Board of Directors.
 - v. Ensure all provincial team staff have the required qualifications for their position, including NCCP

4.6.11 Duties of the Regional Directors:

- a. Responsible for:
 - i. Promote the game of Ringette in their respective Regions;
 - ii. Relay information from RNS to member associations in their Region; and
 - iii. Represent and present the views of the member associations of their Region at all RNS meetings.
 - iv. Take on other duties as assigned by the Executive or Officers of the Board.

- 4.6.12 Duties of the Director – Marketing and Promotions:
- b. Establish an annual action plan that is consistent with the RNS Strategic Plan and Long Term Athlete Development, and that includes tangible goals, objectives, measures and the associated initiatives;
 - c. Oversee the implementation of all promotions and marketing activities and liaise with Ringette Canada to leverage opportunities for national exposure and partnerships;
 - d. Assist with the development of media information packages and press releases;
 - e. Responsible for creating and publishing brochures and posters; and
 - f. Other duties as assigned by the Board of Directors.

4.6.13 **Duties of the Director – Provincials and Tournaments: (to be Updated)**

- g. Responsible for:
 - i. Coordination of all Provincial tournament. Setting of tournament dates.
 - ii. Preparing of tournament schedules and submitting them to the Director of Officiating for approval.
 - iii. Coordinating both host Association and RNS volunteers for the tournaments.
- h. Responsible to:
 - i. RNS Board of Directors

4.6.14 **Duties of the Protest and Grievance Committees:**

- i. Hear all protests of suspensions or expulsions presented for consideration;
- j. Hear all grievances presented for consideration; and
- k. Make rulings based on these hearings and present these rulings to the Board of Directors.

4.7 By-Law 7: Meetings

04.7.8 Annual General Meeting

- a. There shall be an Annual General Meeting of the Association at a date and site to be determined by the Board of Directors.
- b. The Annual General Meeting must be held annually prior to May 31st.
- c. Sixty (60) days written notice of the Annual General Meeting must be given to all Members of the Association.
- d. A quorum at the AGM shall consist of three (3) members of the Board of Directors and twenty-five (25) percent of the Full Members of the Association.
- e. The President shall be the Chairperson.
- f. Voting shall be as per Section 4.3. By-Law 3: Voting Rights.
- g. Agenda for the Annual General Meeting:
 - i. Call to Order

- ii. Roll Call – identification of voting delegates
- iii. Minutes of previous Annual General Meeting
- iv. Business arising from minutes
- v. Reports
 - 4.7.1g.v.1 President
 - 4.7.1g.v.2 Vice President – Administration
 - 4.7.1g.v.3 Vice President – Finance
 - 4.7.1g.v.4 Director – Coaching
 - 4.7.1g.v.5 Director – Officiating
 - 4.7.1g.v.6 Director – Athlete Development
 - 4.7.1g.v.7 Director – High Performance
 - 4.7.1g.v.8 Director – Marketing and Promotions
 - 4.7.1g.v.9 Director = Provincials and Tournaments
 - 4.7.1g.v.10 Regional Directors
 - 4.7.1g.v.1 Executive Director
- vi. Motions
- vii. Amendments to Constitution and By-Laws
- viii. Fundraising
- ix. Set Fees
 - x. Set Provincials
 - xi. Budget, etc.

4.7.2 General Meetings

- a. General meetings and Special Meetings may be called as deemed necessary by the Board of Directors.
- b. Fourteen (14) days written notice must be given for such meetings.
- c. Voting shall be as per Section 4.3. By-Law 3: Voting Rights.
- d. Quorum shall be as per the Annual General Meeting.
- e. The Board of Directors will set the agenda.

4.7.3 Board of Director Meetings

- a. To be held at least nine (9) times per year at the call of the President.
- b. Quorum shall be fifty percent of the Board.
- c. Any correspondence arriving to the Ringette Nova Scotia office for the monthly Board of Director’s meeting must be received in writing five (5) days in advance of the meeting. Correspondence received after this date will be tabled until the next regularly scheduled Board of Directors Meeting.

- d. The President in consultation with the Board shall determine the agenda for the meetings of the Board.
- e. Questions will be decided by majority vote except where two-thirds majority is required.
- f. Virtual (electronic) voting may be used to expedite a decision that must be made prior to the next Board of Directors meeting with the following provisions;
 - i. The President or designate will initiate all electronic votes;
 - ii. Each vote will have a vote closing time (deadline) clearly indicated in the email instructions. The vote closing time must not be less than 48 hours from the time the vote is initiated;
 - iii. All eligible board members should make best efforts to participate by voting on the motion in the specified time period;
 - iv. Quorum is based on the number of votes returned by email, and motions are decided by simple majority;
 - v. An abstention counts towards quorum and is neither a vote in favour nor against the motion;
 - vi. The RNS President (or designate) will count to quorum as usual and will only cast a vote to break a tie. This vote cannot be cast until the end of the vote closing time; and
 - vii. The result is not final until the vote closing time has passed providing every board member the opportunity to cast a vote or abstain. Assuming quorum has been reached the result can be called.

4.7.4 Planning Meetings

- a. Ringette Nova Scotia will hold at least two (2) Planning Meetings per year with the Board of Directors and local Presidents, one in the pre-season and one during the season.
- b. The purpose of these Presidents Meetings will be to address development all issues in all committee areas, and present an action plan available for review by all local Presidents, committees, players and volunteers in the sport of Ringette.
- c. These meetings will be held at a time to enable maximum participation by local Presidents.
- d. A membership quorum for the meeting must be adhered to.

4.7.5 Roberts Rules of Order shall govern all meetings.

4.8 By-Law 8: Finance

- 4.8.1 The Association's income shall be obtained from members' fees, private and public grants, publications, and from any other appropriate sources subject to the approval of the Board of Directors, which in turn have the power to make expenditures for the purpose of furthering the objectives of the Association.
- 4.8.2 No grants or sponsorships will be accepted from any corporation whose primary product is liquor or tobacco related.
- 4.8.3 The fiscal year of the Association shall be from May 1st to April 30th.

- 4.8.4 All cheques to the Association shall be made payable to Ringette Nova Scotia.
- 4.8.5 The Board of Directors shall arrange for the opening of bank accounts in a Canadian Chartered Bank or Trust Company in which funds for the Association shall be deposited. Withdrawals by cheque shall be signed by not less than two (2) officers. Such officers to be authorized by resolution of the Board of Directors.
- 4.8.6 The Board of Directors shall be responsible for the payment of accounts of the Association and shall make such regulations, as it deems necessary to deal with payment of regular current accounts.
- 4.8.7 The Vice President - Finance shall present a third party reviewed financial statement at the AGM.
- 4.8.8 All cheques made payable to Ringette Nova Scotia shall be deposited within one (1) week of receipt.

4.9 By-Law 9: Execution of Cheques, Contracts and Documents

- 4.9.1 All contracts, documents, cheques, drafts and orders for payment of money, unless otherwise stated, shall require no less than two (2) signatures with signing authority.
- 4.9.2 Cheques made out to the Vice President – Finance must have two (2) signing authority signatures other than the Vice President – Finance.
- 4.9.3 The fiscal year of the Association shall be from June 1st to May 30th.
- 4.9.4 All cheques, made payable to Ringette Nova Scotia, shall be deposited within 30 calendar days of receipt.

4.10 By-Law 10: Rules

- 4.10.1 All rules as adopted by RNS and Ringette Canada shall be followed at all officially recognized competitions.

4.11 By-Law 11: Interpretation

- 4.11.1 In all cases where questions arise concerning the by-laws, policies, or rules, the final authority will be the Board of Directors.

4.12 By-Law 12: Amendments

- 4.12.1 These By-Laws may be amended by an extraordinary resolution of the Association. The proposed amendment shall be submitted to a general meeting of the Association called for the purpose of considering an extraordinary motion. Written notice of such a meeting shall be given to all members of the Association fourteen (14) days prior to the meeting along with a copy of the proposed motion and the names of those who have the proposed the motion. A quorum as described in these by-laws must be present at such a meeting and the resolution must pass with a two-third (2/3) majority.
- 4.12.2 The By-Laws of the Association may be amended by a two-thirds vote of the members in attendance at the Annual General Meeting or a meeting called for this purpose.

4.12.3 All housekeeping (housekeeping shall be limited to changes to grammar, punctuation, spelling and formatting, that does not change the intent or meaning of the document) shall be made at the Board's discretion.

SECTION FIVE: POLICY MANUAL

5.1. Introduction and Purpose

- 5.1.1. The affairs of Ringette Nova Scotia are conducted on a day-to-day basis, guided by the information outlined in the Policy Manual.

5.2. Glossary of Terms

- 5.2.1. “Board” refers to the Board of Directors.
- 5.2.2. “Board Member” refers to a member of the Board of Directors.
- 5.2.3. “Manager” is the individual who performs an administrative function on the team staff (as opposed to coaching, assistant coaching or training role).
- 5.2.4. “Play” refers to any game, league, or tournament in which Ringette is played.
- 5.2.5. “Player” refers to any individual who is registered with a Member Association.
- 5.2.6. “Team Staff” refers to the coach, assistant coach, trainer, or manager who is on the bench during a game.

5.3. Philosophy and Objectives

5.3.1. Philosophy

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

5.3.2. Objectives

The pursuit of one or more objectives outlined below must not undermine other goals, objectives or philosophies of the game:

- a. To promote, administer and develop the game of Ringette in Nova Scotia;
- b. To build a representative membership of duly constituted Ringette Associations in Nova Scotia to be known as Member Associations;
- c. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship;
- d. To provide entertainment and fun for participants;
- e. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play and giving due consideration to their individual capabilities and interests;
- f. To recognize the potential of individuals in the Province and promote their participation in National and International competition;
- g. To exercise supervision and direction over members including the players, team staff, officials, parents, and spectators;
- h. To ensure that all members have the opportunity of presenting their views and having them heard;

- i. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills; and
- j. To actively promote, adhere to, and support the objectives and policies of Ringette Canada.

5.4. Gender

- 5.4.1. Ringette Nova Scotia shall not discriminate on the basis of gender.

5.5. Policy Amendments

- 5.5.1. Amendments to the Policy Manual shall be distributed to Full Members fourteen (14) days prior to a general meeting.
- 5.5.2. 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 Nova Scotia, as they deem expedient. Such policies shall not be inconsistent with the By-Laws, and shall remain in effect only until the next general meeting, when they shall be confirmed by a majority vote of members, or shall from that time cease to be in effect.

5.6. Administration

5.6.1. Head Office

- a. The Head Office of Ringette Nova Scotia is located in the Sport Nova Scotia building located at 5516 Spring Garden Road, Halifax, NS
- b. The mailing address of Ringette Nova Scotia is:
 - 5516 Spring Garden Road, 4th Floor
 - Halifax, NS B3J 1G6
 - Phone: (902) 425-5454 Ext. 335
 - Fax: (902) 425-5606
- c. All mail to Ringette Nova Scotia or its volunteers shall be sent to Head Office.

5.6.2. Board of Directors

a. Qualifications

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

- i. Devote the time and effort necessary to fulfill the duties of the position;
- ii. Have strong organizational ability;
- iii. Have good verbal and written communication skills;
- iv. Have good leadership skills; and
- v. Demonstrate strong ethical decision making ability.

b. Committees

- i. Committees are formed by the Board to deal with certain issues, and are disbanded at the completion of their task.
- ii. All Full Member Associations and Board Members are invited to submit names of representatives to sit on committees. The Board must approve all names so received.

c. Nominating Committee

The objectives of the Nominating Committee are to:

- i. Identify and recruit nominees based on the knowledge and skills needed for the position; and
- ii. Ensure that the makeup of the Board reflects Ringette Nova Scotia's geographic layout as much as possible (i.e. nominees from all parts of the province).
- iii. All nominees not present at the Annual General Meeting must submit written consent of his/her nomination as per Section 4.5. By-Law 5: Nomination and Election of Board of Directors. The Nominating Committee should obtain written consent from all nominees in case of absence at the Annual General Meeting.

d. Resignations

- i. Resignations from a committee or appointed position 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.

5.6.3. Fees

a. Membership

- i. To be a Full Member of Ringette Nova Scotia, each Full Member must pay a registration fee, as determined at the AGM, due by October 31st of each year.
- ii. Full Members must pay the player registration fee for all players. Payment in full (including all players, coaches, officials and Board members) is due by October 31st.

5.6.4. Name Change

- a. Full Members must inform Ringette Nova Scotia of any name change within fourteen (14) days.

5.6.5 Team and Player Registration Rules

- a. Once a team is selected the Member Association fills in the RNS Team Registration Form. Only players listed on this form are eligible to play at Provincials.
- b. Teams to consist of a maximum of eighteen (18) players, minimum of seven (7) players and a maximum of five (5) team staff.

- c. RNS Team Registration Forms are to be forwarded to the RNS office by no later than three (3) business days prior to inter-association play. Additions can be made to the team up until January 15th.
- d. No players can be added to the RNS Team Registration Form after January 15th, except for new residents of Nova Scotia.
- e. All players registered with RNS before January 15th are eligible to play in Provincials provided they play in a minimum of four (4) league games in their own association.
- f. Any player who moves to Nova Scotia during the season needs written release from the provincial association they played for and the date of residency in Nova Scotia. The player must play a minimum of four (4) league games to be eligible to play at Provincials.
- g. A player may only play for one (1) association and register on one (1) association team only.
- h. Players may participate in their own age division or above except for Full Members who are in their first year. For Full Members in their first year the following can apply:
 - i. Players with no experience or one year of experience are allowed to play down one level; and
 - ii. Players are allowed to play down one level when there are not enough players to form a team.
- i. Any player who plays more than three (3) league games after December 31st on a team that is an age group above their registered team is not eligible to play on a team of their own age group in the Provincial Tournament without prior approval from RNS.
- j. Affiliated players for Provincial Championships – U10, U12, U14B - REC, U16B - REC, U19B - REC, 18+ B – REC. Player affiliation permits members to create a viable team when player shorts occur. An affiliate can only be used to replace an absent, sick, injured, or suspended player(s) on a game by game basis. Player affiliation cannot be used to enhance the competitiveness of a team at the expense of another.
- k. Affiliated player submissions deadline for all Division Provincial Tournaments. An affiliated player lists must be submitted to RNS no later than 10 days prior to the start date of division provincial tournaments. Once approved by RNS, only the three approved affiliate players may be used as call ups for that team roster during the tournament. Once a player appears on a roster as an affiliated player, that player cannot affiliate with another team. The player is permitted to continue to play
- l. Affiliated players for Provincial Tournament Qualifiers 18+A, U19AA, U19A, U16AA, U16A, U14AA A team may call up to a maximum of three (3) skaters and one (1) goaltender, and dress these players for the qualifier event. The total number of players dressed and listed on the game sheet cannot exceed eighteen (18). If an association has no team to draw from (i.e. they have a U19 but no U16) they must affiliate with one other association at the beginning of the season play and are allowed to draw players from that association only.
- m. A player with no ringette experience may play down one level, if the player and their home association wish, provided that the player is assessed by two (2) CSI trained coaches, of different associations, of the level the player wishes to move to. It is the home association's responsibility to set up the assessment. If the coaches recommend the level change it will be allowed. If the coaches do not recommend the level change

the player must stay at their age level. The coaches must agree. The assessment must be done within four (4) weeks of the player registering with their home association.

- n. All U14 and U16 athletes will be single carded. Exceptions to this will be considered on a case-by-case basis. A request for consideration of double carding must be submitted to RNS by September 1st, prior to regular season play.

5.6.6 **Meetings**

- a. All issues that require a vote by the Board shall only be dealt with during regular Board meetings or Special Board meetings, via teleconference calls or by electronic vote, as called by the President or delegate of the President.

5.6.7 **Board of Directors**

- a. The Board may determine the Policies of the Association at the Board of Directors meetings but they must be confirmed by majority vote of the members present at the Annual General Meeting.
- b. The Board may consider or transact business, either special or general, at any meeting of the Board.
- c. The President, when present, shall preside at all meetings. In his/her absence, his/her duties shall be performed by the Vice President – Administration.
- d. Voting shall be by show of hands unless any member of the Board requests a secret ballot.
- e. The chairperson shall not vote on any matter unless there is a tie, in which case, the chairperson shall cast the deciding vote.

5.6.8 **Annual General Meeting**

- a. Ringette Nova Scotia shall hold an Annual General Meeting prior to May 31st, the date and site of which shall be determined by the Board.
- b. As required by the By-Laws, all reports must be submitted at the Annual General Meeting.
- c. The Board shall administer resolutions emanating from the Annual General Meeting.

5.6.9. **Committee Meetings**

- a. Each committee Chairperson shall be responsible to see that all business conducted at committee meetings is recorded and reports submitted to the Board on a timely basis.
- b. The Chair is responsible for submitting policy recommendations of his/her committee to the Board.
- c. Committees shall operate in a like fashion to the Board in relation to who chairs the meeting, voting, etc.
- d. Ex-officio members shall not vote on the committee, but may provide input.

5.6.10. **Correspondence**

- a. All correspondence to Ringette Nova Scotia must be directed to the official mailing address.
- b. The original copy of all incoming correspondence addressed to Ringette Nova Scotia or Board Members shall be placed on file in the Ringette Nova Scotia office with copies distributed as required.
- c. Any Board Member receiving or sending correspondence must file a copy with Ringette Nova Scotia, preferably at the time of sending.

5.7. **Financial Management, Contracts and Legal Documents**

5.7.1. **Signing Authority**

- a. The President, Vice President – Administration, Vice President – Finance, and Executive Director will be the signing officers of the Association.

5.7.2. **Banking**

- a. All revenue shall be deposited into a Ringette Nova Scotia bank account approved by the Vice President – Finance.

5.7.3. **Board of Directors Travel and Expense Policy**

Policy Statement

- a. The Board of Directors Travel and Expense Policy is intended to assure fair, consistent, equitable, and judicious use of Ringette Nova Scotia's funds, and fair reimbursement of expenses incurred by Directors in the course of discharging their responsibilities on behalf of RNS.

Process Objectives

- b. The objectives of the Expense Policy are to:
 - i. Maximize cost control and operational efficiency;
 - ii. Ensure expenses are driven by an approved budget; and
 - iii. Ensure standardization and a fair reimbursement of out-of-pocket expenses.

Scope

- c. All reimbursement of reasonable expenses, whether travel or otherwise, incurred by staff and Directors of RNS while on official business of RNS.

Reimbursement Request Procedure

- d. Expenses incurred in connection with RNS activities will be reimbursed to the individual on the basis of actual expense incurred when accompanied by the required original receipt. An expense report should be completed on the approved Expense Claim Form with itemized expenditures listed. All reimbursement requests and receipts must be submitted to the appropriate approval party within thirty (30) days of the date the expense was incurred.

Approval Authority

- e. Board of Director Expense reports must be signed and approved by the Vice President – Administration before submission to the Vice President – Finance for reimbursement.
- f. Vice President – Administration and Vice President – Finance expense reports must be signed and approved by the President before reimbursement.

Supporting Documents Required

- g. Supporting documentation of all expenses, other than automobile mileage, must accompany each Expense Claim Form. Such documentation may be in the form of receipts, invoices, or credit card statements.

General Limitation Approval

- h. All expenses must be incurred for RNS related activities or in the performance of services or duties on behalf of RNS.
- i. Three (3) quotes must be obtained for any purchase over \$500.00

Transportation

- j. The mode of transportation chosen should enable directors to conveniently meet scheduled appointments by balancing convenience, cost, and time spent in traveling.

Air Travel

- k. Full economy air fare is the maximum amount payable for travel. Travelers are encouraged to book air fare at least twenty-eight (28) days in advance in order to minimize costs. Only the minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.

Automotive Travel

- l. Taxi fare or shuttle service between the airport and event site or hotel will be reimbursed. Taxi fares required in the course of performing RNS business are reimbursable.
- m. When car travel is the most suitable mode of transportation, one may use his/her own vehicle and be reimbursed mileage at the rate of 33 cents per kilometre with a 50 kilometre minimum required one way (100 kilometres round trip). Carrying automobile liability insurance is the responsibility of the vehicle owner.
- n. Car rentals will be reimbursed in non-routine travel situations. Such instances include:
 - i. Taxi service is not available or cost effective;
 - ii. Location of the meeting or event is not easily accessible via public transportation from a major airport;
 - iii. Large quantities of materials are being delivered to a meeting location by the traveler; or

- iv. In instances where it is more economical or suitable than other means of transportation.
- o. All parking and toll claims when vehicle travel is for RNS related business will be reimbursed when accompanied by original receipts.
- p. Costs for parking and speeding tickets and all other violations will not be considered.

Hotel Accommodation

- q. Reasonable accommodation expenses will be reimbursed. Directors are expected to take advantage of any group or reduced rates that have been negotiated for hotel accommodations.

Meals

- r. While travelling on RNS business, RNS will reimburse meal expenses on a per diem basis. Breakfast \$10; Lunch \$15; Supper\$25.

Telephone, Fax, Photocopies and Printing

- s. Actual out-of-pocket expense for telephone, fax, photocopies and printing required in the course of RNS business will be reimbursed. Appropriate receipts and documentation (i.e. phone bills) must be provided.

Non-Reimbursable Expenses

- t. Entertainment expenses, alcohol, room mini-bar, spa and laundry services, in-room movies or games, and any other personal expenses not required in the course of RNS business should be excluded from reimbursement requests.

Grievance Procedure for Non-Payment of Expense Claims

- u. Any RNS Director or staff denied reimbursement for expenses by the approval parties may present the denied request for reimbursement directly to the President. Decision on a request for reimbursement by the President shall be final.

5.7.4. Contracts and Legal Documents

- a. All contracts and legal documents shall require the approval of the Board and endorsed as per the By-Laws. A copy of all such documents must be kept on file with the Association.

5.7.5. Expenses for Officials at a Provincial Championship

- a. When car travel is the most suitable mode of transportation, one may use his/her own vehicle and be reimbursed mileage at the rate of 33 cents per kilometre with a 50 kilometre minimum required one way (100 kilometres round trip). Carrying automobile liability insurance is the responsibility of the vehicle owner.
- b. Officials working 3 (three) or more games in a day at a tournament and require over night stay, will be given \$15.00 (fifteen) per day for meal allowance.

- c. These expenses would be predetermined by the Director – Officiating, in order that the expense is planned for in the tournament budget.

5.8. Coaching and Officiating Clinics

5.8.1. Structure

- a. The structure for these clinics shall be as per the Ringette Canada guidelines and policies.

5.8.2. Numbers

- a. There shall be sufficient numbers of candidates for each clinic before a clinic will proceed, with payment made in advance, to ensure attendance.
- b. If attendees are confirmed for coaching and officiating clinics and they do not show up, Associations will be billed if fees have not been previously paid.
- c. Date requests for coaching and referee clinics must be made a minimum of 30 days in advance of the requested clinic.

5.8.3. Honoraria

- a. Honoraria for Course Conductors/Facilitators shall be as per Ringette Canada Policy Manual.

5.9. Coaching

5.9.1. Rules

- a. The individuals authorized and registered to be on the bench during any competitions sanctioned by RNS are the positions of Head Coach, Assistant Coach(s), Trainer and/or Manager, to a maximum of 5 (five) people at any one time including the female on the bench.
- b. All Coaching Staff registered through RNS are expected and required to meet the minimum coaching qualifications as set forth by RNS in Article 5.9.2 for both regular season league play and Provincial Play Off competition and Provincial Team play. Both Head Coaches and Assistant Coaches are expected to meet the required qualifications. There is no waiver of these requirements for first year coaches.
- c. Individuals designated and registered as trainers must have a current certification in Standard First Aid + CPR Level C with AED course and must meet Ringette Canada requirements, when applicable, for the specified age division.
<http://www.ringette.ca/wp-content/uploads/2015/03/Tech-Package-CRC.pdf>
- d. Individuals designated and registered as Manager are required to become Ringette Canada certified for U14 and up.
- e. There can only be one (1) Trainer per team and a maximum of two (2) Co-Managers. Each team must have a designated Head Coach. The number of Assistant Coaches registered per team is not limited.
- f. RNS recognizes that there may be other volunteers who only assist team's on-ice during practices and fully supports their registration for the purposes of insurance coverage. They will be registered as 'volunteer' for registration purposes. These individuals are highly encouraged to attend a coaching clinic; however, they are not

required to have the same qualifications as the Coaching Staff. They are not permitted on the bench during any competitions/games.

- g. Each team must have a Head Coach that is 19 years of age or older.
- h. The Head Coach or an Assistant Coach must be female, 19 years of age or older, and be present on the bench for all teams in the U19 division and lower, and the Provincial U16 and U19 Teams. All Teams must be compliant by the 2016/17 season.
- i. All team staff must fulfill the qualifications as required by Ringette Nova Scotia for the position they are registered and cannot be a player on the team for which she/he is registered as a member of the team staff.
- j. Local Associations may make changes to team staff, due to extenuating circumstances, by February 15. All changes need to be made in writing to RNS's Director of Coaching, and new staff are required to meet the coaching qualifications of the applicable age division.
- k. Alternate team staff will be permitted at the Provincials provided the team:
 - i. Notifies Ringette Nova Scotia of the change at the earliest opportunity where the need is identified;
 - ii. The alternate has the necessary qualifications;
 - iii. The Director – Coaching approves; and
 - iv. The alternate is registered with Ringette Nova Scotia.
- l. Should a team use illegal team staff during a game, the team will default the game.
- m. Any coach suspended by Ringette Nova Scotia is prohibited from participating in any on ice activity including practice sessions.
- n. The President, Vice President - Administration, Vice President - Finance and Secretary of Ringette Nova Scotia are not allowed to apply for or hold a coaching or manager position with a Ringette Nova Scotia Provincial or Canada Winter Games team.
- o. In the event a team has volunteers under the age of 16 as part of their coaching staff the requirements for coaching certification are waived. Coaches under 16 years are highly encouraged to take a coaching clinic but they cannot be 'certified' until they turn 16 years of age. They may be on the bench as one of the five (5) designated bench staff, however if they are female there still must be another female 19 years of age or older on the bench to meet the requirement of 5.9.1.h.
- p. Coaches in the competitive stream (A, AA) must meet all coaching qualification requirements by January 15. Coaches in the recreational stream (U12 and below, U14 and above at the B and C levels) must meet all coaching qualification requirements by January 31.
- q. Any coach requiring an extenuating circumstance exemption due to the inability to obtain the necessary coaching qualifications must fill out and submit a RNS "Request for Exemption" by January 15. The request will be considered for approval by the Director of Coaching and/or the RNS Board of Directors. The Coach will be advised of the outcome within 7 (seven) days of the request. An exemption only applies for the season in which it is granted, and if the request is approved.
- r. Under no circumstances is coaching staff to enter the referee dressing room without prior consent of the referee. Should a member of the coaching staff enter the referee's

room uninvited to discuss a referee's decision/call made during a game it will be deemed harassment and appropriate disciplinary action will be taken.

- s. All coaches, assistant coaches, and any on-ice practice helpers must wear an approved CSA helmet with the chin strap secured at all times while on the ice during practices.

5.9.2. **Coaching Requirements**

See Ringette Canada criteria for division of play.

5.10. Teams Representing Ringette Nova Scotia

5.10.1. **Provincial Teams Representing RNS at Canadian Ringette Championships (CRC's) and the Eastern Canadian Championships**

Eligibility

- a. Participation at the Canadian Ringette Championships is open to all fully registered U16 and U19 division athletes in the province.

Participation

- b. The Board of Directors shall decide annually which age groups shall participate in the CRC's and ECRC's.

5.10.2. **Provincial Team Coaching Staff Selection**

- a. The Provincial Team Coach Selection Committee shall be appointed by the RNS Board of Directors.
- b. The Provincial Team Coach Selection Committee shall consist of:
 - i. Chairperson (Non Voting) – Director – High Performance;
 - ii. Director – Coaching;
 - iii. One (1) representative from another sport experienced in the selection of elite coaches; and
 - iv. One (1) former Provincial Ringette Player (minimum 18 years of age) or former Provincial Ringette Coach.
- c. The Provincial Coach and Assistant Coach positions will be advertised annually beginning April 1st with a deadline of April 30th.
- d. The Selection Committee will select and interview a short list of at least four (4) Head Coach applicants. If there are four or less applicants that meet the minimum requirements then all shall be interviewed.
- e. The Selection Committee and newly appointed Head Coach will select and interview a short list of at least six (6) Assistant Coach applicants. If there are six or less applicants that meet the minimum requirements then all shall be interviewed. The Head Coach shall have one (1) vote on the Selection Committee, with the Chair voting in the event of a tie.
- f. All coaches shall be selected and announced by June 15th annually.
- g. The Selection Committee will evaluate the candidates based on the following:

- i. NCCP Certification – meets minimum requirements;
 - ii. Interview responses;
 - iii. Resume;
 - iv. **Three (3) letters** of reference provided by candidate;
 - v. Clear Criminal Records and Child Abuse Register Check;
 - vi. 250 word essay – philosophy on coaching females in sport;
 - vii. Proposed team budget;
 - viii. Season outline of team and skill development program;
 - ix. Proven ability to guide the development of a ringette team over the course of a season;
 - x. Proven leadership experience and organizational ability; and
 - xi. Any formal complaints filed with RNS from the previous season that resulted in disciplinary action.
- h. Coaching Evaluations shall be shared electronically to all Provincial parents and players annually, ten (10) days prior to the AGM.
 - i. Results of the Coaching Evaluations shall be shared with the respective coaches on or before June 15th annually. Any identifying information shall be removed from the forms before they are shared with the coaches, unless the evaluator indicates that they would like their identity to be shared.
 - j. Ringette Nova Scotia will not share the Coaching Evaluation Form results from previous seasons with the Provincial Team Coach Selection Committee. The Selection Committee shall be at liberty to ask candidates about their Coaching Evaluation results as part of the interview process.
 - k. Provincial Team Coaches shall be required to mentor the coaches of the Development Program in the same age division for a period of time agreed upon by both coaches and the Director – Athlete Development at the beginning of each season.
 - l. A Provincial Team Coach may only coach one Provincial Team in a given season.
 - m. Provincial team staff recommendations must be approved by the Board of Directors

5.10.3. **Duties and Responsibilities of the Head Coach**

- a. Conduct all practices and attend all games;
- b. **Provide the player selection criteria to the Director – High Performance at least two (2) weeks prior to the first tryout for approval;**
- c. Inform rinks in regards to cancellation of ice time;
- d. Responsible for conduct and welfare of players;
- e. Ensure that all players wear equipment as required by Ringette Canada;
- f. Ensure Team Staff, when representing Nova Scotia at Atlantics, Nationals, **Easterns,** or other tournaments wear their provincial jackets;
- g. Ensure that league play takes precedence over competitive play;
- h. Participate in all fundraising;

- i. Be available to communicate with parents and players;
- j. Arrange parents meeting explaining coaching and team philosophy; present budget and expectations for the year;
- k. Provide RNS with completed team registration forms; and
- l. Provide each team player a written evaluation by May 1st.

5.10.4. Duties and Responsibilities of the Assistant Coach

- a. Draw up team/player and parent agreements at the beginning of the season and forward copy to Director – High Performance;
- b. Attend meetings at beginning of year as scheduled by the Director – High Performance;
- c. Be responsible to and assist the coach;
- d. Attend all practices and games;
- e. Participate in all fundraising; and
- f. Be able to take over practices and games in the absence of the Head Coach.

5.10.5. Duties and Responsibilities of the Manager

- a. Attend all practices and games;
- b. Ensure that all players are registered with their home association;
- c. Notify players of practices and games;
- d. Inform all house league coaches of the intention to attend a tournament that will involve any of their players at least a week before the date;
- e. Responsible for all fundraising;
- f. Attend monthly meetings with the Director – High Performance;
- g. Have taken a First Aid Course;
- h. Provide for proper accounting to players of their fundraising efforts and expenditures;
- i. Assure that on ice officials are present for home games;
- j. Arrange for all travel to out of town tournaments;
- k. Responsible, with the coach for the conduct and welfare of the players;
- l. Provide each player with the Code of Conduct from within this manual; and
- m. Responsible for team uniforms.

5.10.6. Duties and Responsibilities of the Trainer

- a. Attend all practices and games; and
- b. Must be able to meet Ringette Canada's guidelines for Certification.
- c. Must ensure that there is a properly stocked first aid kit at every practice/game.

5.10.7. **Provincial Team Selection**

- a. Tryout dates and times will be advertised in the media and communicated to local associations.
- b. Information with regards to tryouts shall be electronically communicated to all eligible players registered with RNS during the previous year.
- c. Team staff and players names forwarded to RNS with a copy of the team budget and program will complete team selection.
- d. Any changes to the team list must be forwarded to RNS with reason for the change.
- e. Athletes must tryout in their own age division, unless they apply and are approved to tryout in a higher age division (see 5.10.8. Exceptional Player Policy).
- f. Team staff will assess each player with specific structured criteria and rate accordingly. Players will be informed of the specific criteria at the first tryout.
- g. Double carded players on a Provincial team must play at least 50% of their house league games to maintain their eligibility to participate on a provincial team
- h. Players not selected to the team must be advised by a member of the team staff and be informed in writing of the reasons for the non-selection. The players selected should be informed of their selection and areas of weakness and strengths discussed. If protest is received from a player, this information must be available to the protest committee.
- i. A set fee will be assessed for the tryouts and must be paid at each session.
- j. Money from provincial tryouts becomes part of the general revenue of RNS.
- k. Provincial team attire including pants and jerseys may not be worn by players during tryouts for provincial team selection.
- l. Players must attend 80% of the tryouts. Failure to meet this criteria can only be for exceptional circumstances, which must be reported to and approved by the Provincial Team Staff.
- m. An appeal process will be set in place. Team staff must follow this process and inform players at the start of tryouts by providing them with a copy of Section 5.10.10. Team Selection Protests.
- n. Team staff must call a meeting of players trying out and parents to review team objectives, rules, regulations, budget, costs per player, time commitment, expectations, staff plans, and what they will learn prior to the final selection.
- o. Team staff must promote team spirit, display leadership, motivate the team, strive for good communication with the team and parents, teach and utilize the philosophy of Ringette, which promotes sportsmanship, fair play and respect.
- p. Team selection must be completed by December 1st and players' names forwarded to RNS with a copy of team budget.
- q. Players must have attended tryouts for a provincial team in order to play or be selected as a replacement player for a provincial team.
- r. The number of players on provincial teams to be restricted to Ringette Canada Rules.
- s. Players selected to the U19AA Provincial team(s) shall be single carded. Goalies may be exempted from this policy.

5.10.8. Exceptional Player Policy

- a. Exceptional U14 and U16 players in the second year of their age division may request to try out in the next age division by submitting a Player Movement Request Form accompanied by \$100.00 deposit on or before September 1st. The \$100 deposit is refundable only if the player is both approved to tryout and is selected to the higher age division team.
- b. Athletes that submit a Player Movement Request are required to attend try-outs in their own age division, regardless of the status of their Player Movement Request application.
- c. All Player Movement Requests for provincial tryouts will be decided by a committee consisting of the provincial team head coaches from the athlete's age division and the older age division, two CI or above evaluated coaches, and the Director of High Performance as chair. The committee's decision will be final and there will be no appeals. The decision will be based on the following criteria:
 - i. The athlete's skill level is clearly superior to that of peers in the lower age division;
 - ii. The athlete must be considered amongst the top 5 players on the older division team, or a starting goaltender;
 - iii. The athlete's maturity level is in harmony with the athletes in the older division; and
 - iv. The athlete's development will benefit greater in the next age division than from being a leader in the lower age division.

5.10.9. Provincial Team Player Responsibilities

- a. All players must be registered with their home association to be eligible to play.
- b. All players must be in good standing with their home association.
- c. Unsportsmanlike conduct is unacceptable for a provincial team player. Should a written complaint be received the conduct will be reviewed by the RNS Board of Directors and if warranted the provincial player will receive a warning letter. A second incident will result in a full review by the Discipline Committee and discipline can include the removal of that player from the team.
- d. Player will wear all equipment as required by Ringette Canada.
- e. All provincial team players, when representing RNS at Atlantics, Nationals or other tournaments must wear their provincial jackets when not playing.
- f. All players must give preference to league play over competition play. Some tournaments may conflict with league play. Coaches are advised that house league coaches must be notified at least a week in advance of tournaments and cooperative efforts are encouraged to resolve the situation. Players should advise their house league coach that they are a player on the Provincial Team and provide them with a schedule of events.
- g. All team players will adhere to Section 7: Code of Ethics and Conduct.

5.10.10. Teams Representing RNS at Atlantics

- a. Participation in the Atlantic Championships is open to all fully registered players of U14, U16, U19 and 18+ age players in the Province. The Canada Winter Games team shall attend Atlantics if a CWG division is offered.
- b. The Board of Directors shall decide annually which age groups shall participate in the Atlantic Championships.
- c. The Provincial Teams selected to represent RNS at the CRC's and ECRC's will also represent RNS at the Atlantic Championships.

5.10.11. Team Selection Protests

- a. Any protest of team selection must be made in writing to the Board of Directors within seven (7) days of final selection. The Board will arrange a hearing as soon as possible. Included in this hearing shall be the coaches of the affected team, the Director – High Performance, the President and one (1) other member of the Board and the protester. Appeals to decisions are to be accompanied by a fee of \$100.00. The fee is refundable if the appeal is upheld.
- b. The Board will consider the situation and make a ruling with dispatch. This ruling will be made in writing and shall be binding on all parties.

5.10.12. Code of Conduct

- a. A copy of the Provincial Team Code of Conduct is to be given to each member of a team representing RNS.

5.10.13. Player Disciplinary Action and Appeal Procedure

- a. Any player selected to the provincial or development team not adhering to the rules, regulations or Code of Conduct or other criteria as stipulated by the team staff or RNS is subject to disciplinary action as determined by the team staff, with the exception of removal from the team. Any action deemed by the team staff to warrant consideration for removal is to be reported to RNS by the coach for review. A player cannot be removed without first consulting RNS.
- b. The appeal procedure will be as laid out in Section 7: Code of Ethics and Conduct.

5.10.14. Uniforms and Equipment

- a. All uniforms will be the property of Ringette Nova Scotia and must be returned by the Manager at the completion of each playing year.
- b. A rental fee of \$30.00 per player will be charged for the use of the uniforms. When the uniform is returned \$15.00 will be refunded to each player. The balance of the rental fees will help to offset the cost of purchasing new uniforms.
- c. Players are responsible for their own personal equipment such as skates, helmets, sticks, etc.
- d. Provincial teams are required to wear the provincial uniform: On-ice (jersey and pants), walk out team uniforms (jacket and pants). Ringette Nova Scotia logo, font and colours are reserved for provincial team representation. Unauthorized duplication of the Provincial uniform by any other team is not allowed.

- e. Ringette Nova Scotia must approve the design of ALL team travel clothing and accessories pertaining to team off ice and on ice apparel. Branding teams not designated as NS1 of that season, in any other colours, font, or logos is not permitted. Branding team as NS1 of that season based on prior seasons ranking is not permitted.
 - i/. Designated Ringette Nova Scotia Jackets are mandatory**
 - ii. Black pants for walkout wear are mandatory, with option to purchase RNS specific pants**
 - iii. Teams apparel must be submitted to RNS board via RNS office prior to ordering and must be approved.**
 - iv. Aparent must be provincial approved colours (Black, blue, white, yellow and grey) and be representative of Ringette Nova Scotia and appropriate.**
- f. All equipment purchased with team funds must be:
 - i. Divided equally among the team players at the end of the season;
 - ii. Be sold and the profits divided equally among the team players; or
 - iii. The equipment is given to RNS for use by future teams.

5.10.15. **Finances and Sponsorship**

- a. Teams are allowed to advertise team sponsors on their jerseys and have an advertising banner on the bench.
- b. Players are responsible to raise all funds needed to finance the teams. This amount will include but not limited to practices, games and referee expenses, tournament registration fees and team travel and accommodations for tournaments.
- c. Players are responsible for their own meal expenses
- d. The following items must be included in the team budgets for CRC's:
 - i. Airfare;
 - ii. Hotel expenses;
 - iii. Hotel expenses for team staff;
 - iv. Meals for team staff;
 - v. Transportation other than airfare; and
 - vi. Miscellaneous (medical)
- e. A Provincial Team is responsible to pay expenses for up to five (5) team staff, including airfare, hotel and meals. The meal rate per team per staff member will be reimbursed as per RNS per diem policy. (Section 5.7.3.R)
- f. Provincial Teams must utilize the RNS banking institution for the season.
- g. Each team is responsible for submitting a reconciled financial statement upon request and a final financial statement by May 15th for review by the Director of High Performance and VP Finance
- h. Any expense incurred by the team staff to acquire qualifications is the responsibility of the team staff member and not to be paid for by the team or RNS.

- i. Players on Provincial teams must be in good standing, according to the team's agreed payment schedule, in order to participate in team activities, practices, games, travel and tournaments. The RNS BOD must be notified immediately, if a player is not in good standing. Upon notification, RNS may suspend or remove a player from participating on the Provincial Team if the player is not in good standing.

5.11. Canada Winter Games Program

5.11.1. Program Mandate

To lead the achievement of improved performance levels and a nationally recognized standard of excellence from Nova Scotia athletes and teams in interprovincial and national ringette competitions, and in particular Team Nova Scotia at the Canada Winter Games.

This will be achieved through the provision of focused and enhanced training opportunities for Nova Scotia ringette players and coaches that are based on proven learning methods as well as innovation, and clearly defined program goals aspiring to ongoing performance excellence.

5.11.2. Canada Winter Games Program Management Committee

- a. The Ringette Nova Scotia Canada Winter Games program shall be under the guidance and strategic oversight of the Canada Winter Games Program Management Committee, a sub-committee appointed by the RNS Board of Directors.
- b. The Committee shall be appointed in Season One (1) of the Four (4) Season program cycle, with Season One (1) being the season immediately following the previous CWG, and Season Four (4) being the season in which the CWG are held.
- c. Appointments to this Committee shall be subject to the requirements of the Ringette Nova Scotia Conflict of Interest Policy.
- d. Best efforts shall be made to have consistent representation on the CWG Program Management Committee throughout the entire program cycle.
- e. The Committee shall be comprised of:
 - i. Director – High Performance;
 - ii. One (1) additional RNS Board Member;
 - iii. Canada Winter Games Team Head Coach;
 - iv. One (1) Sport Medicine or Sport Science professional;
 - v. One (1) past CWG athlete, preferable from one of the past two CWG cycles; and
 - vi. RNS Executive Director.
- f. The responsibilities of the CWG Program Management committee shall be:
 - i. Submit a quarterly report on CWG Program activities and budget to the Board of Directors, or more frequently as required;

- ii. To provide support for the design and delivery of a multi-season high performance program that culminates with the Canada Winter Games;
- iii. Establish measurable goals for each year of the program;
- iv. Provide assistance in the development, monitoring and evaluation of applicable policy, guidelines and budgeted resources;
- v. Provide strategic oversight and support to the CWG Coaching Staff;
- vi. Be visible and knowledgeable supporters of the CWG program; and
- vii. Submit a final financial report of the program to the RNS Board of Directors within 90 days of the conclusion of the program.

5.11.3. Program Funding

- a. The RNS Board of Directors will determine their **minimum** four (4) year financial commitment to the program in Season 1 of each program cycle.
- b. Once selected, the CWG Team Staff will determine the annual program budgets in conjunction with the CWG Program Management Committee. Annual budgets shall be submitted to the Board of Directors for approval by October 31st.
- c. The Executive Director, with assistance from the Head Coach, will prepare documentation required to access CWG funding, and will be responsible for regular progress and outcome reports.
- d. All Canada Winter Games program grants or government sponsored funding shall be routed through RNS accounting.
- e. Fundraising will be the responsibility of the team and its staff and will require a dual signatory bank account. All fundraising efforts and sponsorships must be approved in advance by Ringette Nova Scotia.

5.11.4. Program Timelines

Season 1	Season 2	Season 3	Season 4
CWG Program Management Committee announced	CWG Coaching Selection Committee announced	Top 30-36 athletes Announced by Nov. 30th	Final team roster Announced by Dec. 31 st .
Evaluation of previous CWG program	Team Staff Application deadline June 30 th & selection by Aug. 31 st .		
	ID Camps Hosted	Training camps &	Training camps & Inter-

		exhibition competition	provincial competitions
	Summer training program initiated	Athlete summer Training Program	Canada Winter Games
Season 2 budget & program planning	Season 3 budget & program planning	Season 4 budget & program planning	Program follow-up, evaluation & reporting

5.11.5. Team Staff

- a. Team staff shall be selected in Season 2 of the program cycle, and selected staff shall be announced no later than December 31st.
- b. Team Staff shall be selected by the Canada Winter Games coaching Selection Committee which shall consist of:
 - i. Director – Coaching;
 - ii. RNS President;
 - iii. One past CWG athlete; and
 - iv. Two Sports Professionals that are not directly involved with ringette.
- c. With the exception of the Director – Coaching and Executive Director, no member of the CWG Program Management Committee shall serve on the CWG Coaching Selection Committee.
- d. Team Staff positions shall be as defined in the Canada Winter Games Technical Package. If the option exists to have one (1) Head Coach, two (2) Assistant Coaches and no Team Manager this shall be at the discretion of the CWG Coach Selection Committee.
- e. At least one coach must be female.
- f. All CWG Team Staff Applicants must submit a completed and current Criminal Records Check with Vulnerable Sector Search and Child Abuse Registry Check with their application.
- g. In the season of the Canada Winter Games no member of the CWG team staff may hold a bench position on any other team, regardless of age division.
- h. Team Staff will comply with the Code of Ethics and Conduct and all other applicable Ringette Nova Scotia policies.

5.11.6. Team Staff – Minimum Certification Requirements

- a. NCCP coaching certification requirements shall be as defined in the Canada Winter Games Technical Package.
- b. At the time of application, Head Coach candidates must be either:
 - i. Fully Level 3 Certified in Ringette (old NCCP); **or**
 - ii. Certification Development Trained (new NCCP) with commitment to achieving Competition Development Evaluated status in Season 2 of the Canada Winter Games program cycle.

- c. Assistant Coach applicants must be Competition Introduction Evaluated and Ethics certified at the time of application, and selected coach (es) must begin their Competition-Development training for Ringette and multi-sport modules in Season 2 of the Canada Winter Games program cycle, working towards Competition Development Evaluated status in Season 3.
- d. Team Managers applicants must have their Ringette Canada Manager Certification at the time of application.
- e. Only individuals that are in good standing with Ringette Nova Scotia, Ringette Canada, or other Provincial Ringette Sport Organizations shall be considered for a CWG team staff position.

5.11.7. Player Eligibility, Selection and Code of Conduct

- a. Athlete eligibility shall be as defined in the Canada Winter Games Technical Package.
- b. Selection criteria will be determined by the coaching staff and approved by the CWG Program Management Committee.
- c. Player selection criteria shall include, but will not be limited to:
 - i. Physical ability and potential;
 - ii. Technical ability and potential;
 - iii. Ability to work as a team player; and
 - iv. Commitment towards the goals of the program.
- d. Athletes may be asked to sign a Program Commitment form if they are selected in the top 30-36 athletes during Season 3 of the program.
- e. The final CWG team roster shall be kept confidential and submitted to the RNS Board of Directors for approval before it is announced.
- f. Athletes will comply with all Ringette Nova Scotia policies and sign a copy of the Code of Conduct before participation in any Canada Winter Games identification camps, tryouts or events.

5.11.8. Team Selection Protests

- a. Any appeal regarding team selection must be made in writing to the RNS Board of Directors, within seven (7) days of the announcement of athletes continuing with the Canada Winter Games program and must be accompanied by a \$100 deposit. The deposit is refundable only if the appeal is successful.
- b. The Board will form a committee and schedule a hearing to hear the appeal within 21 days. The committee shall include the President of RNS, a member of the CWG Program Management committee, and one (1) other member of the Board of Directors. Included in the hearing shall be the coaches of the CWG team, the committee and appellant. The appellant, if it is an athlete, shall have a parent/guardian accompany her to the hearing.
- c. The committee will consider all information provided to them and a ruling will be made before the adjournment of the hearing. Formal notification of the ruling will be made in writing to both parties and sent from the RNS office within seven (7)

days of the hearing. The decision shall be binding on all parties.

5.12. Tournaments

5.12.1. Types of Tournaments

- a. Ringette Nova Scotia must sanction all tournaments played in Nova Scotia. Failure to obtain such sanctioning may result in the suspension of all participants. RNS supports the idea of tournaments and will not unduly withhold sanctioning. There are essentially two types of tournaments, namely:
 - i. Provincial Championship Tournaments; and
 - ii. Invitational Tournaments

5.12.2. Expectations of Tournaments

- a. All tournaments will be conducted to:
 - i. Encourage participants to strive for excellence in team work, spirit and team discipline;
 - ii. Foster the highest standards of sportsmanship and friendliness for all participants; and
 - iii. Stimulate public awareness of the sport and to foster spectator interest

5.12.3. Player and Team Eligibility

- a. See Team and Player Registration rules in Section 5.6.6.
- b. The Host Association shall forward invitations to all eligible teams. The Host Association shall ensure all eligible teams receive their tournament package, as determined by RNS, at least twenty (20) days before the date of the tournament.

5.12.4. Administration

- a. All teams participating in Provincial Championship Tournaments must be registered with Ringette Nova Scotia and be in good standing.
- b. A deposit of one hundred dollars (\$100.00) per team must be forwarded to RNS, at the time of registration, for the annual Provincial Tournament. Funds will be held in trust by RNS and released to the host association of the tournament as a credit towards the team's registration fees. The withdrawal date for teams is January 15th of the current season, and more funds will be granted on withdrawals after January 15th.
- c. If this deposit is not received by December 31st of the registration year then that Association's teams may not be eligible to play in a Provincial Tournament that year.
- d. Teams who withdraw in the fourteen (14) days prior to the start of their division's Provincial Tournament will be charged the full registration fee of that tournament.
- e. Any team forfeiting a game In a Provincial Championship Tournament will be fined up to \$1000 per team, per game, in addition to the team registration fees. If the entry fees have not been received by RNS, the association shall be invoiced the full amount.

5.12.5. Level of Play

- a. Levels and placement will be determined by RNS and Regional Directors. Age divisions will play for the respective banners. In age divisions in league play that have been divided into A and B the following will apply:
 - i. A Division teams will play for A banner.
 - ii. B Division teams will play for B or C banners depending on the number of teams in division.
 - iii. If there is no A and B divisions in any age division then the regular season standings shall be used to determine which teams play for the A, B and C banners in the Provincial Tournaments.
 - iv. In all divisions the number of competitive groupings will be determined by RNS.
 - v. Placement in all Provincial Tournaments will be based on the February 28th (or February 29th in Leap Years) standings from the Central League.

5.12.6. **Hosting**

- a. Ringette Nova Scotia will assign Provincials to the Member Associations.
- b. The deadline to request to host a Provincial Championship Tournament is September 30th of the calendar year prior to the year in which a tournament is to be held.
- c. The host association must agree to the requirements set down by Ringette Nova Scotia. The host association will receive these requirements and tournament packages no later than January 15th.
- d. Provincial Championship Tournaments may not be held prior to March 1st of each season with the exception of the Open Division and competitive qualifiers
- e. When scheduling provincial tournament dates and grouping age divisions on the same weekends, consideration should be made for:
 - i. call ups and affiliate availability for divisions scheduled during the same time
 - ii. referee availability and referee qualifications required for divisions scheduled
 - iii. venue availability for ice allocation

5.12.7. **Awards**

- a. Ringette Nova Scotia will be responsible for supplying awards in all divisions except 18+ of Provincial Championship Tournaments.
- b. Only team members, coaches, managers and trainers listed on the game sheet will receive awards to a maximum of twenty-two (22), this includes a maximum of five (5) team staff. If extra medals are needed they may be purchased from the RNS office.
- c. To earn an RNS banner or award a team must play within a Provincial Tournament.
- d. There shall be no All-Star team selections, MVP's or individual awards.
- e. A monetary reward will be awarded to the winning team of each 18+ division played during the current year (B, C, D).

5.12.8. **Tournament Schedule**

- a. The schedule must provide each team with a minimum of three (3) games.
- b. The schedule must allow a rest period of at least two (2) hours between games.

- c. A game will consist of a two (2) minute warm-up followed by two (2) seventeen (17) minute periods of stop time play for the U10, U12, U14, U16, U19 and 18+ B/C levels and two (2) twenty (20) minute periods of stop time play for 18+ A levels. In round robin play, with a goal differential of seven (7) in the last ten (10) minutes of the game the clock shall be running time until such a time as the differential is less than seven (7) when stop time will resume. There will be a one (1) minute break between periods. Shot clocks will be used in the U12 level and up.
- d. The host association must reserve adequate ice time for the division they are hosting. The ice schedule must be submitted to RNS by December 31st of that Ringette season for scheduling. RNS will complete a tentative schedule for games and will forward this schedule to the host association by January 31st. Changes to the tournament schedule can be made up to fourteen (14) days prior to the tournament.
- e. Any team hosting a three (3) team Provincial Tournament may make it a double round robin.
- f. The following formats will be used in Provincial Championship Tournaments: (See Section Seven: Appendices)

Note: Recreational teams will be provided a minimum of three games.

Note: In the event a week night (Monday to Friday) is needed in order to have enough ice time to run a Provincial Championship Tournament, all attempts will be made to start games after 5:00pm (Monday to Thursday). Consideration will be made to not schedule Provincial Tournaments during the weekdays (Monday to Thursday) of March Break.

- g. Any team requesting a change to the Provincial Tournament schedule will be charged a twenty dollar (\$20.00) administration fee per request.

5.12.9. **Referees**

- a. The Director – Officiating will assign referees. Referees wishing to be considered for refereeing at the Provincial Tournaments must inform the Director – Officiating in writing by February 15th. A schedule of referee assignment must be provided to the Executive Director and on-site RNS Representative before the start of the tournament.
- b. Only referees with the recommended qualifications for refereeing at a playing level or division will be considered for that playing level or division.
- c. All expenses for referees shall be included in the tournament budget by the host association. If these are not included the Director – Officiating will bill the host association directly for them. This includes accommodations, travel, meal allowance (if applicable) and game fees. The payment for officials at all Provincial Tournaments shall be as per the Officiating Fee Schedule (see Section 10: Appendices).
- d. The schedule for Provincial Tournaments is to be submitted to the Director – Officiating 30 days prior to the tournaments.
- e. Payment of officials will be processed and mailed within 5 business days following a scheduled provincial tournament end.

5.12.10. **Medical**

- a. The Host Association is required to have an Emergency Action Plan (EAP) in place and ensure coaches and referees are aware.

5.12.11. Communication

- a. The Executive Director will handle communications between Ringette Nova Scotia and the host association.

5.12.12. Rules

- a. The Ringette Canada rulebook will govern the rules of play at all Provincial Championships.

5.12.13. Tournament Rules and Regulations

- a. The age group for each division shall be as of December 31st of the current playing year.
- b. Game sheets are completed by the host association and signed at the tournament control desk by the coach or manager a minimum of twenty (20) minutes prior to game time. Teams will indicate the goaltender(s), captains and assistant captains on the game sheet and any alternate or call up players.
- c. Failure of a team to ice a team in a scheduled tournament game will result in a default of that game, and two (2) points plus a score of 7-0 awarded to the other team provided they ice a team. If both teams fail to ice a team, zero points will be awarded and a score of 7-7 will be posted for each team.
- d. No team shall gain an advantage in the standings by defaulting a game (i.e. no team shall gain a higher standing by virtue of obtaining a 7-7 tie by defaulting a game).
- e. Player eligibility is the only acceptable protest.
 - i. The coach will inform the on-ice officials at the end of the game his/her intention of initiating a protest. The officials will record the intended protest on the front of the score sheet.
 - ii. The coach will submit their written protest to the RNS delegate or Host Chairperson on duty within 30 (thirty) minutes of the end of the game. (See Appendix – Form 141)
 - iii. If it is determined by the RNS Delegate or Host Chairperson on duty that the team used an ineligible player they shall automatically lose that game by default.
- f. If a team starts the tournament with seven (7) players and one or more become injured or cannot play for any reason, the team may continue that game without forfeit.
- g. Teams must be ready to go on the ice ten (10) minutes before game time as games may start early to a maximum of ten (10) minutes if the opportunity presents itself.

5.12.14. Tie Breaking

- a. Refer to Ringette Canada rulebook.

5.12.15. Requirements of Host Associations

- a. Tournaments must be conducted over a two (2) or three (3) day period with a maximum of three (3) games per team per day.
- b. The host must agree to supply indoor ice with proper ringette markings.
- c. The host will be responsible for supplying trained timekeepers, scorekeepers, shot clock operators, score sheets, rings and for maintaining crowd control.
- d. The cost of game sheets and rings may be included in the tournament budget. The host association must complete all the game sheets by using the RNS team registration forms.
- e. The host association with RNS shall establish the team registration fee. Fee to include official's fees as approved at the Annual General Meeting. The tournament budget and proposed registration fee must be submitted to Ringette Nova Scotia for approval by December 31st. Associations are encouraged to offer other means of fundraising approved by RNS during the tournament to generate revenues.
- f. There must be no admission charges to Ringette Nova Scotia Provincial Tournaments.
- g. The host must allow sufficient ice time for injuries and overtime.
- h. In the event that Ringette Nova Scotia is not supplying the Provincial Tournament Program, the host association will be responsible for the printing of a program with the cost to be included in the tournament budget.
- i. All fundraising requests must be referred to Ringette Nova Scotia.
- j. Host associations must post a tournament game score board provided by RNS in a central location.
- k. The host association is to submit to Ringette Nova Scotia a financial statement of the tournament they hosted within thirty (30) days after the date of the tournament they hosted.
- l. Game Scores shall not be posted to the scoreboard or recorded on the game sheet at the U10 and below levels for any RNS sanctioned event. Including league play, exhibition games, tournaments or jamborees

5.13. Equipment

All playing jerseys of registered Ringette Nova Scotia players involved in league, development and provincial play will conform to Ringette Canada rules governing uniforms.

5.14. Ringette Nova Scotia Summer Skills Camp

RNS will post the position of "Head Coach" annually by December 15th asking that anyone interested in running the Skills Camp forward an application by January 31st. If no applications are received, RNS will approach qualified individuals to run the Skills Camp.

5.15. Outreach

All programs must be affiliated with a specific RNS association. Any request for funding an outreach event must be forwarded to RNS prior to the event. The application would include a written proposal including goals, budget, and person running the program. RNS will process all applications and award money for specific programs. All applications should be received at RNS by December 1st. Money will be forwarded to associations when a follow up letter is received naming

participants, contact name and short report of program with a financial statement and receipts.

5.16. Gary Field Memorial Scholarship and Graduate Awards Program

- 5.16.1. The Graduate Awards Program shall be annual Ringette Nova Scotia sponsored program through which ringette players, coaches and officials who have demonstrated passion, commitment and leadership in the sport of ringette, and who are graduating from Grade 12 can apply for one of four (4) annual \$250.00 scholarships.
- 5.16.2. One (1) of the four scholarships shall be named the **Gary Field Memorial Scholarship**, and shall be awarded to an official who applies through the Graduate Awards Program, and who has displayed outstanding leadership and commitment in their role as an official with Ringette Nova Scotia.
- 5.16.3. Application for the Graduate Awards Program may be made by any registered player, coach or official in their final year of high school that is, or will be enrolled as a full-time student in a recognized post-secondary education institution for the coming academic year. Applicants must be a member of Ringette Nova Scotia and must have been involved in ringette for at least three (3) years.
- 5.16.4. The closing date for applications shall be on or before May 1st annually.
- 5.16.5. The Graduate Awards Selection Committee will be approved by the RNS Board of Directors, and shall consist of:
 - a. Chair – Director – Marketing and Promotions; and
 - b. Two (2) community members who are not involved in the sport of ringette.
- 5.16.6. The Graduate Awards Selection Committee shall review all applications and announce award recipients on or before June 1st annually.
- 5.16.7. The Selection Committee reserves the right to decline a scholarship if a suitable application is not received.
- 5.16.8. All decisions of the Graduate Awards Selection Committee shall be final.
- 5.16.9. Successful applicants will receive their award by cheque within two weeks of providing proof of full-time enrolment in a recognized post-secondary educational institution in Canada. Funds will not be dispersed until enrolment has been accepted by the educational institution.

5.17. Sanctioning

- 5.17.1. All Full Members of RNS shall be deemed to be sanctioned upon registering and payment of fees to Ringette Nova Scotia.
- 5.17.2. RNS will sanction tournaments upon receiving application from the hosting local association. All teams participating in a sanctioned tournament must be registered with RNS or another provincial association and Ringette Canada (see Section 10: Form 121 Sanctioned Event Application).
- 5.17.3
 - i. Teams and associations are responsible for ensuring that the tournaments they are attending within the jurisdiction of Ringette Canada are sanctioned.
 - ii. Teams participating in unsanctioned tournaments will be subject to discipline by the RNS board of directors, which may include suspension of coaches, managers and players.

- iii. Sanctioning will be provided for all special on ice events, ringette camps and ringette schools hosted by a member of RNS in good standing, following submission and approval of sanctioning application form. Failing to submit sanctioning form could result in removal of a member's good standing rating.
- 5.17.3. The payment for officials at all RNS sanctioned programs, events and tournaments shall be as per the Officiating Fee Schedule (see Section 10: Appendices).

5.18. Conflict of Interest Policy

5.18.1. Purpose

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

5.18.2. 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.

5.18.3. Application

This policy applies to directors, officers, full and part time employees, contractors, committee members, volunteers, on-ice and off-ice officials and other decision makers within Ringette Nova Scotia (hereafter referred to as "representatives" of Ringette Nova Scotia).

5.18.4. Statutory Obligations

Ringette Nova Scotia is incorporated and registered with the Province of Nova Scotia Registry of Joint Stock Companies under the Societies 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 and/or officer's interest and the interests of Ringette Nova Scotia must at all times be resolved in favour of Ringette Nova Scotia.

5.18.5. Additional Obligations

In addition to fulfilling all requirements of the Act, Ringette Nova Scotia and its representatives will also fulfill the additional requirements of this policy. Representatives of Ringette Nova Scotia 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 Nova Scotia, 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 Nova Scotia, 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 Nova Scotia, or in which they have an advantage or appear to have an advantage on the basis of their association with Ringette Nova Scotia;
- f. Use Ringette Nova Scotia property, equipment, supplies or services for activities not associated with the performance of official duties with Ringette Nova Scotia;
- g. Place themselves in positions where they could, by virtue of being a representative of Ringette Nova Scotia, 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 Nova Scotia.

5.18.6. Disclosure of Conflict of Interest

- a. 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.
- b. At any time that a representative of Ringette Nova Scotia becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
- c. Any person who is of the view that a representative of Ringette Nova Scotia may be in a position of conflict of interest may report this matter to the Board.

5.18.7. Resolving Conflicts in Decision Making

- a. Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a representative of Ringette Nova Scotia may be considered and decided on by Ringette Nova Scotia provided that:
 - i. 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;
 - ii. 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;
 - iii. The representative abstains from voting on the proposed decision or transaction;

- iv. The representative is not included in the determination of quorum for the proposed decision or transaction; and
- v. The decision or transaction is in the best interests of the corporation (RNS).

Any determination as to whether there is a conflict of interest will rest solely with the Board of Directors of Ringette Nova Scotia, and where a conflict of interest is deemed to exist and the Board member cannot resolve the conflict by the above procedures, the Board member will resign his position on the Ringette Nova Scotia Board immediately or be removed from the Ringette Nova Scotia board with a two-thirds majority vote of all members of the Ringette Nova Scotia Board, excluding those members in conflict of interest with the motion to remove.

5.18.8. Conflicts Involving Employees

- a. Ringette Nova Scotia will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Ringette Nova Scotia, provided that:
 - i. The employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Ringette Nova Scotia;
 - ii. Ringette Nova Scotia's Board of Directors is notified in writing of the employee accepting other employment, contract or volunteer appointment, and gives written approval; and
 - iii. In the sole discretion of Ringette Nova Scotia'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 Nova Scotia.
- b. Any determination as to whether there is a conflict of interest will rest solely with the Board of Directors of Ringette Nova Scotia, 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 or resign their position with RNS.

5.18.9. Enforcement

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

5.18.10. Review and Approval

This policy was approved by the RNS Board and the membership at a Special Meeting on June 19, 2007 and it shall be reviewed by the Board annually.

5.19. Volunteer Screening Policy

5.19.1 Purpose

- a. Screening of personnel and volunteers is an important part of providing a safe environment within sport associations that provide programs and services for youth. Ringette Nova Scotia is responsible to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Ringette Nova Scotia is committed to fulfilling the duty of care it owes its members.
- b. The purpose of screening is to identify individuals within Ringette Nova Scotia who pose a risk to children or youth.

5.19.2. **Policy Statement**

- a. Not all personnel affiliated with Ringette Nova Scotia and its member associations will be required to undergo screening through a Criminal Records Check (CRC) and/or Child Abuse Registry Check (CARC) as not all positions pose a risk of harm to Ringette Nova Scotia or its members.
- b. Persons who will be subject to mandatory screening through a CRC are those who work closely with minor athletes and/or who occupy positions of trust and authority within Ringette Nova Scotia programs and those of its member associations. These positions will be referred to in this policy as “designated positions” and they include:
 - i. All individuals in paid staff positions;
 - ii. All bench staff of provincial, league or association teams, or any volunteer or chaperone appointed to accompany a provincial or association team to an event or competition;
 - iii. Any individuals with signing authority on Ringette Nova Scotia, league or association bank accounts;
 - iv. All staff persons, board members and volunteers over the age of 18 years involved in the delivery of provincial or association development programs including camps and clinics; and
 - v. All registered officials over the age of 18 years.
- c. Persons who will additionally be subject to mandatory screening through a CARC are those in designated positions that are over 18 years of age and who work directly with athletes under 16 years of age within Ringette Nova Scotia programs and those of its member associations.
- d. Failure to participate in the CRC or CARC process as outlined in this policy will result in ineligibility for the designated position.
- e. Ringette Nova Scotia and its member associations will not knowingly fill a designated position with a person who has a conviction for a “relevant offence” as defined in this policy.
- f. If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offences, he/she will report this circumstance immediately to Ringette Nova Scotia.
- g. The administration of this policy is the responsibility of the Screening Committee which will consist of the Vice President – Administration and the Executive Director. The Screening Committee will carry out necessary duties in an independent manner and at arms-length from the Board of Directors.

5.19.3. Persons in Designated Positions Serving Ringette Nova Scotia

- a. The Screening Committee is responsible for receiving and reviewing all CRCs and when applicable, CARCs for persons in designated positions serving Ringette Nova Scotia.
- b. Persons in designated positions serving Ringette Nova Scotia will apply for and obtain a CRC at their local police detachment. If there is a charge to obtain the CRC, Ringette Nova Scotia will **not** reimburse the person for such expense.
- c. Persons in designated positions serving Ringette Nova Scotia who are also required to obtain a CARC are required to do so through the Nova Scotia Department of Community Services. Child Abuse Registry Checks can only be requested an individual for his or her own name. The results will be provided to the individual in the form of a letter. An original copy must be submitted to the Screening Committee c/o Ringette Nova Scotia in an envelope marked “Confidential”.
- d. CRCs and CARCs are valid for a period of three (3) years.

5.19.4. Persons in Designated Positions Serving a Member Association

- a. Member associations are responsible for receiving and reviewing all CRCs and when applicable, CARCs for persons in designated positions registered with and serving their respective association.
- b. Member associations must provide the Ringette Nova Scotia Screening Committee with written confirmation by December 15th annually that they have received a CRC and/or CARC within two years for all persons registered with and serving in designated positions within their association.
- c. Persons in designated positions serving one of Ringette Nova Scotia’s member associations should refer to their association for instructions or policies regarding applying for and submitting CRCs and/or CARCs.

5.19.5. Screening Committee Authority

- a. The Screening Committee may approve an individual’s participation in a designated position, may deny an individual’s participation in a designated position if the CRC or CARC reveals a relevant offence as defined in this policy, or may approve an individual’s participation in a designated position subject to terms and conditions deemed appropriate.
- b. If an individual’s participation in a designated position is denied, the Screening Committee will notify the person and Ringette Nova Scotia of its decision in writing. The original copy of the CRC will be returned to the person who supplied it.
- c. Designated persons that have been reported to be screened by a member association will be approved by the Screening Committee and will not require a second screening.
- d. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

5.19.6. Relevant Offences

For the purposes of this policy, a “relevant offence” is any of the following offences for which pardons have not been granted:

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

5.19.7. **Records**

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

5.20. Fair Play Philosophy and Codes

Fair play is a philosophy – one of respect for others, and respect for the institution of sport. Fair play can be taught and it can be learned. Once it’s learned, it can apply to every aspect of a person’s life. That’s why fair play is so important and that’s why all of us are responsible.

We believe that the fair play philosophy becomes reality through an ethical sport system that is grounded in the principles of **integrity, fairness** and **respect**.

Everyone involved in sport, from parents and spectators to athletes, officials, coaches and sport organizers can and should play a part in promoting fair play.

To foster fair play and promote an ethical sport delivery system, the following will be the **Fair Play Codes** for all Ringette Nova Scotia members, as well as spectators at Ringette Nova Scotia events. Each player, parent, coach, official and sport organizer will be expected to demonstrate the fair play principles of integrity, fairness and respect by following their respective Fair Play Code.

5.20.1. **Fair Play Code for Ringette Players**

- a. I will play ringette because I want to, not just because my parents or coaches want me to.
- b. I will play by the rules, and in the spirit of the game.

- c. I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- d. I will respect my opponents.
- e. I will do my best to try to be a true team player.
- f. I will remember that winning isn't everything - that having fun, improving my skills, making friends and doing my best are also important.
- g. I will acknowledge all good plays - those of my team and of my opponents.
- h. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

5.20.2. **Fair Play Code for Ringette Coaches**

- a. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- b. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- c. I will ensure that all athletes get equal instruction and support, and equitable playing time.
- d. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- e. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
- f. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- g. I will obtain proper training and continue to upgrade my coaching skills.

5.20.3. **Fair Play Code for Parents and Spectators**

- a. I will not force my child or others to participate in ringette.
- b. I will remember that children play organized sports for their own fun and benefit. They are not there to entertain, and they are not miniature professional athletes.
- c. I will explain the importance of Fair Play to my child and their coach along with others involved in ringette.
- d. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- e. I will teach my child that doing one's best is as important as winning, so my child will never feel defeated by the outcome of the game.
- f. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- g. I will never ridicule or yell at my child or coach for making a mistake or losing a game.
- h. I will remember that children learn best by example and will applaud good plays by the home team and the visiting team.
- i. I will be on my best behaviour at all times and will not use profane language or harass players, coaches, officials, administrators, volunteers or the opposing team.
- j. I will never question the referee or coach's judgment or honesty in public and will respect their decisions and involvement in my child's development.
- k. I will show respect for the visiting team – without them there would be no game.
- l. I will make involvement in this ringette program for my child and others a positive experience.
- m. I will condemn the use of violence and verbal abuse in all forms.
- n. I will encourage players always to play according to the rules of ringette.

- o. I will attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.

5.20.4. **Fair Play Code for Ringette Officials**

- a. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- b. I will avoid or put an end to any situation that threatens the safety of the athletes.
- c. I will maintain a healthy atmosphere and environment for competition.
- d. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward officials, athletes, spectators or myself.
- e. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team.
- f. I will handle all conflicts firmly but with dignity.
- g. I accept my role as a teacher and role model for fair play, especially with young participants.
- h. I will be open to discussion and contact with the athletes before and after the game.
- i. I will remain open to constructive criticism and show respect and consideration for different points of view.
- j. I will obtain proper training and continue to upgrade my officiating skills.

5.20.5. **Fair Play Code for Sport Organizers**

- a. I will do my best to see that all children are given the same chance to participate, regardless of ability, gender, or ethnic background.
- b. I will absolutely discourage any ringette program from becoming primarily an entertainment for the spectators.
- c. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- d. I will make sure that the age and maturity levels of the athletes are considered in program development, rule enforcement and scheduling.
- e. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f. I will distribute the fair play codes to spectators, coaches, athletes, officials, and parents.
- g. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

5.21. **Tolerance Policy**

5.21.1. **Players:** A Misconduct penalty shall be assessed whenever a player:

- a. Uses language or makes gestures that are obscene, profane, or abusive toward any person.
- b. Persists in disputing, or shows disrespect for, the ruling of an on-ice official.
- c. Any time that any player persists in any of these actions, she/he shall be assessed a Match Penalty. Player will be subject to disciplinary action as per section 19.3e of Ringette Canada – Official Rules and may be subject to further disciplinary action by RNS.

5.21.2. **Team Staff:** A Team Staff Misconduct penalty shall be assessed whenever a coach:

- a. Uses language or makes gestures that are obscene, profane, or abusive toward any person.
- b. Persists in disputing, or shows disrespect for the ruling of an on-ice official.
- c. A team staff member steps onto the ice during a game, except in the case of player injury.
- d. Interactions with officials en route to their dressing room, or entering the official's dressing room to dispute a call will not be tolerated.
- e. Any time that a team staff persists in any of these actions, she/he shall be assessed a Match Penalty. Team staff will be subject to disciplinary action as per section 19.3e of the Ringette Canada – Official Rules and may be subject to further disciplinary action by RNS.

5.21.3. **Spectators:** On-ice Officials will stop the game when the parents/spectators displaying inappropriate and disruptive behaviour interfere with other spectators or participants of the game. The on-ice official will identify violators to the coaches for the purpose of removing parents/spectators from the spectators viewing and game area, or if comfortable ask the spectator to leave on their own. The game will not continue until the spectator has left the ice surface. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by RNS. This inappropriate and disruptive behaviour shall include:

- a. Using Obscene or vulgar language in a boisterous manner to anyone at anytime.
- b. Taunting players, bench staff, officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
- c. Throwing any object in the spectators viewing area, player's bench, penalty box, or on the ice surface, that in any manner creates a safety hazard.

5.21.4. **Officials:** Officials must apply these guidelines in a realistic manner and must be careful not to get overly technical in their enforcement. This policy is designed to eliminate direct confrontations with officials while still allowing players and coaches an avenue to communicate in a calm and reasonable fashion. Officials are required to conduct themselves in a businesslike, sportsmanlike, and non-vindictive manner at all times. The actions of an official must be above reproach. Actions such as “baiting” or inciting players or coaches are strictly prohibited. Officials are ambassadors of the game and shall always conduct themselves with this responsibility in mind.

5.22. CODE OF ETHICS AND CONDUCT

5.22.1. Preface

The initiation of this Code of Ethics and Conduct began with the dedication and enthusiasm of the Ringette Nova Scotia members concerned about growing complex social situations and issues that may test the liability of sport organizations like Ringette Nova Scotia. The Ringette Nova Scotia Executive felt it was necessary to initiate a Code of Ethics and Conduct to keep current with organizational and social trends. This project's mandate is to identify these issues and set policies for them before they occur. This is not to say that such issues are problematic or current for our organization, rather this initiative is a responsible and proactive attempt to deal with, and prevent, these issues and situations before they occur. Moreover, it is an educational tool intended to act as a deterrent for these issues. Ringette Nova Scotia is proud to provide leadership with this initiative, currently adopted by many other leisure service and sport

organizations. Ringette Nova Scotia compiled this Code of Ethics and Conduct from resources made available by the following organizations:

Athletics New Brunswick – Policy
Canadian Amateur Hockey Association Constitution – By-Laws, Regulations and History
Canadian Athletes’ Association – Harassment in Sport
Canadian Coast Guard – Safe Boating Guide
Canadian Equestrian Federation – Statement of Principle
Canadian Soccer Association – Constitution and Administrative Guide
Canoe Nova Scotia – Code of Ethics and Conduct
Girl Guides of Canada – Policy Organization and Rules
National Coaching Certification Program – Code of Conduct for Coaches and Athletes
Nordic Ski Nova Scotia – Code of Ethics and Conduct
Nova Scotia Advisory Council on the Status of Women
Nova Scotia Canada Games Code of Conduct
Nova Scotia School Athletic Federation – Handbook 1994/1995
Quebec Ice Hockey Federation – Discipline and Appeals
Red Cross – Waterfront Supervision Guidelines for Small Craft Activities
Ringette Nova Scotia – Code of Ethics and Conduct
Services for Sexual Assault Victims (Avalon Centre) – Halifax
Softball Nova Scotia – Policies and Procedures
Swimming National Canada – Code of Ethics and Conduct

5.22.2. **Purpose**

The purpose of the Code of Ethics and Conduct is to establish and maintain standards of behaviour for members of Ringette Nova Scotia (RNS), and to inform and protect all persons using or providing RNS services. Ethical standards comprise such values as integrity, responsibility, competence, and confidentiality. Members of RNS (including the Board of Directors, coaches/leaders, volunteers, general, and group members), in assenting to this Code, accept responsibility for their actions to all of society. This Code of Ethics and Conduct is a framework within which to work.

5.22.3. **Introduction**

Ringette, as stated in the Ringette Nova Scotia Policy Manual, “is a mass participation team sport that encourages the physical, mental, social and moral development of individual participants within the highest standards of safety, sportsmanship, personal excellence and enjoyment”. There is no discrimination based on gender. Even with its new rules, an inclusive philosophy and new opportunities for player and sport development, the basis of Ringette’s foundation remains the same. Ringette is a game for the players, which emphasizes teamwork, fun, sportsmanship, friendship, skating and ring skills and continues to crusade against body contact.

To carry out the above mission, Ringette Nova Scotia has adopted the following support principles regarding the ethics and conduct for its members.

Policies

5.22.4. **Humanity**

- a. Ringette Nova Scotia is a progressive organization that seeks to further the social and technical development of members.
- b. Ringette Nova Scotia is committed to providing sport and work environments in which all individuals are treated with respect and dignity. Each individual has the right to

participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices (e.g. involving sexual, physical, or verbal abuse).

5.22.5. **Membership**

- a. Every member of the Association is responsible for maintaining the highest standards of personal conduct. We are expected to treat each other with respect and dignity.
- b. Members are expected to present a positive image and inspire the true principles of learning and friendship.
- c. Every member has the right to have input, through open discussion at the Board of Directors level.
- d. The Association shall offer programs and/or provide resources to encourage any member seeking to advance their ringette skills.
- e. Members shall not cause the Association to become involved in any controversial matters that tests the integrity and respect of the Association.
- f. Members shall fulfill all designated responsibilities and obligations, such as attending organized clinics or meetings.
- g. Every member has the right to seek a position on the Board of Directors or any of the Association's committees.

5.22.6. **Leadership**

- a. Ringette Nova Scotia aims to provide opportunities for members to acquire knowledge and skills needed for effective leadership. RNS programs are designed to be flexible. Participation in Ringette Nova Scotia activities and programs should allow any person to:
 - b. Feel accepted, respected and at ease;
 - c. Experience personal growth and development with increasing confidence, competence, and self-worth;
 - d. Experience the satisfaction, companionship, enjoyment, and pleasure of playing ringette in Nova Scotia;
 - e. Set his/her own learning goals and have immediate learning needs met;
 - f. Use life experiences and talents and to acquire the knowledge and skills needed to improve present ringette skills; and
 - g. Develop and strengthen the member's commitment to the aim, objectives, philosophy, program, and methods of Ringette Nova Scotia.

5.22.6.1 In addition to the above, a Ringette Nova Scotia coach/leader should:

- a. Lead the way for RNS activities with the aforementioned policies;
- b. Maintain self-control at all times and be ready for unexpected events;
- c. Be impartial and observe and understand how the group responds;
- d. Be knowledgeable, fully qualified, and capable of conveying ideas and motivating the group; and

- e. Provide a safe and enjoyable learning experience for the group and for oneself.

5.22.6.2 Everyone involved in Ringette Nova Scotia related activities should ensure that:

- a. Each program is planned, conducted, and evaluated under safe conditions and competent leadership, using appropriate education and ringette teaching methods;
- b. The program is designed to meet the needs of both participants and the Association and to develop and strengthen unity of purpose within the Association;
- c. A comfortable atmosphere is established, fostering good relationships; and
- d. Each participant is respected and accepted as a unique person with his/her own strengths, weaknesses, life experiences and learning needs.

5.22.7 **Relationships**

- a. Ringette Nova Scotia shall be concerned with creating an environment that fosters friendship, enthusiasm, and the development of safe playing skills among its members and other participants.
- b. Members are responsible for setting and monitoring boundaries between a working relationship and friendship with other members or participants. This is particularly important, for example, in a coach/leader and clinic participant relationship, especially when the relationship involves a member of the opposite gender and/or the participant is a young person. The coach/leader must realize that certain situations or friendly actions could be misinterpreted, not only by the participant but also by outsiders motivated by dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.
- c. The relationship among Ringette Nova Scotia members and the general public relies heavily on mutual trust and respect.

5.22.8 **Commitment**

- a. Ringette Nova Scotia coaches/leaders should clarify, in advance, with clinic participants the number of sessions, fees, and the method of payment. They should also explore with participants the expectations of the outcome of instruction.
- b. Ringette Nova Scotia coaches/leaders have a responsibility to declare their qualifications and instruction experience with clinic participants.
- c. Ringette Nova Scotia members must commit themselves to representing the Association in the best way possible at all times during Ringette Nova Scotia related activities.

5.22.9 **Cooperation**

- a. Members should communicate respectfully and cooperate with their counterparts and other professionals in the best interests of the Association for the development of ringette in Nova Scotia.

5.22.10 **Advertising**

- a. With the approval of the Board of Directors, Ringette Nova Scotia shall assist any member who undertakes to promote, communicate, or raise funds to further develop

ringette in Nova Scotia.

5.22.11 Integrity

- a. Members shall treat all persons with respect and shall not compromise their position by advocating measures that seek to gain an unfair advantage over others or to harm the name or reputation of others.
- b. Members must encourage respect.

5.22.12 Abuse of Privilege

- a. Members shall not abuse their position in order to obtain personal benefit or reward.

5.22.13 Personal Standards

- a. Members must constantly display high personal standards and project a favourable image of the Association and of Ringette.
- b. Personal appearance must project an image of health, cleanliness, and functional efficiency.
- c. Coaches/leaders should never smoke when teaching a clinic.

5.22.14 Safety

- a. Coaches/leaders have a responsibility to ensure the safety of clinic participants within the limits of their control.
- b. All reasonable steps should be taken to establish a safe working environment.
- c. The instruction and manner in which it is done should be in keeping with regular and approved practice of the Association.
- d. The activity being undertaken should be suitable for the age, experience, ability, and needs of the participants, as well as the physical environment, weather conditions, coach/leader/participant ratio, and other safety factors.
- e. The participants should be systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.
- f. Ringette Nova Scotia subscribes to the regulations outlined in the Ringette Canada Policy Manual and Rule Book.
- g. Each Ringette Nova Scotia coach/leader shall keep current her/his first aid certification.
- h. Ringette Nova Scotia coaches/leaders must ensure that a first aid kit is present at all related activities.

5.22.15 Competence

- a. Ringette Nova Scotia coaches/leaders shall confine themselves to practice teaching in those fields of instruction in which they have been trained/educated and which are recognized by Ringette Canada.
- b. Members should regularly seek ways of enhancing their professional development and self awareness.

- c. Coaches/leaders should welcome evaluation of their work by colleagues and be able to account to participants, Ringette Nova Scotia, and Ringette Canada for their actions.
- d. Members have a responsibility to themselves and others to maintain their own effectiveness, resilience and abilities.

5.22.16 **Public Slander of Colleagues**

- a. Members should refrain from public slander of other Ringette Nova Scotia members. Any such public slander of another member will be regarded as a breach of this Code and may be subject to disciplinary action.

5.22.17 **Misrepresentation**

- a. Members shall ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any member of the public. Such inappropriate conduct will be considered a serious breach of this Code.

5.22.18 **Harassment**

- a. Ringette Nova Scotia 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.
- b. 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 in Canada. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence 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.
- c. This policy applies to all employees, directors of the Board and committees thereof, volunteers, coaches, athletes, officials and members of Ringette Nova Scotia. Ringette Nova Scotia encourages the reporting of all incidents of harassment, regardless of who the offender may be.
- d. This policy applies to harassment that may occur during the course of all Ringette Nova Scotia business, activities and events. It also applies to harassment between individuals associated with Ringette Nova Scotia but outside Ringette Nova Scotia business, activities and events when such harassment adversely affects relationships within the Ringette Nova Scotia work and sport environment.
- e. Notwithstanding this policy, every person who experiences harassment continues to have the right to see assistance from their provincial human rights commission, even when steps are being taken under this policy.
- f. 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.

- g. Types of behaviour which constitute harassment include but are not limited to:
 - i. Written or verbal abuse or threats;
 - ii. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which undermines self esteem, diminishes performance, or adversely affects working conditions;
 - vi. Practical jokes which cause embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Unwanted physical contact including touching, petting, pinching or kissing;
 - viii. Unwelcome sexual flirtations, advances, or invitations; and
 - ix. Physical or sexual assault.
- h. According to the Labour Code of Canada, sexual harassment is defined as any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence or humiliation to any player/coach/member, or that might, on reasonable grounds, be perceived by the player/coach/member as placing a condition of a sexual nature on employment or an any opportunity for training or promotion.
- i. Sexual harassment shall also include the following:
 - i. Sexual solicitation, or advance of a repeated, persistent or abusive nature made by a person who knows or ought to know that such a solicitation is not appropriate;
 - ii. Implied or expressed promise of reward for complying with a sexually-oriented request;
 - iii. Reprisal in the form of either actual reprisal, or of the threat of actual reprisal or denial of opportunity for a refusal to comply with a sexually oriented request; and
 - iv. Sexually-oriented remarks or behaviour on the part of a person who knows or ought to know that such remarks or behaviour may create a negative psychological or emotional environment to work or learn.
- j. Ringette Nova Scotia is committed to addressing the issue of sexual harassment. RNS will address the issue of sexual harassment by providing the following resources for its members, if required or when requested:
 - i. Referral information for the complainant to seek legal action, support, or counselling, if needed or desired;
 - ii. Prompt and effective grievance procedures that are fair to both the complainant and the accused;
 - iii. Appropriate sanctions resulting from deliberations from an effective grievance process;
 - iv. Action to protect the complainant from any reprisal or retaliation;
 - v. Confidentiality in every aspect of the process; and

- vi. Educational material designed to increase awareness and understanding of sexual harassment and its prevention.
- k. Sexual harassment can occur in the form of behaviour by males toward females, between males, between females, or as behaviour by females towards males.
- l. Retaliation against an individual for having filed a complaint, for having participated in any procedure under this policy, or for having been associated with a person who filed a complaint or participated in any procedure under this policy will be treated as harassment.
- m. The Ringette Nova Scotia Vice President – Administration and Executive Director are responsible for the implementation of this harassment policy. In addition, the Vice President – Administration and Executive Director are responsible for:
 - i. Discouraging harassment within Ringette Nova Scotia;
 - ii. Investigating formal complaints of harassment in a sensitive, responsible and timely manner;
 - iii. Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
 - iv. Providing advice to person who experiences harassment;
 - v. Making all members and employees of Ringette Nova Scotia aware of the definition of harassment and of the procedures contained in this policy;
 - vi. Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
 - vii. Regularly reviewing the terms of this policy to ensure that they adequately meet Ringette Nova Scotia’s policy objectives; and
 - viii. Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.
- n. Every member of Ringette Nova Scotia has responsibility to play a part in ensuring that the Ringette Nova Scotia sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
- o. In the event that either the Ringette Nova Scotia Vice President – Administration or Executive Director are involved in a complaint which is made under this policy, the Ringette Nova Scotia President shall appoint a suitable alternate for the purposes of addressing the complaint.
- p. Employees or members of Ringette Nova Scotia 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 offence.
- q. Ringette Nova Scotia 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 Nova Scotia recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
- r. Ringette Nova Scotia shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the complaint, or the name of the respondent unless a disciplinary or other remedial process requires such disclosure.

- s. Ringette Nova Scotia shall appoint at least two persons, one male and one female, who are themselves members or employees, to serve as harassment officers. If more than two officers are appointed, Ringette Nova Scotia shall ensure a gender balance.
- t. The role of harassment officer is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolutions of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the Ringette Nova Scotia Vice President – Administration.
- u. Ringette Nova Scotia shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.
- v. 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.

5.22.19 Drugs and Alcohol

- a. It is an offence against the Criminal Code of Canada to use any illegal substance in the form of a drug. Ringette Nova Scotia will initiate the appropriate legal action if this code is broken during any RNS related activity.
- b. Members are expected to adhere to the Association's standards of responsible leadership and exercise discretion regarding alcoholic beverages. Alcoholic beverages are forbidden at all times during RNS sponsored instructional hours or volunteer commitments. The RNS coach/leader and the host organization must clearly advertise this policy to clinic participants prior to each clinic.
- c. For overnight or weekend clinics, camps or tournaments, each participant shall commit to adhere to the aforementioned policies. If a clinic participant breaks any of the aforementioned policies in this section, the coach/leader shall expel the individual for the remainder of the clinic. A complete written report of the steps leading up to the expulsion shall be submitted to the RNS office at the coach/leader's earliest convenience.
- d. The issue of substance abuse and doping in sport has come to a fore as a result of events surrounding the 1988 Summer Olympics. It is the policy of Ringette Nova Scotia to follow the Ringette Canada Anti Doping Policy and to honour all suspensions due to substance abuse handed down by any governing or sanctioning body. In addition, RNS reserves the right to impose any other suspension or banishment as it deems fit.
- e. Suspensions and banishment may also be handed down to any coach, manager or official who abuse drugs and alcohol. In addition, anybody who administers or encourages the use of any banned substance may also be suspended or banished.
- f. Reinstatement shall be at the discretion of the Board after satisfaction that the rehabilitation is complete.
- g. Subsequent abuse may result in the possible life suspension of the player, coach, manager, official or others.

5.22.20 Provincial Team Code of Conduct

- a. All those involved with the Provincial Teams will show leadership, responsibility and good character and abide by the following Code of Conduct:
 - i. It is considered unethical for players, coaches, team managers and organizers to speak disparagingly about others involved in the Nationals or activities associated with Nationals;
 - ii. All coaches, managers and players are expected to show respect for their opposing teams, officials and colleagues and shall avoid blatant humiliation of an opponent;
 - iii. Team staff and players are expected to aid in the orderly conduct of Nationals, 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;
 - iv. The use or possession of alcoholic beverages and non-prescription drugs while in attendance at competition or ceremonial functions is prohibited. Any violation shall be dealt with in a strict and severe manner;
 - v. Any malicious damage to accommodation sites, competition sites, transportation vehicles, etc. or personal misconduct causing harassment in games to 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 Provincial Sports' Governing Body; and
 - vi. Ringette Canada will deal with any misconduct of the nature mentioned above. Results of misconduct could be one or more of the following:
 - Disqualification from National Championships for one year;
 - Further suspension by the Provincial Association;
 - Fine; and
 - In the case of illegal drug use, suspension or banishment from Ringette.

5.22.21 Confidentiality

- a. In some instances, certain members may be aware of situations or issues of a personal or private nature that are not for public knowledge. Members are expected to respect a code of confidentiality in such cases.

Discipline Procedures

5.22.22 Powers of Discipline

- a. Ringette Nova Scotia has the inherent power and duty to prescribe standards of conduct for its members, to determine what constitutes grounds for the discipline of its members, to suspend or terminate membership, or to otherwise reprimand any member who has failed to comply with the Policies as described in this Code of Ethics and Conduct.
- b. The discipline of members is for the protection of the public, players, and for the maintenance of standards and principles of the Association.
- c. *This statement of Discipline Policies and Procedures does not limit the freedom of Ringette Nova Scotia to recommend that further legal proceedings be taken in cases*

where this is deemed to be an appropriate course of action.

5.22.23 Suspensions

- a. The following are minimum suspensions (in number of games) over and above those specified in the Match Penalty section of the Ringette Canada Rulebook. Player or team officials will be assessed additional game suspensions as listed when a Match penalty is assessed for:

Action	# of Games
<ul style="list-style-type: none"> ▪ Any coaching staff member ejected from a game, either as a result of a straight ejection or as a result of a misconduct penalty, shall carry an automatic game suspension from the next game 	1
<ul style="list-style-type: none"> ▪ Fighting – participating ▪ Abuse of an official – excessive verbal 	2
<ul style="list-style-type: none"> ▪ Hair pulling ▪ Face-masking ▪ Head butting ▪ Abuse of an official – minimal physical (e.g. touch/brush) 	3
<ul style="list-style-type: none"> ▪ Spearing ▪ Butt ending ▪ Stick swinging ▪ Kicking ▪ Fighting – instigating ▪ Abuse of an official – moderate (e.g. push) 	4
<ul style="list-style-type: none"> ▪ Abuse of an official – excessive physical (e.g. punch/attempt to punch/push causing fall) 	7

- b. These suspensions are minimum suspensions and may be appealed. Additional suspensions may be imposed should the circumstances warrant the same. Should an individual commit more than one of these infractions in the same game the suspension penalties shall be additive.
- c. In the event that a member has been disciplined as outlined above, but does not agree with the ruling, an appeal may be launched. A notice of appeal shall be sent by the member to the Ringette Nova Scotia office within fourteen (14) days of notification of action by the Board. The letter will state completely why an appeal is justified. The President, in consultation with the Board, shall respond to the letter by granting or denying the appeal. If granted, the member shall have the opportunity to meet with an Appeal Committee, appointed by RNS, and have the appeal heard. The decision of the Appeal Committee shall be final.
- d. All suspensions, appeals and results will be forwarded to all members in good standing after the ruling or appeal has been handed down.

5.22.24 Harassment Complaints

- a. 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.
- b. 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.
- c. The harassment officer shall inform the complainant of the options for pursuing an information resolution of his or her complaint:

- i. The right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - ii. The availability of counselling and other support provided by Ringette Nova Scotia;
 - iii. The confidentiality provisions of the harassment policy;
 - iv. The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - v. The external mediation/arbitration mechanisms that may be available;
 - vi. The right to withdraw from any further action in connection with the complaint at any stage (even though Ringette Nova Scotia might continue to investigate the complaint); and
 - vii. 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.
- d. If the complainant and officer agree that the conduct does not constitute harassment, then the harassment officer will take no further action and will make no written record.
 - e. In the complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint, then 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 advice of a neutral mediator. If informal resolution yields a result that 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. However, if an informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.
 - f. If the complainant brings evidence of harassment and decides to lay a formal written complaint, then 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 must set out the details of the incident(s), the names of any witnesses to the incident(s), to be dated and signed. The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.
 - g. If the complainant brings evidence of harassment but does not wish to lay a formal complaint, then 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. 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.
 - h. As soon as possible after receiving the written complaint, but within 21 days the harassment officer shall submit a report to the Ringette Nova Scotia Vice President – Administration and Executive Director. A copy of this report shall be provided, without delay, to both the complainant and the respondent. The report will contain the documentation filed by both parties along with a recommendation that either:
 - i. No further action be taken because the complaint is unfounded or conduct cannot reasonably be said to fall within this policy’s definition of harassment; or

- j. The complaint should be investigated further.
- k. 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 the aforementioned Harassment Complaints procedure.

5.22.25 **Harassment Review Panel and Hearing**

- a. In the event that the harassment officer's recommendation is to proceed with an investigation, the Vice President – Administration and Executive Director shall within 14 days appoint three (3) members of Ringette Nova Scotia 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 relationships with either the complainant or the respondent.
- b. 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. However, the following conditions shall apply:
 - i. The complainant and respondent shall be given 14 days notice, in writing, of the date, time and place of the hearing;
 - ii. Members of the panel shall select a chairperson from among themselves;
 - iii. A quorum shall be all panel members;
 - iv. Decisions shall be by majority vote;
 - v. The hearing shall be held *in camera*;
 - vi. 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;
 - vii. The complainant and respondent may be accompanied by a representative or advisor; and
 - viii. The harassment officer shall attend the hearing at the request of the panel.

5.22.26 **Findings of Harassment Hearing**

- a. Within 14 days of the hearing, the case review panel shall present its findings in a report to the Vice President - Administration and Executive Director, which shall contain:
 - i. A summary of the relevant facts;
 - ii. A determination as to whether the acts complained constitute harassment as defined in this policy;
 - iii. Recommended disciplinary action against the respondent, if the acts constituted harassment; and

- iv. Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- b. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
 - i. The nature of the harassment;
 - ii. Whether the harassment involved any physical contact;
 - iii. Whether the harassment was an isolated incident or part of an ongoing pattern;
 - iv. The nature of the relationship between the complainant and the harasser;
 - v. The age of the complainant;
 - vi. Whether the harasser had been involved in previous harassment incidents;
 - vii. Whether the harasser admitted responsibility and expressed a willingness to change; and
 - viii. Whether the harasser retaliated against the complainant.
- c. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending upon the severity of the harassment:
 - i. A verbal apology;
 - ii. A written apology;
 - iii. A letter of reprimand from Ringette Nova Scotia;
 - iv. A fine or levy;
 - v. Referral to counselling;
 - vi. Removal of certain privileges of membership or employment;
 - vii. Demotion or a pay cut;
 - viii. Temporary suspension without pay;
 - ix. Termination of employment or contract; and
 - x. Expulsion from membership.
- d. 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.
- e. 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 Vice President – Administration, the Executive Director and the harassment officers.
- f. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend whether disciplinary action should be taken against the complainant or not. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.

5.22.27 Appeal of Harassment Findings

- a. Both the complainant and the 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 report.
- b. Permissible grounds for appeal are:
 - i. The panel did not follow the procedures laid out in this policy;
 - ii. Members of the panel were influenced by bias; or
 - iii. The panel reached a decision which was grossly unfair or unreasonable.
- c. In the event that a notice of appeal is filed, the Vice President – Administration and Executive Director shall together appoint a minimum of three (3) members to constitute an 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.
- d. The appeal body shall base its decisions 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.
- e. Within 10 days of its appointment, the appeal body shall present its findings to the Vice President – Administration 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 modify any of the panel’s recommendations for disciplinary action or remedial measures.
- f. A copy of the appeal body’s report shall be provided, without delay, to the complainant and the respondent.
- g. The decision of the appeal body shall be final.

5.22.28 Misconduct

- a. Members reported for misconduct shall be dealt with by the Discipline Committee, a sub-committee of the Board of Directors of Ringette Nova Scotia.
- b. For convenience, this policy uses the term “complainant” to refer to the person(s) who makes a written charge of misconduct. The term “respondent” refers to the person(s) against whom a written charge of misconduct is made.
- c. In some cases of alleged misconduct by a complainant(s), due to the nature of the complaint, the respondent(s) may be suspended until the Discipline Committee has dealt with the case.
- d. Any member who has been suspended as the result of a Discipline Hearing shall not take part in any Ringette Nova Scotia related activity until the completion of the suspension.
- e. In discipline cases dealt with by the Discipline Committee, the final decision shall be forwarded in writing to all the parties involved within 21 days of the conclusion of the hearing.

- f. Ringette Nova Scotia shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a charge of misconduct, or the name of the respondent until the Discipline Procedures process is completed.
- g. False or vindictive charges of misconduct will be subject to disciplinary action against the complainant(s).

5.22.29 **Discipline Committee**

- a. A written report of misconduct from a complainant(s) shall be forwarded to the Board of Directors of Ringette Nova Scotia, care of the RNS administrative office.
- b. The Board of Directors shall appoint a Discipline Committee within twenty-one (21) days of the receipt of a written report of misconduct.
- c. The Discipline Committee will be established consisting of at least three (3) members.
- d. The Discipline Committee shall consist of at least one (1) woman and at least one (1) man. To ensure freedom of bias, no member of this committee shall have a significant personal or professional relationship with either the complainant(s) or the respondent(s).

5.22.30 **Discipline Hearings**

- a. A Discipline Hearing shall be convened with twenty-eight (28) days of the appointment of a Discipline Committee to allow an opportunity where the complainant(s), the respondent(s), and the Discipline Committee will meet to hear the evidence and to answer questions relating to a written report of misconduct. The hearing will be held in a closed session.
- b. A written record of proceedings will be kept at all Discipline Hearings.
- c. Within seven (7) days of the establishment of a Discipline Committee, all those required to attend a Discipline Hearing shall be given twenty-one (21) days notice in writing of the place, date, and time of the Discipline Hearing.
- d. Those who are required to attend a Discipline Hearing may include the Discipline Committee, the complainant(s) with or without a representative, the respondent(s) with or without a representative, and any witnesses.
- e. If the complainant(s) or their representative does not appear at the Discipline Hearing, the matter will be dismissed. If the respondent(s) or their representative does not appear, the hearing will proceed.
- f. All requests for the postponement of a hearing must be received in writing by the Discipline Committee prior to the date of that hearing stating the reason for requesting postponement. Upon receipt of a written request, the Discipline Committee will make a decision to postpone or continue with the hearing proceedings.

5.22.31 **Discipline Hearing Procedure**

- a. The Discipline Committee shall read the report of misconduct and shall then allow the complainant(s) or their representative the opportunity to amplify or qualify the report.

- b. The respondent(s) or their representative shall be allowed to question the complainant(s), or representative, or the report itself, provided that the questions are relevant.
- c. The Discipline Committee shall allow the respondent(s) or representative and any witness to testify.
- d. Any Discipline Committee member may question the complainant(s), the respondent(s), or any witness at any time during the hearing.
- e. The complainant(s) and the respondent(s) shall be granted the opportunity to submit final comments, after which the hearing will be declared recessed and all those other than the Discipline Committee members shall leave.
- f. The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event the Committee decides further investigation is required, it will act accordingly and notify all involved parties within twenty-one (21) days.
- g. If a further hearing is considered necessary, the Discipline Committee shall give twenty-one (21) days notice in writing of the place, date, and time of that hearing to all involved parties, and all those required to attend a Discipline Hearing shall do so.
- h. The decision of the Discipline Committee, and any action or sanctions shall be made known to the complainant(s) and the respondent(s) in writing within twenty-one (21) days of the hearing at which the decision was reached. If necessary, the respondent(s) shall be informed of all rights of appeal at that time.

5.22.32 Discipline Committee Actions and Sanctions

- a. All suspensions shall be served for a stated period of time determined by the Discipline Committee.
- b. The Discipline Committee has the authority to terminate membership of the respondent(s) for a stated period of time determined by the Discipline Committee.

5.22.33 Discipline Committee Appeals

- a. Any party involved with the Discipline Hearing may appeal the decision of the Discipline Committee from that same hearing. Appeals shall be made within twenty-one (21) days after receipt of the Discipline Committee decision.
- b. Permissible grounds for appeal are as follows:
 - i. The Discipline Committee did not follow the procedures laid out in this policy;
 - ii. Member(s) of the Discipline Committee were influenced by bias; or
 - iii. New evidence has come forward.
- c. Any appeal shall be made in writing to the Board of Directors of Ringette Nova Scotia.
- d. The appeal should include a concise statement of the facts and state clearly in what respect the decision is alleged to be unjust.
- e. Within twenty-one (21) days of the receipt of a written request for an appeal, the Board of Directors of Ringette Nova Scotia shall appoint an Appeals Committee.

5.22.34 Appeals Committee

- a. An Appeals Committee will be established consisting of at least three (3) members.
- b. The Appeals Committee shall consist of at least one (1) woman and at least one (1) man. To ensure freedom of bias, no member of the Committee shall have a significant personal or professional relationship with the complainant(s) or the respondent(s), no prior involvement in the current issue between them, and not have served on the original Discipline Committee regarding the same matter.
- c. The complainant(s) and/or the respondent(s) shall notify the Board of Directors of Ringette Nova Scotia, in writing, within seven (7) days of being made aware of the appointment of an Appeals Committee if any bias is perceived to exist with the Appeals Committee.

5.22.35 Appeals Hearing Procedure

- a. The Appeals Committee shall review all documentation relevant to the appeal and shall decide whether to proceed with an Appeal Hearing, or to uphold the decision of the Discipline Committee.
- b. If an Appeal Hearing is deemed necessary, it shall be convened within twenty-eight (28) days of the appointment on an Appeals Committee.
- c. The Appeal Hearing shall proceed under the same format and guidelines as the Discipline Hearings Procedure.
- d. The decision of the Appeals Committee and any actions or sanctions decided upon shall be made in writing to the complainant(s) and the respondent(s) within twenty-one (21) days of when a final decision has been reached.
- e. The decision of the Appeals Committee shall be final.
- f. At Provincial Tournaments, the RNS Representative on site may form an appeal committee of no less than three (3) non-biased individuals (not necessarily RNS Board Members) to deal with an appeal if the appeal deals with that Provincial Tournament. The RNS Representative is to chair the committee (unless they have a conflict of interest). The Chair of said committee is to file a report with RNS.

5.22.36 **Social Media Policy** - See attached Policy

5.22.37 Concussion Protocols

Ringette Nova Scotia adopts Ringette Canada's Policy on concussion management. Wording of the policy can be found at the below link:

<http://www.ringette.ca/wp-content/uploads/2016/09/Concussion-Management-Guidelines.pdf>

5.23. RISK MANAGEMENT AND SAFETY

5.23.1 Background

Ringette Nova Scotia believes very firmly in the philosophy of safety and fun in all aspects of Ringette...whether you're a player, a coach, an official, a committee member or a spectator!

This simply increases our belief that we have made a tremendous progressive step forward by forming this Committee.

And although we will be expected to update the government over the next five years, the Risk Management and Safety Committee sincerely hopes that all members of Ringette Nova Scotia will adopt this program on their own...for safety's sake.

5.23.2 Introduction

This handbook was compiled to provide a focal point for Risk Management and Safety initiatives of Ringette Nova Scotia. In many cases the safety guidelines and procedures have been established and are documented in rules of play, event sanctioning procedures, coaches' and officials' manuals, and general operating procedures.

5.23.3 Statement of Policy

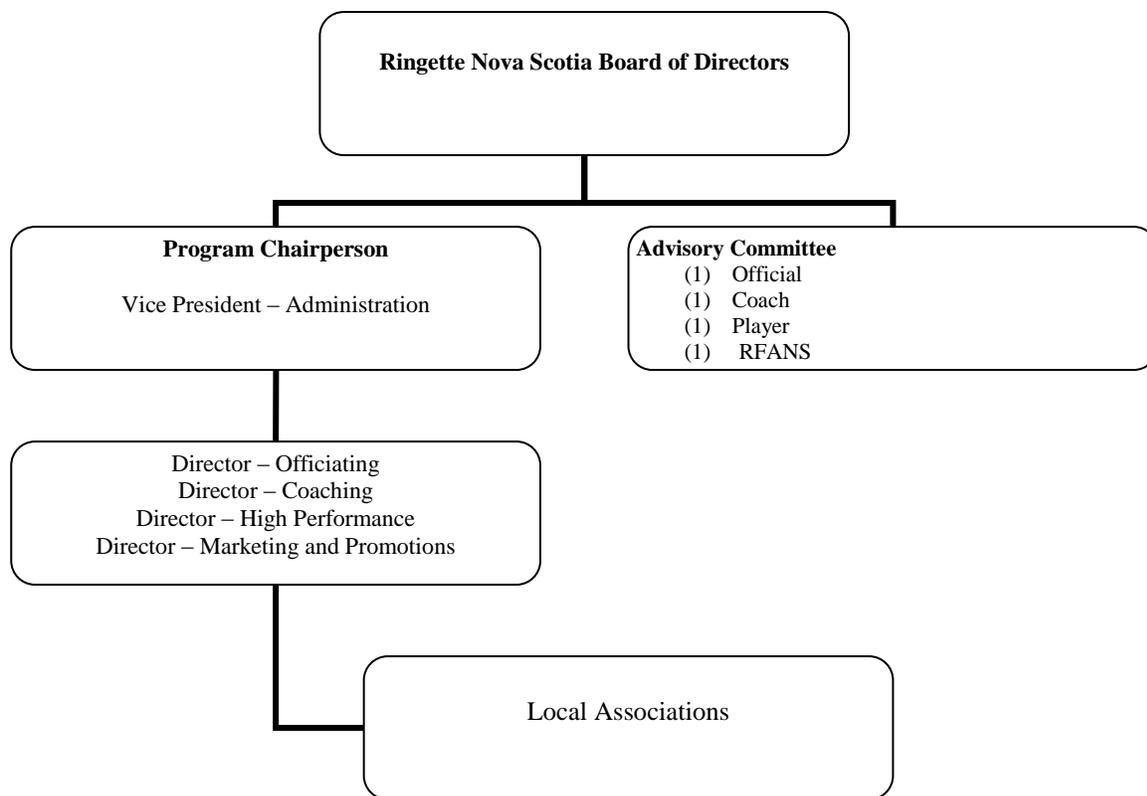
It is the policy of Ringette Nova Scotia to develop, implement and monitor an effective Risk Management and Safety Program designed to foster the spirit of competitiveness in the safest possible environment. The Risk Management and Safety Program includes the identification, assessment, and efficient, effective control of risk. It is the duty and responsibility of every member, coach, official, volunteer, staff and director to practice Risk Management and Safety on a continuous basis.

Risk financing, including the purchase of insurance, will remain a centralized function and responsibility of Ringette Nova Scotia.

Our Risk Management and Safety Program are dynamic and constantly changing as new risks are identified and improved risk control techniques are developed. Ringette Nova Scotia will provide regular communication on issues and concerns with regard to Risk Management and Safety to all members and other interested individuals on an ongoing basis.

The practice of Risk Management and Safety is considered by Ringette Nova Scotia to be as critical as physical conditioning, sport instruction, marketing and advertising initiatives. Total commitment to the philosophy of Risk Management and Safety is critical to the avoidance and reduction of risks.

5.23.4 Reporting Relationships



- 5.23.4.1 The administration of the Risk Management and Safety Program is the responsibility of the Risk Management and Safety Chair, however the responsibility for implementation of the proposals/safety programs belongs to the individual Standing Committees.
- 5.23.4.2 The main goal of the Committee is to raise the consciousness of our members and help develop a “Safety First” attitude in all aspects of the sport of ringette.
- 5.23.4.3 We recognize the best way to ensure safety in a sport is to not participate at all, however we are participating and since we are, the Risk Management and Safety Committee has been established to try to identify potential risks and to develop programs and action plans to contain any risks they may find.

5.23.5 Implementation

- 5.23.5.1 The Risk Management and Safety Committee Chair and Development Coordinator will take responsibility for ensuring that the Standing Committees are focusing on and developing their aspects of this program.
- 5.23.5.2 The Standing Committee Chair will be asked to present to the Board of Directors on an annual basis. Updates regarding the current status of their portion of this program and action plan for the future will be addressed. Any items not actioned during the season will require explanation.
- 5.23.5.3 A report will be made at the Executive, Board of Directors and Annual General Meeting by the Chair of the Risk Management and Safety Committee. The current status of the entire program including the implementation plan/inhibitors/concerns, etc. will be addressed.

5.23.6 Monitoring

- 5.23.6.1 In order to monitor what has been developed and what is to be completed in the next one to three years, the following will occur:
- a. Risk Management and Safety Committee to meet three times annually;
 - b. Updates by Chair to Executive Committee and Board regularly;
 - c. Standing Committees to present their results and next year's action plans annually;
 - d. Regular status updates to all members; and
 - e. Ongoing communications/requests for updates between Committee Chair and Standing Committee Chair.

5.23.7 Communications

- 5.23.7.1 To fulfill our goals, the Risk Management and Safety Committee will do the following to ensure a continued focus on this program:
- a. Newsletter articles twice annually or as produced;
 - b. Officials info annually or as produced;
 - c. Coaches mailings annually or as produced;
 - d. Surveys to all members, coaches and referees;
 - e. Hints and Tips sheets to all members, coaches and referees;
 - f. Letters of update to all members, coaches and referees;
 - g. Presentations at Standing Committee meetings;
 - h. Presentations at Central and regional meetings; and
 - i. Regular status updates to Executive and Board of Directors.

5.23.8 Risk Assessment Guide

See Section 7: Appendices for RNS Risk Assessment Guide

5.23.9 Emergency Action Plan

See Section 7: Appendices for RNS Emergency Action Plan

SECTION SIX: PROVINCIAL AWARDS PROGRAM

6.1 The Provincial Awards Program shall be an annual Ringette Nova Scotia program.

6.2 Award categories shall be:

- (1) Coach of the Year;

- (2) Official of the Year;
- (3) Team of the Year;
- (4) Athlete of the Year;
- (5) Volunteer of the Year;
- (6) Association of the Year;
- (7) Major Corporate Sponsor of the Year; and
- (8) Sport Makes a Different Award.

- 6.3 The Provincial Awards Program Selection Committee will be appointed by the RNS Board of Directors, and shall consist of the Director of Marketing and Promotions as Chair, and two other members of the Board of Directors.
- 6.4 The names of Selection Committee members shall be published on the RNS website by March 1st annually, and members of Ringette Nova Scotia may contact the Chair of the Selection Committee should they wish to recommend an award recipient.
- 6.5 Provincial Award recipients in all categories except Major Corporate Sponsor must be registered members in good standing of their local association and Ringette Nova Scotia, and will have demonstrated extraordinary contribution to the sport or RNS, either through exemplary leadership, achievement, or other contribution.
- 6.6 The Provincial Awards Selection Committee shall announce award recipients on or before April 15th annually.
- 6.7 All decisions of the Provincial Awards Selection Committee shall be final.
- 6.8 The Selection Committee reserves the right to not announce an award winner in one or more categories if it is felt that there is no suitable recipient.
- 6.9 Award winners will be notified by April 15th annually, and will be recognized on the RNS website, and by other means decided by the Provincial Awards Selection Committee.

SECTION SEVEN: APPENDICIES

SOCIAL MEDIA POLICY

INTRODUCTION

This policy has been developed to provide advice for associations, leagues, teams, volunteers, members and players to help make informed decisions about how they use the Internet and other electronic methods of communication.

- 1. Social media has become an integral part of the way we communicate with our audiences and friends. Social media includes personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as, but not limited to, Facebook, LinkedIn, and Twitter; video and image sharing sites such as YouTube, Instagram; and e-mail. As some online postings could conflict with the interests of Ringette Nova Scotia (RNS) and its membership, RNS has adopted the following Social Media Policy.*
- 2. Breach of this policy may result in either a warning or possible disciplinary action.*

GUIDELINES

It is everyone's responsibility to follow proper procedures both in the arena and on the world-wide web. Coaches, associations, officials, volunteers and others in a position of trust in ringette need to act responsibly, both on and off the ice, and this includes the use of electronic communications. Associations, leagues and teams that set up websites have a responsibility to ensure monitoring and compliance mechanisms are in place. Coaches, officials and those in a position of responsibility in associations and must ensure they communicate responsibly.

Everyone using any social media platform should:

- 1. Think twice before posting, once posted it cannot be retracted.*
- 2. Maintain a positive social media presence. Negative behaviour and comments reflect badly on you and could impact the reputation of the RNS.*
- 3. Write in the first person so that it is clear that you are expressing your personal opinions and not those of the RNS or any other organization.*
- 4. U18 players should obtain permission from parents to post photographs and or names to social media sites.*

Everyone using any social media platform shall NOT:

- 1. Publish negative comments about other associations, teams, players or referees, and any controversial or potentially inflammatory subjects or incidents that may have occurred.*
- 2. Use harassing, hostile or derogatory language in any online communications. Please refer to the Hazing, Bullying and Harassment Policies on the RNS website for a more complete description.*

3. *Be careful when responding to any inaccurate or negative comments about your association, team, player or anyone involved with your association. In order to avoid escalation do not engage in an open debate about these comments. Please contact the RNS for advice.*
4. *Use copyrighted information without citations and links. When publishing either exact or paraphrased text, photos or videos, give credit to the author or publisher. Never use trademarks, slogans, logos, etc. without obtaining permission from the copyright owner.*

REGIONS, ASSOCIATIONS AND LEAGUES

Regions, Associations and Leagues are responsible for ensuring all content hosted on their websites, social networks, message boards or blogs abide by the By-laws and Policies of RNS. As a representative of RNS, Regions, Associations/Leagues that maintain a social media presence to promote or communicate themselves, will assume responsibility for reviewing responses to online posts and resolving any concerns about the propriety of the responses. If you do not have a moderator to approve all postings before they appear online, it is highly recommended that you have someone to review all complaints and review and remove any offensive comments within 48 hours of receiving the complaint.

TEAMS, PLAYERS AND VOLUNTEERS

Many teams, players and volunteers create websites, including social media pages, on one of the many hosting sites. These sites can be very useful in announcing league changes, new practices, changes of arenas, cancellations due to weather, team scores, tournament wins, etc. Although many players seventeen (17) years of age and younger will have their own email address, all communications should also be also sent to the parent's email as well. No adult should communicate one on one with a player seventeen (17) years of age or younger. Players seventeen (17) years of age or younger should be encouraged by their coaches and parents to inform an adult they trust if they receive any communications that makes them feel uncomfortable or if anyone has told them not to tell anyone about a communication. The website should contain information for the person to contact in these cases.

A large percentage of RNS coaches and referees deal with children who are under 18 years of age. Many of our referees and coaches in training are also under 18. Extra care must be taken with this age group to avoid even an appearance of improper conduct. All public communications in social media to those under 18 about the association/leagues shall be conducted using "official" RNS social media sites only.

COACHES AND REFEREES

Unless a player/referee/coach seventeen (17) years or younger is a direct relation, the coaches, managers, referees, trainers and association officials should generally not:

1. *Accept anyone as a friend on social networking sites, or share their personal social webpage's with anyone under 18.*
2. *Make contact with anyone outside of the ringette context via any social networking media.*
3. *Send personal messages of a non-ringette nature to anyone under 18.*
4. *Engage in any personal conversations or social comments.*

Any questions on the RNS Social Media Policy or any incident related to it should be directed to the RNS office.

OFFICIATING FEE SCHEDULE

As per RNS policy 5.18.5, the following shall be the fees paid to ringette officials used during all sanctioned events in Nova Scotia including exhibition games, league games, tournament games, and games held as part of sanctioned camps or development clinics.

Division	Fee per official	Date of last review
U10	\$17.00	May 2015
U12	\$19.00	May 2015
U14 B/C	\$20.00	May 2015
U14 AA	\$22.00	May 2015
U16 B/C	\$22.00	May 2015
U16 AA/A	\$23.00	May 2015
U19 B/C	\$23.00	May 2015
U19 AA/A	\$25.00	May 2015
18+ B/C	\$25.00	May 2015
18+ AA/A	\$26.00	May 2015
CWG	\$30.00	May 2015

RNS RISK ASSESSMENT GUIDE

Frequency	Severity	
	Low	High
Low	I Minimum time and effort spent on risk control	III Implement risk control over 6-18 months
High	II Implement risk control over 2-5 years	IV Implement risk control immediately

Assessment Category	Risk Potential	Implementation of Risk Control Techniques
I	Few incidents/minor consequences	N/A
II	Many incidents/minor consequences	1-3 Years
III	Few incidents/major consequences	6-18 Months
IV	Many incidents/major consequences	Immediate

EXPOSURE AREA	RISKS	ASSESSMENT	CONTROLS DEVELOPED	REFERENCE	CONTROLS RECOMMENDED	IMPLEMENTATION RESPONSIBILITY	IMPLEMENTATION TIME FRAME
I. People a) Players	PRE-EVENT 1) Falling due to untied skates, horseplay	II			Create awareness for coaches and players. Recommend supervision in dressing room at all time	Coaching Committee	Sept. 1997 - Sept. 1998
	2) Stepped on by others in the change room	II			Education/awareness for coaches, players and managers	Coaching Committee	Sept. 1997 - Sept. 1998
	3) Physical strains, pulled muscles	I					
	4) Collisions with other people on the ice	III					
	5) Prior injuries	III			Education/awareness/sanctions for coaches and managers	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
	EVENT 1) Collisions (resulting in bruises, broken bones, soft tissue damage) with a) others	II, III	Players streamed into leagues based upon age and skill level	Rules of Play	Develop statistics regarding injuries during tournament and league play. Develop procedures/ polices that address physically or mentally challenged rules (including pregnancy)	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
	b) Boards	II, III	Boarding and body checking are not allowed	Rules of Play			
	c) Nets	II, III					
	d) Ice	II, III					
	2) Loss of teeth or eye	II	A.C.S.A. approved helmet with C.S.A approved (type 5 or 6) facemask and proper chinstrap are mandatory	Rules of Play	Monitor changes in facemasks approved by C.S.A. for ringette	Coaching Committee	Sept. 1997 - Sept. 1998
	3) Injured by spearing	II	Spearing is not allowed and is punishable with a match penalty	Rules of Play	Continue to educate coaches and players on the rules of play and the "Ringette Philosophy "	Coaching Committee/ Officiating Committee	Ongoing
	4) Fighting between opposing players	II	Fighting is not allowed and is punishable with a penalty and possibly suspension	Rules of Play	Continue to promote the "Ringette Philosophy" Risk Management and	Safety Committee	Ongoing
b) Coaches and Bench Staff	PRE-EVENT 1) Falls into boards and onto ice	II			1) Recommended to coaches, managers that proper footwear be worn (walk around, not on ice) 2) Recommended that coaches do not stand on benches	Coaching Committee	Sept. 1997 - Sept. 1998
	2) Hit by ring	I					

EXPOSURE AREA	RISKS	ASSESSMENT	CONTROLS DEVELOPED	REFERENCE	CONTROLS RECOMMENDED	IMPLEMENTATION RESPONSIBILITY	IMPLEMENTATION TIME FRAME
	EVENT 1) Hit by rings, sticks, players	I					
	2) Falls off bench or on ice	I			Recommended that coaches do not stand on benches	Coaching Committee	Ongoing
	PRACTICES 1) Risk of injury due to coaching staff not wearing protective equipment	I			Wear gloves, helmets, skates	Coaching Committee	Sept. 1997 - Sept. 1998
	2) Neglect to ensure safe environment	I			All doors closed, unused equipment off ice surface	Coaching Committee	Sept. 1997 - Sept. 1998
	POST EVENT 1) Abuse by spectators of team officials, players spectators, or employees from any club	II			1) Notify teams that home/host teams will be responsible for security of coaches, officials and players 2) home team make arrangements for immediate assistance from arena personnel in emergency situations	Coaching Committee/ Officiating Committee	Ongoing
c) other participants	PRE-EVENT 1) Falls into boards and onto ice	II					
	2) Hit by ring	I					
	EVENT 1) Hit by rings, sticks, players	I					
	2) Falls off bench or on ice	I					
d) Spectators	PRE-EVENT Hit by ring or stick						
	POST EVENT: <i>None identified at time of publication</i>						
e) Officials	PRE EVENT 1) Hit by players, ring, sticks	II			Promote education and awareness at officials' clinics	Coaching and Officiating Committee	Sept. 1997 - Sept. 2000
	2) Injuries from moving the net	II					
	3) Cut by skates	II					
	EVENT 1) Hit by players, ring, sticks	II	Official must wear a C.S.A. approved helmet		Recommend referees wear eye protection, shin pads and	Officiating Committee	Sept. 1997 - Sept. 2000

EXPOSURE AREA	RISKS	ASSESSMENT	CONTROLS DEVELOPED	REFERENCE	CONTROLS RECOMMENDED	IMPLEMENTATION RESPONSIBILITY	IMPLEMENTATION TIME FRAME
	2) Injuries from moving the net	I			elbow pads		
	3) Cut by skates	II					
	4) Physical condition(overuse injuries)	III			Develop referee conditioning procedures		
	5)Abuse from players and spectators	I,III	Player sanction for abuse of referees	Rules of Play	Develop further rules for protection of referees from spectators(i.e. increase severity of penalties)		
f) Minor Officials	1) Frost Bite	I			Recommend use of portable heater in those facilities that do not have heating devices	Risk Management and Safety Committee	Sept. 1997 - Sept. 2000
	2) Falls on ice both outside of penalty box and inside	II			Educate minor officials on the use of proper footwear		Sept. 1997 - Sept. 1998
	3) Hit by a stick	I	Players are not allowed to throw their sticks in the penalty box	Rules of Play	Enforcement of present rules	Coaching Committee & Officiating Committee	Sept. 1997 - Sept. 1998
g) VIPs and Media	1) Falls on Ice	I			Educate VIPs/Media on falls and being hit by players	Tournament Hosting Committee	Sept. 1997 - Sept. 2000
	2) Hit by Players	I					
h) Children	Unsupervised around rink	III			Educate parents, facility owners and Local Associations	Risk Management and Safety Committee	Sept. 1997 - Sept. 2000
i) Medical Staff	Slips and falls on ice	I			Educate Member Associations and Tournament Hosting Committees	Tournament Hosting Committees	
2. Playing Environment	1) Nails in Boards (gouges/punctures)	II	Specifications for playing area	Rules of Play	Liaise with RFANS and Municipalities regarding the proper playing environment. Invite facility people to sit on Risk Management and Safety Committee	Officiating Committee	Sept. 1997 - Sept. 1998
	2) Uneven boards (Spearing)	II					
	3) Quality of ice surface i.e. cracked area (falls, twists of knees)	II					
	4) Quality of bench area (falls)	II	Specifications for players' benches				
	5) Dressing Rooms (falls)	II	Specifications for dressing room	Rules of Play			
	6) Lighting of playing arena	I	All rinks shall be lighted adequately		Work with RFANS and Municipalities	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998

EXPOSURE AREA	RISKS	ASSESSMENT	CONTROLS DEVELOPED	REFERENCE	CONTROLS RECOMMENDED	IMPLEMENTATION RESPONSIBILITY	IMPLEMENTATION TIME FRAME
	7) Fire or Chemical leaks in arenas (illness)	III			Develop action plan for coaches	Coaching Committee	Sept. 1997 - Sept. 2000
	8) Broken dasher boards	II			Referee to check dasher boards prior to game/ advise coaches	Officiating Committee	Sept. 1997 - Sept. 1999
3. a) Management Systems	Inadequate training	II	NCCP based level of play	Coaches Development	get background on coaches, set criteria for local area, recommend to coaches and evaluation form	Coaching Committee	April 1997 - Sept. 2000
b) Qualification of coaches and Standards on Risk Control	Safety activities are not implemented or monitored resulting in injuries	II		Risk/Safety Manual	determine funding available to conduct surveys, make Standing Committee aware of RMSC initiative and of requirements, obtain reports from Standing Committee annually and advise members	Risk Management and Safety Committee	April 1997 - April 1998
4. Procedures, Waivers, and Loss Records	failing to recognize existing risks		use at registration		1) keep for three years, develop incident/accident report form and insurance handbook 2) awareness and education from incident or accident report, develop incident report and send to coaches for implementation	RNS Development Co-ordinator Risk Management and Safety Committee	May 1997 - Sept. 1998 Sept. 1997 - Sept. 2000
5. Facilities –Outside Ice	Frost bite, natural ice (cracked), and bench and penalty areas not maintained	II					
6. Spectators' Environment	1) Slips and falls on concrete floors 2) Double doors with one locked 3) Unsanitary conditions 4) Obstructed emergency doors/equipment	II I II II			Develop a checklist to look at spectator's environment	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
7. Medical Facilities	Inability to treat injured players or spectators	III	Procedures for dealing with injured players	Rules of Play	Liaise with arenas to ensure appropriate medical facilities and equipment are in place and accessible to organizers	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998

EXPOSURE AREA	RISKS	ASSESSMENT	CONTROLS DEVELOPED	REFERENCE	CONTROLS RECOMMENDED	IMPLEMENTATION RESPONSIBILITY	IMPLEMENTATION TIME FRAME
8. Equipment a) Players	1) Struck by stick or ring, falls and collides with others	III	Helmet, face mask, neck protector, pelvic protection, shin, knee and elbow pads must be worn	Rules of Play	Monitor changes in equipment	Risk Management and Safety Committee/Coaches Committee	Sept. 1997 - Sept. 1998
	2) Knee braces cutting of gauging other players	II			Advise committee on proper design & wearing of knee braces	Risk Management and Safety Committee/Coaches Committee	Sept. 1997 - Sept. 1998
b) Goal Keepers	Struck by stick or ring, falls and collides with others	III	Specifications on Goal Keeper's equipment	Rules of Play	Annually monitor the changes in equipment and make recommendations where appropriate	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
9. Other a) Transportation	Unsafe transportation of players	III			Policy regarding transportation to be developed and communicated to Associations	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
b) Accommodation	1) Fire in Hotels	III			Policy regarding hotel accommodations	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
	2) Billeting	III			Develop guidelines for Billeting	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
c) Missing Persons	Voluntarily or involuntarily missing	III			Develop policy around missing persons	Risk Management and Safety Committee	Sept. 1997 - Sept. 1998
d) Fund raising	Risk associated with selling tickets, etc. door to door or professional performers	III			Develop guidelines on the different aspects of fund raising	Publicity Committee	Sept. 1997 - Sept. 1998

RNS EMERGENCY ACTION PLAN

TEL. (902) 425-5450 EXT. 335 FAX (902) 425-5606

RISK MANAGEMENT AND SAFETY

1. Person in Charge

- Most qualified person available with training in first aid and emergency control
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until a medical authority arrives
- Assess injury status of the player

2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew

EMERGENCY TELEPHONE NUMBERS

Ambulance:

Hospital:

General:

Emergency:

Fire Dept:

Police:

Please locate and identify areas on above map. (I.e. first aid room, route for ambulance crew, telephone)

3. Control Person

- Ensure proper room to work for person in charge and ambulance crew
- Discuss emergency action plan with:
 - Arena attendants
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e. MD, Nurse) if requested by person in charge.

Safety is an attitude ... So let's get an attitude

Suggested Tournament Formats

4 Team Format

(Placement is based on Central League Standings)

Game #1:	1	vs.	4	
Game #2:	2	vs.	3	
	2 hour break			
Game #3:	2	vs.	1	
Game #4:	3	vs.	4	
	2 hour break			
Game #5:	1	vs.	3	
Game #6:	4	vs.	2	
Championship Game: 1 st overall		vs.	2 nd overall	
Total 7 games				

5 Team Format: Option One

(Placement is based on Central League Standings)

Game #1:	1	vs.	2	
Game #2:	3	vs.	4	
	1 hour break			
Game #3:	5	vs.	1	
Game #4:	2	vs.	4	
	1 hour break			
Game #5:	4	vs.	1	
Game #6:	3	vs.	5	
	2 hour break			
Game #7:	2	vs.	5	
Game #8:	1	vs.	3	
	1 hour break			
Game #9:	4	vs.	5	
Game #10:	2	vs.	3	
	2 hour break			
Championship Game: 1 st overall		vs.	2 nd overall	
Total 11 games: problem one hour breaks needed every 2 games				

5 Team Format: Option Two

(Placement is based on Central League Standings)

First Round Games:

Game #1	1	vs.	5	
Game #2	2	vs.	3	
	One Hour Break			
Game #3	4	vs.	1	
Game #4	5	vs.	2	
	One Hour Break			
Game #5	3	vs.	4	
	Two Hour Break			

Placements for next games will be determined according to Ringette Canada Tie Breaking Rules

Second Round Games:

Game #1	4	vs.	5	winner goes to game #8
Game #2	2	vs.	3	
	One Hour Break			
Game #3	1	vs.	winner game # 6	
	Two Hour Break			

Championship: winner game #8 vs. winner game #7

Total 9 games: problem one & two hour breaks needed between games

6 Team Format

(Placement is based on Central League Standings)

Division 1	Division 2
1 st	2 nd
4 th	3 rd
5 th	6 th

First Round:

Game #1:	1 st	vs	4 th	
Game #2:	2 nd	vs	3 rd	
-- one hour break--				
Game #3:	5 th	vs	1 st	
Game #4:	6 th	vs	2 nd	
-- one hour break--				
Game #5:	4 th	vs	5 th	
Game #6:	3 rd	vs	6 th	

Second Round:

Game #1	1 st place division #1	vs	2 nd place division #2	
Game #2	1 st place division #2	vs	2 nd place division #1	
Game #3	3 rd place division #1	vs	3 rd place division #2 (required 3 rd game)	
-- one hour break--				

Championship Game:

Game #4:	Winner G#1	vs	Winner G#2	
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Total 10 games with 1 hour break needed between some games

7 Team Format

First Round Games: (Placement based on Final Central League Standings)

Game #1	1	vs	4	Game #2	2	vs	5
Game #3	3	vs	6	Game #4	4	vs	7
Game #5	5	vs	3	Game #6	6	vs	2
Game #7	7	vs	1				

Placements will then be determined according to Ringette Canada Tie Breaking Rules:

- Teams 1 to 4 will play for the "A" banner
- Teams 5, 6 & 7 will play for the "B" Banner

Second Round Games:

Game #1	6	vs	7	winner advances to game #4
Game #2	1	vs	4	
Game #3	2	vs	3	
Game #4	"B" Championship		5 th place	vs winner of Sunday Game #1
Game #5	"A" Championship		Winner Sunday Game #2	vs Winner Sunday Game #3

Total 12 Games, Minimum 3 games, maximum 4 games, and Maximum 2 games per day

8 Team Format: Two Playing Levels

First Round Games: (Placement is based on Central League Standings, see chart below)

Game #1	1	vs	8
Game #2	2	vs.	7
Game #3	3	vs.	6
Game #4	4	vs.	5
Two hour break			
Game #5	5	vs.	1
Game #6	6	vs.	2
Game #7	7	vs.	3
Game #8	8	vs.	4

Placements for Sunday's games will be determined according to Ringette Canada Tie Breaking Rules

- Teams 1 to 4 will play for A (B) Banner
- Teams 5 to 8 will play for B (C) Banner

Second Round Games:

Game #1 "B"	6 th	vs.	7 th
Game #2 "B"	5 th	vs.	8 th
Game #3 "A"	1 st	vs.	4 th
Game #4 "A"	2 nd	vs.	3 rd
Game #5 "B" CHAMPIONSHIP GAME:	Winner game #9	vs.	Winner game #10

Hour break

Game #6 "A" CHAMPIONSHIP GAME:	Winner game 11	vs.	Winner game #12
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Total 14 games: problem two hour break needed between G#4 & G#5 and one hour break needed on Sunday between Championship games

8 Team Format: One Playing Level

First Round Games: (Placement is based on Central League Standings, see chart below)

Game #1	1	vs.	8	Game #7	7	vs.	3
Game #2	2	vs.	7	Game #8	8	vs.	5
Game #3	3	vs.	6	Game #9	1	vs.	4
Game #4	4	vs.	8	Game #10	6	vs.	7
Game #5	5	vs.	1	Game #11	2	vs.	3
Game #6	6	vs.	2	Game #12	4	vs.	5

Placements will be determined according to Ringette Canada Tie Breaking Rules

Second Round Games:

Game #13	1 st place Division 1	vs.	2 nd place Division 2
Game #14	1 st place Division 2	vs.	2 nd place Division 1

At least a 2-hour break before:

Game #15: CHAMPIONSHIP GAME:	Winner game #13	vs.	Winner game #14
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Total 15 games

9 Team Format

First Round Games: (Placement based on final central league Standings)

Game #1	1	vs.	6	Game #6	7	vs.	3
Game #2	2	vs.	5	Game #7	6	vs.	9
Game #3	3	vs.	4	Game #8	5	vs.	8
Game #4	9	vs.	1	Game #9	4	vs.	7
Game #5	8	vs.	2				

Placements will then be determined according to Ringette Canada Tie Breaking rules

➤ Teams 1 to 4 will play for the "A" banner

➤ Teams 5 to 9 will play for the "B" banner

Second Round Games:

Game #1	(B)	8 th	vs.	9 th
Game #2	(A)	1 st	vs.	4 th
Game #3	(B)	6 th	vs.	7 th
Game #4	(B)	5 th	vs.	winner game #1
Game #5	(A)	2	vs.	3

One hour break

Game #6	"B" Championship: winner game #3	vs.	winner game #4
Game #7	"A" Championship: winner game #2	vs.	winner game #5

Total 16 games, Minimum 3 games, maximum 4 games, and maximum 2 games per day

10 Team Format

First Round Games: (Placement based on final central league Standings)

Game #1	1	vs.	5	Game #6	6	vs.	10
Game #2	2	vs.	6	Game #7	7	vs.	4
Game #3	3	vs.	7	Game #8	8	vs.	3
Game #4	4	vs.	8	Game #9	9	vs.	2
Game #5	5	vs.	9	Game #10	10	vs.	1

Placements will then be determined according to Ringette Canada Tie Breaking Rules

➤ Teams 1 to 4 will play for the "A" banner

➤ Teams 5 to 8 will play for the "B" banner

➤ Teams 9 & 10 will play for the "C" banner

Second Round Games:

Game #1	(B)	6	vs.	7
Game #2	(B)	5	vs.	8
Game #3	(A)	1	vs.	4
Game #4	(A)	2	vs.	3

Game #5 "C" Championship: 9th place team vs 10th place team

Game #6 "B" Championship: winner game #1 vs winner game #2

Game #7 "A" Championship: winner game #3 vs winner game #4

Total 17 games, Minimum 3 games, maximum 4 games, and Maximum 2 games per day

11 Team Format

First Round Games: (Placement based on final central league Standings)

Game #1	1	vs	6	Game #7	7	vs	5
Game #2	2	vs	7	Game #8	8	vs	4
Game #3	3	vs	8	Game #9	9	vs	3
Game #4	4	vs	9	Game #10	10	vs	2
Game #5	5	vs	10	Game #11	11	vs	1
Game #6	6	vs	11				

Placements will then be determined according to Ringette Canada Tie Breaking Rules

- Teams 1 to 4 will play for the “A” banner
- Teams 5 to 8 will play for the “B” banner
- Teams 9, 10 & 11 will play for the “C” banner

Second Round Games:

Game #1	(C)	11	vs	10
Game #2	(B)	6	vs	7
Game #3	(B)	5	vs	8
Game #4	(C)	11	vs	9
Game #5	(A)	1	vs	4
Game #6	(A)	2	vs	3
Game #7	(C)	9	vs	10

Game #8	“B” Championship: winner game #2	vs	winner game #3
Game #9	“A” Championship: winner game #5	vs	winner game #6

Game #10 “C” Championship: 1st place after G#1, 4 & 7 vs 2nd place after g#1, 4 & 7

Or 1st place team after game #1,4 & 7 wins “C” Banner - no need for game #10 and can present “C” banner at end of game #7
Total 20 or 21 games, Minimum 3 games, maximum 4 games, and Maximum 2 games per day

12 Team Format

First Round Games: (Placement based on final central league Standings)

Game #1	1	vs	8	Game #7	6	vs	10
Game #2	2	vs	7	Game #8	5	vs	9
Game #3	3	vs	6	Game #9	12	vs	1
Game #4	4	vs	5	Game #10	11	vs	2
Game #5	8	vs	12	Game #11	10	vs	3
Game #6	7	vs	11	Game #12	9	vs	4

Placements will be determined according to Ringette Canada Tie Breaking Rules

- Teams 1 to 4 will play for the “A” banner
- Teams 5 to 8 will play for the “B” banner
- Teams 9 to 12 will play for the “C” banner

Second Round Games:

Game #1	“C”	10 th	vs	11 th
Game #2	“C”	9 th	vs	12 th
Game #3	“B”	6 th	vs	7 th
Game #4	“B”	5 th	vs	8 th
Game #5	“A”	2 nd	vs	3 rd
Game #6	“A”	1 st	vs	4 th

Game #7	“C” Championship:	winner game #1	vs	winner game #2
Game #8	“B” Championship:	winner game #3	vs	winner game #4
Game #9	“A” Championship:	winner game #5	vs	winner game #6

Total 21 games, minimum 3 games, maximum 4 games, maximum 2 games per day

13 Team Format

FIRST ROUND: (Placement based on Central League Standings)

Game #1	1	vs	6	Game #8	8	vs	13
Game #2	2	vs	7	Game #9	9	vs	5
Game #3	3	vs	8	Game #10	10	vs	4
Game #4	4	vs	9	Game #11	11	vs	3
Game #5	5	vs	10	Game #12	12	vs	2
Game #6	6	vs	11	Game #13	13	vs	1
Game #7	7	vs	12				

Placements for second round will then be determined according to Ringette Canada tie breaking rules

- Teams 1 to 5 will play for the "A" banner with 1st place going to G# 7
- Teams 6 to 9 will play for the "B" banner
- Teams 10 to 13 will play for the "C" banner

SECOND ROUND:

Game #1	"A"	3	vs	4	winner goes to game # 7
Game #2	"C"	11	vs	12	winner goes to game # 8
Game #3	"C"	10	vs	13	winner goes to game # 8
Game #4	"B"	7	vs	8	winner goes to game # 9
Game #5	"B"	6	vs	9	winner goes to game # 9

Game #6	"A"	2	vs	5	winner goes to game # 10
Game #7	"A"	1 st place	vs	winner G# 5	

Game #8	"C" Championship:	Winner game #3	vs	Winner game #2
Game #9	"B" Championship:	Winner game #5	vs	Winner game #4
Game #10	"A" Championship:	Winner game #7	vs	Winner game #1

Total 23 games, Minimum 3 games, maximum 4 games in B & C, maximum 5 games in A

14 Team Format

FIRST ROUND: (Placement based on Central League Standings)

Game #1	1	vs	7	Game #8	8	vs	14
Game #2	2	vs	8	Game #9	9	vs	6
Game #3	3	vs	9	Game #10	10	vs	5
Game #4	4	vs	10	Game #11	11	vs	4
Game #5	5	vs	11	Game #12	12	vs	3
Game #6	6	vs	12	Game #13	13	vs	2
Game #7	7	vs	13	Game #14	14	vs	1

Placements for second round will then be determined according to Ringette Canada tie breaking rules

- Teams 1 to 5 will play for the "A" banner with 1st place going to G# 8
- Teams 6 to 10 will play for the "B" banner with 6th place going to G#7
- Teams 11 to 14 will play for the "C" banner

SECOND ROUND:

Game #1	"C"	12	vs	13	winner goes to game # 9
Game #2	"C"	11	vs	14	winner goes to game # 9
Game #3	"B"	8	vs	9	winner goes to game # 7
Game #4	"B"	7	vs	10	winner goes to game # 10
Game #5	"A"	3	vs	4	winner goes to game # 8
Game #6	"A"	2	vs	5	winner goes to game # 11

Game #7	"B"	6 th place	vs	winner G# 3
Game #8	"A"	1 st place	vs	winner G# 5

Game #9	"C" Championship:	Winner game #2	vs	Winner game #1
Game #10	"B" Championship:	Winner game #7	vs	Winner game #4
Game #11	"A" Championship:	Winner game #8	vs	Winner game #6

Total 25 games, Minimum 3 games, maximum 4 games in C, maximum 5 games in A & B

15 Team Format

FIRST ROUND:		(Placement based on Central League Standings)					
Game #1	1	vs	6	Game #9	9	vs	12
Game #2	2	vs	7	Game #10	10	vs	11
Game #3	3	vs	8	Game #11	15	vs	1
Game #4	4	vs	9	Game #12	14	vs	2
Game #5	5	vs	10	Game #13	13	vs	3
Game #6	6	vs	15	Game #14	12	vs	4
Game #7	7	vs	14	Game #15	11	vs	5
Game #8	8	vs	13				

Placements for second round games will then be determined according to Ringette Canada tie breaking rules

- Teams 1 to 5 will play for the "A" banner with 1st place going to G# 9
- Teams 6 to 10 will play for the "B" banner with 6th place going to G#8
- Teams 11 to 15 will play for the "C" banner with 11th place going to G#7

SECOND ROUND:

Game #1	"C"	13	vs	14	winner goes to game # 7
Game #2	"C"	12	vs	15	winner goes to game # 10
Game #3	"B"	8	vs	9	winner goes to game # 8
Game #4	"B"	7	vs	10	winner goes to game # 11
Game #5	"A"	3	vs	4	winner goes to game # 9
Game #6	"A"	2	vs	5	winner goes to game # 12
Game #7	"C"	11	vs		winner G# 1
Game #8	"B"	6	vs		winner G# 3
Game #9	"A"	1	vs		winner G# 5

Game #10 "C" Championship:	Winner game #2	vs	Winner game #7
Game #11 "B" Championship:	Winner game #4	vs	Winner game #8
Game #12 "A" Championship:	Winner game #6	vs	Winner game #9

Total 27 games, Minimum 3 games, maximum 5 games,

16 Team Format

FIRST ROUND:		(Placement based on Central League Standings)					
Game #1	1	vs	16	Game #9	12	vs	4
Game #2	2	vs	15	Game #10	13	vs	5
Game #3	3	vs	14	Game #11	14	vs	6
Game #4	4	vs	13	Game #12	15	vs	7
Game #5	5	vs	12	Game #13	16	vs	8
Game #6	6	vs	11	Game #14	11	vs	3
Game #7	7	vs	10	Game #15	10	vs	2
Game #8	8	vs	9	Game #16	9	vs	1

Placements for second round will then be determined according to Ringette Canada rules

- Teams 1 to 5 will play for the "A" banner with 1st place going to G# 9
- Teams 6 to 10 will play for the "B" banner with 6th place going to G#8
- Teams 11 to 16 will play for the "C" banner

SECOND ROUND:

Game #1	"C"	11	vs	16	
Game #2	"C"	12	vs	15	
Game #3	"C"	13	vs	14	
Winners will be ranked C 1, C 2 & C 3					
Game #4	"B"	8	vs	9	winner goes to game # 9
Game #5	"B"	7	vs	10	winner goes to game # 12
Game #6	"A"	3	vs	4	winner goes to game # 10
Game #7	"A"	2	vs	5	winner goes to game # 13
Game #8	"C"	C 2	vs	C 3	
Game #9	"B"	6 th place	vs	winner G# 4	
Game #10	"A"	1 st place	vs	winner G# 6	

Game #11 "C" Championship:	C 1	vs	Winner game #8
Game #12 "B" Championship:	Winner game #9	vs	Winner game #5
Game #13 "A" Championship:	Winner game #10	vs	Winner game #7

Total 29 games, Minimum 3 games, maximum 5 games,

17 Team Format

FIRST ROUND: (Placement based on Central League Standings)

Game #1	1	vs	17	Game #10	10	vs	3
Game #2	2	vs	16	Game #11	11	vs	4
Game #3	3	vs	15	Game #12	12	vs	5
Game #4	4	vs	14	Game #13	13	vs	6
Game #5	5	vs	13	Game #14	14	vs	7
Game #6	6	vs	12	Game #15	15	vs	8
Game #7	7	vs	11	Game #16	16	vs	9
Game #8	8	vs	1	Game #17	17	vs	10
Game #9	9	vs	2				

Placements for second round will then be determined according to Ringette Canada Tie Breaking Rules

- Teams 1 to 5 will play for the "A" banner with 1st place going to G# 9
- Teams 6 to 11 will play for the "B" banner
- Teams 12 to 17 will play for the "C" banner

SECOND ROUND:

Game #1	"C"	12	vs	17
Game #2	"C"	13	vs	16
Game #3	"C"	14	vs	15

Winners will be ranked C 1, C 2 & C 3

Game #4	"B"	6	vs	11
Game #5	"B"	7	vs	10
Game #6	"B"	8	vs	9

Winners will be ranked B 1, B 2 & B 3

Game #7	"A"	3	vs	4	winner goes to game # 11
Game #8	"A"	2	vs	5	winner goes to game # 14

Game #9	"C"	C 2	vs	C 3
Game #10	"B"	B 2	vs	B 3
Game #11	"A"	1 st place	vs	winner G# 7

Game #12	"C" Championship:	C 1 st place	vs	Winner game #9
Game #13	"B" Championship:	B 1 st place	vs	Winner game #10
Game #14	"A" Championship:	Winner game #11	vs	Winner game #7

Total 31 games, Minimum 3 games, and maximum 5 games.

18 Team Format

FIRST ROUND: (Placement based on Central League Standings)

Game #1	1	vs	7	Game #10	10	vs	15
Game #2	2	vs	8	Game #11	11	vs	14
Game #3	3	vs	9	Game #12	12	vs	13
Game #4	4	vs	10	Game #13	18	vs	1
Game #5	5	vs	11	Game #14	17	vs	2
Game #6	6	vs	12	Game #15	16	vs	3
Game #7	7	vs	18	Game #16	15	vs	4
Game #8	8	vs	17	Game #17	14	vs	5
Game #9	9	vs	16	Game #18	13	vs	6

Placements for second round will then be determined according to Ringette Canada rules

- Teams 1 to 6 will play for the "A" banner
- Teams 7 to 12 will play for the "B" banner
- Teams 13 to 18 will play for the "C" banner

SECOND ROUND:

G #1 "C"	13	vs	18	G #2 "C"	14	vs	17	G #3 "C"	15	vs	16
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Winners will be ranked C 1, C 2 & C 3

G #4 "B"	7	vs	12	G #5 "B"	8	vs	11	G #6 "B"	9	vs	10
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Winners will be ranked B 1, B 2 & B 3

G #7 "A"	1	vs	6	G #8 "A"	2	vs	5	G #9 "A"	3	vs	4
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Winners will be ranked A 1, A 2 & A 3

Game #10	"C"	C 2	vs	C 3
Game #11	"B"	B 2	vs	B 3
Game #12	"A"	A 2	vs	A 3

Game #13	"C" Championship:	C 1	vs	Winner game #10
Game #14	"B" Championship:	B 1	vs	Winner game #11
Game #15	"A" Championship:	A 1	vs	Winner game #12

Total 33 games, Minimum 3 games, and maximum 5 games

RINGETTE NOVA SCOTIA FORMS

All current and up-to-date RNS Forms can be found on the RNS website at

<http://www.ringette.ns.ca>