

<b>Document Type</b>	Policy	<b>Document Title</b>	3.0 Standard Policies
<b>Revision</b>	0	<b>Created On</b>	April 30, 2017

<b>Revision</b>	<b>Scope of Revision</b>	<b>Approved By</b>	<b>Date</b>
0	Initial Development	RD Ringette Executive	Apr 30, 2017

### **3.0 Purpose:**

To define standard policies that apply to all members of the Red Deer Ringette Association.

### **3.1 Screening:**

The purpose of policy section on screening is to identify Members who may pose a risk to the Association and participants.

Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport Associations that provide programs and services. Red Deer Ringette is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.

- As of 2017, Ringette Alberta Policy 19.0 Screening Policy requires that at a minimum all **Team Staff** of minor age teams and **Directors** that handle finances of the Association must obtain a “PRC” and “VSS”.
- Not all Members associated with the Association will be required to undergo screening through a Police Records Check (“PRC”), Vulnerable Sector Screening (“VSS”) and Screening Disclosure Form. The Association will determine, as a matter of policy, which other categories of members will be subject to screening.

### **3.2 Privacy:**

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 section describes the way that the Association collects, uses, safeguards, discloses and disposes of personal information, and states the Association’s commitment to collecting, using and disclosing personal information responsibly. This policy section is based on the standards required by PIPEDA and PIPA, and the Association’s interpretation of these responsibilities.

In addition to fulfilling all requirements of PIPEDA and PIPA, the Association and its Representatives will also fulfill the additional requirements of this policy section.

Representatives of the Association will not:

- 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;
- Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;

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- 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;
- Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Association; and
- Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

### **3.3 Confidentiality:**

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

- Members will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement with the Association, unless expressly authorized to do so.
- 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 Association.
- All files and written materials relating to Confidential Information will remain the property of the Association and upon termination of involvement with the Association or upon request of the Association, 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.
- The term “Confidential Information” includes, but it not limited to the following:
  - Personal Information collected and retained by the Association, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
  - Association intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Association, 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.

### **3.4 Conflict of Interest**

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

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All Members of the Association will fulfill the requirements of this policy section. Members **will not**:

- Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Association;
- 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;
- In the performance of their official duties, accord preferential treatment to any Person;
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, where such information is confidential or is not generally available to the public;
- 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 Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association;
- Use Association property, equipment, supplies or services for activities not associated with the performance of official duties with the Association without permission;
- Place themselves in positions where they could, by virtue of being a decision maker within the Association, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 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 Association.
  
- **Disclosure of Conflict of Interest**
  - At any time that a Member becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Discipline Committee immediately.
  
- **Reporting a Conflict of Interest**
  - Any Member or person, who is of the view that another Member may be in a position of conflict of interest, shall report this matter to the Discipline Committee. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Discipline Committee.
  
- **Resolving Complaints of a Real or Perceived Conflict of Interest**
  - Upon receipt of a complaint, the Discipline Committee 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.
  - After hearing the matter, the Discipline Committee will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed. The decision will be documented; a copy provided to the affected member and a copy will be held in confidence by the Discipline Committee.

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### **3.5 Social Media and Electronics:**

This policy section is to address concerns with the use of social media and electronics while a member of the Red Deer Ringette Association. Expectations are as follows:

- All Members of the Association are to adhere to the Code of Conduct Policy.
- Recording devices of any sort (cameras, phones, voice recorders etc) are not to be present in the dressing rooms at any time with the exception below:
  - Coaches may elect to use a tablet to review practice plans or game play provided:
    - 2 coaches are present at all times the tablet is in use.
    - A check that all athletes are dressed is done by the female coach prior to the coaches entering the dressing room to utilize the tablet.
- Music may be provided through the use of a non-photo or video capable player (Ipod, MP3/4, USB stick) or else the music player must be kept out of the dressing room and utilize a wireless connection to the speaker assembly.
- Coaches will be members of or have access to any team “media groups” such as Facebook, text groups, Gmail groups etc. in order to monitor the content and context of the conversation.
  - All Association members are reminded that teams are a mix of age and maturity levels and what may be “tolerable” for some members on the team may not be for other members of the team. Team conversations are to be kept to the most conservative level.
  - Team members will not post disparaging, rude or degrading comments about other team members on team social media
- Postings to social media by any member of the Association will not contain context or information that is disparaging, rude or degrading that leads to identification of any other member of the Association or the Association itself.
- Where team members and parents need to set additional boundaries and expectations over and above this Policy Section or the Code of Conduct, the use of a Team Social Contract Template may be utilized. A template can be found in Appendix “I”. Teams may modify the conditions as they see fit for their team.
- Team members not adhering to this policy section may face reprimand or consequences levied by the coaching staff.
  - For Association members outside of the team, a complaint may be submitted in writing to the Discipline Committee.
    - Both parties will be provided the opportunity to present their case and any supporting information.
    - The committee will review the complaint, gather data and render a decision that can range from reprimand to suspension from Red Deer Association events including game and practices.
    - The decision will be provided in writing to the affected association member.

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### **3.6 Residency:**

This policy section addresses the criteria to be applied to “resident” and “non-resident” athletes in the process of evaluations and team determination.

Red Deer Ringette recognizes that it is a steward for the development of the sport of Ringette in central Alberta. As such, it is committed to creating an environment that fosters cooperation among Red Deer Ringette, Lacombe Ringette and Central Alberta AA Ringette.

In order to provide a full range of development opportunities to Central Alberta athletes, the Association will consider accepting players who reside outside the City of Red Deer proper utilizing the following criteria:

- Where there is no local association (ie Sylvan Lake, Penhold), the athlete will be considered a resident member of the Red Deer Ringette Association for evaluations and team development and therefore no limitations will be placed.
- Where there is a local association (ie. Lacombe, Leduc), the registrant will be considered a non-resident for the purposes of evaluations and team development and the following residency considerations will be applied:
  - Any non-resident athlete may evaluate in the Red Deer Ringette evaluations process if it appears there will not be an appropriate team/level (as gauged by the player or parent) in their home association.
  - The athlete or their parent/guardian must notify the proper level Red Deer Ringette Evaluations Director of their intent to attend evaluations and try outs a minimum of 2 weeks prior to the start of evaluations. Any applicable Try Out fees will have to be paid prior to the athlete taking part.
  - The athlete or their parent/guardian must notify their home association of their intent to attend Red Deer Ringette evaluations prior to taking part.
  - Non-resident athletes must qualify in the ranking against any resident athlete trying out for the same team/level based on the Red Deer Ringette evaluations process.
  - Any non-resident athletes selected to a Red Deer Ringette team will abide by all policies, rules and regulations of Red Deer Ringette.
- As per Aug 16, 2016 revision of Ringette Alberta 3.0 Residency Policy, Section 3.3.6, Red Deer Ringette is not required to accept players from another association
- Where non-resident players are selected to a Red Deer Ringette team, such players will not occupy more than 25% of the team numbers.
- Where Red Deer Ringette is considering selecting non-resident athletes, a check will be done with the athlete’s home association to ensure a viable team can still be assembled in the athlete’s home association. If a viable non-resident home association team cannot be formed, Red Deer Ringette will refrain from considering those athletes.
- Red Deer Ringette will not unduly withhold the release of a resident athlete if the athlete chooses to attend evaluations at a different association if Red Deer Ringette cannot offer a division/level that the athlete wishes to try out for.