

**POLICIES AND PROCEDURES  
OF THE  
LEDUC RINGETTE ASSOCIATION**



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## Intent

The policies and procedures herein contained are intended to act as principles and guidelines in administering the ongoing activities of the Leduc Ringette Association. While they are not intended to be absolute in nature or rigid in their application, they outline a working framework that will be applied, unless a change in policy direction is made.

## Section 100: General

### 101. The Association

The Leduc Ringette Association (hereafter referred to as “*the LRA*”) is a registered society under the Societies Act of the Province of Alberta.

### 102. Operating Constraints

102.1 For the purpose of enabling Players to participate in Ringette, the LRA is a Member of:

- a) The Black Gold League Ringette Association (hereafter referred to as “*the BGL*”)
- b) Ringette Alberta
- c) Ringette Canada (through the elected or appointed representatives of Ringette Alberta)

102.2 In the case that statements or references made in this document conflict with the Bylaws of the LRA or any governing document of the BGL, Ringette Alberta, or Ringette Canada, the higher level constraints shall apply.

### 103. Amendments

103.1 The Policies and Procedures herein contained may be modified at the Annual General Meeting or any Special Resolution Meeting called to include modification as part of its agenda. The process for calling and the notice given for such meetings are defined in the Bylaws of the LRA (hereafter referred to as “*the Bylaws*”). A Special Resolution Meeting may be called by the President, Secretary, or by the President at the request of three or more directors. Fourteen (14) days must be given to members in writing. (“*In writing*” shall now and hereafter refer to electronic copies, including email and website notifications, or hand-written letters and any other means of written communication deemed fit by the Association.) Notification shall be considered to have been received by all members if published in a newspaper having regular circulation within Leduc. Such publication of the notice must take place a minimum of twenty-one (21) days prior to the date set for said meeting.

103.2 This document may be modified without notice if there is conflict with any governing documentation of the LRA Bylaws, BGL, Ringette Alberta, Ringette Canada, or if any additional clarification and detail is required.

### 104. Association Governance

104.1 The Association is governed by the Board defined in the LRA Bylaws

- a) The following elected Executive Directors:
  - i. President
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
  - v. Registrar
- b) The following elected or appointed Board of Directors:
  - i. Ice Allocator
  - ii. Referee-In-Chief
  - iii. Equipment Manager
  - iv. Player Development Coordinator
  - v. Coach Coordinator

- vi. Manager Coordinator
  - vii. BGL Representative
  - viii. Fundraising Coordinator
  - ix. Marketing Director
  - x. Tournament Coordinator(s)
  - xi. Social Media Director
  - xii. Webmaster
- c) Non-Voting Board Members:
- i. Past-President
  - ii. Sub-Committees

## 105. Board Approval

When approval of the Board is required or sought:

- a) At least four (4) Board Members, one of which must be the President or Vice President, must be involved in the approval or rejection of the request
- b) Approval will be granted if a majority of the Board Members participating in the requested vote are in favour of approval
- c) The item requiring approval must be submitted to the President or Vice President in writing
- d) The President or Vice President shall make copies of the request available to all Board Members
- e) Board Members wishing to withdraw from the approval process must indicate their intent to the President or Vice President
- f) The participating Board Members shall use whatever methods of communication they see fit to discuss the item
- g) Each participating Board Member will indicate to the President or Vice President whether they vote in favour or against approval of the request
- h) The decision rendered by the process is final, there are no appeals
- i) The President or Vice President shall complete the “*Board Approval*” form for the request to file with the Secretary, or confirm meeting minutes to reflect the decision of the Board

## 106. Objectives

The objectives of the LRA include, but are not limited to:

- a) To promote Ringette at various skill levels among youth and adults within the City of Leduc
- b) As a member of the BGL, support and abide by the Bylaws, Policies and Procedures they set forth
- c) To participate in, and support the functions of the BGL
- d) Contribute to the achievement of objectives outlined by Ringette Alberta
- e) To coordinate Ringette activities among the various associations in the BGL
- f) To stimulate public awareness and involvement, and to encourage participation in Ringette as a healthy lifestyle for improving physical fitness and social skills
- g) To foster the highest standards of sportsmanship and friendliness for all participants in Ringette and to encourage participants to strive for excellence in teamwork, team spirit, and team discipline
- h) To provide a safe environment for all participants
- i) To encourage all members to create a positive presence in the City of Leduc
- j) To formulate, print and administer policies beneficial to the sport of Ringette

## 107. Website and Social Media Sites

107.1 The LRA Website is [www.leducringette.com](http://www.leducringette.com)

107.2 The LRA Social Media sites include, but are not limited to:

- a) Facebook: Leduc Ringette



- b) Instagram: LEDUC\_RINGETTE
- c) Twitter: @LeducRingette

107.3 Information available on the Website and Social Media sites include, but are not limited to or constrained by:

- a) Registration Information
- b) Bylaws
- c) Policies
- d) Forms
- e) Contact Information
- f) Meeting Minutes
- g) Notices of Meetings
- h) Notices of Events
- i) Shared mixed media
- j) Schedules

## 108. Communication Method

108.1 The primary method by which the LRA will communicate information to members is through the Website and email

108.2 Other methods will be used when necessary or deemed appropriate:

- a) At least one (1) local newspaper
- b) Email or phone text to appropriate individuals
- c) Written letter to appropriate individual
- d) Verbal communication between Board members
- e) Use of Social Media Accounts

## 109. Supporting Other Associations

109.1 Excluding financial support, the LRA will support the promotion of Ringette in other Associations. Financial support to other Associations must be done through the passage of a Special Resolution Meeting.

## Section 200: Code of Conduct

### 201. Purpose

201.1 The purpose of this Code is to ensure a safe and positive environment within LRA programs and events, while clarifying the expectations of appropriate behaviour from all members.

201.2 The LRA is committed to providing an environment in which all individuals are treated with respect. The LRA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves in a manner consistent with the values of the LRA that include fairness, integrity, open communication and mutual respect.

201.3 Conduct that violates this Code may be subject to sanctions pursuant to the LRA's policies related to discipline and complaints.

### 202. Application of This Policy

202.1 This Policy applies to conduct that may arise during the course of the LRA business, activities and events, including but not limited to, competitions, practices, games, training camps, and any meetings.

202.2 This Policy also applies to the conduct of members that may occur outside of the LRA's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the LRA.

## 203. Responsibilities

203.1 All members have a responsibility to maintain and enhance the dignity and self-esteem of others by:

- a) Demonstrating respect to all other members regardless of body type, physical characteristics, athletic abilities, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, sexual identification, age, marital status, religion, political beliefs, disabilities, or economic status
- b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members
- c) Consistently demonstrating the spirit of good sportsmanship, sports leadership and ethical conduct
- d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory
- e) Ensuring that the rules of Ringette, and the spirit of such rules are adhered to

203.2 Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading or malicious.

Types of behaviour that constitute harassment include, but are not limited to:

- a) Written or verbal abuse, threats or outbursts
- b) The display of visual material, sexual in nature or otherwise, which is offensive or known to be offensive in certain circumstance
- c) Unwelcome remarks, jokes, comments, innuendos or taunts
- d) Leering or other suggestive or obscene gestures
- e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- g) Any form of hazing
- h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- i) Unwelcome sexual flirtations, advances, requests or invitations
- j) Physical or sexual assault
- k) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- l) Retaliation or threats of retaliation against any member who reports harassment

203.3 Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the LRA adopts and adheres to the Canadian Anti-Doping Program. Any infraction of said program shall be considered an infraction of this policy and shall be subject to disciplinary action, and possible sanction, pursuant to the LRA's Discipline Policy.

203.4 Refrain from the use of power or authority in an attempt to coerce another to engage in inappropriate activities.

203.5 In the case of adults, refrain from consuming alcohol until all duties to the LRA and its teams are complete for the day, and take steps to manage the responsible consumption of alcoholic beverages in adult-oriented LRA events.

203.6 Respect the property of others and do not willfully cause damage.

203.7 Promote Ringette in the most constructive and positive manner possible.

203.8 Adhere to all federal, provincial and municipal laws.

203.9 Comply at all times with the Bylaws, Policies and Procedures, rules and regulation of the LRA, BGL and Ringette Alberta, as adopted and amended.

## 204. Additional Conduct Requirements for Board of Directors

In addition to Section 203 above, the LRA's Board of Directors will:

- a) Function primarily as a member of the board and/or committee(s) of the LRA, not as a member of any other particular board or agency.

- b) Conduct oneself openly, professionally, lawfully, and in good faith in the best interests of the LRA
- c) Behave with decorum appropriate to both circumstance and position
- d) Be fair, equitable, considerate and honest in all dealings with others
- e) Exercise due diligence in upholding one's fiduciary responsibility to the LRA
- f) Respect the confidentiality appropriate to issues of a sensitive nature
- g) Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- h) Respect the decisions of the majority and resign if unable to do so
- i) Commit the time to attend meetings and to be diligent in one's preparation for, and participation in discussions at such meetings
- j) Have a thorough knowledge and understanding of all the LRA's governance documents

## 205. Additional Conduct Requirements for Coaches

In addition to Section 203 above, Coaches will:

- a) Understand and respect the inherent power imbalance that exists in the relationship between players and coaches and must be extremely careful not to abuse it, consciously or unconsciously
- b) Meet the highest standard of credentials, integrity and suitability, including but not limited to such considerations established by the LRA's Screening Policy, so that the Ringette community is satisfied it has minimized the risk of an unsafe environment
- c) Report any ongoing criminal investigation, convictions or existing bail conditions, including those for violence, child pornography, or possession, use or sale of any illegal substance
- d) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco
- e) Respect all other teams and athletes from other teams, being sure not to encroach upon topics or actions which are within the realm of "coaching", unless first receiving approval from the coach who is responsible for said team or athlete(s) involved
- f) Not engage in a sexual relationship with an athlete under the age of 18 years. Not engage an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of trust and authority over said athlete
- g) Recognize the power inherent in the position of coach and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality, informed participation and fair treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependant position and less able to protect their own rights
- h) Dress professionally, neatly and inoffensively
- i) Use inoffensive language, taking into account the audience being addressed

## 206. Additional Conduct Requirements for Managers and Trainers

In addition to Section 203 above, all Team Staff, including but not limited to, Managers and Trainers will:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the LRA's Screening Policy, so that the Ringette community is satisfied it has minimized the risk of an unsafe environment
- b) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco
- c) Not engage in a sexual relationship with an athlete under the age of 18 years. Not engage an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of trust and authority over said athlete

- d) Recognize the power inherent in the position of team staff and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality, informed participation and fair treatment. Team staff have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependant position and less able to protect their own rights
- e) Dress professionally, neatly and inoffensively
- f) Use inoffensive language, taking into account the audience being addressed

## 207. Additional Conduct Requirements for Athletes

In addition to Section 203 above, Athletes will:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
- b) Appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by either age or classification
- d) Adhere to the LRA's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for poor performance or practice
- f) When competing, act in accordance with the LRA's, BGL's and Ringette Alberta's Policies

## 208. Additional Conduct Requirements for Officials

In addition to Section 203 above, Officials will:

- a) Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the Referee-In-Chief know as soon as possible
- b) Be fair and objective
- c) Avoid situations for which a conflict of interest may arise
- d) Be as impartial, unobtrusive and inconspicuous as possible
- e) Submit all required documentation in a timely manner
- f) Conduct all events according to the rules of the LRA's, BGL's and Ringette Alberta's Policies
- g) Make independent judgements

# Section 300: Disciplinary and Complaints Policies

## 301. Purpose

301.1 Membership and participation in the LRA brings with it many benefits and privileges. Members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the LRA's Bylaws, Policies and Procedures, rules and regulations, and Code of Conduct. Irresponsible behaviour by members can result in severe damage to the image of the LRA. Conduct that violates these values may be subject to sanctions pursuant to this policy.

## 302. Application of this Policy

302.1 This policy applies to all members and participants in the LRA.

302.2 This policy applies to discipline matters that may arise during the course of LRA business, activities and events, including but not limited to, competitions, practices, training camps, games and meetings.

302.3 Discipline matters and complaints arising within the business, activities or events organized by entities other than the LRA will be dealt with pursuant to the policies of these other entities unless accepted by the LRA in its sole discretion.

### 303. Reporting a Complaint

303.1 Any member may report a complaint of an infraction by another member. Such a complaint must be signed and in writing, and must be filed with the appropriate person having authority. Infractions of Coaches, Managers, and Players (including parents) are to be reported to the Coach, Manager and Player Coordinators firstly and respectively.

303.2 Should a conflict of interest arise, or the complaint be deemed a Major Infraction (*See 305*) by the appropriate Coordinator, the complaint will then be brought forth to the Vice President.

303.3 Complaints deemed to be Minor Infractions (*See 304*) may be dealt with by the appropriate Coordinator.

303.4 All complaints must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Board.

303.5 A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept the complaint outside the fourteen (14) day period will be at the sole discretion of the Board. This decision may not be appealed.

### 304. Minor Infractions

Minor infractions are single incidents of failing to achieve the expected standards of conduct that do not result in harm to others, the LRA or to the sport of Ringette.

304.1 All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority. Minor infractions of Coaches, Managers, and Players (including parents) are to be dealt with by the Coach, Manager and Player Coordinators respectively. Should a conflict of interest arise, assistance may be requested of the Vice President.

304.2 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the appropriate Coordinator, provided that the respondent being disciplined is told the nature of the infraction and has an opportunity to provide further information concerning the incident.

304.3 Penalties for minor infractions, which may be applied singularly or in a combination, include the following:

- a) Verbal or written warning to the respondent
- b) Verbal or written apology requested of the respondent
- c) Service or other voluntary contribution to the LRA
- d) Removal of certain privileges of membership or participation for a designated period of time
- e) Suspension from a current competition, activity or event
- f) Any other sanctions considered appropriate

304.4 Minor infractions that result in discipline will be recorded and maintained by the Vice President. Repeat Minor infractions may result in further such incidents being considered a major infraction.

### 305. Major Infraction

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result in harm to other persons, to the LRA, or to the sport of Ringette.

305.1 Examples of major infractions include, but are not limited to:

- a) Repeat minor infractions
- b) Intentionally damaging LRA property or improperly handling LRA monies
- c) Incidents of physical abuse
- d) Pranks, jokes, or other activities that endanger the safety of others, including hazing
- e) Disregard for the Bylaws, Policies and Procedures, rules and regulations of the LRA
- f) Conduct that intentionally damages the image, credibility, or reputation of the LRA or the sport of Ringette
- g) Behaviour that constitutes harassment, sexual harassment or sexual misconduct

- h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics

305.2 Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence

305.3 Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeal provisions of this policy.

## 306. Case Manager

306.1 Upon receipt of a major infraction complaint, the Vice President will assign a Case Manager to oversee the management of the complaint, and such appointment is not appealable. The Case Manager will be assigned on a case-by-case basis and must be unrelated to the complainant, respondent, and the infraction. The Case Manager has an overall responsibility to implement this policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed
- b) The Case Manager may appoint a mediator and/or panel if necessary, in accordance with this policy
- c) Determine the format of the hearing
- d) Coordinate all administrative aspects of the complaint
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

306.2 This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.

## 307. Procedure for a Major Infraction Hearing

307.1 If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will, with the consent of the parties, seek to resolve the complaint through mediation.

307.2 If the complaint cannot be resolved through mediation, then a hearing before a Panel will take place. The Case Manager will appoint the Panel, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel members to serve as Chair.

307.3 The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by phone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The parties will be given appropriate notice of the date, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all parties by the Case Manager in advance of the hearing
- c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its' outcome.
- f) Decisions will be by majority vote.

### 308. Decision

308.1 After hearing the matter, the panel will determine whether a major infraction has occurred, and if so, what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the case manager and the LRA. The decision will be considered a matter of public record, unless decided otherwise by the Panel.

308.2 Where the respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

308.3 If the respondent chooses not to participate in the hearing, the hearing will proceed in any event.

308.4 In fulfilling its' duties, the Panel may obtain independent advice.

### 309. Sanctions

309.1 The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other voluntary contribution to the LRA
- d) Removal of certain privileges of membership
- e) Suspension from certain LRA teams, events and/or activities
- f) Suspension from all LRA activities for a designated period of time
- g) Withholding of prize money
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the LRA or otherwise
- j) Expulsion from the LRA
- k) Other sanctions as may be considered appropriate for the offense

309.2 Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

309.3 A written record will be maintained by the LRA for major infractions that result in a sanction.

### 310. Serious Infractions

The LRA may determine that an alleged incident is of such seriousness as to warrant suspension of the respondent pending a hearing and decision of the Panel.

### 311. Criminal Convictions

An individual's charge or conviction for any of the following Criminal Code offenses will be deemed a major infraction under this policy and will result in expulsion and/or suspension from the LRA and/or removal from competitions, programs, activities and events upon the sole discretion of the LRA.

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offense of physical or psychological violence
- d) Any offense of assault
- e) Any offence involving trafficking of illegal drugs

### 312. Confidentiality

The discipline and complaints process is confidential, involving only the parties, the Case Manager and the Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### 313. Appeals Procedure

The decision of the Panel may be appealed in accordance with the LRA's Appeals Policy.

### 314. Suspension on Financial Grounds

Members can be suspended on financial grounds and therefore be no longer entitled to privileges or powers in the LRA. Members suspended for this reason cannot:

- a) Vote in any meeting or executive meeting
- b) Be involved in any way as a player, or in a Team Personnel position
- c) Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the LRA
- d) Be elected to or perform any of the duties of an Executive position
- e) The member (if 18 or older) or any player that the member is financially responsible for is not permitted to participate in any practice, game or event sponsored by the LRA. As stated in the Bylaws, the suspension ends when the arrears have been paid to the LRA

## Section 400: Appeals Policy

### 401. Purpose

401.1 Any member who is affected by a decision of the LRA will have the right to appeal that decision in accordance with this policy, subject to any limits in this policy, to the applicable governing body as set out in the table below:

**Table 1: Jurisdiction of Appeals**

1 <sup>st</sup> Level of Appeal	LRA Board of Directors
2 <sup>nd</sup> Level of Appeal	Black Gold League
3 <sup>rd</sup> Level of Appeal	Ringette Alberta

401.2 This policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the LRA

401.3 This policy will **not** apply to decisions relating to:

- a) Decisions made external to the LRA
- b) Matters of employment
- c) Matters of board composition, committees, staffing, or employment opportunities
- d) Commercial matters
- e) Matters of budgeting and budget implementation, including fees, dues and levies
- f) Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy
- g) The rules of Ringette or disputes over competition rules
- h) Matters relating to the substance, content and establishment of policies, procedures or criteria
- i) Disputes arising within competitions which have their own appeal procedures
- j) Any decisions made under this policy



## 402. Timing of Appeal

402.1 Members who wish to appeal a decision will have fourteen (14) days from the date on which they learned of the decision, to submit in writing to the Vice President of the LRA the following;

- a) Notice of their intention to appeal
- b) Contact information of the appellant
- c) Name of the respondent
- d) Ground(s) for the appeal
- e) Detailed reason(s) for the appeal
- f) All evidence that supports the reasons and grounds for an appeal
- g) The remedy or remedies requested
- h) A payment of two hundred dollars (\$200), which may be refundable

*Note: If the appellant is successful in their appeal, the LRA will reimburse the \$200 payment to the appellant within fourteen (14) days of the appeal decision. If the appellant is unsuccessful in their appeal, the \$200 is non-refundable.*

## 403. Grounds for Appeal

403.1 Decisions may only be appealed on procedural grounds which are limited to the respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents
- b) Failing to follow procedures as laid out in the bylaws or approved policies of the LRA
- c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision, and/or
- d) Failing to consider relevant information or taking into account irrelevant information in making the decision

403.2 The appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the respondent has made an error.

## 404. Appeals Officer

404.1 The LRA will appoint an Appeals Officer to oversee this policy. The Appeals Officer has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:

- a) Receive appeals
- b) Determine if the appeal lies within the jurisdiction of this policy
- c) Determine if the appeal is brought in a timely manner
- d) Appoint the Tribunal to hear the appeal
- e) Determine the format of the appeal hearing
- f) Coordinate all administrative assistance and logistical support to the tribunal as required
- g) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding

## 405. Screening of Appeal

Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this policy, and if it satisfies the procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

## 406. Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

## 407. Tribunal

407.1 If the appeal cannot be resolved through mediation, then a hearing before a Tribunal will take place. The Appeals Officer will appoint the Tribunal, which will consist of a single adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretions of the Appeals Officer, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

407.2 The Appeals Officer will determine the timing and format of the hearing, which may involve an oral hearing in person, an oral hearing by phone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:

- a) The parties will be given appropriate notice of the date, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties by the Appeals Officer in advance of the hearing
- c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense
- d) The Tribunal may request that any other individual participate and give evidence at the hearing
- e) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its' outcome.
- f) Decisions will be by majority vote

## 408. Appeal Decision

408.1 After the hearing, the Tribunal will issue its written decision, with reasons. The Tribunal may decide to:

- a) Respect the appeal and confirm the decision being appealed
- b) Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision
- c) To uphold the appeal and vary the decision

408.2 The Tribunal's decision will be considered a matter of public record, unless determined otherwise by the Tribunal. A copy of this decision will be provided to the parties and to the LRA. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

## 409. Confidentiality

409.1 The appeal process is confidential, involving only the parties, the Appeals Officer and the Tribunal. Once initiated and until a written decision is released, none of the parties or the Tribunal will disclose confidential information relating to the appeal to any person not involved in the proceedings.

## 410. Final and Binding Decision

410.1 The decision of the Tribunal will be binding, unless appealed to the next higher governing body.

## Section 500: Registration, Participation and Refunds

### 501. General Registration, Participation and Refund Information

501.1 Our basic intent is to encourage participation by putting only reasonable financial requirements on players at registration, ensuring fairness in refunds and making sure that everyone playing wants to be there. Balancing this is the need to ensure that everyone pays their fair share and supports their Team, that all players are insured, and that everyone makes a commitment to playing.

501.2 The LRA structures payment of fees and levies so as to not overburden families at one time of year. To this end, the initial registration fee is kept as low as possible with possible additional levies due at a later date.

### 502. Registration Fee

The registration fee does not cover expenses the player's team may wish to incur for such things as team pictures, parties, tournaments, teamwear, gifts etc. Such expenses form part of the team budget of the player's team.

### 503. Registration

503.1 No player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the LRA by completing the designated form and paid the registration fee by the date specified, as registration is the mechanism by which players become insured through Ringette Alberta.

503.2 Conditioning camps and summer camps or similar programs not run by the LRA are exempt from this pre-registration requirement. Participants should verify the presence of appropriate insurance before registering for such events. The exception to this section would be "Bring a Friend" or "Come Try" publicity style events, which are, by default, insured by Ringette Alberta.

### 504. Levies

At times, it may be necessary for the LRA to assess additional per-player fees called *levies* to cover the cost of operation of the LRA or the player's team. These levies, in accordance with the Bylaws, may be set at the Annual General Meeting or any Special Resolution Meeting called to include fee setting as part of its' agenda. The levies have a defined time of payment and may be payable:

- a) By the player directly, or
- b) On behalf of the player by the player's team as part of the team budget

### 505. Withdrawal

505.1 Withdrawal "with cause" shall be:

- a) For a substantiated reason determined by the Board to which playing Ringette is prevented for a large portion of the playing season, or
- b) Family relocation away from Leduc and the surrounding area

505.2 Withdrawal for any other reason shall be "without cause"

### 506. Withdrawal and Registration Refund

506.1 Withdrawal for any reason before and including September 15<sup>th</sup> will result in a full refund of the registration fee less a \$25 administration fee.

506.2 Withdrawal for any reason before and including October 15<sup>th</sup> will result in a 50% refund of the registration fee less a \$25 administration fee.

506.3 Withdrawal for any reason after October 15<sup>th</sup> will result in no refund of the registration fee.

506.4 If a registered player earns a spot on a higher level team in another association ('A', 'AA') where said player was either cut from the same level team within the LRA, or that level of team doesn't exist within the LRA, the player shall receive a full refund of registration funds.

## 507. Withdrawal and Levies Refund

507.1 Withdrawal for any reason before and including September 15<sup>th</sup> will result in a full refund of paid levies.

507.2 Withdrawal “with cause” before December 31<sup>st</sup> will result in a 50% refund of paid levies.

507.3 Withdrawal for any reason after December 31<sup>st</sup> will result in no refund of paid levies.

## 508. Withdrawal and Team Fee Refund

508.1 Withdrawal “with cause” means that the players would be responsible for their share of all incurred team expenses up to and including the date of withdrawal. The team treasurer will refund any remaining excess to the player.

508.2 Withdrawal “without cause” means that no refund of team fees paid up to and including the date of withdrawal will be made and no further payment of any outstanding portion of the team fee is required.

## Section 600: Hardship and Support

### 601. General Hardship and Support Information

Ringette is an expensive sport and while we would like to encourage participation by everyone in the community, we are financially unable to support all those who cannot afford to play. This section describes the processes by which the LRA and, if applicable, the players parents, can work together to provide for players already active in Ringette when circumstances temporarily require assistance in meeting the financial obligations to the LRA and the team. There should be no loser in this process. In identifying the need for support, the LRA will endeavor to ensure that self-respect and pride is preserved for those requiring support.

All players participating must be fully funded through their own resources or through participation in one of the programs outlined below.

### 602. Identification of Need

The need for support must be in writing and submitted for consideration to the LRA Vice President. The Vice President shall then seek Board approval.

### 603. Parent Involvement

The parents are expected to be active and positive participants in all team activities, providing the resources that are available to them (time, participation, expertise) in return for the support mechanism provided herein.

### 604. Team Support

It is not intended that the team financially support the player. The team fee is to be met by the same support process. However, the player’s team may wish to adjust the team fee for the player by recognizing extra work done by the player and/or parents in fundraising or other team activities.

### 605. Volunteering for Bingos or Other Fundraising

Extra bingos or fundraising may be assigned on a case-by-case basis as determined by the Board. Only if the parents (and/or player if over 18) are truly unable to utilize the bingo program or other fundraising, will other sourcing be considered. Unwillingness to volunteer will likely result in rejection of the support request.

## 606. Corporate Sponsorship

If a member has a corporate sponsor available, that sponsor may, with the approval of the Board, support the player in Ringette. The LRA will support the parents (and/or player if over 18) if they wish to arrange for player specific corporate sponsorship.

## Section 700: Playing Up, Playing Down and Team Selection

*Playing Up:* Refers to playing in a division higher than defined for the player's age. Normally, levels within divisions provide sufficient separation of skill levels.

*Playing Down:* Refers to playing in a division lower than defined for the player's age. One of our principal goals for first year players is to ensure that they have a positive playing experience. Considering the birth date, size, maturity and skill level together with the overall complexion of LRA's teams in a given year, it may be better for a player to play down.

A Team Selection Committee (*hereafter referred to as the TSC*) will be assigned by the Player Development Coordinator *See 705*

### 701. Process for Requested Player Movement

701.1 All player movement requests must be made using the Player Movement Request Form and include reasons why the move should occur. The completed request must be submitted to the Player Development Coordinator. The Player Development Coordinator may separately interview the player, the player's parents, and any other persons deemed appropriate. The interviews, along with consideration of the feasibility of the requested move and any other relevant factors (which include, but are not limited to, BGL, Ringette Alberta, or Ringette Canada rules, will be formulated into a recommendation as to whether the requested move should be considered. The Player Development Coordinator shall then seek TSC approval at the division being applied for.

701.2 If the request is to *Play Up*, and the TSC accepts the recommendation of the Player Development Coordinator, an evaluation process will occur. *See 702.*

701.3 If the request is to *Play Down*, and the TSC accepts the recommendation of the Player Development Coordinator, a request for Overage Player approval will then be sent to BGL and Ringette Alberta for approval. *See 703.*

### 702. Playing Up

702.1 The following conditions apply to *Playing Up*:

- a) Any player reserves the right to request a move to a higher division within the Association.
- b) Any request for a player to move to a higher division will be considered on a case-by-case basis by the TSC for that division.
- c) A Player Movement Request Form must be completed.
- d) The player must try out for and be in the top 50% of the desired division based on the same evaluation criteria applied to all players at that division.
- e) If there is more than one team at the age division requested being moved to, the player may only be placed on the higher-level team if they evaluate in the top 20% of all players at that division (i.e. A & B, B & C).
- f) A player request is not guaranteed and if approved, the player movement is valid for the one year only

702.2 The evaluation will be monitored by:

- a) Three board members, one of which is The Player Development Coordinator; except for when the Player Development Coordinator is related to the player, in which case the Vice President will stand in.
- b) At no time will these board members be related to the player being evaluated

## 703. Playing Down

703.1 *Playing Down* sets out the process for the approval of players who are chronologically older than the age division in which they are registered.

703.2 It can be appropriate for an over age player to be allowed to participate at a lower age division and should be based on an objective criterion such as ability, experience, style of play, and player size.

703.3 Requests for overage players are required by BGL prior to Team Declaration

703.4 Requests for overage player approval must be received by Ringette Alberta prior to the given deadline of the current playing season and a decision will be made by the Ringette Alberta Competitions Committee

703.5 Overage player requests must be made using a fully completed Ringette Alberta Request Form.

## 704. Association Needs

In exceptional years, it may be necessary for the Association to move players in order to balance divisions or to form viable teams. In accordance with Ringette Alberta, the Association reserves the right to move players up, providing evaluations are completed and taken into account within all divisions affected. Teams must declare their tier by the Ringette Alberta Team registration deadline of October 15.

## 705. Selection of Players for a Team

705.1 Player Selection for 'A' level team:

- a) The Player Development Coordinator will select 3 individuals to form the Team Selection Committee
- b) One member of the TSC shall be the Player Development Coordinator or the Vice President
- c) The TSC will be responsible for all 'A' level player selections for that year (abstaining when family members are involved)
- d) The TSC will use the following guidelines in its review of the selections
  - i) The top 80% as per the evaluation rankings to be placed on the 'A' team
  - ii) The remaining 20% chosen to the 'A' team should come from the "bubble" players – this will vary based on the size of the 'A' team and the pool of players trying out
  - iii) There should be no players selected from the bottom 40% of the evaluation rankings
- e) If an 'A' coach can be assigned after this criteria is followed, that coach may then request his selections to the TSC.
- f) If the coach's selection agree with the guidelines set, the TSC will approve the team selections
- g) If the coach's selections do not agree with the guidelines, the TSC will proceed as follows
  - i) Request the 'A' coach to justify the selections that do not conform with the guidelines set in section F
  - ii) The TSC will have the opportunity to interview the selections previous coach
  - iii) The TSC will have the authority to recommend changes to the coach's selections
- h) If the coach agrees with the TSC recommendations, the TSC will approve the team selections
- i) If the coach does not agree with the TSC's recommendations, the matter will be presented to the Board for resolution
  - i) In a situation where the coach and TSC cannot agree, an emergency board meeting will be called at the earliest convenience
  - ii) Any Board members with possible conflicts will be excused. This includes Board members related to players on the affected team
  - iii) The TSC will report to the Board
  - iv) The coach will have an opportunity to defend his/ her selections
  - v) The Board will have the opportunity to question both parties
  - vi) The Board will then decide to :
    - o Support the coach's selections
    - o Support the TSC's recommendations
- j) The coach can then agree with the Board's decision or step down from his position

705.2 Player Selection for teams 'tiered the same'

- a) Player on ice evaluations will proceed

- b) The Player Development Coordinator and the TSC will set teams according to the guidelines outlined in the Kelowna Project.
- c) Once the players are split up, the “prospective” teams will play a minimum of 2 games
- d) Adjustments will be made to balance the teams if required

## 706. Team/ Player Evaluations

706.1 Leduc Ringette Association considers a team viable at 11 players and up to a maximum of 18 players.

706.2 Whenever there are sufficient numbers of registered players to comprise two or more teams in a division, players will be evaluated to set teams. Numbers may dictate upward or downward movements in order to meet the player number requirements.

- a) Those players shall be subjected to an on ice skills testing for the purpose of determining the physical skating and ring handling abilities of each player, to determine player’s team placement
- b) Universal Athlete Assessment results will be used as a tool to help determine player’s abilities when deciding a player’s placement on a team, in conjunction with player evaluations, at the appropriate levels
- c) Players that choose not to participate shall be placed in a lower tier
- d) If the teams are to be tiered at the same level, the player will be placed on a team based on what is already known about his/her skills
- e) Universal Athlete Assessment results will be used to tier teams in their division

706.2 Player Development Coordinator is responsible for the evaluation process.

## 707. Open Ringette

707.1 Leduc Ringette Association supports the Open division level of play.

- a) Open teams must follow all Policies & Procedures as well as Bylaws laid out by the Leduc Ringette Association.
- b) Open team must have a minimum of 11 players registered by August 1<sup>st</sup> of the upcoming season.
- c) Leduc Ringette Association will make all efforts to ice a team at the Open division level based pm registration numbers at that level and subject to availability of ice.

## Section 800: Player Residency

### 801. Purpose

Ringette Alberta has rules that specify the requirements for letting players register or play for a team in a different association or zone. The process set forth by Ringette Alberta involves completion of a Ringette Alberta Release Form and several approvals that may include, but are not necessarily limited to:

- a) The Player
- b) One or Both Parents
- c) Both Association Presidents
- d) Zone Director(s)

The policies described here describe what constraints the LRA will follow *in addition* to those defined by Ringette Alberta.

### 802. Player Releases

A player may not be released to a team in the BGL or another Zone for which the LRA offers the division and level. When a player wants to play at a level not offered by the LRA, alternatives in Leduc will be offered, but the player will be allowed to try out and play elsewhere. A player requesting release must state in writing the reasons why they should be released and submit the request to the Player Development Coordinator. The Player Development Coordinator will then seek Board approval. If approval is given, the Registrar will file a completed *Release Form* with Ringette Alberta.

### 803. Players from Other Associations

The LRA *does* permit players from other associations to play on local teams subject to:

- a) The constraints set forth by Ringette Alberta
- b) The Playing Up and Playing Down policies herein contained
- c) Board Approval

## Section 900: Affiliation and Combined Teams

### 901. Purpose

The constraints set forth by Ringette Alberta and BGL determine which team's players may play on. In general, a player can play for a team only if they are registered on that team as a player or an affiliate player.

*Affiliation* is the main mechanism by which Ringette Alberta and BGL permit players to play on a different team than the one registered with. Any given player can be affiliated with only one other team. The policies described here describe what constraints the LRA will follow *in addition* to those defined by Ringette Alberta and BGL.

### 902. Establishing Affiliation

Teams wanting to register one or more affiliates with their team must complete a *Ringette Alberta Affiliation Form* and submit it to the Player Development Coordinator and Registrar. If approved, the Registrar will register the affiliation according to the processes of Ringette Alberta.

### 903. Affiliates in Practices

An affiliate may practice with the team they are affiliated to only if the affiliate's commitment to their own team is not compromised, either by conflicting schedules or less than adequate recovery time between games, practices and events.

- a) Practices of the player's own team must take precedence over practices of the affiliate team.
- b) League games of the affiliate team may take precedence over the player's own team practices, providing approval is given by the player's Head Coach.
- c) Instances where there is no scheduling conflicts do not require approval from the player's Head Coach.
- d) Affiliate players are encouraged to practice with their affiliate team when invited by coaching staff.

### 904. Affiliates in Games

With the exception of Affiliates in Tournaments (*See 905*) and Combined Teams (*See 906*), an affiliate may play in games, subject to Ringette Alberta and BGL constraints.

- a) League games of the player's own team must take precedence over league games of the affiliate team. This includes recovery time in between games if necessary.
- b) League games of the affiliate team may take precedence over the player's own team practices, providing approval is given by the player's Head Coach.
- c) Instances where there is no scheduling conflicts do not require approval from the player's Head Coach.
- d) Affiliate players may play in games when invited by coaching staff.

### 905. Affiliates in Tournaments

With the exception of Combined Teams (*See 906*) an affiliate may play in tournaments, subject to Ringette Alberta and BGL constraints, on the team they are affiliated provided that:

- a) The affiliate has been properly identified on the Tournament Registration form, regardless of whether such form had provision for doing so



- b) The affiliate would not miss a team commitment of their own team or provided they have Head Coach permission
- c) Affiliate players may play in games when invited by coaching staff.

## 906. Combined Teams

A Combined Team may be formed of players from the same division and level and may practice for and participate only in tournaments, and subject to Ringette Alberta and BGL constraints, provided that such a team is permitted and accepted by the Host Tournament Committee.

## Section 1000: Teams

### 1001. Purpose

The LRA endeavors to create teams that will provide a positive playing experience for the players. Ringette is a team sport and every player should be made to feel part of the team. Things taken into consideration in team creation but not necessarily limited to or constrained by are:

- a) Team viability
- b) Competitiveness expectations at the various Levels ('AA', 'A', 'B', etc.)
- c) Availability of Coaches
- d) Availability of ice
- e) Player placement requests
- f) Player position requests

Once formed, the team as a whole has certain obligations to, and certain expectations of, the LRA.

### 1002. Team Personnel and Team Staff

This team staff policy applies to all group members of Ringette Alberta and their teams, in the best interest of the players, and must meet the following requirements:

#### 1002.1 Team Registration Form (TRF): Minimums and Maximums

- a) A team must register on their TRF a minimum of:
  - Head Coach (1) *Aged 18+*
  - Assistant Coach (1) *Aged 16+*
  - \*One of these positions must be a female over the age of 18*
- b) A team may register on their TRF a maximum of:
  - Head Coach (1) *Aged 18+*
  - Assistant Coach (unlimited) *Aged 16+*
  - Junior Coach (unlimited) *Aged 14-17 (may turn 18 during season)*
  - Manager (1) *Aged 16+*
  - Trainer (1) *Aged 18+*

#### 1002.2 Player's Bench during Games: Minimums and Maximums

*Note: Only those listed on the TRF may be listed on the Gamesheet and be on the bench during game play, with the exception of certain absences and circumstances approved by Ringette Alberta.*

- a) A team must have on the bench a minimum of:
  - Two (2) coaches, where one must be female and 18+
- b) A team may have on the bench a maximum of:
  - Head Coach (1)
  - Assistant Coach (1)
  - Plus an additional three (3) team staff made up of any combination of Assistant Coaches, or Trainer
  - Junior Coaches (unlimited)

#### 1002.3 On-Ice Assistants:

On-Ice Assistants may be requested or required, especially at younger levels of play. On-Ice assistants may be on the ice during practices only, under the supervision of coaches and must be aged 18+ and completed RAB worksheets.

#### 1002.4 Junior Coaches:

LRA supports the development of junior coaches. Junior coaches must be 14+ and have completed RAB worksheets.

#### 1002.5 Team Staff:

All team personnel must have training and/or certification as outlined by RAB.

#### 1002.6 Team Staff Registration:

LRA will pay to register five (5) individuals with RAB. Should a team wish to have more team staff added to their roster are responsible for paying the insurance fee.

### 1003. Levels in a Division

The LRA will not create a team or teams at a level in a division for which there is an insufficient number of teams within the BGL to provide an equitable (equivalent to other levels) number of games.

### 1004. Player Evaluation

All player evaluation shall be done according to LRA prescribed processes. (*See 700*)

### 1005. Player Positions

All Active Start, U10S1, U10S2, and U10S3 players should be given the opportunity to play every position. For all other divisions, position placement is at the discretion of the Team Staff and must follow all RAB and BGL guidelines.

### 1006. Player Discipline

Situations may arise where it is necessary for the Team Staff to discipline a player. Most often, the situations result from contravention of the Code of Conduct (*See 207*) or other actions deemed detrimental to the functioning of the team. The discipline will most often be reduced playing time. However, the Team Staff may take other disciplinary action depending on the nature of the wrongdoing.

### 1007. Playing Time

The following guidelines apply to *Playing Time*:

- a) All Players should receive approximately equal ice time over the season
- b) Penalty Time assessed the player counts as Playing Time
- c) Injury time in a game counts as Playing Time
- d) Certain situations may, at the Team Staff's discretion, be reason to vary shift length or frequency
- e) When there is more than one goaltender on a team playing Time is at the discretion of the Team Staff for divisions U14 and up.

### 1008. Team Issues

If the team cannot resolve an issue, or outside intervention is desired, a request for assistance must be put in writing, signed and submitted to the Coach and/or Manager Coordinator. If the Coach and/or Manager Coordinator cannot achieve resolution, the request shall be passed to the Vice President within fourteen (14) days of receiving the written request, and a recommendation will be formulated to be presented for Board Approval.

### 1009. Game Administration

1009.1 Every team must provide at least two (2) officials for each game as required by BGL and RAB.

1009.2 Game results must be entered on the BGL website as per BGL instructions.

1009.3 Team Managers must retain copies of all Gamesheets for the season in it's' entirety should they be needed for repooling request purposes or otherwise.

## 1010. Team Provisions

The LRA provides to each team including, but not necessarily limited to:

- a) Ice Time (*See Section 1200*)
- b) One set of Goaltender equipment for U12 divisions and below
- c) Two sets of Game Jerseys in Jersey bags
- d) An LRA determined number of Rings
- e) One First Aid kit and ice packs
- f) Sponsorship banners as required
- g) Referees for all scheduled league games
- h) At a cost to the team, referees for games arranged by the team
- i) Game sheets

Things the LRA does not provide including, but not necessarily limited to:

- a) Practice Jerseys
- b) Water bottles
- c) Name bars for Jerseys
- d) Tape
- e) Practice Pylons

## 1011. Team Obligations

All teams are expected to:

- a) Play all league and playoff games - these games take priority over all other activities
- b) Use all assigned ice
- c) Specify to the Ice Allocator and according to the lead time specified by the Ice Allocator, any ice that cannot be used
- d) Properly care for all equipment provided by the LRA
- e) Use Game Jerseys in games only – Game Jerseys are not to be worn in practices
- f) Obtain and have at hand at all times, a blank "*Misconduct*" Form and a blank "*Complaint*" Form

## 1012. Team Fee

Based on fundraising initiatives the team may undertake, the team may choose to assess each player a fee called the *Team Fee* to provide the funds necessary to meet the team financial requirements for the season (tournaments, clothing, and/or parties). Money refunded to players/parents at season's end must be no greater than the team fee amount. Any monies remaining over and above the Team Fees paid go to the LRA at the end of the season.

## 1013. Championships

1013.1 For U12 and higher divisions, provincial or higher championships may exist. Any team that wants to participate, should they qualify, must submit a completed 'Commitment to Attend' form to Ringette Alberta and declare league/zone intent to participate in playdowns.

1013.2 Teams are responsible for all fees associated with playdowns. Teams may be reimbursed at the discretion of the Board.

1013.3 LRA will pay the provincial registration fee for any team qualifying for provincial championships.

1013.4 Ringette Alberta pays for the cost of entering Western and/or National Championships. All travel, food, and lodging are the responsibility of the team. However, the LRA will, at the discretion of the Board, assist the team in finding additional funding sources.

## 1014. Team Fines

1014.1 Fines are assessed to the LRA by the Black Gold League and Ringette Alberta, and are paid by the LRA on behalf of the team obtaining such fines. Any fines incurred by a team must be repaid to the LRA by said team.

1014.2 Fines are to be paid within 30 days of the date of the invoice. Failure to pay in full within this timeframe is subject to a subsequent 10% penalty for every week in full or in part in excess of 30 days

1014.3 Teams failing to pay fines, or failing to show attempts at repayment, will be found to be not in good standing with the LRA. Further disciplinary action may be taken on a case-by-case basis by the Board.

1014.4 Please see Black Gold League Appendix B- 'Fees and Fines', and Ringette Alberta 'Rates and Fees' for current fees and fines.

## Section 1100: Personnel Screening

### 1101. Purpose

1101.1 Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. The LRA is responsible to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.

1101.2 This policy is one of several policy tools that the LRA will use to fulfill its commitment to provide a safe environment and to protect its participants.

1101.3 The purpose of screening is to identify individuals who may pose a risk to the LRA and its participants.

### 1102. Policy Statement

1102.1 Members volunteering within the LRA may be required to undergo screening through a Criminal Record (CR) Check, Vulnerable Sector (VS) Check, Intervention Record Check (IRC) and Screening Disclosure Form. The LRA will determine, as a matter of policy, which designated categories of members will be subject to screening.

1102.2 For the purpose of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the LRA. Such designated categories include, but are not limited to:

- a) All Board members
- b) Any persons volunteering as Team Staff, whether as a coach, manager, trainer, treasurer, chaperone, or official in another role.

1102.3 It is the LRA's policy that:

- a) Members in designated categories will be screened using CR checks (VS checks may be included), Intervention Record Checks, and a Screening Disclosure Form on an annual basis
- b) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
- c) The LRA will not knowingly place in a designated category a member who has a conviction for a 'relevant offence', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the LRA, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.
- d) If a member in a designated position subsequently is charged or receives a conviction for, or is found guilty of a relevant offence, they will report this circumstance immediately to the Board.
- e) If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with the LRA's Discipline Policy.

### 1103. Screening Committee

The implementation of this policy is the responsibility of the Screening Committee of the LRA; a committee of three - five persons appointed by the Board. Quorum for the Screening Committee will be two (2) members.

1103.1 The Board may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board, at its sole discretion, will appoint a replacement.

1103.2 The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of the LRA.

1103.3 The Screening Committee is responsible for reviewing all CRs, VSs, IRCs, and Screening Disclosure Forms and, based on such reviews, make decisions regarding the appropriateness of members filling positions in designated categories within the LRA. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, or volunteer screening specialists.

1103.4 CRs, VSs, IRCs and Screening Disclosure Forms are to be obtained and filed with the LRA Vice President.

### 1104. Procedure

1104.1 Each member subject to this policy will obtain and submit, at their own cost, a CR check, which may include a VS check, from their local police service, an Intervention Record check from their local Child and Family Services Office, and a Screening Disclosure Form. A letter of good standing from a member's previous Ringette association in the case of a transfer is also required.

1104.2 The CR, VS, IRC, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Vice President, c/o Leduc Ringette Association at its head office in an envelope marked "Confidential – Attention Screening Committee/Vice President".

1104.3 The Board may supply members with a letter signed and dated by the LRA's President to confirm intent to volunteer within the LRA, in which case these checks may incur no or lesser costs to the member.

1104.4 Members who do not submit a CR, VS, IRC, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the CR, VS, IRC, Screening Disclosure Form and letter of good standing, if required, is received.

1104.5 After its review of a CR, VS, IRC, Screening Disclosure Form and letter of good standing, if applicable, the Screening Committee, by majority vote will:

- a) Approve a member's participation
- b) Deny a member's participation with just cause
- c) Approve a member's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.

1104.6 If a member's CR, VS, or Intervention Record Check, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the President that the individual is eligible for the designated position. After providing notice, the Vice President will retain all checks for the LRA's records.

1104.7 If a member's CR, VS, or Intervention Record Checks, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the President, render its decision and provide notice of its decision. After providing notice, the Vice President will retain all checks for the LRA's records.

1104.8 Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the LRA at some point in the future, and submitting a new CR, VS and Intervention Record Check, and Screening Disclosure Form and letter of good standing, if required.

1104.9 CR, VS, Intervention Record Checks and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in any designated category provide a CR, VS and Intervention Record Check, or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

## 1105. 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 violation/offence involving the use of a motor vehicle, including but not limited to impaired driving
  - ii) Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
  - iii) Any violation/offence involving conduct against public morals
- b) If imposed in the last ten years:
  - i. Any violation/offence of violence including but not limited to, all forms of assault
  - ii. Any violation/offence involving a minor or minors
- c) If imposed at any time:
  - i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography
  - ii. Any sexual violation/offence involving a minor or minors
  - iii. Any violation/offence involving theft or fraud

## 1106. Written Records

All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

## Section 1200: Team Ice Allocation

1200.1 The LRA has no obligation to provide additional team practice ice for team beyond the normal half-sheet per week. The LRA will work to provide additional ice to teams, when it is available under the LRA's ice contract.

1200.2 Additional practice ice can be purchased for teams at an additional cost to those teams. The LRA is able to contract local ice and make it available at a competitive price when this would be difficult for teams to accomplish.

1200.3 The LRA will only contract for additional ice that is clearly required for the team. Teams should not expect to be scheduled for ice slots once their playing season is over.

1200.4 To be assessed based on yearly availability of ice by Ice Allocator and/or Board.

## Section 1300: Coaching

### 1301. Application

The LRA believes its coaches are the heart of a successful program. Coaches have a responsibility to not only teach players the fundamental skills and strategies to become better Players, but also serve as role models to help our players become better people. In this section, "Coach" means both "Head Coach" and "Assistant Coach".

1301.1 All prospective Coaches shall, in each year they wish to coach, complete the "Coaching Application" Form prescribed by the LRA and submit it to the Coach Coordinator according to the date or dates specified.

### 1302. Selection Criteria

The LRA may use whatever criteria it deem appropriate in order to select its coaches. The selection criteria includes, but is not necessarily limited by or constrained to:

- a) Formal coaching, training and certification levels in accordance with Ringette Alberta rules;
- b) A level of experience commensurate with the level of Ringette being coached;

- c) Demonstrated conformance to the Bylaws and Policies of Association, BGL, Ringette Alberta, and Ringette Canada.

### 1303. Selection Process

1303.1 Before the beginning of each season, a *Coach Selection Committee* will be appointed by the Board. The members of the committee shall consist of:

- a) Player Development Coordinator (no child playing at that level)
- b) At least two (2) Board members (no child playing at that level)

1303.2 The Coach Selection Committee may canvass applications for all coaching positions, review all applications by prospective candidates, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each team. The Coach Selection Committee will advise all candidates of their status in the timeliest possible manner. All decisions by the Committee are final.

### 1304. Coaching Reference Material

Each Coach is provided with information as to where to obtain the Ringette Canada Rule Book, and should review the current Ringette Alberta and BGL Bylaws. All Coaches should endeavor to read these documents.

### 1305. Duties of Head Coaches

LRA Head Coaches shall be fully responsible for all activities of their team. Delegation of responsibilities to managers, assistant coaches and parents are necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach.

### 1306. Coaching Rules and Guidelines

1306.1 Coaches and team management are expected to:

- a) Be responsive to directives of the Board and operate the team within established policy and guidelines.
- b) Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential.
- c) Recognize that they are a role model, educator and leader for young players. Conduct towards players parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not condoned.
- d) Be sensitive to parent concerns, and be prepared to respond cordially when warranted.
- e) Establish regular communication with parents on games, practices, schedules, fund raising, etc.
- f) Recognize that while Ringette may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to these other factors is expected.
- g) Commit to the continued development of all players for the full season, once players are selected to a team.
- h) Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- i) Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players. Also ensure proper supervision and takes responsibility of the team during all team functions whether they are at home or away.
- j) Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.
- k) Encourage and motivate their players towards enjoyment of the game, team concept, and skill development.

- l) Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or LRA.
- m) Comply with normal administrative directives by:
  - a) Holding a beginning of season parent meeting (may be delegated to Manager or Treasurer)
  - b) Submitting a budget to parents
  - c) Submitting financial statements on schedule (may be delegated to Manager or Treasurer)
  - d) Completing a coaching application and declaration
- n) All coaches shall hold a meeting of parents of players prior to October 15 of each season. Items to be covered include:
  - a) Proposed budget, including ice rentals and other purchases, total financial commitment.
  - b) Number of games and practices planned.
  - c) Relevant items of LRA policy.
  - d) All activities above and beyond LRA planned program, ex. Exhibition games, tournaments, practices, etc. is a team decision.
- o) Coaches are encouraged to foster an environment between parent, player and themselves that communicate continued development throughout the season
- p) All coaches are encouraged to have a practice plan prepared for their practices.
- q) The coach is also to abide by the team rules that are agreed to with the team, which includes arrival times for games and practices.
- r) Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players.
- s) The coach is responsible to ensure that the team Manager and Treasurer also know their responsibilities and LRA policies, rules and guidelines.

Upon accepting a coaching position, the coach is provided with the policies listed above and understands the responsibilities.

## Section 1400: Managing

### 1401. Duties of Team Managers

LRA team Managers shall be directly responsible to the team and its Head Coach, and shall be responsible for delegating specific duties. They will act as a liaison between parents and coaches.

### 1402. Managing Rules and Guidelines

In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

Team Managers are expected to:

- a) Be responsive to directives of the Board and operate the teams within established policy, guidelines and regulations
- b) Ensure proper training and certification has been obtained in accordance with Ringette Alberta
- c) Ensure financial requirements of the LRA are fulfilled
- d) Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and LRA ambassador is maintained
- e) Establish, maintain and enhance communication with the team sponsor, and other association team managers, and team participants and parents
- f) Maintain team lists including names, birth dates, jersey numbers and contact information
- g) Maintain relevant player medical history data
- h) Obtaining of travel permits when required
- i) Apply for tournaments as agreed upon by the team
- j) Working together with coaches to organize parent meetings
- k) Participate in formulation of team objectives and rules



- l) Preparation of team budget
- m) Supervise and monitor collection of money and fund raising
- n) Arrange team transportation, accommodation and subsistence if required
- o) Arrange for additional ice
- p) Arrange for cancelled ice to be used by another team
- q) Organize and manage parents or parent committees for all Team Duties
- r) Be responsible for Reporting game sheets to Black Gold League
- s) Maintain records of all game sheets
- t) Apply for Team Movement when required, prior to re-pooling deadlines
- u) Coordinate and ensure box responsibilities are assigned and fulfilled
- v) Supply and prepare gamesheets for home games, complete gamesheets for away games.

The manager, upon accepting his or her position as team manager is provided with these policies, agrees to, and understands them.

## Section 1500: Treasurers and Team Accounts

### 1501. Duties of Team Treasurers

Team financial accounts and budgets shall be a team activity and responsibility. The LRA assumes no liability or responsibility in the management of team accounts. The LRA recognizes that team officials, are placed in a position of trust with respect to the LRA, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within LRA guidelines and the accounting for their actions. Managers will ensure parents are encouraged to ask questions.

### 1502. Treasurer Rules and Guidelines

1502.1 Team budgets are to be presented by team Managers and team Treasurers. Team Budgets shall be approved by a majority (secret ballot or otherwise) vote of team parents. Every family having a player on the team gets one vote and may participate in this vote.

1502.2 One team staff, other than the coach, will be designated for this collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.

1502.3 The team Treasurer:

- a) Prepares financial statements for team parents 3 times a year, and are available at any time upon request.
- b) Prepares financial statements for submission to the LRA Board via the LRA Vice President according to the following schedule:

<u>Period Ending</u>	<u>Submission Date</u>
October 31 (Initial Budget)	November 1
December 15	December 30
Year End	April 30

- c) Follows proper financial procedures including establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Personal accounts are not to be used, nor shall the Team Account be used for personal reasons. Records are to be up to date at all times. Personal cheques/ cash may be used to be refunded at a later date, providing it is documented. (Cheque photos/ bank statements/reciepts)
- d) Provides, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be

provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.

1502.4 Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the team Manager or Manager Coordinator immediately:

- a) If discrepancies are deemed evident, the Manager Coordinator will immediately report the matter to the LRA Vice President.
- b) The LRA Vice President, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team by:
  - i) Meetings with team officials and affected parties
  - ii) Meeting of the disciplinary committee
  - iii) Involvement of other Board members.
  - iv) Should the above informal activity not bring the problem to resolution, the matter will be reported to Board who may elect to take other action as deemed necessary.

The treasurer, upon accepting his position as team treasurer is provided with these policies, agrees to and understands them.

## Section 1600: Elite Teams and Players

### 1601. Purpose

Elite Teams are those formed to provide higher levels of competition. While there exists greater opportunity for inter-provincial, national, or international competition, the costs are much higher. To help provide another vehicle for funds to support teams and players at elite levels, a separate entity from the LRA is run and therefore has a separate Board, its own Policies, and its own revenue sources. Dealings with the LRA are handled through the appointed *Liaison to the Leduc Ringette Association* Board position. Though separate, both organizations support teams and players from Leduc. The LRA may choose to support Zone 5, usually through the hosting of a Zone Team. Within Zone 5, 'AA' teams often exist for U14 and above Divisions. Zone 5 teams are formed and operate according to the Bylaws and Policies of Zone 5. Usually, Players for 'AA' teams are selected by an evaluation process. All Ringette Players from Leduc have the opportunity to try out for 'AA' Teams, subject to the rules of Ringette Alberta.

### 1602. Zone Elite Team Formation and Operation

A *Zone Elite Team* is one that represents Zone 5. These teams are formed according to processes prescribed by Zone 5. Sometimes, the LRA may choose to host a Zone Elite Team. If so, all players on that team register with the LRA and pay registration fees according to division, just as LRA players would. Zone Elite Teams hosted by the LRA are entitled to the same ice allocation as any other LRA Team.

## Section 1700: Confidentiality Policy

### 1701. Purpose

The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the LRA by making all members aware that there is an expectation to act at all times appropriately and consistently with this policy.

## 1702. Application of This Policy

This policy applies to all members engaged in activities within direct control of the LRA, including but not limited to, Board members, volunteers, employees, coaches, officials, managers, trainers and administrators.

## 1703. Responsibilities

1703.1 Members will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the LRA, unless expressly authorized to do so.

1703.2 Members will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the LRA.

1703.3 All files and written materials relating to Confidential Information will remain the property of the LRA and upon termination of involvement/employment with the LRA or upon request of the LRA, the member will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.

1703.4 The term 'Confidential Information' includes, but is not limited to the following:

- a) Personal Information collected and retained by the LRA, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
- b) LRA intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the LRA, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known

## 1704. Intellectual Property

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

## 1705. Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the LRA's Discipline and Complaints policy or legal recourse.

## Section 1800: Conflict of Interest

### 1801. Purpose

The purpose of this Policy is to describe how members will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the LRA will make decisions in situations where conflicts of interest may exist.

### 1802. Application of This Policy

This policy applies to all members directly engaged in decision-making within the LRA which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, treasurers, managers and administrators.

### 1803. Obligations

Members will fulfill the requirements of this policy. Members will not:

- a) Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the LRA
- 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 any person
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the LRA, 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 the LRA, or in which they have an advantage or appear to have an advantage on the basis of their association with the LRA
- f) Use LRA property, equipment, supplies or services for activities not associated with the performance of official duties with the LRA without permission
- g) Place themselves in positions where they could, by virtue of being a decision maker within the LRA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest
- h) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the LRA

### 1804. Disclosure of Conflict of Interest

At any time that a member becomes aware that there may exist a real or perceived conflict of interest, the member will disclose this conflict to the Board of Directors immediately.

### 1805. Reporting a Conflict of Interest

Any member or person, who is of the view that another person may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

### 1806. Resolving Complaints of a Real or Perceived Conflict of Interest

1806.1 Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged member has been given notice of and the opportunity to submit evidence and to be heard at such meeting.

1806.2 After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.

1806.3 Where the member accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.

1806.4 If the member accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.

1806.5 The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a. Removal or temporary suspension of certain responsibilities or decision making authority
- b. Removal or temporary suspension from a designated position
- c. Removal or temporary suspension from certain the LRA teams, events and/or activities
- d. Expulsion from the LRA

Other actions as may be considered appropriate for the real or perceived conflict of interest.

1806.6 Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the LRA until such time as compliance occurs.

1806.7 The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

### 1807. Resolving Conflicts in Decision Making

1807.1 Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the LRA's Board of Directors provided that:

- a) The nature and extent of the member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes
- b) The member does not participate in discussion on the matter giving rise to the conflict of interest
- c) The member abstains from voting on the proposed decision or transaction
- d) The member is not included in the determination of quorum for the proposed decision or transaction
- e) The decision or transaction is in the best interests of the LRA

### 1808. Decision Final and Binding

Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the LRA Appeal Policy. (See 400)

## Section 1900: Injuries

### 1901. Insurance

1901.1 All registered members of the LRA are insured through Ringette Alberta. These members include:

- a) All registered players, whose fees are in good standing with the LRA
- b) Any person(s) attending a Ringette Alberta Come Try Event
- c) Any player attending a start of season evaluation run by Ringette Alberta
- d) All registered Team Staff
- e) All registered Officials
- f) All elected or appointed Board Members

1901.2 Registered members are covered by Ringette Alberta during activities considered to be a normal part of the Ringette season including:

- a) Sanctioned Games
- b) On-Ice practices
- c) Dryland Training
- d) Evaluations
- e) Approved Athlete-parent games
- f) Team Fundraising and Events

1901.3 If any injury occurs during any activity listed above to any member requiring further treatment beyond the scope of minor injuries, an *Accident Claim Form* must be filled out. Team Managers shall ensure this form is easily accessible to Team Staff members on the bench at all times and is to be filled out by the Head Coach, or Team Staff member certified in First-Aid. This form is to then be filled out further by any doctor following up on the injury, whether immediate or not, and sent to Ringette Alberta to be filed with their Insurance Provider.

### 1902. First-Aid Requirements

1902.1 All teams within the LRA should have at least one (1) staff member who is certified in Standard First-Aid and CPR Level A- AED, available on the bench, preferably a coach. This cost will be covered by the Association in an annual workshop.

1902.2 Any parent of the team who already has equivalency for any certified standard First-Aid course, thirteen (13) hours or more in duration may become certified as a Trainer through Ringette Alberta by providing proof of certification, which may include any of the following content:

- a) Principle of First aid and Safety
- b) Artificial Respiration,
- c) Wounds and Bleeding
- d) Shock, Unconsciousness, and Fainting
- e) Fractures
- f) Head and Spinal Injuries
- g) Joint Injuries
- h) Medical Injuries (Diabetes, Asthma etc.)

### 1903. Minor Injuries

It is the responsibility of Coaches, Trainers and players themselves to bring any injury, minor or major, of any member, to the attention of all Team Staff.

1903.1 *Minor Injuries* incurred during any practices, games, tournaments, fundraisers, team events etc. may be attended to by the player's parent/ guardian, or the Team Staff member certified in First-Aid. Minor injuries may include, but are not limited to:

- a) Minor bumps, bruises
- b) Minor cuts
- c) Minor pulled muscles

### 1904. Major Injuries

1904.1 *Major Injuries* incurred during any practices, games, tournament, fundraisers, team events etc. will only be attended to by a Team Staff member certified in First-Aid. This Team Staff member will have the training to decide if further Emergency Services are required. Major injuries may include, but are not limited to:

- a) Suspicion of, or obvious broken bones and fractures
- b) Major cuts
- c) Suspicion of, or obvious muscle or tendon injury, resulting in limited or non-existent mobility of a player
- d) Suspicion of, or obvious head or spinal injuries
- e) Assistance with an existing condition; i.e. Administering of Insulin, Inhalers
- f) Existing conditions unable to be controlled by regular means; i.e. Diabetic Shock, Asthma Attacks

In any instance where a Team Staff member, certified in First-Aid, has deemed an injury to be major, an *Accident Claim Form* must be filled out and sent with the player, or player's parents/ guardians. This form may then be further filled out by any doctor following up on the injury.

### 1905. Concussions

In accordance with Parachute and ThinkFirst Canada, the LRA will adhere to the following guidelines in regards to concussions and head related injuries.

1905.1 Coaches and Team Staff certified in First-Aid may respond to a head injury. The Sport Concussion Assessment Tool (SCAT) or the Concussion Response Tool is to be used to determine the likelihood and severity of any head injury or concussion.

1905.2 If a concussion is diagnosed by a doctor, the following steps must be adhered to:

- a) Stage 1: The injured player is to be removed from all sporting activity (game/ training) immediately. After the player has been symptom free for 48 hours, the player may move to:
- b) Stage 2: Light Aerobic Activity; walking, light swimming. Heart rate should stay <70%. If the player remains symptom free for 48 hours, the player may move to:
- c) Stage 3: Sport-Specific Activity with NO risk for head-impact or contact. Player may return to practice light. Player may not practice at a high intensity and may NOT return for a game. If the player remains symptom free for 48 hours, the player may move to:

- d) Stage 4: Non-Contact Drills: Player may join practices at regular intensity, providing there is NO risk for head-impact or contact. Player may NOT return for a game. If the player remains symptom free for 48 hours, the player may move to:
- e) Stage 5: Full-Contact Practice. Player may NOT return for a game. If player remains symptom free for 48 hours, the player may move to:
- f) Stage 6: Return To The Game

## 1906. Return from Injury

1906.1 At any time following a serious or long term injury to a player, the Head Coach or Team Staff member certified in First-Aid may request that a player provide a doctor's note before returning to play, to prevent further injury. This is at the discretion of said staff members and supported by the LRA.

1906.2 Any player recovering from a diagnosed concussion, is to adhere to 1905.2

## 1907. Injuries Sustained Outside of Ringette

It is the responsibility of the player, or in the case of minors, the parent(s)/ guardian(s) to make Team Staff aware of any injuries a player may have sustained outside of the realm of Ringette. This will allow Team staff to keep close watch and prevent further injury.

## Section 2000: LRA Privacy Policy

### 2001. General

Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* ("PIPEDA") and the *Personal Information Privacy Act* ("PIPA"). This policy describes the way that the LRA collects, uses, safeguards, discloses and disposes of personal information, and states the LRA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the LRA's interpretation of these responsibilities.

### 2002. Purpose

The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the LRA to collect, use or disclose personal information.

### 2003. Application

This policy applies to LRA members in connection with personal information that is collected, used or disclosed during any commercial activity related to the LRA.

### 2004. Statutory Obligations

The LRA is governed by the *Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act* in matters involving the collection, use and disclosure of personal information.

### 2005. Additional Obligations

In addition to fulfilling all requirements of PIPEDA and PIPA, the LRA and its members will also fulfill the additional requirements of this Policy. Members of the LRA will not:

- a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy
- b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information

- c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest
- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the LRA
- e) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information

## 2006. Ruling on Policy

Except as provided in PIPEDA and PIPA, the Board of Directors of the LRA will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

## 2007. Privacy Officer

2007.1 The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Leduc Ringette Association

Registrar – Contact information on LRA website

2007.2 Duties of the Privacy Officer include, but are not limited to:

- a) Implement procedures to protect personal information
- b) Establish procedures to receive and respond to complaints and inquiries
- c) Record all persons having access to personal information
- d) Ensure any third party providers abide by this policy; and
- e) Train and communicate to staff information about the LRA privacy policies and practices.

## 2008. Identifying Purposes

Personal information may be collected from members and prospective members for purposes that include, but are not limited to, the following:

- a) Receiving communications from the LRA in regards to E-news, newsletters, programs, events and activities.
- b) LRA communications between members for managing and arranging activities, programs, and events.
- c) Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications.
- d) Database entry to determine level of officiating certification and qualifications.
- e) Determination of eligibility, age group and appropriate level of competition.
- f) Implementation of the LRA screening program.
- g) Promotion and sale of merchandise.
- h) Medical emergency.
- i) Athlete registration with the LRA, BGL (if applicable) and Ringette Alberta.
- j) Outfitting uniforms, and various components of athlete and team selection.
- k) Purchasing equipment, manuals, resources and other products.
- l) Published articles, media relations and posting on the LRA website, displays or posters.
- m) Determination of membership demographics and program wants and needs.
- n) Managing insurance claims and insurance investigations.

## 2009. Purposes Not Identified

The LRA will seek consent from members when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.



## 2010. Consent

The LRA will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The LRA may collect personal information without consent where reasonable to do so and where permitted by law.

## 2011. Implied Consent

By providing personal information to the LRA, individuals are consenting to the use of the information for the purposes identified in this policy.

## 2012. Requirements

The LRA will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill the specified purpose of the product or service.

## 2013. Consent Forms

Consent may be written or implied. In determining the form of consent to use, the LRA will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Members may consent to the collection and specified use of personal information in the following ways:

- a) Completing and/or signing an application form
- b) Checking a check off box
- c) Providing written consent either physically or electronically
- d) Consenting orally in person
- e) Consenting orally over the phone

## 2014. Withdrawal

A member may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The LRA will inform the individual of the implications of such withdrawal.

## 2015. Legal Guardians

Consent will not be obtained from members who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.

## 2016. Exceptions for Collection

The LRA is not required to obtain consent for the collection of personal information if:

- a) It is clearly in the individual's interests and consent is not available in a timely way
- b) Knowledge and consent would compromise the availability or accuracy of the information *and* collection is required to investigate a breach of an agreement or contravention of a federal or provincial law
- c) The information is for journalistic, artistic or literary purposes

The information is publicly available as specified in PIPEDA and PIPA

## 2017. Exception for Use

The LRA may use personal information without the individual's knowledge or consent only:

- a) If the LRA has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law *and* the information is used for that investigation
- b) For an emergency that threatens an individual's life, health or security

- c) If it is publicly available as specified in PIPEDA and PIPA
- d) If the use is clearly in the individual's interest and consent is not available in a timely way

If knowledge and consent would compromise the availability or accuracy of the information *and* collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

## 2018. Exception for Disclosure

The LRA may disclose personal information without the individual's knowledge or consent only:

- a) To a lawyer representing the LRA
- b) To collect a debt the individual owes to the LRA
- c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction
- d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law
- e) To an investigative body named in PIPEDA or PIPA or government institution when the LRA believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs
- f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- g) In an emergency threatening a member's life, health, or security (The LRA will inform the individual of the disclosure)
- h) To an archival institution
- i) 20 years after the individual's death or 100 years after the record was created
- j) If it is publicly available as specified in the regulations
- k) If otherwise required by law

## 2019. Limiting Collection, Use and Disclosure

The LRA will not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in *Section 2008*, except with the consent of the member or as required by law.

2019.1 Personal information will be retained as long as reasonably necessary to enable participation in the LRA, to maintain accurate historical records and/or as may be required by law.

2019.2 Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

2019.3 Personal information will be accurate, complete and as up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

2019.4 Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

2019.5 Information made available will include:

- a) The name or title, and the address, of the person who is accountable for the LRA's privacy policy and practices and to whom complaints or inquiries can be forwarded
- b) The means of gaining access to personal information held by the organization
- c) A description of the type of personal information held by the organization, including a general account of its use
- d) A copy of any information that explains the organization's privacy policies
- e) Third parties in which personal information is made available.

## 2020. Individual Access

2020.1 Upon written request, and with assistance from the LRA, a member may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, a member is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

2020.2 Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

2020.3 A member may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide
- b) The information contains references to other individuals
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes
- d) The information is subject to solicitor-client or litigation privilege.

2020.4 Upon refusal, the LRA will inform the member the reasons for the refusal and the associated provisions of PIPEDA and/or PIPA and applicable provincial privacy legislation.

2020.5 Sufficient information will be required to confirm a member's identity prior to providing that member an account of the existence, use, and disclosure of personal information.

## 2021. Challenging Compliance

2021.1 A member will be able to challenge compliance with this policy to the designated member accountable for compliance.

2021.2 Upon receipt of a complaint the LRA will:

- a) Record the date the complaint is received
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
- d) Appoint an investigator using the LRA personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
- e) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the LRA
- f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures

2021.3 The LRA will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any LRA member, and other decision-makers within the LRA or deny that person a benefit because the member, acting in good faith and on the basis of reasonable belief:

- a) Disclosed to the commissioner that the LRA has contravened or is about to contravene the *Act*
- b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the *Act*
- c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*

## 2022. Copyright and Legal Disclaimer

2022.1 The LRA website is a product of the LRA. The information on said website is provided as a resource to those interested in the LRA. The LRA disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that the LRA is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by the LRA. The LRA also reserves the right to make changes at any time without notice.

2022.2 Links made available through this website may allow you to leave the LRA website. Please be aware that the internet sites available through these links are not under the control of the LRA. Therefore, the LRA does not make any representation to you about these sites or the materials available there. The LRA is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The LRA is not responsible for privacy practices employed by other companies or websites.

2022.3 This site is created and controlled by the LRA in the province of Alberta. As such, the laws of the province of Alberta will govern these disclaimers, terms and conditions.

## Section 2100: Miscellaneous

### 2101. Leduc Ringette Association Logo

Below are the approved LRA logos. No other logos should be used to represent the LRA. Electronic copies for embroidery, letterhead, publicity etc. are available from the Board.



### 2102. Purchase of Goods

2102.1 Every team is responsible for the research and negotiation of any promotional clothing or items they wish to purchase.

2102.2 All items are at the individual team's expense.

2102.3 All items using a LRA logo must use the logo approved in the Policy and Procedure manual.

2102.4 The LRA recommends that any items purchased be quoted by at least two individual vendors.