



# Drayton Valley Ringette Association Policy & Procedures Manual

## Modification History

Modification Date	Modified By	Modification(s)
March 16, 2010	Club Executive	Initial Executive approval
April 13, 2011	Club Executive	Appendix I & 503
Oct 18, 2011	Club Executive	405
March 7, 2012	Club Executive	401, 402
September 22, 2013	Club Executive	203,302,303,306,307,308,204, Appendix L
April 20, 2015	AGM	202, 305, 4, 402A, 202n, 202r
March 8, 2016	Club Executive	408, 203
April 19, 2016	AGM	202a, 202f, 202h, 202i, 202j, 202q, 202r, 406
May 10, 2016	Club Executive	402b
Sept 22, 2016	Club Executive	203e, 405, 407, 409
Feb 17, 2017	Club Executive	202, 203

## Table of Contents

1. General .....	5
101. Intent .....	5
102. Governance .....	5
103. Amendment.....	5
103. Association Website .....	5
2. Roles and Responsibilities .....	6
201. Member.....	6
202. Executive Members.....	6
202a. President.....	6
202b. Past President.....	7
202c. Vice President .....	7
202d. Secretary .....	7
202e. Treasurer .....	7
202f. Registrar .....	7
202g. Referee Allocator .....	8
202h. Ice Allocator.....	8
202i. Fundraising Coordinator .....	8
202j. Coaching Coordinator .....	9
202k. Zone 5 Representative.....	9
202l. Marketing Coordinator .....	9
202m. Recruitment Coordinator .....	9
202n. Communications Coordinator .....	10
202o. Tournament Coordinator .....	10
202p. Team Director.....	10
202q. Equipment Coordinator.....	10
202r. Skills & Tech Coordinator .....	11
203. Team Personnel.....	11
203a. Head Coach.....	12
203b. Assistant Coach .....	13
203c. Team Manager .....	14
203d. Team Equipment Manager .....	14
203e. Trainer .....	14

204. Screening Policy.....	15
3. Code of Conduct.....	18
301. Misconduct.....	19
302. Discipline and Complaint Policy.....	21
303. Appeals.....	25
304. Suspension on Financial Grounds.....	28
305. Neglect of Duty.....	28
306. Confidentiality Policy.....	28
307. Privacy Policy.....	30
308. Conflict of Interest Policy.....	35
4. Financial Obligations.....	37
401. Registration and Fees.....	37
402. Association Obligations.....	38
402A. Exhibition Games.....	38
402 B. Ice Allocation.....	38
403. Player Obligations.....	40
404. Travel and Bussing.....	40
405. Team Sponsorship.....	40
406. Provincial Championships.....	40
407. Team fundraising.....	40
408. Jersey/Equipment Deposit.....	41
409. Out of Town Tournament Policy.....	41
5. Teams and Players.....	42
501. Assignment of Players/Tiering.....	42
502. Player Movement.....	43
503. Player affiliation and combined teams.....	43
503 a. Affiliation.....	43
503b. Combined Teams.....	44
503c. Player Releases.....	44
504. Team Spirit Award.....	44
Appendix A - Flow Chart if an Incident Occurs.....	44
Appendix B – Complaint/Misconduct Form.....	46
Appendix C - Infraction Incident Examples.....	47



Appendix D - Neglect of Duty .....	48
Appendix E - Request for Resignation .....	49
Appendix F - Player Movement Request.....	50
Appendix G - Use of Affiliate Form .....	51
Appendix H - Player Evaluation Form .....	52
Appendix I - Player Placement Request Form .....	53
Appendix J – Spirit Award Nomination Form .....	55
Appendix K - Year End Inventory Checklist .....	57
Appendix L - Drayton Valley Ringette Association Screening Disclosure Form .....	58
Appendix M: DVRA Coaching Application .....	59



## 1. General

### 101. Intent

The items herein contained are intended to act as principles and guidelines for administering the ongoing activities of the Drayton Valley Ringette Association (herein after referred to as “the Association”). Information contained in this document is in addition to the Bylaws of the Association.

While they are not intended to be absolute in nature or rigid in their application, they do provide a framework that will be applied unless a change in direction is made

### 102. Governance

In addition to the information contained in this manual, the League shall operate in accordance with the rules, regulations, procedures, and bylaws of:

- a. Black Gold League
- b. Ringette Alberta
- c. Ringette Canada

In the case that statements or references made in this document conflict with the Bylaws of the Association or the Bylaws, Policies, Procedures, Rules, or any other governing document of the Black Gold League, Ringette Alberta or Ringette Canada, those higher level constraints shall apply.

### 103. Amendment

The Operations Manual may be modified at any type of meeting of the Club that includes modification as part of its agenda. This document shall be modified without notice if there is known or deemed to be a conflict with any governing document of the Black Gold League, Ringette Alberta or Ringette Canada or if additional clarification or detail is required. The essence of any modifications must be recorded in the Modification History at the beginning of this manual.

### 103. Association Website

The Association Website is [www.dvringette.com](http://www.dvringette.com).

Information available on the Website includes, but is not necessarily limited to or constrained by:

- Registration Information;
- Bylaws;
- Policies;
- Forms;
- Team contact information;
- Notice of Meetings.

## 2. Roles and Responsibilities

### 201. Member

A Member is:

- a. any player, or the Parent or Guardian of any player under the age of 18, who has paid the prescribed membership fee;
- b. a member of team personnel who has been appointed by the Executive.

Membership entitles each family with one or more Players under the age of eighteen years to one vote per family. Any member who accepts membership in the Association shall be deemed to have undertaken to abide by the provisions of the By-Laws and Policies of the Association and all decisions rendered by the governing bodies of the Association.

### 202. Executive Members

The Executive Members have fundamental responsibilities with respect to the governance of the Association and conformance to the requirements of the Societies Act as set out in the Association Bylaws. In addition to governance responsibilities, the Executive Members have additional tasks they must take on to ensure the effective and efficient operation of the Association.

The majority of Executive positions must be filled each season to ensure the smooth execution of association activities. There must be somewhat equal representation from each level of teams participating in association activities. Based on current and expected team numbers for the following season, the current executive will announce the minimum number of representatives required per team upon releasing the AGM notification to the association. Failure for any individual team to provide the minimum number of executive members will result in no team in that age group for the season within DVRA.

Once elected into a position on the Executive, the individual must fulfill their duties for the current season, if for some reason they are not able to fulfill their duties they are to complete a "Request for Resignation" (Appendix E) and submit to the Executive. The team from which the "Request for Resignation" member represents will be given the opportunity to provide a replacement member to keep the minimum representation required, or the team may no longer participate in association activities regardless of season timing.

#### 202a. President

It is the additional duty of the **President** to:

- a. Call and preside as Chairman at all Meetings and Executive Meetings;
- b. Exercise general supervision over the affairs of the Association;
- c. Be a signing authority, together with the Treasurer, for the Association bank account;
- d. Prepare an Agenda for the General and Executive Meetings;
- e. Exercise the power and authority of the Association Executive in case of emergency, but subject to ratification by the entire Executive at the next meeting;
- f. Be the official spokesperson for the Association;
- g. Be an Ex-officio member of all the committees;
- h. Not vote except in the case of a tie where he/she shall cast the deciding vote;
- i. Ensure all executive members fulfill their obligations;
- j. Ensure a quorum is available for meetings;
- k. Responsible for handling complaints, appeals, and disciplinary items.
- l. Prepare Schedule of Events for ringette season;
- m. Conduct initial team meetings at beginning of season to highlight items of importance.
- n. Get Insurance certificate from RAB as start of season, provide to ice allocator
- o. Fill out Group member application for RAB
- p. Make sure all Executive members know of critical dates with BGL and RAB

## 202b. Past President

It is the additional duty of the **Past President** to:

- a. Attend meetings in a mentoring capacity when invited;
- b. Not be entitled to a vote at any meeting

## 202c. Vice President

It is the additional duty of the **Vice President** to:

- a. Act as a Chairman at all Meetings and Executive Meetings in the absence of the President;
- b. Attend all DVRA Executive Meetings;
- c. Carry out duties as requested by the President;
- d. When the President is not able, attend meetings or fulfill the role of the President;
- e. Assist the President in performing his/her duties;
- f. Co-sign cheques in the absence of the President;
- g. Maintain the Drayton Valley Ringette Policy and Procedures Manual;
- h. Ensure all team managers are aware of their roles;
- i. Ensure that a team manager training program is provided before Oct 15 each season.

## 202d. Secretary

It is the additional duty of the **Secretary** to:

- a. Attend all Meetings and Executive meetings and record accurate minutes of those Meetings;
- b. Ensure that Due Notice is given for all Meetings and Executive Meetings as required;
- c. Maintain files and records appropriate for the operation of the Association; (ie. CRC list)
- d. Ensure list of executive committee members are current (names, email, phone numbers, etc.);
- e. Ensure new executive have copies of their job descriptions, DVRA policy and procedures manual, Zone 5 policy and procedures, etc.;
- f. Record, type and distribute minutes;
- g. Ensure public announcement of AGM at least 21 days prior to meeting;
- h. Get sponsor list from marketing coordinator and arrange a "Thank You" to be advertised in the local paper.

## 202e. Treasurer

It is the additional duty of the **Treasurer** to:

- a. Be a signing authority of the Association bank account together with the President;
- b. Properly account for all funds of the Association and keep such books and records as may be directed;
- c. Pay all approved bills received by the Association;
- d. Prepare budgets yearly or as requested by the President;
- e. Supply a report on the financial status of the Association at all Executive Meetings;
- f. Make the books and financial records available at all General Meetings for any Member to view;
- g. Receive all money paid to the Association and be responsible for the deposit of that money in whatever bank, trust company, credit union or treasury branch account the Executive may order;
- h. Prepare the books for audit;
- i. Maintain non-profit status;
- j. Assist registrar in preparing eligible child tax receipts;
- i. Collect mail throughout the season.

## 202f. Registrar

It is the duty of the **Registrar** to:

- a. Keep a record of Member Data for all Members;
- b. Collect all fees for memberships and provide eligible child tax receipts;
- c. Keep a record of Player Data for all Players and register them with Ringette Alberta using the

- method prescribed by Ringette Alberta and the Black Gold League;
- d. Ensure that all fees for the Players are collected;
- e. Provide a team list to the coaches and managers of each team at the beginning of the season.
- f. Provide registration forms to previous years players via team managers to encourage early registration;
- g. Act as Privacy Officer.
- h. Responsible for Respect in sport for new members

## 202g. Referee Allocator

It is the duty of the **Referee Allocator** to:

- a. To be aware of any and all home games for all teams within the association;
- b. Inform all referees of the schedule for home games. Some home games may be out of town.  
-If you need to get a referee from another community, you can contact Central Ref. for that person.
- c. Keep track of who refs which games in order to pay them for that session;
- d. If a game is cancelled, you **MUST** contact the referees beforehand. If they were not called, you must pay them;
- e. Coordinate training, upgrading and evaluation of referees;
- f. Hold occasional meetings with referees to discuss rule interpretation, concerns, etc.;
- g. Keep an open line of communication with the Ice Allocator relating to scheduling, game changes and referee needs;
- h. Communicate all payroll information to the Treasurer on a bi-monthly basis;
- i. Provide referee information to registrar.

## 202h. Ice Allocator

It is the duty of the **Ice Allocator** to:

- a. Attend ice scheduling meetings set forth by the Town of Drayton Valley in order to represent the association and request the ice required by the teams for that season;
- b. Report association ice time to the Black Gold League and/or Ringette Alberta as per their request;
- c. Attend DVRA meetings;
- d. Schedule team practices;
- e. Inform the Executive and teams of available ice as per the schedule;
- f. Inform team managers of process to report game scores to the Black Gold League and/or Ringette Alberta on a weekly basis;
- g. Book dressing rooms, floods, and nets for all home games and practices;
- h. Manage schedule changes due to tournaments, bad weather, etc.
- i. have access to a computer (smart phone is not sufficient)
- j. basic knowledge of excel (needed to make spreadsheets for ice scheduling with the BGL)
- k. commitment level of approx. 8 hours per week. Possibly more at the beginning of the season and during times of bad weather (reschedules).
- l. Scheduler needs to be responsive to emails
- m. must have strong organizational skills

## 202i. Fundraising Coordinator

It is the duty of the **Fundraising Coordinator** to:

- a. Organizing and inform all members and the Executive of all information pertaining to a fundraising event, which may include but is not limited to:
  - i. Organizing a bottle drive in September
  - ii. Organizing chocolate bar sales in November - December
  - iii. Organizing 2 meat orders, normally in October and February
  - iv. Ensure all fundraising obligations are met by each member family
- b. Organize refreshments and related items that are required for the Association functions;
- c. Ensure all fundraising efforts comply with Alberta Liquor and Gaming Commission;
- d. Inform the association members of their commitment requirements and keep a record of all participants;
- e. Provide fundraising deposit cheques to Treasurer for deposit if requirements are not met;





- f. Organize any other fundraising functions set forth by the Executive or Association.
- g. Attend DVRA Executive Meetings.

## 202j. Coaching Coordinator

It is the duty of the **Coaching Coordinator** to:

- a. Organize and chair regularly scheduled coaching meetings.
- b. Inform coaches of any changes with Ringette that pertain to coaching and playing the game.
- c. Prepare a package at the beginning of the season which would include but is not limited to:
  - i. Copy of the Association By-laws
  - ii. Code of Conduct (to be signed by each player and their parent/guardian)
  - iii. Coaching Responsibilities
  - iv. Criminal Record Check forms – completed by Nov 30 current season.
  - v. Emergency Medical Sheet
  - vi. Ringette Rules Handbook
- g. Assist and direct coaches when guidance is required.
- h. Provide team staff information to registrar.
- i. Make sure coaches have proper coaching requirements
- j. Inform new coaches of Respect in Sport to be completed by November of the current season
- k. Attend all DVRA Executive Meetings

## 202k. Zone 5 Representative

It is the duty of the **Zone 5 Representative** to:

- a. Attend Zone 5 meetings as per Zone 5 schedule;
- b. Act as a liaison between the Association and Zone 5;
- c. Collect game sheets from team managers and deliver them at Zone 5 meetings;
- d. Attend DVRA Executive Meetings.

## 202l. Marketing Coordinator

It is the duty of the **Marketing Coordinator** to:

- a. Publicize any and all Association functions to inform the members and the public of activities (radio, newspaper, television, etc.);
- b. In conjunction with team managers, send letters to all last season's team sponsors, asking for their support again for upcoming season;
- c. Follow up with each sponsor canvassed within 14 days, and canvas potential new sponsors in writing and follow up with personal visit;
- d. Provide sponsor list to secretary so he/she can arrange for a 'thank you' advertised in the local paper;
- e. Provide sponsor list to tournament coordinator for inclusion in the tournament program;
- f. Ensure each sponsor receives their team picture and a letter of appreciation from the association;
- g. Prepare and send out requests to companies for donations;
- h. Update display case in arena.
- j. Attend DVRA Executive Meetings;
- k. Place advertisement in the paper to announce registration information;
- l. Work closely with webmaster to make sure all info is made available to the public

## 202m. Recruitment Coordinator

It is the duty of the **Recruitment Coordinator** to:

- a. Organize Come-Try-It-Night twice a year (fall and spring);
- b. Encourage and inform the public of the opportunities to play Ringette including, but not limited to, going to schools and organizing Community Registration Night in the beginning of April and September;
- c. Contact Town of Drayton Valley about the Community Directory;



- d. Attend DVRA Executive Meetings

## 202n. Communications Coordinator

It is the duty of the **Communications Coordinator** to:

- a. Assist in maintaining communications between the executive, coaches, teams and parents;  
Primary means of communication will be via e-mail and website.
- b. Attend DVRA Executive Meetings
- c. Update ringette information on a regular basis – working closely with DVRA Executive, Coaches, Parents and Players.
- d. Knowledge of web design and maintenance is an asset but not necessary.
- e. Work with tournament coordinator to display team information.

## 202o. Tournament Coordinator

It is the duty of the **Tournament Coordinator** to:

- a. Establish a tournament subcommittee comprised of members from the Association
- b. Organize and chair a tournament for the Association as directed by the Executive  
(see tournament information in the tournament box)

## 202p. Team Director

If more than one team per division is registered, then a team director should be elected to represent the two or more teams at Executive meetings.

It is the duty of the **Team Director** to:

- a. Act as a liaison between the teams and the Executive
- b. Participate and contribute to discussions, but not be allowed to vote

## 202q. Equipment Coordinator

It is the duty of the **Equipment Coordinator** to:

- a. Arrange for the handling, storage, repair, inventory, cleaning, and disbursement of all association equipment and jerseys.
- b. Receive submissions from each team manager or coach for required equipment and jerseys.
- c. Form a ledger for present equipment where jersey shape and value are recorded, as well as vendors and purchases.
- d. Will be authorized to purchase new equipment and jerseys after budget approval and a two-thirds vote by the Executive Board Members.
- e. Responsible for signing out jerseys to players for the current season and collecting jersey deposits.
- f. Is responsible for ensuring equipment and jerseys are returned for the next playing season.
- g. Shall turn over all books to the current Executive and Board of Directors at the end of the term.
- h. The Equipment Coordinator will be the only person authorized to spend DVRA money on repairing or washing jerseys, within the preapproved budget.
- i. Attend DVRA Executive Meetings.

## 202r. Skills & Tech Coordinator

- a. Responsible for the administration of the Associations player development programs.
- b. Responsible for the administration of the Ringette Alberta (RAB) Skill Assessments
- c. Submission of Skill Assessments to RAB
- d. Responsible for sourcing and facilitating technical development and training resources to enhance the players.
- e. Responsible for polling membership and coaches to determine what the current needs of the players are and then bring appropriate resources / clinics in to satisfy the current needs.
- f. Book appropriate professionals as requested by coaches/teams
- g. Responsible for organizing Free Clinics for the players; such as skills clinic in September if this is deemed appropriate.
- h. Evaluate all programs / clinics upon completion for participants satisfaction.
- i. Registration fees, forms and guidelines must be clearly posted and accessible to all members.
- j. Inform equipment coordinator of all new skill development equipment/materials purchased to ensure it is added to DVRA inventory.
- k. Collect all skill development equipment at the end of the season and return to the Equipment Coordinator.
- l. Ensure all invoices for Skill Development are paid at end of the season.
- m. Attend all DVRA Executive Meetings.

## 203. Team Personnel *(Work in progress – 203b&e incomplete)*

Members can become Team Personnel only if they:

- a. Meet the minimum skill requirements prescribed by the Association;
- b. Meet the security requirements prescribed by the Association;
- c. Are approved by a majority of the Executive or other processes the Executive deems appropriate.

### Coaching:

DVRA believes its coaches are the heart of a successful association. 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”.

**Application:** All prospective Coaches shall, in each year they wish to coach, complete the “Coaching Application” Form (available on the Website) prescribed by DVRA and submit it to the Coaching Coordinator according to the date or dates specified. Also, coaches who have been disciplined through involvement in Ringette in previous season(s) must include details of the discipline with their application. Non- compliance of this shall result in the immediate dismissal of the application by the selection committee.

**Selection Criteria:** The Association may use a wide range of criteria it deems appropriate in order to select its coaches. The selection criteria includes, but is not necessarily limited to or constrained by:

- a. Formal coaching, training and certification levels in accordance with Ringette Canada rules;
- b. A level of experience commensurate with the level of Ringette being coached;
- c. Demonstrated conformance to Bylaws and Policies of the Association, Ringette Alberta and Ringette Canada.
- d. Consideration will be given to coaching candidates who have attended DVRA Coaching Mentorship programs, Ringette Alberta mentorship programs, and Ringette-specific coaching programs;
- e. Result of a current RCMP Security Clearance/Criminal Record check.

**Selection Process:** Before the beginning of each season, a Coach Selection Committee will be appointed by the Executive. Members of the Committee shall consist of: a. Coaching Coordinator; b. at least two executive members (child not playing at that level).

The Committee may canvas applications for all coaching positions, review all applications of the prospective candidates, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each team. Head Coaches may be consulted as to who they wish to have on the team staff. Team Staff positions will be limited to one (1) Head Coach and up to two (2) on-ice assistant Coaches. Additional Assistant coaches maybe listed on the team staff roster but are used as “back up” coaches and are not to be regarded as regular coaching staff. The Committee will advise all candidates of their status in the timeliest possible manner. The final decisions of the Committee are not appealable.

Team Personnel are entrusted with the instruction, care, and supervision of Players, or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position. When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a “**Team Personnel Removal**” form will be completed and submitted for Executive Approval. If a Member believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt to reach a resolution with the Team. If a resolution cannot be achieved, a “**Team Personnel Removal**” should be submitted for Executive Approval.

**Security Requirements for all coaching staff** – DVRA requires a criminal record check (CRC) be completed, this is good for 3 years with the association. Any coaches that have not obtained and provided their CRC to DVRA by November 30, or at least have submitted their request to the RCMP, will not be allowed on the ice or on the bench with their team until the CRC is provided to the DVRA or applied for. In addition, DVRA will not pay any tournament fees for that team until the CRC is provided or applied for.

### 203a. Head Coach

Association Head Coaches shall be **fully** responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches, Managers 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. This includes, but is not necessarily limited to:

- a. Be responsive to directives of Executive Committee 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 reasonable 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. Have a development plan for the season that is congruent with the Associations' Development Program.
- l. Encourage and motivate their players towards enjoyment of the game, team concept, and skill development.
- m. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association.
- n. Comply with normal administrative directives by:
  - Holding a beginning of season parent meeting
  - Completing a coaching application and declaration
  - Submitting a team directory.
- o. All coaches shall hold a meeting of parents of players prior to November 15 of each season. Items to be covered include:
  - Number of games and practices planned.
  - Relevant items of Association policy.
  - All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, additional practices
- p. Coaches are encouraged to foster an environment between parent, player and themselves that communicate continued development throughout the season
- q. All coaches are encouraged to have a practice plan prepared for their practices.
- r. 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.
- s. Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, and age and stamina of players.
- t. The coach is responsible to ensure that other team personnel know their responsibilities and Association policies, rules and guidelines.

### 203b. Assistant Coach

Association Assistant Coaches shall help the head coach with any designated activities of their team. This includes, but is not necessarily limited to:

- a. Be responsive to directives of Executive Committee and assist coach in operating 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 take concerns to the head coach;
- e. Help coach 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 reasonable 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. Assist head coach with 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;
- j. Encourage and motivate their players towards enjoyment of the game, team concept, and skill development;
- k. Assist coach from time to time with practice plans;
- l. Assist with pre-game preparation;
- m. Assist with operation of team during the games;

- n. Assist with player evaluations;
- o. Report to the Head coach.

### 203c. Team Manager

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. This includes, but is not necessarily limited to:

- a. Create a schedule for time box, shot clock, and score keeping staff.
- b. Organize snack schedule for after games, if so desired by the team.
- c. Submit scores, to BGL and DVRA ice allocator.
- d. Submit game sheets to DVRA BGL representative, and keep a copy to be submitted with later special requests (overtime players, etc).
- e. Look into tournaments available to team, discuss with parents and coaches, and submit applications.
- f. Arrange tournament accommodations and pass on relevant tournament information to parents and coaches.
- g. Organize Christmas/ Year End parties and gifts for coaching staff.
- h. Pass on information to families re: fund raising, ice allocation, game schedules, etc.
- i. Assist Registrar to collect necessary player information.
- j. Complete league paperwork as necessary.
- k. Liaise between coaches and parents.
- l. In conjunction with marketing coordinator, find and acknowledge team sponsors.
- m. Prepare game sheets prior to games and pass on to opposing team.
- n. Inform parents of any equipment concerns.
- o. Create contact lists and cards for families.
- p. Assist coaches with completing emergency information that must be on the bench during all games.
- q. Pass on arena maps for games.
- r. Set up shot clock for games, and create shot clock training sessions for operators (parents).
- s. Work with the ice allocator and manager/coach of other team to reschedule missed league games due to tournaments, bad weather, etc.

### 203d. Team Equipment Manager

The Equipment Manager is responsible for looking after the Association's equipment assigned to their team. This includes, but is not necessarily limited to:

- a. Storage Facilities;
- b. Jerseys;
- c. Shot Clocks;
- d. Rings;
- e. First Aid Kits;
- f. Pinnies;
- g. Equipment Bags;

The Equipment Manager has responsibilities that include, but are not necessarily limited to:

- a. Managing the teams inventory of jerseys and equipment;
- b. Arranging for transport of jerseys and goalie equipment to games as required;
- c. Arranging for the purchase of jerseys and equipment as required;
- d. Arranging for repair of damaged equipment;
- e. Manage the associations storage facility in coordination with other team equipment managers;
- f. Ensure all equipment is returned by the end of the season and complete inventory checklist (*Appendix J*);

### 203e. Trainer

The Trainer has responsibilities that include, but are not necessarily limited to:



- a. Conducts regular checks of players equipment;
- b. Assist coach in preparing proper warm up and condition techniques to prevent player injury;
- c. Establish in confidence any necessary medical history files on each player and carries these along with a first aid kit to every outing;
- d. Implements and Emergency Action Plan for the team and through this is prepared to act in the event of accidents, injuries or medical emergencies;
- e. Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals;
- f. All trainers must have current first aid and CPR training as per RAB guidelines.
- g. Trainers are not trained coaches and therefore will not participate in any coaching duties. I.e: running practices, managing benches during games or general coaching of any kind. Should a trainer wish to participate in a coaching role they must be certified as a coach as per RAB's requirements for the applicable age level.

## 204. Screening Policy

### Preamble

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. Drayton Valley Ringette Association (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.

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

### Purpose

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

### Policy Statement

Not all individuals associated with the DVRA will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

For the purposes 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 DVRA. Such designated categories include:

All Executive Members; and

Any persons appointed to a DVRA team whether as a coach, trainer, manager, or official in another role.

It is the DVRA's policy that:

Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.

The DVRA will not knowingly place in a designated category an individual who has a conviction for a 'relevant offence', as defined in this policy. However, where the Executive 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 DVRA, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Executive may approve a person's participation in a



designated category.

If a person 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 DVRA.

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 DVRA's Discipline Policy.

## **Screening Committee**

The implementation of this policy is the responsibility of the Club Executive;

The Screening Committee will carry out its duties, in accordance with the terms of this policy

The Screening Committee is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

## **Procedure**

Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Club.

The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the DVRA Executive marked "Confidential".

Individuals who do not submit a PRC, VSS, 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 PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.

After to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Executive, by majority vote, will:

Approve an individual's participation in a designated category; or

Deny an individual's participation in a designated category; or

Approve an individual's participation in a designated category subject to terms and conditions as the Executive deems appropriate.

If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Club President will be notified that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Club President along with the Executive will render its decision and provide notice of its decision in accordance to paragraphs 14. After providing notice, the Executive will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

The decisions of the Executive are final and binding.

Nothing in this policy will prevent an individual from re-applying for a volunteer position with the DVRA at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.

PRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a volunteer in a designated category provide a PRC, VSS 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.





## **Relevant Offences**

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

If imposed in the last five years:

Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or

Any violation/offence for trafficking and/or possession of drugs and/or narcotics.

Any violation/offence involving conduct against public morals;

If imposed in the last ten years:

Any violation/offence of violence including but not limited to, all forms of assault; or

Any violation/offence involving a minor or minors.

If imposed at any time:

Any violation/offence involving the possession, distribution, or sale of any child-related pornography;

Any sexual violation/offence involving a minor or minors; or

Any violation/offence involving theft or fraud.

## **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.

### 3. Code of Conduct

#### Definitions

The following terms have these meanings in this Policy:

- a. **"Club"** – **Drayton Valley Ringette Association**
- b. **"Individuals"** – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.

#### Purpose

The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Club programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.

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

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

#### Application of this Policy

This Policy applies to conduct that may arise during the course of Club business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.

This Policy also applies to the conduct of Individuals that may occur outside of the Club's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Club, as determined by the Club.

#### Responsibilities

All Individuals have a responsibility to:

Maintain and enhance the dignity and self-esteem of Individuals and other persons by:

- Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, and members;
- Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
- Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- Consistently treating individuals fairly and reasonably; and,
- Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.

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:

- Written or verbal abuse, threats or outbursts;
- The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
- Unwelcome remarks, jokes, comments, innuendos or taunts;
- Leering or other suggestive or obscene gestures;
- Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- Any form of hazing;
- Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations;
- Physical or sexual assault;
- 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; or
- Retaliation or threats of retaliation against an individual who reports harassment.

Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- Sexist jokes;
- Display of sexually offensive material;
- Sexually degrading words used to describe a person;
- Inquiries or comments about a person's sex life;
- Unwelcome sexual flirtations, advances or propositions; or
- Persistent unwanted contact.

Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Club's Discipline Policy. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;

1. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);

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

3. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Club events;

- Respect the property of others and not willfully cause damage;
- Promote ringette in the most constructive and positive manner possible;
- Adhere to all federal, provincial, municipal and country laws;
- Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Club, Zone Association (if applicable) and Ringette Alberta, as adopted and amended from time to time.

## 301. Misconduct

Contravention of the Code of Conduct is a **very serious** (see appendix C) matter and the Association treats it

as such. Everyone, including any accuser or the accused must understand what will result. In some cases, the appropriate vehicle may be a complaint. Any time that any member parent/guardian believes that a Member is violating the Code of Conduct is not being followed; they may report the misconduct to the association by submitting a completed “Misconduct” form (appendix A) to any Executive member. At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all other Executive Members are informed of the Misconduct submission
- b. By majority rule vote in which a least five of the Executive members participate, the validity of the Misconduct will be decided. The submitter(s) will be informed of the result. If the Misconduct submission is not valid, no further action taken.
- c. If valid, the Executive will inform the member(s) named on the Misconduct submission within 24 hours of reaching their decision. The Member(s) named on the Misconduct have the right to present an appeal to the submission in writing.
- d. The Member(s) named on the submission are suspended or their Membership is cancelled, based, in general, on the table below where the Offence number is across all time the Member(s) are part of the Association. However, based on the severity of the Misconduct, the Executive may choose whichever penalty the deem appropriate

**First Offence-** Suspension- duration determined by majority vote in which at least five Executive Members participated. The Executive may, depending on the nature of the offence, choose to follow the Executive’s Approval process.

**Second Offence-** Suspension of at least seven days- duration determined through Executive Approval.

**Third Offence-** Suspension of at least thirty days- duration determined through Executive Approval.

**Fourth Offence-** Suspension to at least the Fiscal Year- duration determined through Executive Approval.

**Fifth Offence-** Suspension to the end of the Fiscal Year following the current Fiscal Year.

**Sixth Offence-** Membership cancelled permanently (as per Bylaws).

- e. Members suspended or whose membership has been cancelled cannot;
  - Be within 100 meters of any Member or Player at any Team practice, game, Association event, or Team event;
  - Vote in any Meeting or Executive Meeting;
  - Be involved in any capacity as a Player or Team Personnel Position;
  - Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
  - Be elected to or perform any of the duties of an Executive member position;
  - Contact/confront members of the Executive.

## 302. Discipline and Complaint Policy

### Definitions

The following terms have these meanings in this Policy:

- a) “*Club*” – **Drayton Valley Ringette Association**
- b) “*Complainant*” – The party alleging an infraction.
- c) “*Days*” – Days irrespective of weekends and holidays.
- d) “*Individuals*” – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
- e) “*Respondent*” – The alleged infracting party.

### Purpose

Membership and/or participation in the Club, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Club. Conduct that violates these values may be subject to sanctions pursuant to this policy.

### Application of this Policy

This Policy applies to all Individuals as defined in the Definitions.

This Policy applies to discipline matters that may arise during the course of Club business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.

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

### Reporting a Complaint

Prior to reporting a complaint please review the flow chart in Appendix A. Excluding Team related issues, concerns, or problems (see Appendix C).

Any Individual may report to the Club’s President any complaint of an infraction by an Individual by submitting a completed “Complaint” form (Appendix B). Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Club.

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

### Case Manager

Upon receipt of a complaint, the Club Executive will assign a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager has an overall responsibility to implement this Policy in a timely manner. More



specifically, the Case Manager has a responsibility to:

1. 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 decision to the acceptance or dismissal of the complaint may not be appealed.
2. Determine if the complaint is a minor or major infraction;
3. Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy;
4. Determine the format of the hearing;
5. Coordinate all administrative aspects of the complaint;
6. Provide administrative assistance and logistical support to the Panel as required; and
7. Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

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.

### **Minor Infractions**

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

All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, officials, coaches, organizers, or Club decision makers).

Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above in point 12). This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

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

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

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

### **Major Infractions**

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 Club or to the sport of ringette.

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

- a) Repeated Minor Infractions;
- b) Intentionally damaging Club property or improperly handling Club 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, rules, regulations and directives of the Club;
- f) Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
- g) Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
- h) Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.

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.

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.

### **Procedure for Major Infraction Hearing**

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 using the services of an independent mediator or the Case Manager.

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 five persons may be appointed to hear and decide the complaint. In this event, the Case Manager will appoint one of the Panel's Individual to serve as the Chair.

The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, 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 day, 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 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.

### **Decision**

After hearing the matter, the Panel will determine whether an 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 Club Executive. The decision will be considered a matter of public record unless decided otherwise by the Panel.



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.

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

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

## **Sanctions**

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 Club;
- d) Removal of certain privileges of membership;
- e) Suspension from certain Club teams, events and/or activities;
- f) Suspension from all Club 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 Club or other funding;
- j) Expulsion from the Club;
- k) Other sanctions as may be considered appropriate for the offense.

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.

A written record will be maintained by the Club at their head office for major infractions that result in a sanction.

## **Serious Infractions**

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

## **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 Club and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Club:

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

## **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.

## **Appeals Procedure**

The decision of the Panel may be appealed in accordance with the Club's Appeal Policy.



## 303. Appeals

### Definitions

These terms will have these meanings in this policy:

- a) “*Appellant*” - The party appealing a decision.
- b) “*Club*” – **Drayton Valley Ringette Association**
- c) “*Days*” - Days regardless of weekends or holidays.
- d) “*Individuals*” – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
- e) “*Respondent*” - The body whose decision is being appealed.

### Scope and Application of this Policy

Any Individual who is affected by a decision of the Club 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**

Organization	Ringette Alberta	Zone Member	Group Member (Club)
"1 <sup>st</sup> Level of Appeal"	Ringette Alberta	Ringette Alberta	Group Member
"2 <sup>nd</sup> Level of Appeal"			Zone Member, if a Zone Membership exists with Ringette Alberta
"3 <sup>rd</sup> Level of Appeal"			Ringette Alberta

This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the Club.

This Policy will **not** apply to decisions relating to:

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

### Timing of Appeal

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 head office of the Club 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, and
- h) A payment of two hundred (200.00), which may be refundable.

***NOTE: If the Appellant is successful in their appeal, the Club will reimburse the \$200.00 payment to the Appellant and the Respondent will be responsible for such payment to the Club no later than fourteen (14) days of receipt of the appeal decision. If the Appellant is unsuccessful in their appeal, the \$200.00 is non-refundable.***

## **Grounds for Appeal**

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 Club;
- 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.

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 as described in Section 6.

## **Appeals Officer**

The Club 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 appeal is brought in a timely manner;
- d) Determine if the appeal is brought on permissible grounds;
- e) Appoint the Tribunal to hear the appeal;
- f) Determine the format of the appeal hearing;
- g) Coordinate all administrative and procedural aspects of the appeal;
- h) Provide administrative assistance and logistical support to the tribunal as required; and
- i) Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

## **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 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.

## **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.

## **Tribunal**

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 discretion 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.

## **Procedure for the Hearing**

The Appeals Officer will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, 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 day, 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 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/or 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) In a situation where the hearing is conducted by a Tribunal consisting of three Adjudicators, a quorum will be all three Adjudicators and decisions will be by majority vote.

## **Appeal Decision**

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

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

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 Club. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

## **Confidentiality**

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 Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

## **Final and Binding Decision**

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

### 304. Suspension on Financial Grounds

As stated in the Bylaws, Members can be suspended on Financial Grounds and therefore be no longer entitled to privileges or powers in the Association. Members suspended for this reason cannot:

- a. Vote in any Meeting or Executive Meeting
- b. Be involved in any ways as a Player or in a Team Personnel position
- c. Be appointed to, selected for, or perform any of the duties of an Executive member position.

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 Association. As stated in the Bylaws, the suspension ends when the arrears have been paid to the Association.

### 305. Neglect of Duty

Any person not fulfilling the duties of a position (elected, selected, or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted. Removing persons from their position is not desirable, but may be necessary. Note that there are additional considerations for Team Personnel. When it is believed that a person is neglecting their duties, a completed ***“Neglect of Duty”*** (Appendix D) form can be submitted for Executive Approval. If approved, the neglecting person will be warned in writing. A second approved submission for the same person in the same Fiscal Year will:

- a. Result in the removal of the person from a selected or appointed position; or
- b. Result in a ***“Request for Resignation”*** (Appendix E) form being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position. Persons removed from positions for neglect of Duty retain their rights as Members should they still qualify as a Member without the position, but will not be permitted back on the Executive for a period of two (2) seasons.

### 306. Confidentiality Policy

#### Definitions

These terms will have these meanings in this policy:

- a) “Club” – **Drayton Valley Ringette Association**
- b) “Individuals” - All individuals engaged in activities within direct control of the Club, including but not limited to, Directors, Officers, volunteers, coaches, officials, managers and administrators.

#### Purpose

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

#### Application of this Policy

This policy applies to all Individuals as defined in the Definitions.

#### Responsibilities

- Individuals 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 Club, unless expressly authorized to do so.



- Individuals 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 Club.
- All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement with the Club or upon request of the Club, the Individual 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 Club, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
- Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, 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.

### **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 Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

### **Enforcement**

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

## 307. Privacy Policy

### Article 1 General

- 1.1 **Background** - 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 Club collects, uses, safeguards, discloses and disposes of personal information, and states the Club's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the Club's interpretation of these responsibilities.
- 1.2 **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 Club to collect, use or disclose personal information.
- 1.3 **Definitions** – The following terms have these meanings in this Policy:
- a) **"Club"** – **Drayton Valley Ringette Association**
  - b) *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.
  - c) *Personal Information* – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions.
  - d) *PIPA* - Personal Information Privacy Act.
  - e) *PIPEDA* – Personal Information Protection and Electronic Documents Act.
  - f) *Representatives* – Members, directors, officers, committee members, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Club.
- 1.4 **Application** –This Policy applies to Club Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the Club.
- 1.5 **Statutory Obligations** – The Club 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.
- 1.6 **Additional Obligations** – In addition to fulfilling all requirements of PIPEDA and PIPA, the Club and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The Club 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 Club; and
  - 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.
- 1.7 **Ruling on Policy** – Except as provided in PIPEDA and PIPA, the Board of Directors of the Club will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### Article 2 Accountability

- 2.1 **Privacy Officer** –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:



**Drayton Valley Ringette Association  
Box 7042 Drayton Valley, AB T7A 1S3**

**2.2 Duties – The Privacy Officer will:**

- 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 the executive information about the Club privacy policies and practices.

**Article 3            Identifying Purposes**

**3.1 Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:**

- a) Receiving communications from the Club in regards to E-news, newsletters, programs, events and activities.
- b) Inter Club communications between Representatives 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 Club screening program.
- g) Promotion and sale of merchandise.
- h) Medical emergency.
- i) Athlete registration with the Club, Zone Association (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 Club website, displays or posters.
- m) Determination of membership demographics and program wants and needs.
- n) Managing insurance claims and insurance investigations.

**3.2 Purposes Not Identified –The Club will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.**

**Article 4            Consent**

- 4.1 Consent –The Club will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The Club may collect personal information without consent where reasonable to do so and where permitted by law.**
- 4.2 Implied Consent – By providing personal information to the Club, individuals are consenting to the use of the information for the purposes identified in this policy.**



- 4.3 Requirement – The Club 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.
- 4.4 Form – Consent may be written or implied. In determining the form of consent to use, the Club will take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified use of personal information in the following ways:
- Completing and/or signing an application form;
  - Checking a check off box;
  - Providing written consent either physically or electronically;
  - Consenting orally in person; or
  - Consenting orally over the phone.
- 4.5 Withdrawal – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Club will inform the individual of the implications of such withdrawal.
- 4.6 Legal Guardians – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.
- 4.7 Exceptions for Collection – The Club is not required to obtain consent for the collection of personal information if:
- It is clearly in the individual's interests and consent is not available in a timely way;
  - 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;
  - The information is for journalistic, artistic or literary purposes; or
  - The information is publicly available as specified in PIPEDA and PIPA.
- 4.8 Exceptions for Use – The Club may use personal information without the individual's knowledge or consent only:
- If the Club 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;
  - For an emergency that threatens an individual's life, health or security;
  - If it is publicly available as specified in PIPEDA and PIPA;
  - If the use is clearly in the individual's interest and consent is not available in a timely way; or
  - 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.
- 4.9 Exceptions for Disclosure – The Club may disclose personal information without the individual's knowledge or consent only:
- To a lawyer representing the Club;
  - To collect a debt the individual owes to the Club;
  - To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
  - 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;
  - To an investigative body named in PIPEDA or PIPA or government institution when the Club 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 an individual's life, health, or security (The Club 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; or
  - k) If otherwise required by law.

## **Article 5 Limiting Collection, Use, Disclosure and Retention**

- 5.1 Limiting Collection, Use and Disclosure – The Club will not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in Article 3.1, except with the consent of the individual or as required by law.
- 5.2 Retention Periods – Personal information will be retained as long as reasonably necessary to enable participation in The Club, to maintain accurate historical records and or as may be required by law.
- 5.3 Exception – 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.

## **Article 6 Accuracy**

- 6.1 Accuracy – 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.

## **Article 7 Safeguards**

- 7.1 Safeguards – 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.
- 7.2 Executive Members – Executive Members will be made aware of the importance of maintaining personal confidential information and may be required to sign confidentiality agreements.

## **Article 8 Openness**

- 8.1 Information – Information made available will include:
- a) The name or title, and the address, of the person who is accountable for the Club'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; and
  - e) Third parties in which personal information is made available.

## **Article 9 Individual Access**

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

9.2 Response - 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.

9.3 Denial - An individual may be denied access to his or her personal information if:

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

9.4 Reasons - Upon refusal, the Club will inform the individual the reasons for the refusal and the associated provisions of PIPEDA and/or PIPA and applicable provincial privacy legislation.

9.5 Identity - Sufficient information will be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

## **Article 10 Challenging Compliance**

10.1 Challenges - An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.

10.2 Procedures - Upon receipt of a complaint the Club 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 Club 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 Club.
- 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.

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

- a) Disclosed to the commissioner that the Club 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*; or
- c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.

## **Article 13 Copyright and Legal Disclaimer**

13.1 This web site is a product of the Club. The information on this web site is provided as a resource to those interested in the Club. The Club 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 Club 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 Club. The Club also reserves the right to make changes at any time without notice.

13.2 Links made available through this website may allow you to leave the Club site. Please be aware that the internet sites available through these links are not under the control of the Club. Therefore, the Club does not make any representation to you about these sites or the materials available there. The Club is

providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The Club is not responsible for privacy practices employed by other companies or websites.

#### **Article 14      Applicable Law**

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

#### **Article 15      Approval and Review**

15.1 This Policy was approved by the Board of Directors of the Club on September 22, 2013.

## **308. Conflict of Interest Policy**

### **Definitions**

The following terms have these meanings in this Policy:

- **“Club” – Drayton Valley Ringette Association**
- **“Conflict of Interest”** – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club’s interests, resulting in a real or seeming incompatibility between one’s private interests and one’s fiduciary duties to the Club.
- **“Individuals”** – All persons directly engaged in decision-making within the Club which includes, but is not limited to, directors, officers, committee members, coaches, officials, managers and administrators.
- **“Non-Pecuniary Interest”** – An interest that an Individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
- **“Pecuniary Interest”** – An interest that an Individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- **“Perceived Conflict of Interest”** – A perception by an informed person that a conflict of interest exists or may exist.
- **“Person”** – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.

### **Purpose and Application**

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

This Policy applies to all Individuals as defined in the Definitions section.

## Obligations

Individuals will fulfill the requirements of this policy. Individuals **will not**:

- Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
- 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 Club, 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 Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
- Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
- Place themselves in positions where they could, by virtue of being a decision maker within the Club, 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 Club.

## Disclosure of Conflict of Interest

At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Executive immediately.

## Reporting a Conflict of Interest

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

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

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

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

Where the Individual 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 Executive will determine the appropriate actions.

If the Individual 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.

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

- Removal or temporary suspension of certain responsibilities or decision making authority;
- Removal or temporary suspension from a designated position;
- Removal or temporary suspension from certain the Club teams, events and/or activities;
- Expulsion from the Club;

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

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

The Executive 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 Executive.

## **Resolving Conflicts in Decision-making**

Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Executive provided that:

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

## **The Club Decision-Makers**

Individuals wishing to obtain a position as a decision-maker within the Club must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Executive for a position as a decision-maker within the Club.

In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

## **Decision Final and Binding**

Any decision of the Executive in accordance with this Policy may be appealed in accordance with the Club's Appeal Policy.

## **4. Financial Obligations**

### **401. Registration and Fees**

No Player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association 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. Conditioning camps and summer schools or similar programs not run by the Association 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 Ringette" publicity style events, which are by default, insured by Ringette Alberta.

The terms of registration, including late registration, are outlined in the Registration form which is available on the Association website. DVRA's Registration Refund Schedule is as follows:

Applicants will be subject to a refund of 75% of their registration fee if they withdraw on or before September 30th of the year they are registered.

Applicants will be subject to a refund of 25% of their registration fee if they withdraw any time between October 1 and November 30th of the year they are registered.

Applicants will be given no refund if they withdraw on or after December 1st of the year they are registered.

New players will be given a trial period to withdraw and will receive a full refund until September 30th of the year they are registered.

All other requests to withdraw must be presented at an executive meeting and will be decided on a case-by-case basis.

The fee structure shall be reviewed and approved by the Executive Members annually. Fees may be structured to take into account differing costs of the various divisions.

Fees for entry level divisions (U6 or U9) shall be kept at a level that will strongly encourage new participation in the sport of ringette.

Non-Sufficient Funds (NSF) will be charged to the Player at \$25.00 per occurrence.

## 402. Association Obligations

The association will be financially responsible to its membership for the following:

- a. Ice time
- b. Referees for all scheduled league games
- c. Payment of player fees to Ringette Alberta
- d. Provision of team equipment for use in practices and games, including rings, pylons, nets, first aid kits;
- e. Provision of game jerseys (not to be worn at practice);
- f. Provision of all goalie equipment, including equipment bag, pads, chest protector, blocker, trapper and goalie stick, **FOR U14 DIVISION AND LOWER**
- g. For purchasing league banners to celebrate first place playoff wins

### 402A. Exhibition Games

If the association has unused ice during the regular season September – February 28, that it has committed to pay for and is not being used for a League game or a practice then any team may use it for an Exhibition game and the Association will pay for the ice but the team will be responsible for the refereeing costs.

When a team wants to play Exhibition games and the Association has no free ice the team is responsible for the cost of the ice and the referees.

### 402 B. Ice Allocation

#### Ice Allocation Process

Remember that all ice is good ice and that you may need to be creative in how to use it effectively.

1. DVRA has no obligation to provide additional team practice ice for teams beyond the normal allotted ice (see chart below). The association will work to provide additional ice to teams, when it is available under the association's ice contract.
2. Practice schedule will change week to week, depending on other ice users schedules. Thunder, DV Minor Hockey and Figure Skating all have special events or games that will change DVRA's ice schedule.
3. Extra weekend ice will be emailed to coaches on Mondays and will be on a first come basis. If there is a team using a lot of extra weekend ice, priority may be given to a team that has gotten significantly less weekend ice.
4. Ice will be assigned by the ice allocator who will take into consideration games, dry land, and tournaments as long as the information is provided on a timely basis.
5. All teams will share in undesirable ice slots. U10's will rotate through the early ice, U12's often have overlapping ice, U14, U16 & U19 teams often have very late ice slots.
6. An Ice Allocation schedule will be posted on the website. The goal is to have the schedule listing ice allocations two weeks in advance, keeping in mind that at the beginning of the season and during repooling this may not occur.

7. If your team is unable to use a slot after the schedule has been released, please ask other coaches if a trade can be made.
  8. If you trade ice with another team, please let the ice allocator know.
  9. The flexibility of the process will mean that a team could end with multiple practices one week and only a single the next. All ice allocations are tracked and by the end of the season, all teams should have received their allotment based on their age division (see below).
  10. Communication with the ice allocator must be via email, send requests to [dvraiceallocator@gmail.com](mailto:dvraiceallocator@gmail.com)
- Ice Scheduling is a fluid process and may change as we discover better ways to handle the allocation and distribution. PLEASE BE PATIENT

U6	1, 45 minute practice / week (shared)	aprox. 4 x 45 min = 3 hours / month = 16 practices / season
U10-1	1, 60 minute practice / week (shared)	aprox. 4 x 60 min = 4 hours / month = 24 practices / season
U10-2	3, 60 minute practice / every 2 weeks (shared)	aprox. 6 x 60 min = 6 hours / month = 35 practices / season
U10-3	3, 60 minute practice / every 2 weeks (shared)	aprox. 6 x 60 min = 6 hours / month = 35 practices / season
U12	4, 60 minute practice / every 2 weeks (shared & full)	aprox. 8 x 60 min = 8 hours / month = 47 practices / season
U14	4, 60 minute practice / every 2 weeks (shared & full)	aprox. 8 x 60 min = 8 hours / month = 47 practices / season
U16	4, 60 minute practice / every 2 weeks (shared & full)	aprox. 8 x 60 min = 8 hours / month = 47 practices / season
U19	4, 60 minute practice / every 2 weeks (shared & full)	aprox. 8 x 60 min = 8 hours / month = 47 practices / season
	* as the age division goes up, the full ice ratio	goes up. ** per season is an estimate

### **Exhibition Game Ice**

Requests may be sent to the Ice Allocator via email indicating two day/times choices. If the ice is already available under DVRA's ice contract, the requesting team will not be charged for the ice (referees are an extra cost). If the ice has to be acquired from the Town Of Drayton Valley, the requesting team will be charged for the ice and referees.

Individual teams must contact the Referee Allocator directly to confirm referees are available for your exhibition game

### **Black Gold League Games**

First Session starts October \_\_, 2016

Second Session starts November \_\_, 2016

### **Game Rescheduling Process**

1. All requests for game reschedules must be done through the ice allocator. Emails must include the following:
  - Team number (i.e. U12B-1)
  - Game number (i.e. U12B-019)
  - Original date of the game
  - Opponent (i.e. DVY-U12B-1)
  - Date/time of game
  - Dates you cannot play (other than BGL dates)
  - Optimal dates for reschedule (determined by looking at both teams schedules)
2. The ice allocator will reply with a minimum of 2 alternate dates/times.
3. Once you verify these suitability, these will be forwarded to the ice allocator of the opposing team.
4. You will receive an email confirming the new date and time.

Please keep in mind that according to BGL rule 1203, a minimum of 72 hours must be given for reasons other than weather advisory or road closure. Please provide as much notice as possible..

Rule 1203.1 lists unacceptable reasons for game postponements, therefore no request is guaranteed and is granted only if the opposing team agrees to it.

All games, if rescheduled must be played within the session it was originally scheduled. Failure to do so will result in both teams being fined.

There is a maximum number of non-weather related game reschedules permitted (3).

### **Other**



There are a number of rules regarding other game issues (i.e. game forfeits and using tournament games for league games) that can be found in the BGL operations manual

To avoid conflicts with tournaments that a team is hoping to get into, you can file a blackout request. Blackout requests for the second session are due by Nov \_\_, 2016. This should include confirmed tournaments, tournaments you've applied for and other team events.

### 403. Player Obligations

The player/member will be financially responsible for providing the following:

- a. Payment of prescribed membership fees to the Association;
- b. Provision of personal equipment for use in practices and games, according to the mandated equipment listed on the Ringette Alberta website;
- c. Provision of all goalie equipment, including equipment bag, pads, chest protector, blocker, trapper and goalie stick, **FOR U16 DIVISION AND HIGHER**

### 404. Travel and Bussing

Generally, all travel costs relating to participation in all activities relating to the Association are the responsibility of the individual Member.

In the event that a scheduled league game requires traveling a distance in excess of 300 km each way, the Association will be responsible to arrange transportation by bus and to pay for one third of the cost of the bus. The remaining two thirds of the cost of the bus, as well as other travel costs, will remain the responsibility of the Members involved.

### 405. Team Sponsorship

Each team manager will secure a team sponsor for each ringette season (or collect the sponsorship amount from parents). Sponsorship funds are due to the association by October 15<sup>th</sup> of each season. The purpose of the team sponsor is to provide funding to enable the team to attend an out-of-town tournament during the year as well as other team costs such as referees, jerseys, rings, coaching certification, ice costs etc. The amount of such sponsorship is to be determined annually by the Executive prior to the start of the season. The Team Sponsorship amount for the 2016/17 season is \$1000.

The payment of the team sponsor fee will entitle the sponsor to the following:

- a. Attachment of a tasteful badge including the sponsor's logo onto the arm of the game jerseys; this badge must be removable; and is at the cost of the sponsor.
- b. Recognition in media and other outlets promoting the Association;
- c. Recognition in home tournament promotional material.

### 406. Provincial Championships

For U12 and higher age Divisions, Provincial or higher Championships may exist. Any Team that wants to participate, should they qualify, in these higher level Championships must submit the appropriate documentation to Ringette Alberta.

The Association pays only for the cost of entering such Championships. All travel, food, and lodging are the responsibility of the Member.

### 407. Team fundraising

Should a team wish to carry out fundraising for items or events that are specific to that team, they may do so at no risk to the Association. Any gaming requirements would be the responsibility of representatives of the team and not of the Association. This may include, but is not limited to: team functions, team promotional items, team clothing, team pictures and player/team personnel awards. Individual team fundraising funds will





not flow in or out of DVRA's bank account. Individual team fundraising funds must be managed outside of DVRA and must not conflict with companies already donating to DVRA resulting in the association losing sponsorship.

#### **408. Jersey/Equipment Deposit**

A refundable deposit for jerseys and goalie equipment will assist to ensure a prompt and complete return of equipment; this will allow for more efficient planning with equipment repairs and/or replacement purchases as needed. This deposit applies to all jerseys, and goalie equipment (where there is a dedicated goalie) provided by DVRA. DVRA understands that there will be some normal wear and tear but negligent damage and/or loss of equipment will result in the deposit being forfeited.

Prior to the release of equipment to an individual a deposit cheque of \$50.00 is required, cheques are to be made payable to the DVRA and given to the Equipment Director at time of jersey sign out. Dating of cheques will be as per the direction of the Equipment Director (April 1 of the current season). Individuals will be responsible for all equipment signed out to them. Cheques will be held by the Equipment Director until complete equipment returns. The individual will be responsible for returns of equipment in a clean and serviceable condition. Equipment will be inspected at time of return and the Equipment Director is to be informed of any soiled, missing items or damages not already noted at time of release. For any matters pertaining to repairs/replacement of items and at the discretion of the Executive, soiled, damaged and/or lost equipment issues will be reviewed and will result in a portion or full amount of the deposit being forfeited. The Equipment Director will shred or return cheques upon complete return of equipment. (Note: amount of item deemed for repair/replacement will be determined by Equipment Director and/or Executive with remaining portion, if any, to be mailed out.)

#### **409. Out of Town Tournament Policy**

DVRA will pay for 1 (one) out-of-town tournament per ringette season. The first tournament the team is accepted into will be paid for by the association (DVRA). It is the team manager's responsibility to withdraw from all other tournaments or the team manager will accept the costs.

The procedure for team managers to apply and pay for tournaments is:

1. Manager applies to tournament for their team.
2. Manager makes request to DVRA treasurer in written format that payment be made and discuss payment options.
3. DVRA Treasurer will make payment directly to tournament unless other arrangements have been made with the DVRA treasurer.

## 5. Teams and Players

### 501. Assignment of Players/Tiering

#### Player Selection for “A” Level Teams

1. The Coaching Coordinator will select 3 individuals to form the “Team Selection Committee” (TSC)
2. Individuals selected to sit on the TSC will be approved by the executive
3. The TSC will be responsible for all “A” level player selections for that year
4. Player evaluation will proceed according to guidelines set out
5. The “A” coach will then make his selections and present it to the TSC
6. The TSC will use the following guidelines in it’s review of the selections
  - The top 70% as per the evaluation rankings to be placed on the “A” team
  - The remaining 30% 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
  - There should be no players selected from the bottom 40% of the evaluation rankings
7. If the coach agrees with the TSC recommendations, the TSC will approve the team selections
8. If the coach does not agree with the TSC’s recommendations, the matter will be presented to the executive for resolution
  - In a situation where the coach and TSC cannot agree, an emergency executive will be called at the earliest convenience
  - Any executive members with possible conflicts will be excused – this will include: relative, member with player at level in question)
  - The TSC will report to the executive
  - The coach will have an opportunity to defend his selections
  - The executive will have the opportunity to question both parties
  - The executive will then decide to support the coach’s selections or support the TSC’s recommendations
9. The coach can then agree with the executive’s decision or step down from his position

#### Player Selection for teams “tiered the same”

1. Player evaluation will proceed according to guidelines set out
2. The Coaching Coordinator will supervise a team selection draft
3. The coaches will be provided with the evaluation rankings
4. A toss of a coin will decide who picks 1st
5. Once the players are split up, the “prospective” teams will play 2 games
6. Adjustments can be made to balance the teams if required

#### Team / Player Evaluation

1. Evaluations will take place whenever there are sufficient numbers of registered players to comprise two or more teams. Numbers may dictate upward or downward movements in order to meet the player number requirements. Evaluations will be done in accordance with the guidelines in **Appendix I**.
  - 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; in order to tier out the team.
  - B. Players that choose not to participate shall be placed in a lower tier.
  - C. 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.
2. Each player will be put through a set of drills at which time they will be given a rating. The rating will be tabulated and then scaled from highest to lowest.
3. The Coaching Coordinator is responsible for the evaluation process. They will use the guidelines provided to them by the DVRA.

## 502. Player Movement

**Playing Up** means playing in a Division higher than defined for the Player's age.

**Playing Down** means playing in a Division lower than defined for the Player's age.

In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.

One of our principal goals for first year players is to ensure that they have a positive playing experience. Birth date, size, maturity and skill level together with the overall complexion of the Associations Teams in a given year are all factors that may precipitate player movement.

As one of the goals of Ringette is the development of positive self esteem and a proper sense of self worth, it is important that players remain with their peer group. Leadership can be a bigger challenge than skill improvement. It is sometimes a harder task to become a team leader on and off the ice than it is to score goals. It is possible that the rewards in life could be greater if this leadership skill is mastered.

Some studies have shown that the youngest in an age group may struggle, while the oldest tend to be more successful. In all cases of player movement, the needs of the **player** (not the parents, not the association, not the teams, and not of others) must be paramount.

For a player requested to **move up**, the move must not have a negative impact on the division from which the player requests to move. Factors to consider are: taking away skilled role models for that division, providing a leadership opportunity for that player and weakening the division by removing strong players. Also, the player move will not have a negative impact on the division the player requests to move to. Factors to consider are: the player's maturity level, their ability to fit in at that division, and creating an unacceptable number of players per team in either division.

For a requested **move down**, the player must have 0 years of playing experience or there must be ample evidence that playing at the current level will be detrimental to the player's development or confidence. All parties involved must understand that (if approved) the player will be able to compete in league play, but may not be eligible to participate in provincials or provincial qualifying play downs.

Requests for player movement must be made using the **Player Movement Request Form (Appendix F)**. The completed request must be submitted to the Coaches involved who will separately interview the player, the player's parents, and any other persons deemed appropriate. After considering all relevant factors, including Zone 5 and Ringette Alberta rules, a recommendation will be made and executive approval sought.

## 503. Player affiliation and combined teams

### General

The constraints set forth by Ringette Alberta and Zone 5 determine which Teams 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 Zone 5 permit Players to play on a different Team than the one registered with. Any given Player can be affiliated with only one other Team. There are some exceptions for Provincial, Western Canadian, and National playoffs, in some cases for Tournaments, and for Double-Carded Players (*see 1303*).

The policies described here describe what constraints the Association will follow *in addition* to those defined by Ringette Alberta and Zone 5.

### 503 a. Affiliation

Affiliation allows an association to create a team at a level where there are not enough players for a viable team and allows a team to replace absent, sick, injured, or suspended players on a game by game basis. A

team will play with their registered team number of players and an affiliate should not be utilized on a team with 10 or more skaters. Affiliates are responsible to their own team schedule first and foremost. Affiliates are not to practice with their affiliated team unless occasionally deemed necessary by the affiliate team to learn a new play. Both coaches must agree prior to practicing.

1. Prior to the affiliation registration deadline the 2 involved coaches' sit down (only the coaches) and discuss who would be the best affiliate candidates and must agree. It is suggested that a minimum of 3 affiliates be selected but this will depend on numbers.
2. The coaches must then approach the parents together and first ask if the parents agree to have their daughters affiliate. The coach must make it VERY CLEAR that these girls may never play throughout the year but they may, depending on injuries, sickness etc.
3. All involved teams are to be made aware of who the affiliates are.
4. The Drayton Valley Ringette Association says that affiliates must be rotated if called on to play. This is to ensure not one player receives all the development benefits but rather there is a benefit to several girls development wise.

### 503b. 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 Zone 5 constraints, provided that:

- Such a Team is permitted and accepted by the Host Tournament Committee;
- The "**Combined Team**" Form has been completed including all required signatures at least 3 days prior to the day of the first game of the Team.

### 503c. Player Releases

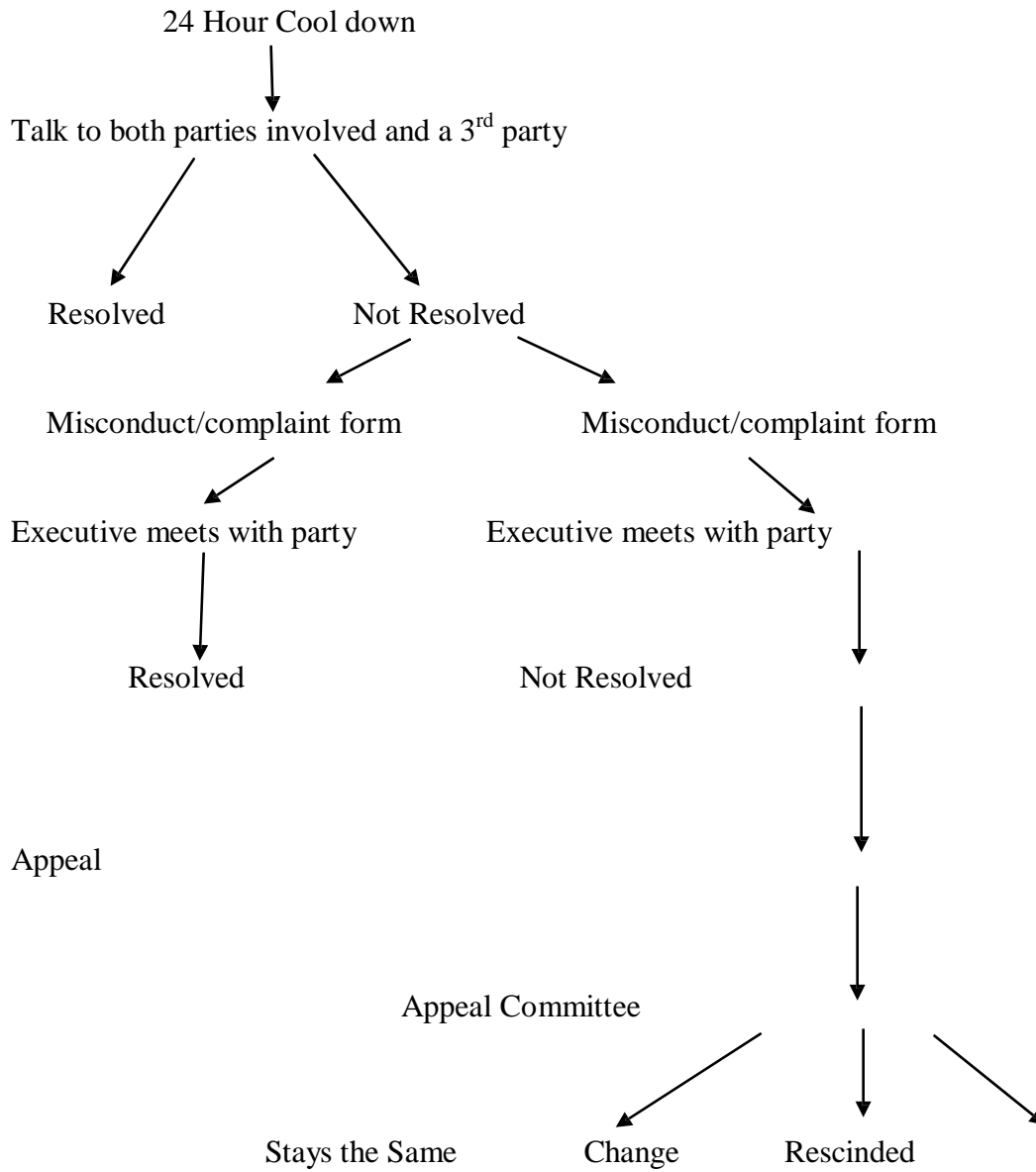
A Player will not be released to a Team in Zone 5 or another zone for which Drayton Valley Ringette Association offers the Division and Level. When a Player wants to play at a Level not offered by the Association, the Player will be allowed to try out and play elsewhere. A Player requesting release must state in writing the reasons why they should be released and submit the request to the Coach and Coaching director. The Coach and coaching director will then seek Executive Approval. If approval is given, the Registrar will file a completed **Release Form** with Ringette Alberta.

### 504. Team Spirit Award

One of the goals of the Association is to promote fair play and dedication to the sport of Ringette. Accordingly, at the end of each playing season, all members of each team will vote for a player to receive the **Team Spirit Award (Appendix J)**. Voting for this award is to be done in accordance with the guidelines set out on the nomination form. One player from each registered team will be the recipient of this award, to be presented at the year end wind up by the coach of each team.

## Appendix A - Flow Chart if an Incident Occurs





## Appendix B – Complaint/Misconduct Form

<b>Nature Of Complaint:</b>	
(use reverse if necessary)	
<b>Submitted By:</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____
FOR DRAYTON VALLEY RINGETTE ASSOCIATION EXECUTIVE USE ONLY	
<b>Received By:</b> _____	<b>Date:</b> _____
<b>Reference Number:</b> _____	
<b>Is Submission Valid?</b> _____	<b>Date:</b> _____
<b>Submitter Notified?</b> _____	<b>Date:</b> _____
Below is applicable only if the Submission is valid	
<b>Named Members (if any) informed?</b> _____	<b>Date:</b> _____
<b>Appeals (if any) received by:</b> _____	<b>Date:</b> _____
<b>Actions Taken:</b>	
<div style="text-align: center; font-size: small;">(use reverse if necessary)</div>	
<b>Submitter Notified?</b>	<b>Date:</b>

## Appendix C - Infraction Incident Examples

### Examples of minor infractions:

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) A single incident of being late for or absent from DVRA events and activities at which attendance is expected or required.
- d) Non-compliance with the rules and regulations under which DVRA events are conducted, whether at the local, provincial, national or international level.

### Examples of major infractions:

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, executive members or spectators.
- b) Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
- c) Knowingly participating while ineligible.
- d) Knowingly competing with players who have been disqualified.
- e) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- f) Repeated incidents of being late for or absent from DVRA events and activities at which attendance is expected or required.
- g) Activities or behavior which interferes with a competition or with any athlete's preparation for a competition.
- h) Pranks, jokes or other activities which endanger the safety of others.
- i) Deliberate disregard for the rules and regulations under which DVRA events are conducted, whether at the local, provincial, national or international level.
- j) Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
- k) Any use of alcohol by minors.
- l) Use of illicit drugs and narcotics.
- m) Use of banned performance enhancing drugs or methods.

## Appendix D - Neglect of Duty

<b>Nature Of Neglect:</b>                      <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>	
<b>Submitted By:</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>FOR DRAYTON VALLEY RINGETTE ASSOCIATION EXECUTIVE USE ONLY</b>	
<b>Received By:</b> _____	<b>Date:</b> _____
<b>Reference Number:</b> _____	
<b>Is Submission Valid?</b> _____	<b>Date:</b> _____
<b>Submitter Notified?</b> _____	<b>Date:</b> _____
<b>Below is applicable only if the Submission is valid</b>	
<b>Named Member(s) informed?</b> _____	<b>Date:</b> _____
<b>Actions Taken:</b>                      <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>	
<b>Submitter Notified?</b> _____	<b>Date:</b> _____





## Appendix E - Request for Resignation

<b>Member Name:</b> _____	
<b>Role:</b> _____	
<b>Justification:</b>          <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>	
<b>Submitted By:</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>FOR DRAYTON VALLEY RINGETTE ASSOCIATION EXECUTIVE USE ONLY</b>	
<b>Received By:</b> _____ <b>Date:</b> _____	
<b>Reference Number:</b> _____	
<b>Is Submission Valid?</b> _____	<b>Date:</b> _____
<b>Submitter Notified?</b> _____	<b>Date:</b> _____
<b>Below is applicable only if the Submission is valid</b>	
<b>Decision:</b>          <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>	
<b>Submitter Notified?</b> _____ <b>Date:</b> _____	



## Appendix F - Player Movement Request

Player Name: \_\_\_\_\_

Age Division: \_\_\_\_\_

Requested Division: \_\_\_\_\_

Justification:

(use reverse if necessary)

Submitted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR DRAYTON VALLEY RINGETTE ASSOCIATION EXECUTIVE USE ONLY

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Reference Number: \_\_\_\_\_

This section is applicable only if request is to "Play Up"

Evaluation Results:

Date: \_\_\_\_\_

(use reverse if necessary)

Decision:

Date: \_\_\_\_\_

(use reverse if necessary)

Submitter Notified?

Date:



## Appendix G - Use of Affiliate Form

<b>Player Name:</b> _____ <b>Player's Team:</b> _____ <b>Team Affiliated To:</b> _____ <b>(If applicable) Tournament:</b> _____ <b>Tournament Dates:</b> _____		
<b>Reason For Using Affiliate:</b> <i>(Reminder: Player's commitment to their own team takes precedence)</i>       <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>		
<b>Affiliating Coach:</b>  <b>Affiliating Coach's Signature:</b>  <b>Player's Coach:</b>  <b>Signature of Player's Coach:</b>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div>	<b>Date:</b> _____    <b>Date:</b> _____
<b>FOR DRAYTON VALLEY RINGETTE ASSOCIATION EXECUTIVE USE ONLY</b>		
<b>Received By:</b> _____ <b>Date:</b> _____  <div style="text-align: right;"><b>Reference Number:</b> _____</div>		
<b>Decision:</b> _____ <b>Date:</b> _____       <div style="text-align: center; font-size: small;">(use reverse if necessary)</div>		
<b>Submitter Notified?</b> _____ <b>Date:</b> _____		





## Appendix I - Player Placement Request Form

By signing the form below the parents/guardians of \_\_\_\_\_ indicate a request that their daughter be placed on the same team as

\_\_\_\_\_ for the \_\_\_\_\_ playing season.

It is understood that:

1. An independent form must be completed, and submitted by the parents of the second mentioned player.
2. Signing this form may interfere with the placement of either in a higher tier. If one player is evaluated and placed in a lower tier, then both players will be placed in the lower tier.
3. The Drayton Valley Ringette Association may not be able to honor this request.

Parent/Guardian Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Must be received by the tier director by September 15<sup>th</sup> of the current playing season.***



### ***Player Evaluation Criteria and Definitions***

**Work Ethic** – fore checks, back checks, digs in corners – does not give up, aggressive, gets involved in the battle for the ring, comes out with the ring in a “scrum”, cooperative, listens to coaches, positive attitude

**Ringette Sense** – anticipates plays, switches positions, goes into zone, covers for fallen colleagues, good positioning in offensive zone and / or triangle, recognizes breakaway opportunities or rushes, gets open, does not pass into coverage, does not panic under pressure, effective use of the boards

**Skating Ability** – speed relative to the other players, acceleration, ability to transition, stops and turns both ways, ability to stay on their feet

**Stick Control** – uses various shots when going in on net, stabbing ability, strength of shot, accuracy of shot, has a wrist shot, has a backhand shot, protects the ring



## Appendix J – Spirit Award Nomination Form

### **Drayton Valley Ringette Association Team Spirit Award**

#### **To all Ringette Players:**

It is time for your team to select a player for the Drayton Valley Ringette Association **Team Spirit Award**. The name of this player will be held in confidence and will only be made known at the year-end windup. At that time, there will be a presentation of the award made to the player that has been chosen by their coach and teammates.

This award is for the one player on the team that most demonstrates *Fair Play* and a *Consistently Positive Attitude* towards other players on their team and the opposing team, as well as to game of Ringette in general.

Some of the attributes this player should have are:

- ☐ A genuine love of the sport
- ☐ Dedication to the team
- ☐ Good sportsmanship
- ☐ Good team player on and off the ice
- ☐ Supports other team players with positive comments
- ☐ Shows control on the ice and in the dressing room
- ☐ Is respectful of coaches, players and referees

The award is not a selection for the most valuable player or for the most improved. However, by coincidence, the player could also be either, or both, of the above.

Please select one player on the team that you feel is the most deserving of this award. If necessary, you may request the assistance of your parents in completing your submission. **Your selection is to be kept secret and it is not to be talked about with your teammates. All submissions will be kept in confidence.** Thank you for taking the time to assist your team in making this very important choice.

Your choice for Spirit Award Recipient: \_\_\_\_\_

Why is this player deserving of the Spirit Award?:

---

---

---

Team: \_\_\_\_\_

Head Coach: \_\_\_\_\_

## **Spirit Award Guidelines for Coaches and Managers**

The general intention of the award is described in the Nomination form.

The Team Spirit award is to be presented at the annual Association windup. In the case that there is no Association wide windup, the award could be presented at a Team windup.

These forms should be handed out to each player on your team with instructions to complete, with parental assistance if necessary, and return to their coach before the end of the season. The coaches will then make the final decision based both on votes and written response from your players. The coaches will then make the presentation at the windup.

Coaches should reinforce to their players, as the form indicates, that this is to be a confidential process and not to be discussed with other teammates.





# Appendix K - Year End Inventory Checklist

Please complete this checklist after the final ice time of the season and return it to the coaching coordinator as soon as possible.

Date  
Head Coach  
Team

	In Cage	Not in Cage (reason)	Condition
Goalie Pads			
Goalie Stick			
Blocker RH			
Blocker LH			
Catching RH			
Catching LH			
Water bottle holder			
Goalie Bag			
Ring Bag			
# of Rings			
First Aid Kit			

	How Many
Jerseys Home	
Jerseys Away	
Socks Home	
Socks Away	

Comments:



## Appendix L - Drayton Valley Ringette Association Screening Disclosure Form

Please print (for identification purposes only):

NAME: \_\_\_\_\_  
First Middle Last

OTHER NAMES YOU HAVE USED: \_\_\_\_\_

CURRENT PERMANENT ADDRESS:

\_\_\_\_\_  
Street City Province Postal

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_  
Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted? Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Club's Screening Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Year Convicted: \_\_\_\_\_

Age When Convicted: \_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Age When You Allegedly Committed the Crime: \_\_\_\_\_

Further Explanation: \_\_\_\_\_

\_\_\_\_\_

### Certification

The answers on this Form are truthful, accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix M: DVRA Coaching Application

Last Name:	First Name:
Address:	City:
Postal Code:	Home Phone:
Cell Phone:	Email:

RCMP Criminal Record Check: (Please Include with Application form and be within 3 years of application date.)

### Coaching Position For Which You Are Applying:

Position	Head Coach <input type="checkbox"/>	Assistant Coach <input type="checkbox"/>
Division/Level		
Do you wish to coach if your child is not at this level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Current Level of Certification and NCCP Number:


### Ringette Coaching Experience:

Year (Season)	Association	Coaching Position	Division	Level	Result

### Other Coaching Experience:




## References

Name and Phone Number of 2 Players you have coached:


Name and Phone Number of 2 Parents of Players you have coached (must be different from 2 players you used as reference):


**Coaching Philosophy:** Feel free to also use back of form. Please explain your coaching philosophy including your ideas on warm-ups, practice, game play, parent communication, player communication, leadership, officials or any special programs you use or would like to implement.


Signature: \_\_\_\_\_

Date: \_\_\_\_\_