



INDUS RINGETTE ASSOCIATION POLICY AND PROCEDURE MANUAL

Rev	Date	Purpose
A	19-Sept-2022	Issued for Board Review
0	17-Oct-2022	Issued for Use
B	18-Feb-2026	Meeting Minute Updates



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

TABLE OF CONTENTS

1. INTRODUCTION	3
2. CODE OF CONDUCT	3
3. SAFETY	4
4. REGISTRATION	4
5. PLAYER ASSISTANCE	7
6. INCLUSION	7
7. PERMANENT GOALIES	8
8. PLAYER EVALUATIONS AND TEAM SELECTION	10
9. COACH SELECTION	10
10. JUNIOR COACHES	11
11. SCREENING POLICY	12
12. TEAM ROSTERS AND TRFs	13
13. PLAYER AFFILIATIONS	13
14. COACH CERTIFICATIONS	14
15. COACH EVALUATIONS	15
16. MANAGER SELECTION	15
17. EQUIPMENT	15
18. ICE SOURCING, ALLOCATION and MANAGEMENT	16
19. SHORTENING THE BENCH	17
20. COMPLAINTS/GRIEVANCES/CONCERNS	18
21. TEAM BUDGETS	18
22. TEAM PHOTOS	19
23. RAFFLES and 50/50 DRAWS	19
24. TAX RECEIPTS	20
25. APPAREL	20
26. CONFIDENTIALITY	21
27. PRIVACY	21
28. CONFLICT OF INTEREST	21
29. VOLUNTEER BOND	21
30. MALES IN DRESSING ROOMS	22
31. DRESSING ROOMS	22
32. SOCIAL MEDIA GUIDELINES FOR MEMBERS	23



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

33. APPENDIX A – CODE OF CONDUCT AND ETHICS	28
34. APPENDIX B – SCREENING POLICY	34
35. APPENDIX C – DISCIPLINE AND COMPLAINTS POLICY	38
36. APPENDIX D – APPEALS POLICY	44
37. APPENDIX E – CONFIDENTIALITY POLICY	49
38. APPENDIX F – PRIVACY POLICY	51
39. APPENDIX G – CONFLICT OF INTEREST POLICY	57
40. APPENDIX H – TEAM SELECTION & EVALUATION POLICY	62
41. APPENDIX I – CRITICAL RINGETTE ALBERTA DATES	70
42. APPENDIX J – EVALUATION SCORING	71
43. APPENDIX K – COACHING SELECTION PROCESS	72
44. APPENDIX L – VOLUNTEER BOND	73
45. APPENDIX M – U12 GOALIE FLOW CHART	78



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

1. **INTRODUCTION**

The Indus Ringette Association has developed a Policies and Procedures Manual as a guideline for all members of the Association and designed as a resource for all members of the Indus Ringette Association and is available for viewing at: <https://www.indusringette.ca/>.

These Policies and Procedures are intended to be used in complement to the Indus Ringette Association Bylaws and the playing rules of Ringette Canada, Ringette Alberta, Zone 2 Ringette, and Calgary Ringette.

Should there be any conflict between this document and said bylaws, Indus Ringette Association bylaws shall always govern and are deemed most accurate.

This document is intended as a guideline for the operations of Indus Ringette and to inform members as to what they can reasonably expect in the various programs. Notwithstanding the described policies, situations may arise that necessitate modifications to the program, and it is understood that it is fully within the Board's jurisdiction to make such modifications. Ringette is a community-based program where its participants shall represent Indus Ringette through league play with other associations.

All Indus Ringette teams shall participate in Zone 2 and/or Zone 123 league and be assigned to an appropriate division for the completion of league play requirements.

Any changes to the Policies and Procedures are to be approved by the majority of the Indus Ringette Association Executive.

2. **CODE OF CONDUCT**

Indus Ringette Association's Code of Conduct policy expects all players, guardians, coaches, and other members of the Indus Ringette Association attending Indus Ringette Association practices, games, or other functions, to behave in a socially acceptable manner and to act as a positive role model for all Indus Ringette Association players. Indus Ringette Association supports the Safe Sport program and mandates that one parent, as a minimum, per player completes the Safe Sport Training and supply proof thereof at time of registration. The RAB Safe Sport website can be found here: [Ringette Alberta : Safe Sport](#).

2.1 Policies

All registrants in the Indus Ringette Association are required to click "agree" on the Code of Conduct agreement in order to be registered for the season. The Code of Conduct policy includes Board/Committee Members and Staff, Coaches, Team Staff, Athletes, and parents individually.

2.2 Procedures

* Refer to Appendix A



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

Discussion of the Code of Conduct document is to be on the agenda of all Parent Meetings at the beginning of the season.

3. SAFETY

3.1 Policies

- 3.1.1. The safety of all participants is extremely important to the Indus Ringette Association.
- 3.1.2. All participants in the Indus Ringette Association are to apply safety concepts to all on and off-ice activities.
- 3.1.3. All players are to conform to the equipment requirements indicated in the playing rules of Ringette Canada. This includes any outdoor practices or casual games of "shinny".
- 3.1.4. Players are not permitted on the ice without a coach or on-ice assistant present.
- 3.1.5. Only players and parents who are on a team's official roster as player, coach, assistant, coach, manager, trainer, or on-ice assistant are permitted to be on the ice at any time.

3.2 Procedures

- 3.2.1. All teams are required to have completed Player Medical Forms on file and have first aid kits at every team function.
- 3.2.2. All teams should have an emergency plan which identifies three (3) people with specific responsibilities as follows:
 - The initial person to respond to the injury on the ice (should have first aid training at minimum)
 - A second person to call 911 if necessary, and to serve as the initial contact for the EMS response team and direct them to the injured player.
 - A third person to obtain the medical record of the player and to provide this to the EMS team (if player's parent is not available to answer questions).

4. REGISTRATION

4.1 Policies



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

4.1.1. Player registration is open to those residing within the Zone 2 boundaries set out by Ringette Alberta. This area includes but is not limited to Indus, Chestermere, and Langdon. As a guiding principle, priority will be given to resident players. Indus Ringette Association reserves the right to refuse registration to any player who does not reside within their stated boundaries.

4.1.2. Players from outside of these boundaries will not be accepted unless they are released from their home association using a Ringette Alberta release form (see www.ringettealberta.ca) and it has been determined that there is room for the player in the Indus Ringette Association. Releases for players outside of the Zone 2 boundaries are subject to a one-year term and players **MUST** return to their designated home association at the end of each season. After three consecutive seasons released to the Indus Ringette Association a player becomes a permanent member of the Association and does not have to seek out yearly releases.

4.1.3. As with all quadrant Associations in Zone 2, Indus Ringette Association is a feeder association for the AA Zone 2 Ringette Association. Players in the U14, U16 and U19 divisions are encouraged to try out at the beginning of the season, however every player **MUST** register with Indus Ringette Association. Failure to do this may result in players who are released from AA not being allowed to play within the Indus Ringette Association

4.1.4. Any player registering with the Indus Ringette Association must be paid in full, or a payment schedule established prior to stepping on the ice for their first evaluation time.

4.2 Registration Fees

4.2.1. Registration fees will be determined at the AGM each year.

4.2.2. Late registrations that occur after July 1st of each year will be subject to a \$100/player late registration charge.

4.2.3. Registration fees shall cover all Indus Ringette Association assigned practice ice, assigned game ice, or allocated extra ice costs including referee expenses, insurance, league fees and other budgeted operating expenses. Individual teams are responsible for costs incurred for ice outside of Indus Ringette Association's assigned times, referee expense outside of Indus Ringette Association's assigned or allocated game time, tournament fees, travel expenses, dressing room surcharges, and other individual team expenses.

4.2.4. Zone playoff ice and referee costs will be covered by Indus Ringette Association. Indus Ringette Association will pay for the registration costs if a team qualifies for Provincials.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

4.3 Registration Dates and Deadlines

Early registration is open for all players until June 30th each year. Registrations after July 1st will be subject to a \$100/player late registration charge with registration ending August 31st. Players will only be accepted after this time if there is room in the division. Requests can be made and final acceptance to be determined by the Executive Committee.

4.4 Jersey Deposits

If jerseys are damaged in any way, lost, or stolen, a \$250 jersey deposit will be charged to the player's RAMP account.

4.5 Refunds

4.5.1. Players requesting a refund from the Indus Ringette Association must request to do so in writing to the Treasurer.

4.5.2. Cancellations or withdrawal from Indus Ringette Association prior to the start of evaluations will receive a full refund minus a \$50.00 administration fee.

4.5.3. Active Start program:

4.5.3.1. Refunds prior to the first ice time will be 100% of the fee paid.

4.5.3.2. Refunds after the first ice time and prior to December 1st will be prorated on Participation. Participation will be based on a 6-month season (October – March).

4.5.3.3. Refunds will be reviewed by the Indus Ringette Association Executive Board of Directors on a case-by-case basis.

4.5.3.4. Refund requests will not be accepted after December 1st.

4.5.4. U10 – U19:

4.5.4.1. Refunds prior to the first ice time will be 100% refunded.

4.5.4.2. Refunds prior to final team selection will be 75% of the fee paid.

4.5.4.3. Refunds after team selections will be 50% of the fee paid.

4.5.4.4. Requests for refund will not be accepted after December 1st.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

4.5.5. For each registrant that withdraws after the start of evaluations and up to October 31, a fee of \$350.00 will be charged.

4.5.6. Refunds will be 100% of registration fee paid and administration fee will be waived for players released to other associations due to Indus Ringette Association not being able to provide a team at the proper age group and skill level for the player. These circumstances will be reviewed by the Indus Ringette Association Executive Board of Directors on a case-by-case basis.

4.5.7. Players who cannot continue to play due to injury or health issues will need to provide a doctor's note and will be reimbursed at the discretion of the Indus Ringette Association Executive Board of Directors on a pro-rata basis.

4.6 Refunds for AA Players

4.6.1. Athletes successful in obtaining a position on a Zone 2 AA team will receive a full refund of their registration fee.

4.6.2. Players will receive their refund once team lists are finalized by Zone 2 AA.

4.6.3. If a player does not make Zone 2 AA and requests a refund from the Indus Ringette Association, please see Refunds section with the noted dates and fees.

5. PLAYER ASSISTANCE

Players who would like to apply for assistance through Jumpstart or KidSport are asked to email the Treasurer prior to registering.

6. INCLUSION



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

6.1 Applicability

6.1.1. All ringette activities sanctioned by Ringette Alberta which are conducted by Ringette Alberta of which the Indus Ringette Association is a part of. This includes but not limited to:

- Games
- Practices
- Tournaments
- Any off-ice team/association function

6.2 Policy

6.2.1. The Indus Ringette Association believes that all individuals deserve respectful and inclusive environments for participation that value the individual's gender identity and gender expression.

6.2.2. The Indus Ringette Association wishes to ensure that all participants have access to programming and facilities in which they feel comfortable and safe.

6.2.3. The Indus Ringette Association is committed to implementing this policy in a fair and equitable manner.

6.2.4. We follow Ringette Alberta's Inclusion Policy and all subsequent updates, which can be found on their website under Policies as policy number 25.0

7. PERMANENT GOALIES

7.1 Policies

7.1.1. Indus Ringette Association considers full-time goalies only within the U14 and higher age divisions who play 90% of a team's games, or 40% of a team's games in the event a team has two goalies. Games include league, exhibition, and tournament games.

7.1.2. Players in the Active Start, U10 and U12 divisions are encouraged to play all positions including goal.

7.1.3. Players in U12 that are interested in playing goal more than 25% of the time can evaluate as a goalie as well as a player. Their player score is used to place them in the proper tier, as well as their goalie score will also be available for team selection.

7.1.4. Players in U12 that are interested in playing more than 75% of the time in goal and are not interested in playing out as a skater can evaluate as a goalie only. This permanent designation in no way guarantees that they will be drafted in a certain tier.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

7.1.5. Hockey goalies are welcome on a team but must be fully registered and wear an approved Ringette helmet and cage.

7.1.6. Goalies must be aware (even at the higher age divisions) that in many instances there will be more than one goalie on each team and that sharing goalie duties will be expected.

7.2 Procedures

7.2.1. Players in U12 who are interested in playing goal as well as playing as a skater should indicate their interest during the registration process and may participate in goalie evaluations if desired. Interest in playing goal along with the results of their goalie evaluation will be provided to the evaluation committee during the team selection process for information purposes only. Players will be ranked based on their player evaluations only and not on their goalie evaluation.

7.2.2. Players in the U12 division who are only interested in playing in goal as a permanent goalie and not as a skater will only evaluate as a goalie. Their goalie scores will be made available to the evaluations committee. Permanent goalies are not guaranteed to make the top divisions just because they have stated they are a permanent goalie.

7.2.3. During the online registration process, parents will be required to agree to the terms and conditions of indicating their athlete wishes to be deemed a permanent goalie.

7.2.4. See Appendix M for U12 goalie flow chart

7.2.5. Goalies U12 and above are eligible for a \$300.00/year camp incentive credit if association supplies equipment. If a player in U12 player plays 100% of the time as a goalie, \$300.00 registration fee will be rebated at the end of the season. If a U12 player plays 50% of the time as a goalie, \$150.00 of registration fee will be rebated at the end of the season. Final determination of time played will be determined by game sheets and coaches.

7.2.6. Athletes U14 and above are eligible for a \$300.00 registration rebate and \$300.00 camp incentive, if registered as a full-time goalie. Goalie MUST supply their own equipment.

7.2.7. Each team from Active Start to U12 will receive a set of goalie equipment to be used for players rotating into the goalie position. It is the responsibility of the head coach to ensure the equipment is kept in good condition and is returned at the end of the season to the equipment coordinator.

7.2.8. Goalies must be aware (even at the higher age divisions) that in many instances there will be more than one goalie on each team and that sharing goalie duties will be expected.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

8. PLAYER EVALUATIONS AND TEAM SELECTION

8.1 Policies

8.1.1. All participants are to participate in the "Evaluation Process" for their particular age category.

8.1.2. Parents may be asked to help evaluate other age divisions but are not allowed to evaluate in their own child's age division.

8.2 Procedures

8.2.1. Evaluation process information may alter slightly from year to year based upon registration numbers, however all information will be posted on the Indus Ringette Association website prior to the commencement of evaluations.

8.2.2. See Appendix H for team selection and player evaluation procedure and policy.

9. COACH SELECTION

9.1 Policies

9.1.1. Volunteers who wish to coach (as a Head Coach or Assistant Coach) must apply by completing an application on the Indus Ringette Association website.

9.1.2. Applications must be submitted to the Indus Ringette Association Director of Coaching and Development as noted on the website.

9.1.3. Only applicants with current, valid Police Checks completed on behalf of Indus Ringette Association will be considered.

9.1.4. The Coaching Selection Committee (consisting of the Executive Members of the Board) has the responsibility of making team Head Coach selections.

9.1.5. Assistant Coaches are selected by Head Coaches after teams are formed

9.2 Procedures

9.2.1. The Board of Directors receives the list of applicants for Head Coach.

9.2.2. The Board of Directors representative gathers all information regarding the applicants' previous Coaching Evaluations to be presented to the Committee.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

9.2.3. A vote among the Committee for Head Coach applicants will occur.

9.2.4. At no time will head coaches of tiered division teams be chosen before player evaluations are completed.

10. JUNIOR COACHES

10.1 Policies

10.1.1. Any Ringette athlete between the ages of 14 and 17 years at the start of the season, who is currently playing or who played in the previous season may apply to be a Junior Coach with Indus Ringette Association.

10.1.2. A maximum of 17 years of age by September 1st of the current ringette season.

10.1.3. A current ringette player (or taking one year off due to injury etc.)

10.1.4. Registered on the team roster in the Junior Coach Role.

10.1.5. There is no limit to the number of Junior Coaches on a team roster; however, Indus Ringette Association will only pay to register a maximum of TWO PER TEAM. If teams wish to register more than two Junior Coaches, it is at their expense.

10.1.6. Junior Coaches DO NOT replace mandatory, fully certified female coaches who must be at least 18 years of age.

10.1.7. It is the responsibility of the Head Coach to ensure a Junior Coach completes the required worksheets as per Ringette Alberta's policy.

10.1.8. No Coach should be alone with athletes at any time, including in the dressing room. Junior Coaches should also not be alone with Coaches at any time.

10.1.9. Unless agreed to by the majority of parents, travel expenses for Junior Coaches are not the responsibility of the team. Indus Ringette Association will not be responsible for any travel expenses of Junior Coaches.

10.1.10. It is the responsibility of the Head Coach to ensure the Ringette Alberta Policy regarding Team Staff is followed. This policy can be found in its entirety on the Ringette Alberta website (www.ringettealberta.com). If a team is found in violation of this policy, they will be responsible for any fines imposed.

10.2 Procedures



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 10.2.1. It is the Head Coach's responsibility to ensure their Junior Coaches follow the policy as described by Ringette Alberta including completion of worksheets.
- 10.2.2. The Junior Coach Application form and the Junior Coach Documentation and Requirements form must be read, filled out and signed. They can be found on the Ringette Alberta website.
- 10.2.3. The Safe Sport Training can be found on the NCCP Locker website: [Coaching Association of Canada](#).
- 10.2.4. All four documents (Junior Coach Application, Junior Coach Documentation and Requirements form, proof of completion of Safe Sport Training, and a reference letter) are to be sent to the Director of Coach and Player Development prior to October 5th of the current ringette season.

11. **SCREENING POLICY**

11.1 Policies

- 11.1.1. Anyone who is in a coaching position, regardless of age, is required to have a Police Check and Vulnerable Sector Screening completed on behalf of Indus Ringette Association.
- 11.1.2. Anyone who is over the age of 18 and is listed on the team's roster is required to have a Police Check and Vulnerable Sector Screening completed on behalf of Indus Ringette Association. This includes coaches, managers, trainers, and on-ice assistants.
- 11.1.3. Anyone who requires a Police Check and Vulnerable Sector Screening according to item 10.1.2 is required to have it received by Indus Ringette Association by November 1st of the current season. After that date, the individual will not be permitted to take part in any team functions with any Indus Ringette Association players.
- 11.1.4. Individuals with Police Checks found to contain a "Relevant Offence" (see Appendix B for details) will not be permitted to be involved with any of the Indus Ringette Association teams.
- 11.1.5. Once received, Police Checks and Vulnerable Sector Screening forms remain the property of Indus Ringette Association and will be destroyed after 1 year.

11.2 Procedures

- 11.2.1. See Appendix B



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

11.2.2. Once received, Police Checks contents shall be kept strictly confidential among persons on the Coaching Selection Committee.

11.2.3. Police Checks are valid for 2 years, after which time a new Police Check must be completed.

12. TEAM ROSTERS AND TRFs

12.1 Policies

12.1.1. All players and team staff must be registered on a Team Registration Form "TRF" through Ringette Alberta.

12.1.2. Only team staff listed on the teams' roster, with the exception of the manager and trainer, are eligible to be on the ice during practices. Only the Head Coach, Assistant Coaches, Junior Coaches and a Trainer may be on the bench for a game in accordance with Ringette Alberta maximum and minimum (RAB Policy 10.4.5).

12.1.3. A maximum of five (5) team staff (not including Junior Coaches) are permitted on a team roster. The cost of registering more team staff than five (5) must be covered by individual teams.

12.2 Procedures

The deadline to submit rosters to the Indus Ringette Association registrar is October 5th. Deadline for changes to rosters to be submitted to Ringette Alberta is January 31st however all changes need to go through the Indus Ringette Association registrar before that date. Changes made between October 5th and January 31st will be subject to a \$25 charge per change and must be paid by the team submitting the change.

13. PLAYER AFFILIATIONS

13.1 Policies

13.1.1. Notwithstanding any governing body rule or regulation to the contrary Indus Ringette Association will affiliate players to other ringette teams.

13.1.2. Aid teams that may be short players due to absence, injury, sickness, or suspended on a game-by-game basis.

13.1.3. Give players the opportunity and experience of playing at another level of play.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

13.2 Procedures

- 13.2.1. Coaches are responsible for having Affiliation forms signed by parents and submitted to the registrar by October 15th.
- 13.2.2. If player is slated to affiliate, they can be invited to join the affiliating team's practice – both teams will need to notify the manager or coach. Such request shall not be unreasonably withheld.
- 13.2.3. Ringette Alberta (RAB) policy allows for associations to affiliate players from a different association. Outside affiliation is to be used in exceptional circumstances. The Indus Ringette Association Executive Board of Directors must approve affiliates from outside the association. Outside affiliates are only called if other affiliates are not available.
- 13.2.4. Disputes arising from requests for affiliated players should be brought to the attention of the Indus Ringette Association President.

14. COACH CERTIFICATIONS

14.1 Policies

- 14.1.1. The Head Coach of every team is responsible for ensuring all team staff on his/her team is fully certified according to the requirements of Ringette Canada by December 15th of the current season.
- 14.1.2. Indus Ringette Association will reimburse coaches for required training offered by Ringette Alberta to a maximum of three staff per team (i.e., One head coach and two assistant coaches). Reimbursement will only be for courses required in the current season.
- 14.1.3. The Head Coach of every team is responsible for ensuring all team staff on his/her team complete the Safe Sport Training online coaching course through NCCP ([Coaching Association of Canada](#)) by December 15th of the current season. This is a free course.

14.2 Procedures

- 14.2.1. Requests for reimbursement should be mailed to the Treasurer accompanied by original receipts. The Treasurer will ensure compensation is appropriate for reimbursement.
- 14.2.2. All requests for reimbursement for coach certifications must be received by the Treasurer by March 31st of the current playing season. Requests received after this deadline will not be reimbursed.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

14.2.3. Coaches and teams will not be reimbursed until after the coaching certification deadline.

15. COACH EVALUATIONS

15.1 Policies

15.1.1. Coach Evaluations are to be completed on all coaches once during a season.

15.1.2. Coach Evaluations will be reviewed, and any urgent concerns will be addressed immediately by the Executive members of the board.

15.2 Procedures

15.2.1. All evaluations require a valid email address to complete but will be kept in confidence.

15.2.2. A summary of the coach evaluations may be provided to coaches who request it in writing. Discussions with the individual coaches will be at the discretion of the Board of Directors.

16. MANAGER SELECTION

16.1 Policies

16.1.1. All teams are to have a Manager.

16.1.2. Managers are to be selected at the start of the season by the Head Coach.

16.1.3. Where possible, it is recommended that Managers not be related to anyone on the team's coaching staff as they represent a non-biased liaison between coaching staff and parents.

16.2 Procedures

Managers are to complete the Managers Certification Program located on the Ringette Calgary website.

17. EQUIPMENT

17.1 Policies

17.1.1. All players are to conform to the equipment requirements indicated in the playing rules of Ringette Canada.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 17.1.2. All players are to be fully dressed for all practices and games.
- 17.1.3. Indus Ringette Association will not provide any equipment to players with the exception of game jerseys and goalie equipment for goalies in U12 and younger.
- 17.1.4. During games, teams are required to wear the jerseys supplied by Indus Ringette Association that display the colors and logo of the Association. No Indus Ringette Association team is permitted to use a "third" jersey or any alternate jersey for any game.
- 17.1.5. Game jerseys are not to be worn during practices.
- 17.1.6. Name bars are not permitted on game jerseys.
- 17.1.7. Permanent alterations are not permitted on any game jerseys.
- 17.1.8. All team equipment is to be returned to the Equipment Coordinator by the end of the season in good condition. The Equipment Coordinator will communicate the time slots for teams to return equipment in the spring of each season.
- 17.1.9. All FUN 2 athletes and above are required to wear the Indus Ringette Association "Mosspro" pants for all league and tournament games. *Amendment 2025/26 season: for the 2025/26 season players will be allowed RISE, IRA, SMRA or black ringette pants for all age groups.

18. ICE SOURCING, ALLOCATION AND MANAGEMENT

18.1 Policies

- 18.1.1. Practice ice will be sourced mainly from Indus Recreation Facility but when required, additional ice may also be acquired from surrounding communities.
- 18.1.2. Practice ice will be distributed fairly and equitably to all teams. Each team within a particular division shall be allocated ice in an amount that is equal to that of every other team in the same division or category on a per user basis within Indus Ringette Association.
- 18.1.3. Each team will be allotted equal opportunities to practice and play games and it is understood that some variances may occur throughout an entire season.
- 18.1.4. Ice is controlled and funded by Indus Ringette Association annual budget and is defined by the program standards.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

18.1.5. Any particular team may participate.

18.1.6. Maximum one (1) practice ice time per week for all Active Start teams

18.1.7. Minimum one (1) practice ice time per week for all U10 - U19 teams (more will be allocated as available)

18.1.8. Practice ice that cannot be utilized by a team must be returned to the Ice Scheduler a minimum of seven (7) full days prior to the ice time.

18.1.9. **Ice must never go unused!** Not using allocated practice ice may result in less ice times scheduled for a team.

18.2 Procedures

18.2.1. The Ice Scheduler will search out and contract any ice that is suitable for Indus Ringette Association's requirements.

18.2.2. The Ice Scheduler will allocate the available practice ice to teams in as timely a manner as possible.

19. **SHORTENING THE BENCH**

19.1 Definition

Intentionally playing a player, at the expense of another player, for the purpose of advancing the Team. This does not include the uncertainties created by stoppages in play, penalties and injuries or absences from play for disciplinary reasons.

19.2 Policies

19.2.1. **All levels up to and including U14:** No shortening of the bench will be allowed at any level up to and including U14. Coaches will use a "Fair Ice time" approach. "Fair Ice time" is defined as consideration for playing time and playing experience, applied fairly to all players and in all games, for the development of the players.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

19.2.2. **Levels U16 and U19:** Teams in U16 and U19 are encouraged to continue to apply a “Fair Ice time” approach as outlined above. However, given that the athletes are developing more in competition as outlined in Ringette Canada’s Long-Term Athlete Development model (moving into the Learning to Compete and Training to Compete levels), there may be situations where the Coach may choose to make playing time decisions for the betterment of the Team in competition. If any approach other than “Fair Ice time” as defined above is to be used by the Coach, the circumstances and conditions of its use must be defined and discussed with the Team and the Parents in advance of the season start and provided in writing.

20. **COMPLAINTS/GRIEVANCES/CONCERNS**

20.1 Policies

20.1.1. Indus Ringette Association permits its membership to raise issues with the Board that are negatively affecting their experience in their Ringette season after discussing them first with their manager, then their coach where appropriate.

20.1.2. A 24 hour "cooling off" period is required before any issues are brought forward.

20.2 Procedures

20.2.1. See Appendix C and Appendix D

20.2.2. If an issue has not been dealt with to a member's satisfaction, they are encouraged to follow the Association's Discipline and Complaints Policy (Appendix C) and if necessary, the Appeals Policy (Appendix D).

21. **TEAM BUDGETS**

21.1 Policies

21.1.1. Teams are permitted to raise funds to cover costs not covered by registration fees.

21.1.2. The team budget must be discussed and agreed upon by at least 75% of the parents at the team's Parent Meeting at the beginning of the season.

21.1.3. Team funds are to be held and distributed from a team bank account, NOT a personal account.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

21.1.4. Teams must spend the publicly raised funds in the current season as per the team's approved budget. Any publicly raised funds remaining unspent at the end of the season are to be donated to the Indus Ringette Association. Cash contributions that parents have made to the team that have not been spent are to be reimbursed to the parents who contributed them.

21.1.5. At the conclusion of the season an accounting of all cash collections and expenditures is to be provided to the team's families.

21.1.6. Teams wanting to do a raffle as a fundraiser need to follow the rules below in Section 23.

22. TEAM PHOTOS

22.1 Policies

22.1.1. All teams are to participate in the team photo sessions that are organized by Indus Ringette Association.

22.1.2. No registration refunds will be made for players who are unable to attend the photo session.

23. RAFFLES AND 50/50 DRAWS

23.1 Policies

23.1.1. Teams may run raffles or 50/50 draws to raise funds for a team, however the individual team must register with Alberta Gaming and Liquor Commission (AGLC) and obtain the appropriate license from a local registry.

23.1.2. Teams are **NOT** to use the Indus Ringette Association name or address on the raffle license application.

23.1.3. Failure to obtain a license may jeopardize the Indus Ringette Association ALCG license or result in fines from AGLC. Any fines will be the responsibility of the individual team and will **NOT** be covered by Indus Ringette Association.

23.1.4. Any team which elects to run a raffle or 50/50 draw and obtains an ALCG license will be required to open a dedicated bank account for each ALCG license. The team will be required to provide statements and expenditure receipts to the Indus Ringette Association Treasurer detailing how the funds were dispersed. This dedicated bank account must be kept separate from the team's general funds account to comply with ALCG regulations.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

24. TAX RECEIPTS

24.1 Policies

24.1.1. Indus Ringette Association is not a registered charitable organization and thus it cannot issue tax receipts for donations.

24.1.2. Indus Ringette Association will issue tax receipts for the amount of registration fees which can be claimed under the Child Fitness Tax Credit.

24.2 Procedures

Tax receipts for registration fees are automatically generated by the registration system. Members can print their tax receipts at any point after full payment has been made through Ramp Registrations.

25. APPAREL

25.1 Policies

25.1.1. Association approved apparel will ensure that every member of Indus Ringette Association has consistent clothing from year-to-year and team-to-team. This also ensures that members can reuse apparel purchased for more than one year.

25.1.2. Indus Ringette Association players will only wear approved association apparel to games and tournaments to ensure professional and consistent representation of the Indus Ringette Association.

25.1.3. Only apparel purchased through the Indus Ringette Association approved vendor is allowed. Previously purchased apparel with Indus Ringette Association logos are also approved.

25.2 Procedures

25.2.1. Association apparel is optional.

25.2.2. If a player or an entire team decide to purchase association apparel, they will need to order it through the Indus Ringette Association approved vendor as outlined on the website.

25.2.3. Initials, jersey number and names can be added to association team wear.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

25.2.4. The Indus Ringette Association name and logo are registered trademarks and copy write protected and can only be used by the Association's approved vendor. If team would like to purchase additional apparel must be approved by the Board of Directors before purchase. Unapproved apparel may result in loss of ice time.

26. CONFIDENTIALITY

26.1 Policies

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

26.2 Procedures

See Appendix E

27. PRIVACY

27.1 Policies

Indus Ringette Association has a Privacy Policy that describes how the Association collects, uses, retains, safeguards, discloses, and disposes of the personal information of all members and participants.

27.2 Procedures

See Appendix F

28. CONFLICT OF INTEREST

28.1 Policies

Indus Ringette Association has a policy which describes how individuals directly engaged in decision-making within the Association will conduct themselves in matters relating to real or perceived conflicts of interests.

28.2 Procedures

See Appendix G

29. VOLUNTEER BOND

29.1 Policies



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

29.1.1. The purpose of the mandatory volunteer bond is to encourage more of the Indus Ringette Association membership to become more actively involved in the operation of the Association.

29.1.2. Every family is required to provide a \$400/family volunteer bond, any previous year balance owing must be paid before a player will be permitted to register.

29.2 Procedures

See Appendix L

30. MALES IN DRESSING ROOMS

30.1 Policies

30.1.1. Males (including coaches and fathers) are not to be in the dressing rooms in the U10 divisions and older until 15 minutes before ice time to assist with equipment or to engage in pregame coaching. No entry into a dressing room in which female athletes are present will be allowed until an "all clear" verbal communication is given by a female designate.

30.1.2. Male athletes are expected to change in a separate space from the team dressing room in the U10 divisions and older and may enter the team dressing room 15 minutes before ice times for pregame coaching.

31. DRESSING ROOMS

Indus Ringette Association strongly believes that every child within our organization has a right to play the sport they love in a safe & secure environment. This right includes the change room before & after an ice time. As photos of underage children in any state of undress taken by another child can be considered child pornography, this action can result in very serious repercussions for the child taking the photo whether intentional or not.

31.1 Policies

31.1.1. For all teams U14 and below: A minimum of one, preferably two, female adult(s) is/are required to be always present inside the dressing room before and after an ice time until such time as all athletes have vacated.

31.1.2. Indus Ringette Association has ZERO TOLERANCE for inappropriate photos being taken of any athlete or any other similar behavior. If our board is presented with evidence of this sort of behavior, the offending athlete will be removed from our association and further legal action may be taken outside of the association.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

31.1.3. Mobile phones, iPods, iPads, tablets, and any other device that has the ability to take photos or send & receive messages are banned from use within the dressing rooms.

31.1.4. If a team elects to provide music within the dressing room, the Head Coach may sanction one player to utilize their mobile phone/device to provide music (connect to a Bluetooth speaker). The phone/device in use must stay with either the dressing room parent (U14 and below) or with the designated phone/device owner and at no times will the phone/device be allowed to be left unattended. The only allowed user of the phone/device will be the owner of the same. The phone/device must not be used for any other function (i.e. Texting, photos) other than to provide music. Any abuse of this privilege will result in strict adherence to paragraph 31.1.3 and all phones/devices will thereby be banned.

32. SOCIAL MEDIA GUIDELINES FOR MEMBERS

32.1 Policies

32.1.1. Social Media continues to grow in popularity and can provide associations and individuals with a wide range of benefits. It allows people to connect to the world instantly, it can enable Indus Ringette Association to disseminate information widely at low to no cost and it can provide a platform for the Board of Directors to celebrate members' successes and success in our sport. We encourage our members to use social media but to ensure that they do so responsibly and pursuant to Indus Ringette Association Code of Conduct and Ethics.

32.1.2. These guidelines are designed to provide helpful, practical advice to members which can help keep you stay safe online.

32.2 Set Yourself Up Securely

Before posting anything online all members should ensure that their social media accounts are setup as securely as possible.

32.2.1. Think carefully about who you connect with online – remember that once you connect, send a message or add someone as a friend or follower they can see everything you post. Would you really want this person to have full access to the details of your life.

32.2.2. Never give out your password, pin or login details online or face to face. These things should be private to you and shared with nobody. You should also ensure that you log out after use.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 32.2.3. Coaches and volunteers should not be 'friends' with junior athletes online. It is unlikely that you would share all the details of your life with the children in your coaching sessions so don't make the mistake of doing so online. Private chat functions are often unmoderated so can also leave adults open to accusation of improper use. If you need to communicate with your athletes do so by group text message, phone calls to parents/guardians or via a post on a closed team or association page rather than via your personal profile.
- 32.2.4. Check your privacy settings regularly not just when you set up a new account. Most social media platforms default privacy settings to 'public' several times a year so you should check regularly to ensure that your accounts remain private.
- 32.2.5. Don't add friends online that you do not know or haven't met face to face. You would be unlikely to walk up to a stranger in the street and tell them about your life so don't do it online.
- 32.2.6. Turn off Bluetooth and location services on your devices when not in use as these can be used by others to view your private information or trace your movements. Similarly, do not 'check in' – by checking in regularly you are potentially telling the world your home is empty and ready to burgle, where your training venue is full of expensive training equipment or what your regular movements are so that people can target you when alone.
- 32.2.7. Remember that what you post online can be easily misinterpreted. When things are typed instead of said face to face it is often difficult to know the true meaning of the words and people can easily take offence to a post that was shared without intending to upset. This is especially true when online abbreviations, hashtags or emoji's are used in place of words.
- 32.2.8. Never post or share messages, images or videos which are abusive, discriminatory, or sexually explicit – all three of these things are illegal and you could find yourself in trouble with police.
- 32.2.9. Never post or share photos, images or videos of other individuals without their permission. It's a simple matter of quickly asking, "hey, do mind if I post this picture of you". It's something that you may appreciate other people asking you, so return the favor and ask permission to post a picture, image or video if it's not of you.
- 32.2.10. Think carefully about what other people's posts you like or share online. Once you like or share a post you become associated with it even if you were not the original author so think first about whether this is something you would want to be connected with.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

32.3 Remember - there is no such thing as privacy online!

32.3.1. We would encourage all members to consider three key questions before posting anything online:

- Would you say this in front of your parents or grandparents?
- Would you say this in front of the youngest children in your association?
- Would you say this to a journalist at a press conference, sitting next to your coach/manager?

32.3.2. If the answer to any of these questions is no, think very carefully before posting.

Thinking a little more before you post, is one of the simplest ways of keeping yourself safe online. It's important to review your privacy settings regularly on any social network. But it's also important to remember that it's possible that everything you send, or post could potentially become public. Once that has happened, it could be seen by anyone and everyone, forever. Even if you are using Snapchat, the people you are communicating with can take a screenshot of your message. Once that's done, the image/words/video you've sent are completely out of your control.

32.3.3. Once something starts to spread on the internet, it's impossible to control it, even once you've deleted the original. An ill-advised comment or photograph could still be popping up when someone searches for your name years from now. You can never be completely sure that what you post online will remain private.

32.3.4. Used well, social media has the potential to give you greater control of this than ever before, and to build a reputation for being dedicated, interesting, positive and inspiring. So before posting anything online first ask yourself how do I wish to be portrayed? What messages do I want to get across? Will my post reflect negatively upon my "role model" status? What parts of my life do I want to keep private? Is what I am posting going to reflect negatively on my public profile? Is what I am posting going to affect my future opportunities? Think before you post.

32.4 Respect Your Sport

32.4.1. In the same way that your actions while training, competing or coaching reflect on ringette in general, so do your actions online. As a role model within ringette, you can use social media to build on their pride in you and in your sport.

32.4.2. As a Member of Indus Ringette Association, you have agreed to Indus Ringette Association's Code of Conduct and Ethics and must follow that Code when you post material and interact with other people through social media.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 32.4.3. Celebrate success and hard work but don't comment negatively on others' performance, be they athletes, officials, or coaches.
- 32.4.4. When you post online, make sure your facts are accurate and don't swear or engage in insulting or prejudicial behaviour.
- 32.4.5. Before posting ask yourself how will the people who have helped me progress in my sport (such as my coach, my family, my association) feel about me posting this? How will this post affect the way my sport is viewed in Canada and further afield?
- 32.4.6. If I am tempted to discuss a contentious issue, how important is it for me to have my say in public? Have I thought carefully about my opinion, rather than offering a knee-jerk reaction? Will this be a constructive contribution? Are there other ways I could pursue the matter (face to face, in a private email, or on the phone, for example)?
- 32.4.7. Will what I am about to say undermine the hard work of those who came before me, or make life harder for those who come after?
- 32.4.8. Would I expect my own sporting heroes to post in this manner?
- 32.4.9. If you post something which you later regret, there are a few steps you can take to try minimizing any resulting issues. You can start by deleting your post and tightening your privacy settings as much as possible – bearing in mind that the damage may already be done if an image or text is already in the possession of others. You can then speak to Indus Ringette Association (Indusringettepresident@gmail.com) to make them aware of the situation and ask for further advice.
- 32.4.10. Complaints and concerns about a Member's conduct or behavior on social media can be addressed under Indus Ringette Association's Discipline and Complaints Policy.
- 32.4.11. If you are receiving upsetting messages or posts, the best response is often no response. Tempting as it is to reply, this can escalate the situation. Instead, you can step away from your phone or computer and make Indus Ringette Association aware of the messages and ask for their advice.
- 32.4.12. Block and report anyone who sends abusive text messages to you using the links for blocking and reporting on the sites where the abuse is occurring and notify Indus Ringette Association (Indusringettepresident@gmail.com).



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 32.4.13. If you receive indecent images or sexually explicit messages contact: Indus Ringette Association (Indusringettepresident@gmail.com) Kids Help Phone (Confidential) 1-800-668-6868 and/or Police 911.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

33. APPENDIX A – CODE OF CONDUCT AND ETHICS

Indus Ringette Association Code of Conduct and Ethics

33.1 Definitions

33.1.1. The following terms have these meanings in this Policy:

- “Club” – Indus Ringette Association
- “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, parents/guardians, volunteers, managers, administrators, directors and officers.

33.2 Purpose

33.2.1. 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.

33.2.2. 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.

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

33.3 Application of this Policy

33.3.1. 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.

33.3.2. 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.

33.4 Responsibilities

All Individuals have a responsibility to:

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



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 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, employees 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.

33.4.2. Refrain from any behavior that constitutes harassment or bullying. Harassment is defined as “comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious”. Bullying is defined as “seek to harm, intimidate, or coerce (someone perceived as vulnerable)”. Types of behavior that constitute harassment and/or bullying 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 behavior, 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;
- Behaviors 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.

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



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 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.

33.4.4. 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;

33.4.5. 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);

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

33.4.7. 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;

33.4.8. Respect the property of others and not willfully cause damage;

33.4.9. Promote ringette in the most constructive and positive manner possible;

33.4.10. Adhere to all federal, provincial, municipal, and country laws;

33.4.11. 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.

33.5 Board/Committee Members and Staff

33.5.1. In addition to paragraph 33.4 above, Board and Committee Members of the Club will:



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 33.5.1.1. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Club;
- 33.5.1.2. Behave with decorum appropriate to both circumstance and position;
- 33.5.1.3. Be fair, equitable, considerate and honest in all dealings with others;
- 33.5.1.4. Exercise due diligence in upholding one's fiduciary responsibility to the Club;
- 33.5.1.5. Respect the confidentiality appropriate to issues of a sensitive nature;
- 33.5.1.6. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- 33.5.1.7. Respect the decisions of the majority and resign if unable to do so;
- 33.5.1.8. Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings;
- 33.5.1.9. Have a thorough knowledge and understanding of all the Club's governance documents.

33.6 Coaches

33.6.1. In addition to paragraph 33.4 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:

- Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
- Report to the Club President any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
- Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages, tobacco, and/or vaping products;



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
- Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over such athlete.
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
- Dress professionally, neatly, and inoffensively; and
- Use inoffensive language, taking into account the audience being addressed.

33.7 Team Staff (Trainers and Managers)

33.7.1. In addition to paragraph 33.4 above, Team Staff, including Trainers and Managers, will have additional responsibilities to:

- Meet the highest standards of credentials, integrity, and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment;
- Report to the Club President any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance;
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages, tobacco, and/or vaping products;
- Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;
- Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
- Dress professionally, neatly, and inoffensively; and
- Use inoffensive language, considering the audience being addressed.

33.8 Athletes



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

33.8.1. In addition to paragraph 33.4 above, Athletes will have additional responsibilities to:

- Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
- Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason;
- Adhere to the Club's rules and requirements regarding clothing and equipment;
- Never ridicule a participant for a poor performance or practice; and
- When competing, act in accordance with the Club's, Zone Associations (where applicable) and Ringette Alberta's Policies.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

34. APPENDIX B – SCREENING POLICY

34.1 Indus Ringette Association Screening Policy

34.1.1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. Indus 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.

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

34.2 Purpose

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

34.3 Policy Statement

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

34.3.2. 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 at the team level. Such designated categories include but are not limited to:

- Any persons appointed to a Club team whether as a coach, manager, trainer, on ice assistant or official in another role.

34.3.3. It is the Club’s policy that:

- Individuals in designated categories will be screened using PRCs and VSSs.
- Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
- The Club 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 Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 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 Club.
- 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 Club's Discipline Policy.

34.4 Screening Committee

- 34.4.1. The implementation of this policy is the responsibility of the Executive Board of Directors herein afterward referred to as the Screening Committee of the Club. The Quorum for the Screening Committee will be two (2) members.
- 34.4.2. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.
- 34.4.3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
- 34.4.4. The Screening Committee will appoint one (1) member from the Committee who will be responsible for reviewing all PRCs and VSSs and based on such reviews and in consultation with the Screening Committee, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the appointed committee member may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

34.5 Procedure

- 34.5.1. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, 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. Indus Ringette Association will supply a form letter to all selected head coaches and assistant coaches for submission to the Police Service requesting a PRC and VSS.
- 34.5.2. The PRC, VSS and letter of good standing, if required, will be submitted to the Screening Committee, c/o VP Communications in an envelope marked "Confidential – Attention Screening Committee". More details are available on the Indus Ringette Association website (www.Indusringette.com).



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

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

34.5.4. After its review of a PRC, VSS and letter of good standing, if required, the Screening Committee, 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 Screening Committee deems appropriate.

34.5.5. If an individual's PRC, VSS and letter of good standing, if required, does not reveal a relevant offence; the individual is eligible for the designated position. The Club will maintain for a period of three (3) years the original PRC or VSS or letter of good standing.

34.5.6. If an individual's PRC or VSS or letter of good standing, if required, reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in accordance with Section 14. After providing notice, the Club will maintain the original PRC or VSS or letter of good standing.

34.5.7. The decisions of the Screening Committee are final and binding.

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

34.5.9. PRCs and VSSs are valid for a period of two years. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC or VSS for review and consideration. Such a request will be in writing and will provide the reasons for such a request.

34.6 Relevant Offences

34.6.1. 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 for trafficking and/or possession of drugs and/or narcotics; or
- Any violation/offence of violence including but not limited to, all forms of assault.
- If imposed at any time:
- Any violation/offence involving a minor or minors.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

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

34.7 Written Records

34.7.1. 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.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

35. APPENDIX C – DISCIPLINE AND COMPLAINTS POLICY

Indus Ringette Association Discipline and Complaints Policy

35.1 Definitions

The following terms have these meanings in this Policy:

- “Club” – Indus Ringette Association
- “Complainant” – The party alleging an infraction.
- “Days” – Days irrespective of weekends and holidays.
- “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, parents/guardians, volunteers, managers, administrators, directors and officers.
- “Respondent” – The alleged infracting party.

35.2 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 behavior 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.

35.3 Application of this Policy

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

35.3.2. 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.

35.3.3. Discipline matters and complaints arising within the business, 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.

35.4 Reporting a Complaint

35.4.1. Any Individual may report to the Club’s President any complaint of an infraction by an Individual. 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.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

35.4.2. 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. This decision may not be appealed or is grounds for defense.

35.5 Grievance Coordinator

35.5.1. Upon receipt of a complaint, the Club will assign the case to a Grievance Coordinator (GC) to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The GC has an overall responsibility to implement this Policy in a timely manner. More specifically, the GC has a responsibility to:

- Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the GC determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The GC decision to the acceptance or dismissal of the complaint may not be appealed.
- Determine if the complaint is a minor or major infraction;
- Appoint a Mediator and/or Panel, if necessary, in accordance with this Policy;
- Determine the format of the hearing;
- Coordinate all administrative aspects of the complaint;
- Provide administrative assistance and logistical support to the Panel as required; and
- Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

35.5.2. The GC 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.

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

35.6 Minor Infractions

35.6.1. 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.

35.6.2. All disciplinary situations involving minor infractions will be dealt with by the Executive Board of Directors of the club and the individual involved.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

35.6.3. 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 Executive Board of Directors (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.

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

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

35.6.5. 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.

35.7 Major Infractions

35.7.1. 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.

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

- Repeated Minor Infractions;
- Intentionally damaging Club property or improperly handling Club monies;
- Incidents of physical abuse;
- Pranks, jokes or other activities that endanger the safety of others, including hazing;
- Disregard for the bylaws, policies, rules, regulations and directives of the Club;
- Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
- Behavior that constitutes harassment, sexual harassment or sexual misconduct; or
- Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

35.7.3. 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.

35.7.4. Major infractions occurring within competition may be dealt with immediately, if necessary, by any Member of the Club's Executive Board of Directors. 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.

35.8 Procedure for Major Infraction Hearing

35.8.1. If the GC is satisfied that the complaint is a major infraction, the GC will, with the consent of the parties, seek to resolve the complaint through a meeting with the Executive Board of Directors.

35.8.2. If the complaint cannot be resolved through procedures in #20 above, then a hearing before a minimum of 75% of the Clubs Board of Directors will take place. In extraordinary circumstances, and at the discretion of the GC, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the GC will serve as the Chair.

35.8.3. The GC 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 GC and the Panel deem appropriate in the circumstances, provided that:

- The Parties will be given appropriate notice of the day, time and place of the hearing.
- 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.
- The Panel may request that any other individual participate and give evidence at the hearing.
- 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.
- Decisions will be by a 2/3 majority vote as outlined in the Club's Bylaws.

35.9 Decision



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

35.9.1. After hearing the matter, the Board of Directors will determine whether an infraction has occurred and if so, what appropriate sanction will be imposed. The Board of Director's written decision, with reasons, will be distributed to all parties. The decision will be considered confidential unless decided otherwise by the Board of Directors.

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

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

35.9.4. In fulfilling its duties, the Board of Directors may obtain independent advice.

35.10 Sanctions

35.10.1. The Board of Directors may apply the following disciplinary sanctions singly or in combination, for major infractions:

- Verbal or written reprimand;
- Verbal or written apology;
- Service or other voluntary contribution to the Club;
- Removal of certain privileges of membership;
- Suspension from certain Club teams, events and/or activities;
- Suspension from all Club activities for a designated period of time;
- Withholding of prize money;
- Payment of the cost of repairs for property damage;
- Suspension of funding from the Club or other funding;
- Expulsion from the Club;
- Other sanctions as may be considered appropriate for the offense.

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

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

35.11 Serious Infractions



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

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.

35.12 Confidentiality

The discipline and complaints process is confidential involving only the Parties, the GC and the Board of Directors. 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.

35.13 Appeals Procedure

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



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

36. APPENDIX D – APPEALS POLICY

Indus Ringette Association Appeals Policy

36.1 Definitions

These terms will have these meanings in this policy:

- “Appellant” - The party appealing a decision.
- “Club” – Indus Ringette Association.
- “Days” - Days regardless of weekends or holidays.
- “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.
- “Respondent” - The body whose decision is being appealed.

36.2 Scope and Application of this Policy

36.2.1. 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)
"1st Level of Appeal"	Ringette Alberta	Ringette Alberta	Group Member
"2nd Level of Appeal"			Zone Member, if a Zone Membership exists with Ringette Alberta
"3rd Level of Appeal"			Ringette Alberta

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

36.2.3. This Policy will not apply to decisions relating to:

- Decisions made external to the Club;
- Matters of employment;
- Matters of board composition, committees, staffing, or employment opportunities;



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- Commercial matters;
- Matters of budgeting and budget implementation, including fees, dues and levies;
- Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy;
- The rules of ringette or disputes over competition rules;
- Matters relating to the substance, content and establishment of policies, procedures or criteria;
- Disputes arising within competitions which have their own appeal procedures; and
- Any decisions made under this Policy.

36.3 Timing of Appeal

Members who wish to appeal a decision will have seven (7) days from the date on which they learned of the decision, to submit in writing to the President of the Club the following:

- Notice of their intention to appeal;
- Contact information of the Appellant;
- Name of the Respondent;
- Ground(s) for the appeal;
- Detailed reason(s) for the appeal;
- All evidence that supports the reasons and grounds for an appeal;
- The remedy or remedies requested, and
- A payment of two hundred dollars \$3000, which may be refundable.

NOTE: If the Appellant is successful in their appeal, the Club will reimburse the \$3000.00 payment to the Appellant. If the Appellant is unsuccessful in their appeal, the \$3000.00 is non-refundable.

36.4 Grounds for Appeal

36.4.1. Decisions may only be appealed on procedural grounds which are limited to the Respondent:

- Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
- Failing to follow procedures as laid out in the bylaws or approved policies of the Club;
- 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
- Failing to consider relevant information or taking into account irrelevant information in making the decision.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

36.4.2. The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 33.4.1.

36.5 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:

- Receive appeals;
- Determine if the appeal lies within the jurisdiction of this Policy;
- Determine if appeal is brought in a timely manner;
- Determine if the appeal is brought on permissible grounds;
- Appoint the Tribunal to hear the appeal;
- Determine the format of the appeal hearing;
- Coordinate all administrative and procedural aspects of the appeal;
- Provide administrative assistance and logistical support to the tribunal as required; and
- Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

36.6 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.

36.7 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. The independent mediator will be selected by the Appeals Officer.

36.8 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.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

36.9 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:

- The parties will be given appropriate notice of the day, time and place of the hearing.
- 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.
- The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- The Tribunal may request that any other individual participate and/or give evidence at the hearing.
- 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.
- 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.

36.10 Appeal Decision

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

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

36.10.2. The Tribunal's decision will be considered confidential, 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.

36.11 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.

36.12 Final and Binding Decision



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

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



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

37. APPENDIX E – CONFIDENTIALITY POLICY

Indus Ringette Association Confidentiality Policy

37.1 Definitions

These terms will have these meanings in this policy:

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

37.2 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.

37.3 Application of this Policy

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

37.4 Responsibilities

- 37.4.1. Individuals will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Club, unless expressly authorized to do so.
- 37.4.2. 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.
- 37.4.3. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment 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.
- 37.4.4. 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;



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 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.

37.5 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.

37.6 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.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

38. APPENDIX F – PRIVACY POLICY

Indus Ringette Association Privacy Policy

This privacy policy describes the ways in which the Association collects, uses, retains, safeguards, discloses and disposes of the personal information of all Indus Ringette Association members and participants.

38.1 Principle 1 - Accountability

38.1.1. The Association hereby designates the President as the person who will be accountable to the Board for compliance with this policy. The President will be responsible for responding to access requests, corrections and complaints in accordance with this policy.

38.1.2. The President shall ensure that the Association is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be obligated to adhere to the standards of this policy.

38.1.3. The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

38.2 Principle 2 - Identifying Purposes

38.2.1. Indus Ringette Association ringette programming involves governing its teams and games including training of coaches and determining players' eligibility for specific divisions. Indus Ringette Association is also responsible for establishing appropriate policies and regulations to ensure appropriate governance of the Association. Indus Ringette Association shall only collect personal information for the purpose of providing such ringette programming.

38.2.2. The Association collects personal information for the following specific purposes:

Type of Personal Information Purpose of Collecting

A player's name, gender, place of residence and date of birth.	To determine that the player's geographical, division and level of play information are consistent with Ringette Canada, Ringette Alberta and Ringette Calgary regulations. To be made available to related organizations and leagues for purposes of competition.
--	--



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

Historical information concerning past teams played for.	To determine if any transfer regulations apply.
A player's skill and development level and feedback on programs and awards received.	To measure the success of the Association's programs and maintain governance.
A player's parents or guardian's names, addresses, telephone numbers and e- mail addresses.	To facilitate emergency contact information. To ensure compliance with residency regulations. To facilitate membership communication.
Team official's names, addresses, telephone numbers, e-mail addresses, training and coaching certifications and qualifications.	To facilitate membership communication and communications amongst other team officials and other minor ringette organizations. To certify team officials.
Police Checks, VSS Search	To help ensure the safety of participants
Educational information	To ensure all residency regulations have been adhered to.
Skill levels, ability, emergency contacts and health concerns	To ensure all Association activities are carried out in a safe and secure environment.
Team and individual pictures	To provide players with a memento of their ringette experience
Resumes (if necessary)	To determine a prospective employee's suitability for a position within the Association.
Appeal Information	To administer appeals and any related proceedings, and the rules, regulations and by- laws of the Association, Ringette Canada, Ringette Alberta and Ringette Calgary.
Coaching Applications	To determine a prospective head coach's suitability to coach an Indus Ringette Association team.
Parent and Player Satisfaction Surveys	To help evaluate the suitability of a head coach/assistant coach to return as head/assistant coach. To help determine whether any other team official should be placed to a team. To provide feedback to a head/assistant coach or team personnel.
Player Evaluations	To help balance league teams.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

38.2.3. The Association shall request individual permission to use any personal information for purposes other than those identified in section 2 above unless such usage is authorized or required by law.

38.2.4. The Association shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.

38.2.5. Where practicable, all personal information collected by the Association shall be maintained within the Indus Ringette Association office's, Office of the Registrar and/or office of the President.

38.2.6. The Association may require that personal information be provided to gain access to secure areas of the Indus Ringette Association website. Any information so provided will be treated within the same parameters as other personal information collected by the Association through other means. It will always remain the user's choice to provide information in certain fields.

38.3 Principle 3 - Consent

38.3.1. All members of the Association agree that the act of registering constitutes implied consent to the use personal information for the purposes specified in section 2.

38.3.2. While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

38.3.3. If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the President in writing.

38.3.4. In exceptional circumstances, the Association may collect, use and disclose personal information without consent where it is both necessary and reasonable to do so and where permitted by law.

38.4 Principle 4 - Limiting Collection

The Association shall only collect personal information by fair and lawful means. The Association shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 2 and such other purposes as are reasonably related to the objectives of the Association.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

38.5 Principle 5 - Limiting Use, Disclosure and Retention

- 38.5.1. The Association shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.
- 38.5.2. No personal information shall be supplied to third party service providers or product suppliers without the consent of the person to whom the information relates.
- 38.5.3. The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.
- 38.5.4. If any Indus Ringette Association team has collected personal information from its players, parents or team officials, it must adhere to the principles set out in this policy. Specifically, no Indus Ringette Association team may use or disclose personal information supplied to it directly or by the Association for purposes other than those set out in section 2 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.
- 38.5.5. The Association may release personal information for the purpose of collecting debts that are owed to the Association.
- 38.5.6. Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.
- 38.5.7. Registration data shall be retained for a three-year period after a player has left the Association. Parental/family information shall be maintained for a similar three-year period after a member has left the Association.
- 38.5.8. Personal information that is no longer required or permitted to be retained by the Association will be destroyed in a secure manner.

38.6 Principle 6 - Accuracy



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

38.6.1. The Association shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All Indus Ringette Association members and participants will have the ability to view and review personal information retained by the Association. The Association shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

38.6.2. The Association shall only update personal information in its possession if a request is made in writing.

38.7 Principle 7 - Safeguards

38.7.1. Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.

38.7.2. All information collected by the Association will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards may include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

38.8 Principle 8 - Openness

38.8.1. Upon request, the Association shall provide a copy of this policy to any Indus Ringette Association member or participant. The Association shall also make this policy available to all Indus Ringette Association members and participants on the Indus Ringette Association website.

38.8.2. If anyone has any questions, comments or concerns regarding this policy, they can contact the President in writing.

38.9 Principle 9 - Individual Access

38.9.1. Upon request, the Association shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The Association shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The Association shall endeavor to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

38.9.2. The Association may request sufficient information to confirm an individual's identity before releasing any personal information.

38.9.3. An Indus Ringette Association member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

38.10 Principle 10 - Challenging Compliance

Anyone wishing to challenge the Association's compliance with this policy may file an appeal in accordance with the Club's Appeal Policy.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

39. APPENDIX G – CONFLICT OF INTEREST POLICY

Indus Ringette Association Conflict of Interest Policy

39.1 Definitions

The following terms have these meanings in this Policy:

- “Club” – Indus 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, employees, directors, officers, committee members, coaches, 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.

39.2 Purpose and Application

39.2.1. 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.

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

39.3 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;



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- 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.

39.4 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 Board of Directors immediately.

39.5 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 Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

39.6 Resolving Complaints of a Real or Perceived Conflict of Interest

39.6.1. Upon receipt of a complaint, the Board of Directors 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.

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

39.6.3. 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 Board of Directors will determine the appropriate actions.

39.6.4. 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.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

39.6.5. The Board of Directors 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.

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

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

39.7 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 Board of Directors 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.

39.8 The Club Decision-Makers

39.8.1. 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 Board of Directors for a position as a decision-maker within the Club.

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

39.9 Decision Final and Binding



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

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





INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40. APPENDIX H – TEAM SELECTION & EVALUATION POLICY

Indus Ringette Association Team Selection & Evaluation Policy

40.1 Disclaimer:

A Team Selection Process will be agreed upon by the Evaluation Committee involved using the guidelines below. If the process cannot be unanimously agreed upon, the below procedures will be followed with no exceptions.

40.2 Purpose:

- 40.2.1. To provide a fair and impartial evaluation of a player's skill during the skating and scrimmage sessions.
- 40.2.2. To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the evaluations of the current year.
- 40.2.3. To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent from year to year as players move through the various levels in ringette.
- 40.2.4. To form teams to maintain balanced and competitive play where the player can develop and participate equitably and have fun playing ringette during the season.
- 40.2.5. To abide by the Ringette Alberta Requirements

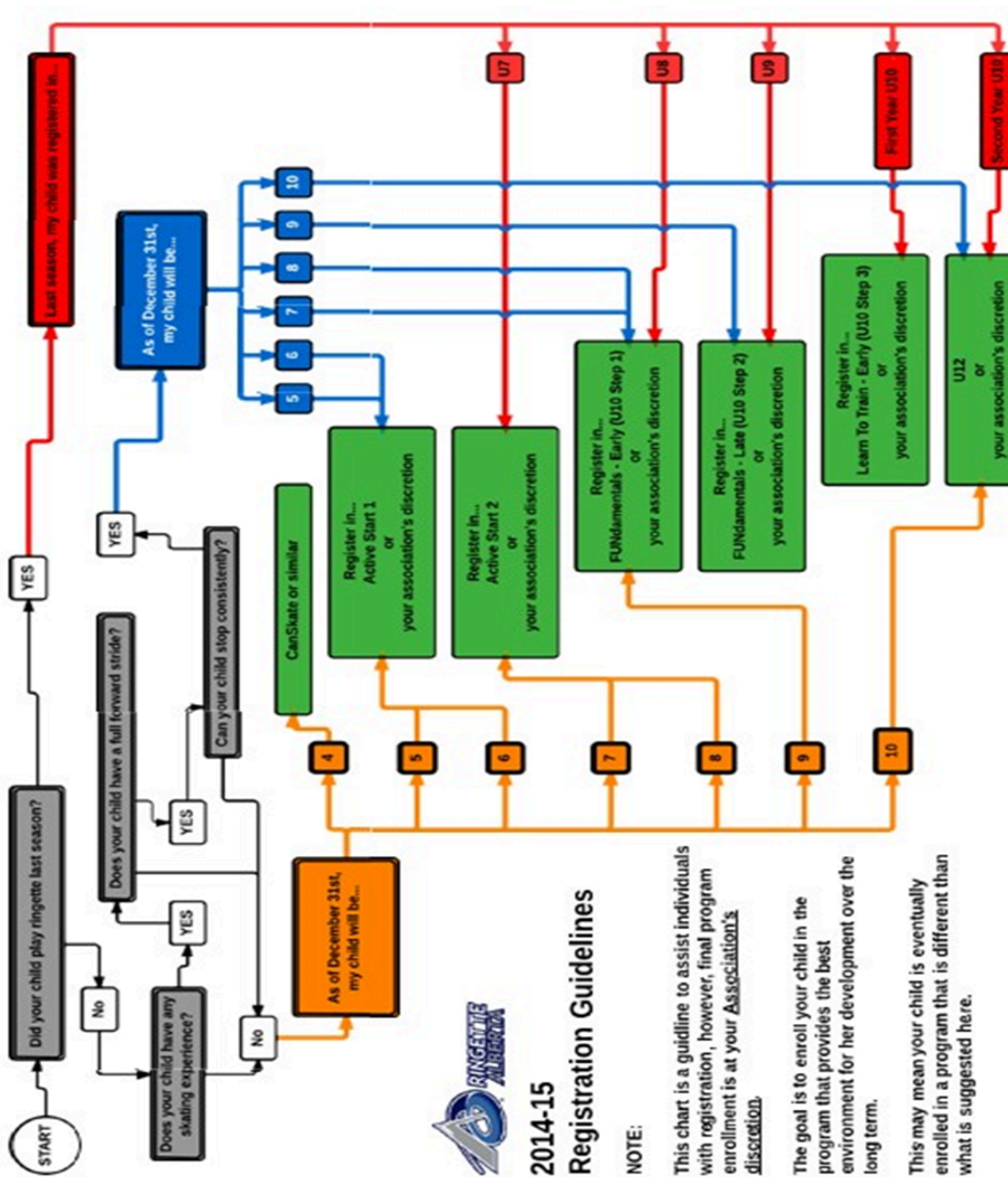
40.3 Age levels:

Each player should register in the level appropriate to their age according to Ringette Alberta (RAB) guidelines as defined by the athlete's age on December 31, of the year of registration. Players wishing to tryout for an older age group must attend evaluations for that age group. The final program enrollment decision is at Indus Ringette Association's discretion:

- U10 Active Start: $4 \leq 6$ years of age (see chart below).
- U10 Fundamentals: $6 \geq 10$ years of age (see chart below).
- U12: 10 to 11 years of age.
- U14: 12 to 13 years of age.
- U16: 14 to 15 years of age.
- U19: 16 to 18 years of age.

POLICY AND PROCEDURE MANUAL

Updated: October 2022



Bionette Alberta would like to recognize and thank Lori Plome for her leadership in the effort to move rinoette in Alberta towards stage-based athlete development.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40.4 Evaluation Process:

- 40.4.1. Each player will be provided an opportunity to be evaluated a minimum of two (2) times.
- 40.4.2. A player must participate in all evaluation sessions, to be considered for the highest tiered team, with the exception of players that fall into the “Missed Evaluation Session”, section below.
- 40.4.3. If a player misses all evaluation sessions, they will be placed on the lowest tiered team, with the exception of players that fall into the “Missed Evaluation Session”, section below.
 - Active Start (AS) is a developmental program for new players who are ≤ 5. The evaluation process is only used as a balancing tool to create multiple teams. Players will participate in 1 or 2 ice times, being evaluated primarily on skating skills and ring handling. Evaluation Ice times will consist of simple skating drills, and a fun scrimmage.
 - As set out by Ringette Alberta U10 – U14 will participate in timed UAA drills, as well as Indus Ringette Association established Scored Scrimmage and Tiering Games.
 - U16-U19 will participate in coach specific drills which may include UAA like drills or scrimmages.

40.5 Evaluators:

- 40.5.1. Indus Ringette Association will use Volunteers to run the on-ice drills for the Universal Athlete Assessments (UAA) and to evaluate the players during Scored Scrimmages.
*Amendment: Sports Evaluation Inc. will be used for evaluations in U12-U19 age groups for the 2025/26 season.
- 40.5.2. To provide an unbiased and objective assessment of the player’s abilities, volunteers cannot assist in an age category in which they have a conflict of interest.
- 40.5.3. For UAA testing, evaluators will follow the procedures defined by Ringette Alberta (<http://www.ringettealberta.com/universal-athlete-assessment/>)
 - To maintain impartiality various individuals will be involved in the UAA drills. One responsible for running the stopwatch and a second to record the time. Final scores will be submitted to Ringette Alberta (RAB) via the Indus Ringette Association Registrar, and/or any volunteers appointed by the Registrar, these volunteers must not have been part of the UAA.
 - Per Ringette Alberta, UAA testing data must be submitted to Ringette Alberta, in the required form, on or before 23:59 on the Friday of the third full week.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40.5.4. Using the UAA scores, the appointed volunteers will form teams of balanced skill level for the Scored Scrimmage sessions.

40.5.5. The purpose of Scored Scrimmage sessions is to rank the players based on their abilities to play ringette. Every effort is made to complete the grading fairly and consistently.

40.5.6. Scored Scrimmage evaluators will receive an *Evaluation Sheet* that identifies the jersey color and numbers of the players they are assigned to evaluate. Players will be scored (from 1-10) in the following three areas:

- Ring Skills – Ring movement, Passing, Receiving and Shooting
- Checking – Aggressiveness vs. Trepidation, Defensive Positioning, Effectiveness
- Game Sense – Zone Awareness (advantage/support), Team play, Positioning

****Full scoring and grading criteria included in APPENDIX J**

40.5.7. During the Scored Scrimmage sessions Evaluators will sit in a location away from parents and coaches; parents and coaches are not to have any contact with the evaluators.

40.5.8. During Scrimmages, Players will be required to play both offensive and defensive positions.

40.5.9. Depending on the number of players to evaluate there will be a minimum of 3 evaluators to a maximum of 6, plus 1 to 2 goalie evaluators. The scores for all evaluators, and all scrimmages will be averaged together to form the final scrimmage score.

- Athletes dismissed by evaluators in the first round, due to advanced placement will receive a perfect score on Scored Scrimmage component of the Evaluation.
- A maximum of four athletes per age division (i.e., U14), may be dismissed.

40.6 Goalie Evaluators:

40.6.1. U10 goalies will be ranked as Players.

40.6.2. U12 & U14 undedicated Goalies, combined UAA and scrimmage scores will be used.

40.6.3. U12 & U14, dedicated goaltenders will be ranked on scrimmage only. Scrimmage scores will be based on Goaltending skills as identified in Appendix Scorecards

40.6.4. For age groups U16 – U19, the evaluators will provide a goaltender ranking based on the scrimmage only. Scrimmage scores will be based on Goaltending skills as identified in Appendix Scorecards.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40.7 Grading:

The purpose of grading sessions is to grade athletes using their weighted UAA and average scored scrimmage score.

40.7.1. Indus Ringette Association appointed volunteers will compile the Scored Scrimmage Scores and determine the Player's Average Scrimmage Score. The Indus Ringette Association volunteers will provide the completed spreadsheet to the assigned Indus Ringette Association volunteer who will input the Player's Average Score into the Grading Spreadsheet.

40.7.2. The Final Scrimmage Score will be weighed against the UAA score (see table below), to determine the final athlete ranking.

Evaluation Component	AS	U10	U12	U14	U16	U19
UAA Score	n/a	15%	15%	15%	0%	0%
Scrimmage	100%	85%	85%	85%	100%	100%
Athlete Score						

40.8 Team Selection Committee

The Team Selection Committee will consist of subject matter experts appointed by the President. President, Vice President, two (2) representatives from each age division will be chosen to represent and select teams for U10 - U14 divisions. In addition, an Association representative will be appointed to demonstrate adherence to policies and procedures in regard to team selection. If person(s) on the Team Selection Committee cannot make the meetings, Treasurer, Secretary, Director of Coach and Player Development of the Indus Ringette Association will be requested to step in.

40.9 Late Registrants

Players who register in the Indus Ringette Association program after the registration deadline or pre-season evaluations are complete will be placed on the lowest ranked team in the age level. Once the coach has had the opportunity to assess athlete's skills, movement up or down (tier) may be considered, as well as over/underage movement. Player's coming from another Association may provide UAA/evaluation/team placement data for consideration in supporting proper team placement. All decisions to move an Athlete from the lowest ranked tier will require approval by the Executive Committee.

40.10 Missed Evaluation Sessions



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40.10.1. Players who miss any session will receive a zero score for that missed session.

40.10.2. If a player misses the evaluation(s) because of serious illness, injury or family emergency, to be considered for a placement above the lowest ranked team:

- The Director of Evaluations must be notified prior to the evaluation session.
- The Team Selection Committee will review the circumstance and may choose to use the players previous season's evaluation or coaches input to determine player ranking.

40.11 Athlete Identification

To ensure impartiality during the evaluation process:

- Athletes will be assigned a random number in the form of jersey (Athletes ID) during their first evaluation session when they sign-in.
- All scores during the evaluation process will utilize the Athletes ID instead of an Athlete's name.
- The Athletes ID will be associated to a different random number (aka the Master ID) which will link the Athletes ID back to a Player Name. This key will be held in confidence by the Director Evaluations and, shared only with those volunteers whose roles require so (i.e., Registrar).
- The Team Selection Committee will form Tiering Groups using the Master ID and associated evaluations scores (without knowing which Player ID is linked to which Master ID).
- Athlete's names will be revealed once the Tiering Groups have been finalized.

40.12 Team & Coach Selections

40.12.1. Active Start (AS)

AS is a **developmental** program for new players, if more than one team is anticipated friend requests will be considered. For these to succeed, the requests must be reciprocal, and can be sent to the age group coordinator before, or during the evaluation process. Once teams have been announced moves can only be approved by the Executive.

40.12.2. U10 Fundamentals – U19

40.12.2.1. If more than one team is anticipated the Player's combined UAA/Scrimmage score and results will be used to determine placement on a Tiering Group.

40.12.2.2. The total number of players in the age group will determine how many teams are formed.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

- When “Tiering” teams, the higher ranked teams will normally have less players than lower ranked teams, because they can affiliate from the lower teams.
- Only when a large number of players with a similar skill level exist will teams of parity be formed.

40.12.2.3. The “tier” (e.g., Step 2, Step 3, A, B, C) is determined by Ringette Alberta (RA) based on the average UAA score of the players on the team (team score).

40.12.2.4. Per RA’s Tiering Policy for U16 – U19 the Head Coach will declare the appropriate level at the start of the season.

40.12.2.5. Rosters can receive minor adjustments within the first few weeks, based on Coaches feedback. Any change requests must be submitted to the Indus Ringette Association President by September 22nd. The President in conjunction with the Team Selection Committee will review and approve/deny the request.

- As Example, Coaches may wish to use Ringette Alberta’s Passing & Shooting accuracy drills as a means of establishing similar skill level amongst team members.

40.12.2.6. Evaluation forms and scores shall remain confidential and shall not be supplied to the general membership. Only the Team Selection Committee will see these scores for the team selection process.

- If you want to understand your child’s placement the Director of your age group can provide you with a high-level overview (e.g., UAA score was lower than average for the age group); no detailed information can be provided.

40.12.2.7. The Head Coach will be selected after the Team Selection has been finalized.

40.12.2.8. Submitting an application to coach will not impact you child’s placement.

40.13 Underage Player

40.13.1. Any player requesting to be moved up must fill out a “Player Movement Request” form and pay the fee.

40.13.2. The player must attend evaluations for the next age level and should attend evaluations for their own age level in case they are moved backed down.

40.13.3. Should the player qualify for the next age level, registration fees for that level will need to be paid.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

40.13.4. A Player Movement Request may be denied if it would prevent a viable team to be formed at their own age level.

40.13.5. In exceptional years, it may be necessary for Indus Ringette Association to move players to balance age levels and create viable teams. Should a player movement be requested by Indus Ringette Association, parent consent is required and there will not be a registration fee change or movement fee.

40.13.6. Final approval for all player movement will be the decision of the Indus Ringette Association's Team Selection Committee.

40.13.7. All documents must be received by the Director of Evaluations for the age level requested, no later than the last day of registration.

40.13.8. Indus Ringette Association may wish to move players up a level to balance the numbers on the teams. If Indus Ringette Association wishes to move a player up, a list of the players whose parents have indicated they would not be opposed to such a move will be considered. All players wishing to move up will be invited to attend an evaluation session for the higher level. Indus Ringette Association can consider factors such as skill level, player maturity, family considerations, etc. in deciding who to ask to move up.

40.13.9. Final approval for all player movement will be the decision of the Indus Ringette Association's Team Selection Committee and Board of Directors.

40.14 Overage Player

40.14.1. Overage players must follow Ringette Alberta's policy for overage players. (<http://www.ringettealberta.com/wp-content/uploads/2018/02/7.0-Overage-Player-Policy-November-3-2017.pdf>)

40.14.2. An Overage Player request may be denied if it would prevent a viable team to be formed at their own age level

40.15 Appeals

Team selection is final, a player's placement may not be appealed.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

41. APPENDIX I – CRITICAL RINGETTE ALBERTA DATES

41.1 Critical dates relevant to UAA as established by Ringette Alberta

<http://www.ringettealberta.com/critical-dates/>

September	UAA testing begins on the Tuesday immediately following Labour Day	4.4.4.1
-----------	--	---------

September	UAA testing data must be submitted to Ringette Alberta, in the required form, on or before 23:59 on the Friday of the third full week
-----------	---

41.2 UAA Highlights and FAQs from Ringette Alberta

<http://www.ringettealberta.com/universal-athlete-assessment/>

41.3 All Policies

<http://www.ringettealberta.com/policies/>

41.4 Tiering Policy

<http://www.ringettealberta.com/wp-content/uploads/2018/02/4.0-Tiering-Policy-November-3-2017.pdf>



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

42. APPENDIX J – EVALUATION SCORING

42.1 Scoring Criteria

Each session players will be rated as follows:

42.1.1. Ring Skills

- Ring Movement – ability to skate with the ring and avoid checks
- Passing – recognize an open player, pass with appropriate force (not too fast/slow)
- Receiving – ability to stab a moving ring and stop a fast-moving ring using skates/stick
- Shooting – Accuracy (picking corners), speed/hardness, selection (wrist, flip, on-ice)

42.1.2. Checking

- Aggressiveness vs. Trepidation – Actively challenging the ring carrier, 50/50 rings
- Defensive Positioning – Body position between ring carrier and net, forcing to outside
- Effectiveness – Successful checking technique

42.1.3. Game Sense

- Zone Awareness – recognize when to press advantage or move to support role
- Team play – passing to teammates, communication
- Positioning – appropriate positioning during transitions and free plays

42.2 How To Score Players

- Score 1-3: Player skills are in the developmental stage, some participation and can perform skill with some difficulty.
- Score 4-6: Player skills are inconsistent, can participate and can perform skills but they are not always utilized.
- Score 7-9: Player has good skills, good participation, relies on strengths and strong side but needs some further development of techniques.
- Score 10: Player has excellent skills, great participation and has well developed techniques. Noticeably higher skills than majority of players.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

43. APPENDIX K – COACHING SELECTION PROCESS

Indus Ringette Association Coaching Selection Process

43.1 Head Coaches

Head coaches will be selected **AFTER** the last evaluation session is completed. It is recommended that all coaches who have submitted a coaching application attend all of their division evaluation ice times to get a better understanding of the players strengths and weaknesses. Coaches please note: attending the evaluation ice times is not a guarantee that you will be selected as a coach. The selection of coaches is determined by a majority vote of the Indus Ringette Association Executive based on:

- Number of teams and required coaches
- Coach's Qualifications
- Previous coaching evaluations
- Ranking of child in evaluations
- Police Security Check Information
- If no prior coaching evaluations are available, when applicable, the selection committee will attempt to contact any previous association(s) in which the individual was involved for feedback and recommendation.

Note: Indus Ringette Association will not recognize co-coaching partnerships. It is the responsibility of the head coach to appoint his/her assistants as required **AFTER** teams have been selected and the head coach has been assigned and accepted the appointment.

43.2 Assistant Coaches

Assistant coaches are **NOT** to be predetermined. A list of those who have applied to be assistant coaches will be presented to the Head Coaches immediately by the facilitator or coordinator.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

44. APPENDIX L – VOLUNTEER BOND

Indus Ringette Association

44.1 Purpose

Indus Ringette Association is run exclusively by VOLUNTEERS. As our association continues to grow, a continued commitment from our members is necessary for our association to be able to operate effectively. The purpose of the volunteer bond program is to encourage more of our membership to become actively involved in making our association the best it can be.

44.2 Overview

Every family will be required to provide Indus Ringette Association with a Volunteer Bond. This bond is a commitment to provide service or money towards the operation and continued success of the organization.

44.2.1. A Volunteer Bond Agreement Form will be required. The Indus Ringette Association volunteer bonds will be part of registration, charges will be posted to a player's RAMP account if bond requirements are not fulfilled.

44.2.2. Once a minimum of 8 hours/ family is completed, that family's volunteer bond requirement is fulfilled.

44.2.3. Attached is a list of approved volunteer opportunities. A maximum of 4 hours can be used for evaluations and 2 hours used for the Indus Ringette Association annual Ice Angels Tournament. If a family does not fulfill their volunteer commitment by April 1 of the current season, the bond charges will be posted to a player's RAMP account.

44.2.4. This is a mandatory program that will be enforced. Those who have not completed volunteer hours, they may not be able to register for the following season until their volunteer bond commitment is met through service or payment.

44.2.5. Although approved positions are to help run the association as a whole, all members are encouraged to still volunteer to help their child's team run smoothly throughout the year as well.

44.2.6. The board welcomes new ideas in terms of approved volunteer bond activities. Anyone is welcome to approach the board with suggestions for new activities that will enhance the association.

44.3 Volunteer Hours Required



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

44.3.1. Each family is required to volunteer a minimum of 8 hours of Indus Ringette Association volunteer hours.

44.3.2. Hours or credits cannot be carried over to the following season as we need continued help from year to year.

44.4 Opting Out

44.4.1. Families may choose to opt out of the volunteer bond by indicating this choice on the Volunteer Bond Agreement Form. They must include a \$400 cheque dated for the current date (not post-dated). This cheque will be cashed within 45 days. This will exempt them from performing volunteer activities within the association (but not team volunteering).

44.4.2. If a family chooses to volunteer after they have opted out of the Volunteer Bond, they will not be refunded.

Note: There will be a \$50.00 administration fee for NSF cheques

44.5 Scheduling/ Reporting Responsibility

44.5.1. It is the sole responsibility of the family to seek out approved opportunities to ensure they fulfill their 8-hour commitment.

44.5.2. The Indus Ringette Association Volunteer Coordinator will be in charge of tracking volunteer hours. Division Coordinators and volunteer coordinators will be present at events to track volunteers and record volunteer hours- please be sure to sign in for all volunteer roles. Throughout the season volunteer opportunities may be emailed to the Indus Ringette Association membership. Families can also check the Indus Ringette Association website for new opportunities. Volunteers will be taken on a first come, first serve basis.

44.6 The following positions are deemed to be full bond exempt:

Board Executive:	Board Directors:
President	Registrar
Vice President	Evaluations Director
Treasurer	Ice Scheduler
Secretary	Referee-in-Chief



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

	Referee Assignor
Team Positions:	Coach & Player Development
Head Coach	Social Media / Publicity & Promotions
Manager	Fundraising Director
	Safety Officer
Other Positions:	
Trip of the Month Coordinator	
Ice Angels Tournament Coordinator	
Picture Day Coordinator	

44.7 The following positions are deemed to be partially bond exempt:

Position	Hours Exempt
Assistant Coaches	6
Team Treasurer	4
Team Tournament Coordinator	4
Team Fundraising Coordinator	2
Evaluators (if not using outside sources)	2
Volunteer Coordinator	4
Pub Night Coordinator(s)	4



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

Year-End Celebration Coordinator(s)	4
Ice Angels Committee Member	4
Age Group Coordinator	4
Jr. Coach	2

Note: These positions can be combined to fulfill a bond.

44.8 Families with players partaking in an Indus home tournament (Ice Angels and/or Lonnie Krahn) are required to volunteer a minimum of one volunteer shift to aid in the preparation and/or execution of a successful tournament.

44.9 During the season, the following are some examples of volunteer roles where members can fulfill their bond hours:

- Welcome table (during Evaluations)
- Come Try Ringette welcome table
- Chestermere and Langdon Parades
- Parents Icebreaker Pub Night
- Trip of the Month ticket distribution
- Ice Angels Tournament support (those families with players not in the tournament)
- Casino volunteer (when we have a Casino)
- BVAS Men's Night
- Year-End celebration support
- IRA financials auditor

44.10 Volunteer time within each individual team does not count towards a family's volunteer bond as they are deemed necessary towards a team's functionality. These include items such as:

- Timekeeper
- Scorekeeper
- Penalty Box
- Shot Clock

44.11 It is **EACH FAMILY'S OWN** responsibility to ensure they meet the program commitment and to ensure they record and report their credits accordingly.



INDUS RINGETTE ASSOCIATION



POLICY AND PROCEDURE MANUAL

Updated: October 2022

45. APPENDIX M – U12 GOALIE FLOW CHART

