



Nova Central Ringette Association Motion Form

SELECT DOCUMENT TO CHANGE:

CONSTITUTION/BY-LAW

POLICIES AND PROCEDURES

COACHES' & MANAGER'S HANDBOOK

SELECT TYPE OF CHANGE:

ADD

CHANGE

DELETE

IDENTIFY SECTION OF PROPOSED CHANGE:

Section: Article IV: Executive Members

EXISTING WORDING: (DELETE):

6. The Executive consists of:
- (a) President
 - (b) Past President
 - (c) Vice President
 - (d) Treasurer
 - (e) Coaching Coordinator
 - (f) Secretary
 - (g) Equipment Coordinator
 - (h) Communications Coordinator
 - (i) Registrar
 - (j) Ice Coordinator
 - (k) Central Rep and Statistician

PROPOSED WORDING (ADD/CHANGE):

6. The Executive consists of:
- (a) President
 - (b) Past President
 - (c) Vice President
 - (d) Treasurer
 - (e) Coaching Coordinator
 - (f) Athlete Development Coordinator
 - (g) Secretary
 - (h) Equipment Coordinator
 - (i) Communications Coordinator
 - (j) Registrar
 - (k) Ice Coordinator
 - (l) Central League Representative

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

To add the role of Athlete Development Coordinator as a board position on the Executive. This position will focus on NCRA Athlete Development Activities.

Change the name from Central Rep and Statistician to more accurately reflect the position after the creation of the new Central Ringette League.

SUBMITTED BY:

SECONDED BY:

NAME: HOLLY O'HEARN

NAME: DAVE LEBLANC

TEAM: NCRA COACH COORDINATOR

TEAM: EQUIPMENT COORDINATOR

DATE: APRIL 28, 2022

DATE: 28 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

Section: By-Law 7 - Executive Responsibilities

EXISTING WORDING: (DELETE):

None

PROPOSED WORDING (ADD/CHANGE):

Athlete Development Coordinator:

1. Shall be responsible for Athlete Development activities within the association.
2. Create and implement a plan for athlete development at the start of each season and submit it to the Executive for ratification.
3. Organizes all spring and summer ringette programming.
4. Act as liaison with Children's Ringette program lead within NCRA.
5. Act as liaison with Ringette Nova Scotia for all Ringstart programming.
6. Plan and organize Come Try Ringette Sessions.
7. Assist the Coach Coordinator with tryout and evaluations planning and organizing focusing on the U10/12 age groups.
8. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

*The Athlete Development coordinator will work closely with the coaching coordinator to distribute original responsibilities of the coaching coordinator. The person will oversee and coordinate programs outside of regular season play such as *goalie development, player development, come try ringette etc.* this person will assist the coach coordinator throughout the pre-season tryout and evaluation processes. Creating a new position will help to more evenly distribute the current duties of the coach coordinator and allow for a more focused approach on athlete development.*

SUBMITTED BY:**SECONDED BY:**

NAME: HOLLY O'HEARN

NAME: DAVE LEBLANC

TEAM: NCRA COACH COORDINATOR

TEAM: EQUIPMENT COORDINATOR

DATE: APRIL 28, 2022

DATE: 28 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

By-law #4: Annual General Meeting

EXISTING WORDING: (DELETE):

3. The AGM should be scheduled within four weeks of the end of Central league play;
4. Sixty (60) days written notice of the Annual General Meeting must be given to all Members of the Association.

PROPOSED WORDING (ADD/CHANGE):

3. The AGM should be scheduled within thirty (30) days of the fiscal year end of the Association.
4. Thirty (30) days written notice of the Annual General meeting must be given to all Members of the Association.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

3. To align the AGM date for after the year end of the association. League play ends well before the year end and the association needs time to close its books to properly report financial information to the membership. This is standard practice to hold an AGM after the fiscal year end.
4. To align the written notice date with common practice and provide flexibility in meeting scheduling.

SUBMITTED BY:

NAME: ANDREW HYSON

TEAM: TREASURER

DATE: 28 APR 22

SECONDED BY:

NAME: TAMMY SOPER

TEAM: ICE SCHEDULER

DATE: 28 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

Section 11 - Ice Policy

EXISTING WORDING: (DELETE):

Competitive Team Ice Scheduling

A. Where competitive teams (U14AA, U16A, U16AA, U19A) manage their own ice (purchased from the Nova Central Association), the team(s) will be responsible for locating and purchasing any additional ice required for cancelled games and/or practices. No ice is to be sold to another minor sports association without first giving the Nova Central Ice Coordinator the option to buy it back.

1) Competitive teams (U14AA, U16A) successful in gaining a birth at the Eastern Canadian Ringette Championships will be provided a minimum of 2 ice sessions after provincials as an Association supplement for training to prepare for Easterns.

PROPOSED WORDING (ADD/CHANGE):

Competitive Team Ice Scheduling

A. Where competitive teams (U14 Tier1 and Tier2, U16 Tier1 and Tier2, U19 Tier1) manage their own ice (purchased from the Nova Central Association), the team(s) will be responsible for locating and purchasing any additional ice required for cancelled games and/or practices. No ice is to be sold to another minor sports association without first giving the Nova Central Ice Coordinator the option to buy it back.

1) Top Tier Competitive teams (U14Tier1, U16Tier1) successful in gaining a birth at the Eastern Canadian Ringette Championships will be provided a minimum of 2 ice sessions after provincials as an Association supplement for training to prepare for Easterns.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

This change will align with current ice scheduling practice within NCRA.

SUBMITTED BY:

SECONDED BY:

NAME: DAVE LEBLANC

NAME: TAMMY SOPER

TEAM: EQUIPMENT COORDINATOR

TEAM: ICE SCHEDULER

DATE: APRIL 21, 2022

DATE: 28 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

By-Law #7 Executive Responsibilities - Communications Coordinator

EXISTING WORDING: (DELETE):

Communications Coordinator - 2 Year Term

1. This position is responsible for clear, concise and timely communication to the membership of Nova Central Ringette.
2. This position will act as the liaison for membership questions and queries to the appropriate Board member as required.
3. Communications:
 - a. Manage the general inquiries of the membership and managing electronic distribution of message to the appropriate Board of Director.
 - b. Work with the Board of Directors to ensure communication channels are clearly defined
 - c. Manage and growing e-communication databases (i.e. Twitter, Facebook)
 - d. Creating newsletters as required.
4. Website:
 - a. Managing club website
 - b. Delegate access to appropriate team staff
 - c. Proofreading/writing required communications to the membership
 - d. Managing all content, including feature stories, graphics, photo galleries and audio and video.
5. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

PROPOSED WORDING (ADD/CHANGE):

Communications Coordinator - 2 Year Term

1. This position is responsible for clear, concise and timely communication to the membership of Nova Central Ringette.
2. This position will act as the liaison for membership questions and queries to the appropriate Board member as required.
3. Communications:
 - a. Manage the general inquiries of the membership and managing electronic distribution of message to the appropriate Board of Director.

- b. Work with the Board of Directors to ensure communication channels are clearly defined
- c. Manage and Administration all communications on Social Media sites. Facebook, Twitter, Instagram, Facebook Messenger (Personal accounts are required to administer NCRA accounts)
- d. Creating newsletters as required.
- 4. Website:
 - a. Administration of NCRA Website. Manage all content and act as support between membership and website vendor to resolve issues and ensure site is working as expected.
 - b. Delegate and manage permissions and access to appropriate team staff
 - c. Proofreading/writing required communications to the membership
 - d. Managing all content, including feature stories, graphics, photo galleries and audio and video.
- 5. To perform such duties as shall be necessary for the food and welfare of Nova Central Ringette.
- 6. Maintain and support Board Members in Electronic Storage Solutions

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

This change is being made to properly document the current role of the communications coordinator given the changing role that social media and the website play in communicating with NCRA members.

SUBMITTED BY:

SECONDED BY:

NAME: JOCELYN EDMUNDS

NAME: TAMMY SOPER

TEAM: COMMUNICATIONS COORDINATOR

TEAM: ICE SCHEDULER

DATE: 24 APR 22

DATE: 24 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

Constitution - Article III: Membership

EXISTING WORDING: (DELETE):

2. Members will be from within the Nova Central boundaries for all age groups up to U19.

PROPOSED WORDING (ADD/CHANGE):

2. Members will be from within the Nova Central Boundaries for all groups up to and including 18+.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

To align ringette programming with other associations by allowing for athletes at the 18+ age level a place to play competitive ringette.

SUBMITTED BY:

NAME: DAVE LEBLANC

TEAM: EQUIPMENT COORDINATOR

DATE: APRIL 26TH, 2022

SECONDED BY:

NAME: HOLLY O'HEARN

TEAM: COACH COORDINATOR

DATE: 28 APR 22



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IDENTIFY SECTION OF PROPOSED CHANGE:

10. Misconduct and Policy Violations

EXISTING WORDING: (DELETE):

Discipline Committee:

H. A written report of misconduct from a complainant(s) shall be forwarded to the Coaching Coordinator and President of Nova Central Ringette.

I. The Executive shall appoint a Discipline Committee within seven (7) days of the receipt of a written report of misconduct.

Discipline Hearings

L. A Discipline Hearing shall be convened with seven (7) days of the appointment of a Discipline Committee to allow an opportunity where the complainant(s), the respondent(s), and the Discipline Committee will meet to hear the evidence and to answer questions relating to a written report of misconduct. The hearing will be held in a closed session.

M. A written record of proceedings will be kept at all Discipline Hearings.

N. Within seven (7) days of the establishment of a Discipline Committee, all those required to attend a Discipline Hearing shall be given seven (7) days' notice in writing of the place, date, and time of the Discipline Hearing.

Discipline Hearing Procedure

W. The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event the Committee decides further investigation is required, it will act accordingly and notify all involved parties within seven (7) days.

X. If a further hearing is considered necessary, the Discipline Committee shall give seven (7) days' notice in writing of the place, date, and time of that hearing to all involved parties, and all those required to attend a Discipline Hearing shall do so.

Y. The decision of the Discipline Committee, and any action or sanctions shall be made known to the complainant(s) and the respondent(s) in writing within seven (7) days of the hearing at which the decision was reached. If necessary, the respondent(s) shall be informed of all rights of appeal at that time.

PROPOSED WORDING (ADD/CHANGE):

Discipline Committee:

H. A written report of misconduct from a complainant(s) shall be forwarded to the Association within 21 days of the alleged incident. Complaints should be submitted to the President and Coaching Coordinator. In situations where the complaint being filed is against the President then it should be submitted in writing to the Vice-President of the Association.

I. The Executive shall appoint a Discipline Committee within fourteen (14) days of the receipt of a written report of misconduct.

Discipline Hearings

L. A Discipline Hearing shall be convened within fourteen (14) days of the appointment of a Discipline Committee to allow an opportunity where the complainant(s), the respondent(s), and the Discipline Committee will meet to hear the evidence and to answer questions relating to a written report of misconduct. The hearing will be held in a closed session.

M. A written record of proceedings will be kept at all Discipline Hearings.

N. Within fourteen (14) days of the establishment of a Discipline Committee, all those required to attend a Discipline Hearing shall be given seven (7) days' notice in writing of the place, date, and time of the Discipline Hearing.

Discipline Hearing Procedure

W. The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event the Committee decides further investigation is required, it will act accordingly and notify all involved parties within seven (7) days.

X. If a further hearing is considered necessary, the Discipline Committee shall give seven (7) days' notice in writing of the place, date, and time of that hearing to all involved parties, and all those required to attend a Discipline Hearing shall do so.

Y. The decision of the Discipline Committee, and any action or sanctions shall be made known to the complainant(s) and the respondent(s) in writing within fourteen (14) days of the hearing at which the decision was reached. If necessary, the respondent(s) shall be informed of all rights of appeal at that time.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

To allow for flexibility in the timeframes for all parties involved. The current timeframes have proven to be tight given the volunteer roles of those in the association. To ensure that the complaint can remain dealt with in timely manner but allow flexibility to the members reviewing the complaint it is necessary to change the timeframes to allow ample time to complete a proper investigation.

SUBMITTED BY:

NAME: TAMMY SOPER

TEAM: ICE SCHEDULER

DATE: 28 APRIL 22

SECONDED BY:

NAME: NICOLE FRANCIS

TEAM: VP

DATE: 28 APR 22



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Appendix II - NCRA Exceptional Athlete Policy

EXISTING WORDING: (DELETE):

For movement of athletes up to the next stage of play

Purpose:

To outline the philosophy and process for allowing athletes to move up a stage/level within the Nova Central Ringette Association (NCRA).

Background:

Long Term Athlete Development (LTAD) provides a framework for training and developing youth athletes. Within this framework, adopted fully by Ringette Canada, is an outline of stages of athlete development that roughly corresponds to developmental age groups. There is flexibility within LTAD to identify and foster the development of certain athletes who have proven to be ready to move to the next stage of LTAD before a defined age is reached.

Operationally, ringette age divisions attempt to roughly follow LTAD stages, but there is significant overlap. The main driving force when considering age groupings is to ensure peers play together as they develop physically, emotionally, and socially. Moving LTAD stages "early" usually means moving in to the next age group of play.

There are circumstances when an athlete may demonstrate the physical, emotional, and social maturity together with a level of skill development that would allow them to safely advance to the next stage of LTAD before their age matched peers. This is to be encouraged so athletes maximize their training to develop at the most appropriate rate.

Caution is advised when considering moving athletes to the next stage of LTAD by moving up age divisions. Particular attention should be paid to the emotional and social maturity of the athlete, regardless of their skill level.

Supporting Policy:

NCRA's exceptional player policy is consistent with Ringette Nova Scotia guidelines. As an Association responsible to those governing bodies, NCRA's exceptional player policy is an extension of, and subservient to those policies.

Identification:

Exceptional players may be identified in one of 3 ways:

1. A coach may identify a candidate after careful consideration of the experience coaching an athlete.
2. A parent may request their child be considered for exceptional status.
3. In extenuating circumstances, the NCRA executive board may identify a candidate after careful consideration of the athlete and the need to redistribute numbers to balance age divisions.

Criteria for Exception Status

For an athlete to be considered for exception status, they must also fulfill 4 criteria to be successful in gaining exception status to move up an age division at NCRA:

1. Age of player - only players in their final season in their current age division are eligible to move up to the next age division
2. Skill evaluation - the athlete must be determined to be clearly ahead of their age-matched peers, and have the necessary advanced skill to succeed and flourish in the target playing division.
3. Emotional and Social maturity - the athlete must be determined to possess the emotional and social maturity to thrive in the older age division.
4. A \$100.00 fee accompanies a written request, which will be refunded only if the player is both approved to tryout and is selected to the higher division team.

Skill Evaluation Process:

Once identified, athletes to be considered for exception status to move up an age division will undergo 2 separate evaluations: (Unless target division evaluations are completed prior to appropriate age division and the player fulfills the skill criteria listed below)

1. With the age division appropriate to their date of birth;
2. With the target playing division one age level up.

During routine pre-season evaluations, prospective athletes being considered for exception status will be evaluated in both age divisions. An athlete will have fulfilled the skill criterion if:

1. The athlete evaluates in the top 10% of the age division appropriate to their date of birth.
2. The athlete evaluates:
 - a. For AA, A and B Divisions: in the top 5 players of the target age division they wish to play for.
 - b. For recreational divisions: in the top 25% of the target age division they wish to play for.
3. Goaltenders: dedicated goaltenders will be considered separately on a case-by-case basis. The skill, emotional, and social maturity areas will be considered and the best interest of the athlete kept as a priority.

Emotional and Social Maturity:

Through discussion with the parents/guardians of the athlete, as well as discussion with previous coaches and involved association members as necessary, a determination of the emotional and social maturity must be satisfied to ensure moving up an age division would not affect the athlete adversely. If there is ANY concern regarding the social and emotional well-being of the athlete, the athlete will not be permitted to move up an age division.

Effect on Divisions:

After an athlete is determined to have the appropriate skill and emotional/social maturity, the final consideration is to ensure that the player movement does not change either the appropriate age division or the target age division to the point of adversely effecting other athletes.

PROPOSED WORDING (ADD/CHANGE):

Appendix II – NCRA Athlete Movement Policy For movement of athletes up to the next stage of play

Purpose:

To outline the philosophy and process for allowing athletes to move up a stage/level within the Nova Central Ringette Association (NCRA).

Background:

Long Term Athlete Development (LTAD) provides a framework for training and developing youth athletes. Within this framework, adopted fully by Ringette Canada and Ringette Nova Scotia, is an outline of stages of athlete development that loosely corresponds to an age range where individuals would be expected to demonstrate the appropriate physical, mental, social and emotional skills for a particular stage. There is flexibility within LTAD to identify and foster the development of certain athletes who have proven to be ready to move to the next stage of LTAD before a defined age is reached. Many of the LTAD stages bridge traditional age divisions, indicating that a younger athlete may be successful in an older age division depending on their stage development defined by the Athlete Development Matrix. Operationally, ringette age divisions attempt to roughly follow LTAD stages, but there is significant overlap. The main driving force when considering age groupings is to ensure peers play together as they develop physically, mentally, emotionally, and socially. Moving LTAD stages “early” usually means moving in to the next age group of play. There are circumstances when an athlete may demonstrate the physical, mental, emotional, and social maturity together with a level of skill development that would allow them to safely advance to the next stage of LTAD before their age matched peers. This is to be encouraged so individual athletes maximize their training to develop at the most appropriate rate.

Supporting Policy:

Ringette Canada Long Term Ringette Development

<http://ltrd.ringette.ca/athlete/long-term-athlete-development-pathway/>

Ringette Canada Athlete Development Matrix

<http://ltrd.ringette.ca/athlete/athlete-development-matrix/>

Ringette Canada Competition Review

<http://ltrd.ringette.ca/athlete/competition-review/>

Ringette Canada Guiding Principles for Competition

<http://ltrd.ringette.ca/athlete/guiding-principles-competition/>

There is a player movement up policy from Ringette Nova Scotia. This can be found in the operating manual under section 5.10.8.

Identification:

Athletes ready to move to the next stage of athletic development by moving up to the age division above their chronological age division may be identified in one of 3 ways:

1. An athlete may self-identify.
2. A coach may identify an athlete after careful consideration of the experience coaching an athlete.
3. A parent may request their child be considered for assessment

Criteria for Movement of an Athlete Up an Age Division For an athlete to be considered for exception status, they must also fulfill 2 criteria to be successful in moving up an age division to develop at their most appropriate sporting stage at NCRA:

1. Skill evaluation – the athlete is evaluated to ensure their skill is aligned with the Athlete Development Matrix at the stage and age they are seeking to play.
2. Emotional and Social maturity – the athlete must be determined to possess the emotional and social maturity to thrive in the older age division.

Skill Evaluation Process:

Once identified, athletes to be considered for movement up an age division will be assessed at the target age division during initial assessments at the start of the season. After assessment is complete, the athlete will be provided feedback on their readiness to join the target age division.

- If the athlete is assessed to have the physical, mental, emotional and social development appropriate for the age division and team they are being evaluated for, they will be offered to play on that team.
- If the athlete is assessed to not have the physical, mental, emotional and social development appropriate for the age division and team they are being evaluated for, they will be offered to play on a team in their chronological age-matched division.

Emotional and Social Maturity:

Through discussion with the parents/guardians of the athlete, as well as discussion with previous coaches and involved association members as necessary, a determination of the emotional and social maturity must be satisfied to ensure moving up an age division would not affect the athlete adversely. If there is ANY concern regarding the social and emotional well-being of the athlete, the athlete will not be permitted to move up an age division.

Important Considerations:

Athlete movement up an age division should only occur if the athlete demonstrates the Physical, mental, Emotional, and Social development commensurate with the stage of the age division they will be playing with. Keeping an athlete strictly within their age-matched division may not be what is most beneficial for the athlete's sport development and under no circumstances should the decision be made outside of an athlete-centered approach.

REASON FOR PROPOSED ADDITION, CHANGE OR DELETION:

Alignment with LTRD, RC Competition Review and Guiding Principles and the importance of stages over ages in athlete development

SUBMITTED BY:

SECONDED BY:

NAME: SCOTT MACDONALD

NAME:

TEAM: U19T1

TEAM:

DATE:

DATE: