



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #8: Other Positions

Existing Wording (Delete):

Team Coaches

1. Shall report to the Coaching Coordinator
2. Shall be responsible in his/her division for player selection and team classification.
3. Must obtain the Ringette Canada Coaching Certification as required by Ringette Nova Scotia for the division they are coaching.
4. Shall be responsible for player's development and coaching of players during games and practices.
5. Shall be responsible for team jerseys and equipment.
6. Shall maintain liaison with team members, parents, and advise same of season goals.
7. Must advise ice coordinator/scheduler at least four weeks in advance of attendance to any tournament when practice and/or game times must be changed or cancelled as a result. Ice Policy will apply to all changes and/or cancellations.
8. Shall advise all team members that Provincial tournament is mandatory
9. Coach is responsible for team compliance with Fundraising By-Law *
10. Shall delegate/instruct team Manager of his/her duties.

Team Manager

1. Shall report to Coach
2. Shall advise Players, Coaches, and Ice Scheduler of games and practice times as well as any other special events.
3. Shall request Referee Coordinator to supply Officials for any unscheduled games.
4. Shall obtain minor game Officials, dressing rooms and prepare sheets in consultation with Coach, and be responsible for distribution of game reports.
5. Shall assist Coach during all games, practices, and other related activities.
6. Shall endeavour to assist in fundraising, whenever possible

Proposed Wording (Add/Change):

Team Coaches

1. Shall report to the Coaching Coordinator
2. Must obtain the Ringette Canada Coaching Certification as required by Ringette Nova Scotia for the division they are coaching as well as any additional training required at the discretion of NCRA.
3. Shall be responsible for player's development and coaching of players during games and practices.
4. Shall be responsible for team jerseys and equipment.
5. Shall maintain liaison with team members, parents, and advise same of season goals.
2. Must advise ice coordinator/scheduler at least four weeks in advance of attendance to any tournament when practice and/or game times must be changed or cancelled as a result. Ice Policy will apply to all changes and/or cancellations.
3. Shall advise all team members that Provincial tournament is mandatory
4. Coach is responsible for team compliance with Fundraising By-Law
5. Shall use the NCRA-selected software tool (e.g. RAMP, TeamSnap etc.) to communicate with the team.
6. Shall be responsible for providing a positive learning environment for any Junior Coaches assigned to their team. This includes respectful leadership, guidance and appropriate feedback in adherence with NCRA's Junior Coaching Program Policy.
7. Shall delegate/instruct team Manager of his/her duties.

Team Manager

1. Shall report to Coach
2. Shall advise Players, Coaches, and Ice Scheduler of games and practice times as well as any other special events.
3. Shall request referees for any non-league games.
4. Shall obtain minor game Officials, dressing rooms and prepare sheets in consultation with Coach, and be responsible for distribution of game reports.
5. Shall assist Coach during all games, practices, and other related activities.
6. Shall endeavour to assist in fundraising, whenever possible.
7. Shall use the NCRA-selected software tool (e.g. RAMP, TeamSnap etc.) to communicate with the team
8. Shall assist the coach in ensuring compliance in the Fundraising and Team Budgets By-Law.
9. Shall maintain accurate accounting of all team finances as outlined in of the Fundraising and Team Budgets By-Law.
10. Shall promote selling of Association-wide 50/50 ticket sales and work with NCRA's 50/50 Coordinator in tracking players' monthly sales.

Reason for Proposed Addition, Change, or Deletion:

These changes are being made to properly document the current role of the Coach and Manager at NCRA given the changing roles over the years. This includes but is not limited to: introduction to RAMP (for team communications/website, electronic game sheet sign-in etc.), NCRA 50/50 & Junior Coaching Program.

Submitted by:

Name: Dave Leblanc

Title: NCRA Equipment Coordinator

Date: 29 Apr 23

Seconded by:

Name: Erin Jones

Title: NCRA Communications Coordinator

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #9 – Fundraising & Team Budgets

Existing Wording (Delete):

General Association Fundraising Guidelines

1. Fundraising for NCRA will be governed by this fundraising policy. This includes general association and individual team fundraising.
2. All monies raised by general association fundraising shall be the property of NCRA.
3. Each player will be required to pay registration fees as per the Registration Policy and Fee Structure. Player registration fees do not always completely cover the costs associated with supporting NCRA activities.
4. Fundraising requirements will be communicated at time of registration to all members, if necessary, to support NCRA activities for the coming year.
5. A fundraising strategy for NCRA will be determined and approved by the NCRA Executive prior to October of each year and will be a direct result of the annual budget review and forecast for the upcoming season.
6. The fundraising strategy will be communicated to all members before the 15th of October.
7. All players will be required to actively participate and/or contribute financially in all general association fundraisers.

Team Fundraising Guidelines

1. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
2. Support can be requested through activities such as candy sales, bottle drives, 50/50 draws, etc., provided they are in good taste. Alcoholic beverages, tobacco or cannabis products and/or related gift cards may not be used as prizes.
3. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
4. Any grant or lottery license applications must be pre-approved by the NCRA Executive and must not compete with NCRA applications of the same nature.
5. Any fundraising from government sources will be split equally amongst all players on the team.

6. Teams may advertise sponsors on their jerseys for a minimum \$100 donation per jersey and have an advertising banner on the bench for a minimum \$250 donation. Purchase of banners is at the discretion of the team.
7. Tag Days are not permitted.
8. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
9. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
10. Fundraising must be carried out within NCRA Association boundaries.
11. In the event of a fundraising surplus in a Player Account:
 - a. There will be no rebates of the initial registration fees previously paid to NCRA
 - b. The player may be reimbursed for team expenses up to the maximum of funds paid directly by the player including NCRA/RNS organized development programs (a player cannot profit from fundraising/sponsorship). In the event there is a remaining surplus, these funds may be equally applied to Player Accounts for the balance of the team
 - c. Any remaining surplus shall be the property of NCRA

Team Budget Guidelines

1. All NCRA teams must open a community bank account and designate at least two signing authorities (not members of the same family). Any withdrawals from the community bank account must be authorized by two signing authorities.
2. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
3. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end party (maximum \$500), and team swag.
4. Teams will budget for non-parent Coach travel:
 - a. Any non-parent that volunteers to coach at any age or division level, both competitive and recreational, shall have mileage (at \$0.33/km) and lodging expenses covered at the players' expense for any out of town tournaments the team agrees to participate in. All other travel costs including meals, entertainment, etc., are at the expense of the non-parent volunteer.
 - b. Any Coach denied reimbursement for an allowable expense may appeal for reimbursement directly to the NCRA Executive, via the Coaching Coordinator. The decision on an appeal for reimbursement by the NCRA Executive shall be final.
 - c. To encourage development of non-parent Coaches, NCRA will provide up to \$250/tournament in funding to recreational teams for non-parent Coach travel, based upon submitted receipts noted in 22(a). Amount of funding in any given year will be capped at \$500/team or at \$1,000 across all teams.
5. Players are required to pay their proportionate share of team expenses. Player Accounts will be established for each player to record:
 - a. Financial contributions paid directly by the player
 - b. Fundraising attributable to the player whether it be a proportionate amount from a team fundraising event or amounts raised from individual fundraising efforts
 - c. Proportionate share of team expenses
6. The initial team budget must be approved by at least 2/3 of players on the team and submitted to the NCRA Treasurer not later than October 31 of the current season. All budgets will be reviewed by the NCRA Executive at the next regularly scheduled Executive meeting.
7. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
8. Any significant changes (+/- 5% for AA, A and B teams and +/- 20% for recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.

9. Team budget and Player Account updates will be provided to players by Team management at a minimum of twice annually, once mid-way through the season and again at the end of the season to provide budget to actual results.
10. A final team budget and copy of the closed-out bank account must be submitted to the NCRA Treasurer by May 31 of the current season.

AA, A or B Team Budget Guidelines

All guidelines numbered 19 through to and including 28 above, plus:

1. Prior to team tryouts, coaches of the AA and A teams will provide proposed budgets to the NCRA Executive for review. Players may request and will be provided the preliminary budgets 7 days prior to tryouts.
 2. The applicable AA or A team budget will be prepared and presented to players on or before the first day of tryouts for review.
 3. A portion of registration fees will be rebated back to AA, A and B teams. NCRA will retain a portion of these fees to cover its fixed expenses.
 4. Teams will be responsible for all costs of team operations including, but not limited to: ice, insurance, referee fees, athlete development, non-parent Coach travel, tournament fees, team travel, team building, swag.
 5. The following items must be included in the team budget for team travel outside of Nova Scotia including Eastern Ringette Championships and Canadian Ringette Championships:
 6. Airfare and/or travel costs for players and non-parent Coaches, to a maximum of three (3) non-parent Coaches
 7. Non-parent Coaches are expected to take advantage of any group or reduced rates that have been negotiated for the hotel accommodations for players:
 - a. When possible, the team will cover the cost of one male and one female non-parent Coach room for each night of the stay
 8. Ground transportation for non-parent Coaches or team travel where rental vehicles are required
 9. When car travel is the most suitable mode of transportation, non-parent Coaches will be reimbursed for one vehicle at the rate of 33 cents per kilometer. The vehicle owner is required to carry automobile liability insurance
- All other individual travel expenses including meals, entertainment, etc. will not form part of the team budget.

Proposed Wording (Add/Change):

General Association Fundraising Guidelines

1. Fundraising for NCRA will be governed by this fundraising policy. This includes general association and individual team fundraising.
2. All monies raised by general association fundraising shall be the property of NCRA.
3. Each player will be required to pay registration fees as per the Registration Policy and Fee Structure. Player registration fees do not always completely cover the costs associated with supporting NCRA activities.
4. Fundraising requirements will be communicated at time of registration to all members, if necessary, to support NCRA activities for the coming year.
5. A fundraising strategy for NCRA will be determined and approved by the NCRA Executive prior to October of each year and will be a direct result of the annual budget review and forecast for the upcoming season.
6. The fundraising strategy will be communicated to all members before the 15th of October.
7. All players will be required to actively participate and/or contribute financially in all general association fundraisers.
8. NCRA 50/50:
 - a. If a player's contribution to their team budget and/or development fees is fulfilled for the current season, the player can continue to sell tickets towards their registration for the following season.

- b. If a player has a credit in their player bank by the end of the current season, they will be provided the credit value prior to registration for the season opening.
- c. Each ticket will be sold as follows 3 for \$5, 7 for \$10, 15 for \$20, and 50 for \$50.
- d. 50% of ticket value sold will go to the winner
- e. 38% of ticket value sold will go to the player bank of the player who sold the ticket
- f. 12% of the value sold covers administrative fees (lotto fee, Rafflebox fee)
- g. Draws will take place at the end of each month during the season in accordance with the dates indicated on the lottery license.
- h. Using the Rafflebox random number generator, all the draws will be completed online via the Rafflebox platform. The name and ticket number of the winning ticket holder will be posted on the NCRA Facebook page and website (ncringette.ca).
- i. The winner has 90 days to claim his/her prize. If the prize is not claimed within that time, the prize will be forfeited. Another ticket will be drawn for the forfeited pot - the second winner will have 90 days to claim his/her prize.
- j. NCRA will provide each team with a detailed spreadsheet indicating the amounts raised by each player after each draw.
- k. Team Managers/Treasurers will liaise with families to either apply the funds directly to the individual player's account for the team budget or to roll it over for future use.
- l. If a player has excess 50/50 funds, then this amount will be returned to NCRA and will be applied to the individual players registration fees for the following season.
- m. If a player leaves the association and has a 50/50 registration credits the association will hold the credit for that player for one year. If the player does not return within that year, the player's credit will go to the association operating fund or player development fund as deemed necessary by the Executive.
- n. Under no circumstances can credits be paid out to players or their families if the player leaves the association. Credits are non-transferable except to a sibling.
- o. 50/50 proceeds can only be used in adherence with the NCRA fundraising policy.

Team Fundraising Guidelines

- 9. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
- 10. Support can be requested through activities such as candy sales, bottle drives, etc., provided they are in good taste. Alcoholic beverages, tobacco or cannabis products and/or related gift cards may not be used as prizes.
- 11. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
- 12. Any grant or lottery license applications must be pre-approved by the NCRA Executive and must not compete with NCRA applications of the same nature.
- 13. Any fundraising from government sources will be split equally amongst all players on the team.
- 14. Teams may advertise sponsors on their jerseys for a minimum \$100 donation per jersey and have an advertising banner on the bench for a minimum \$250 donation. Purchase of banners is at the discretion of the team.
- 15. Tag Days are not permitted.
- 16. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
- 17. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
- 18. Fundraising must be carried out within NCRA Association boundaries.
- 19. In the event of a fundraising surplus in a Player Account:

- a. There will be no rebates of the initial registration fees previously paid to NCRA.
- b. The player may be reimbursed for team expenses up to the maximum of funds paid directly by the player including NCRA/RNS organized development programs (a player cannot profit from fundraising/sponsorship). In the event there is a remaining surplus, these funds may be equally applied to Player Accounts for the balance of the team
- c. Any remaining surplus shall be the property of NCRA

Team Budget Guidelines

20. All NCRA teams must open a community bank account and designate at least two signing authorities (not members of the same family). Any withdrawals from the community bank account must be authorized by two signing authorities.
21. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
22. All team budgets shall include any mandatory NCRA team costs (including but not limited to: Provincials and Goalie Training)
23. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end party (maximum \$500), and team swag.
24. Teams will budget for non-parent Coach travel:
 - a. Any non-parent that volunteers to coach at any age or division level, both competitive and recreational, shall have mileage (at \$0.33/km) and lodging expenses covered at the players' expense for any out-of-town tournaments the team agrees to participate in. All other travel costs including meals, entertainment, etc., are at the expense of the non-parent volunteer.
 - b. Any Coach denied reimbursement for an allowable expense may appeal for reimbursement directly to the NCRA Executive, via the Coaching Coordinator. The decision on an appeal for reimbursement by the NCRA Executive shall be final.
 - c. To encourage development of non-parent Coaches, NCRA will provide up to \$250/tournament in funding to recreational teams for non-parent Coach travel, based upon submitted receipts noted in 4(a) above. Amount of funding in any given year will be capped at \$500/team or at \$1,000 across all teams.
 - d. Travel by Junior coaches is not eligible reimbursement from team budgets as outlined in NCRA's Junior Coaching Program Policy.
25. Players are required to pay their proportionate share of team expenses. Player Accounts will be established for each player to record:
 - a. Financial contributions paid directly by the player
 - b. Fundraising attributable to the player whether it be a proportionate amount from a team fundraising event or amounts raised from individual fundraising efforts
 - c. Proportionate share of team expenses
26. The initial team budget must be approved by at least 2/3 of team and submitted to the NCRA Treasurer not later than October 31 of the current season. All budgets will be reviewed by the NCRA Executive at the next regularly scheduled Executive meeting.
27. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
28. Any significant changes (+/- 5% for AA, A and B teams and +/- 20% for recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.

29. Team budget and Player Account updates will be provided to players by Team management at a minimum of twice annually, once mid-way through the season and again at the end of the season to provide budget to actual results.
30. A final team budget and copy of the closed-out bank account must be submitted to the NCRA Treasurer by May 31 of the current season.

AA, A or B Team Budget Guidelines

All guidelines numbered 20 through to and including 30 above, plus:

31. Prior to team tryouts, coaches of the AA and A teams will provide proposed budgets to the NCRA Executive for review. Players may request and will be provided the preliminary budgets 7 days prior to tryouts.
32. The applicable AA or A team budget will be prepared and presented to players on or before the first day of tryouts for review.
33. A portion of registration fees will be rebated back to AA, A and B teams. NCRA will retain a portion of these fees to cover its fixed expenses.
34. Teams will be responsible for all costs of team operations including, but not limited to: ice, insurance, referee fees, athlete development, non-parent Coach travel, tournament fees, team travel, team building, swag.
35. The following items must be included in the team budget for team travel for all out-of-province tournaments:
 - a. Airfare and/or travel costs for players and non-parent Coaches, to a maximum of three (3) non-parent Coaches
 - b. Non-parent Coaches are expected to take advantage of any group or reduced rates that have been negotiated for the hotel accommodations for players:
 - i. When possible, the team will cover the cost of one male and one female non-parent Coach room for each night of the stay
 - c. Ground transportation for non-parent Coaches or team travel where rental vehicles are required
 - d. When car travel is the most suitable mode of transportation, non-parent Coaches will be reimbursed for one vehicle at the rate of 33 cents per kilometer. The vehicle owner is required to carry automobile liability insurance.

All other individual travel expenses including meals, entertainment, etc. will not form part of the team budget.

Reason for Proposed Addition, Change, or Deletion:

These changes are being made to properly reflect the additions of NCRA's 50/50 and Junior Coach Program and to update mandatory costs to be included in team budgets.

Submitted by:

Name: Ann Smith
Title: NCRA Treasurer
Date: 29 Apr 23

Seconded by:

Name: Jennifer Griffiths
Title: NCRA VP
Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #2 – Finance, Registration Policy and Fee Structure

Existing Wording (Delete):

1. The Association's income shall be obtained from member's fees, private and public grants, publications, and from any other appropriate sources subject to the approval of Executive, which in turn have the power to make expenditures for the purpose of furthering the objectives of the Association.
2. No grants or sponsorships shall be accepted from any corporation whose primary product is liquor or tobacco related.
3. The fiscal year of the association shall be the period from May 1st to April 30th.
4. All cheques to the Association shall be made out to Nova Central Ringette Association.
5. The association shall make a written report to the members as to the financial position of the association.
6. Treasurer to be responsible to produce quarterly reports.
7. Fees for the upcoming season will be determined and approved by the executive;
8. Late registrations: Registration fees for late registrants will be prorated based on the date of registration.
9. Refund Policy - If a player withdraws before using any ice time, a full refund will be issued by NCR.
10. The third child in the same family will be offered a \$50.00 reduction in registration fees
11. Player Assessment, if deemed necessary, will be at the expense of the player.
12. An auditor for the association can be appointed annually by the members of the executive at the Annual General Meeting.

Proposed Wording (Add/Change):

1. The Association's income shall be obtained from member's fees, private and public grants, publications, and from any other appropriate sources subject to the approval of Executive, which in turn have the power to make expenditures for the purpose of furthering the objectives of the Association.
2. No grants or sponsorships shall be accepted from any corporation whose primary product is liquor, tobacco or cannabis related.
3. The fiscal year of the association shall be the period from May 1st to April 30th.
4. All cheques to the Association shall be made out to Nova Central Ringette Association.
5. The association shall make a written report to the members as to the financial position of the association.

6. Treasurer to be responsible to produce quarterly reports.
7. Fees for the upcoming season will be determined and approved by the executive;
8. Late registrations: Registration fees for late registrants will be prorated based on the date of registration, for players joining after November 15th.
9. Refund Policy - If a player withdraws before using any ice time, a full refund will be issued by NCRA. A prorated refund will only be considered up until November 30th, after which no refund will be given. Players that must leave for medical reasons may be considered for prorated refunds on a case-by-case basis at the discretion of the NCRA Executive.
10. Multi-player family discounts will be determined by the NCRA Executive prior to the start of registration each season based on the financial health of the Association.
11. Player Assessment, if deemed necessary, will be at the expense of the player.
12. An auditor for the association can be appointed annually by the members of the executive at the Annual General Meeting.

Reason for Proposed Addition, Change, or Deletion:

These changes are being made to update wording and to provide clarity to the rates/refunds based on dates and allow the NCRA Executive the ability to make decisions based on the financial health of the Association.

Submitted by:

Name: Ann Smith
Title: NCRA Treasurer
Date: 29 Apr 23

Seconded by:

Name: Erin Jones
Title: NCRA Communications Coordinator
Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #7 – Executive Responsibilities – Coach Coordinator

Existing Wording (Delete):

1. Shall be responsible to ensure the selection of coaches and managers for each team is completed as per the Team Staff Selection policy and a list of which will be submitted to the Executive for ratification.
2. Update Coaches and Managers Handbook as required and secure approval from the Executive on changes
3. Inform coaches on what coaching qualifications they need to meet the RNS requirements for Provincial Championships.
4. Inform coaches about upcoming clinics.
5. Will act as advisor to all coaches and managers.
6. Shall be the Chair of Team Selection Committees.
7. Shall be the Chair of the Discipline Committee.
8. Prepare a code of discipline for coaches, parents, and players.
9. Shall attend Central Coaches meetings.
10. Organize and Chair at least two meetings of all Nova Central Ringette Association coaching staff and any other meetings as needed for coaches and managers
11. Provide a complete list of all NCRA Coaches and managers by Nov 1st of each year and submit to executive
12. If required to submit full written report to the Executive of any and all complaints received from Association Members.
13. Responsible for ensuring Criminal Record Checks and Child Abuse Registry checks are completed and up-to-date.
14. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

1. Shall be responsible to ensure the selection of coaches and managers for each team is completed as per the Team Staff Selection policy and a list of which will be submitted to the Executive for ratification by Nov 1st each year.
2. Update Coaches and Managers Handbook as required and secure approval from the Executive on changes.
3. Inform coaches on what coaching qualifications they need to meet the RNS requirements for Provincial Championships.

4. Inform coaches about upcoming clinics.
5. Will act as advisor to all coaches and managers.
6. Shall be the Chair of Team Selection Committees.
7. Shall be the Chair of the Discipline Committee.
8. Prepare a code of discipline for coaches, parents, and players.
9. Organize and Chair at least two meetings of all Nova Central Ringette Association coaching staff and any other meetings as needed for coaches and managers.
10. If required to submit full written report to the Executive of any and all complaints received from Association Members.
11. Responsible for ensuring Criminal Record Checks and Child Abuse Registry checks are completed and up-to-date
12. Shall be responsible to ensure the administration of the Junior Coach Program as per the Junior Coaching Program policy; including assigning Junior Coaches to teams and providing guidance to Head Coaches and Junior Coaches throughout the season.
13. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

This change is being made to properly document the current role of the Coach Coordinator given the changing role of the Central Region Ringette League and to remove duplicate points.

Submitted by:

Name: Heather Holland

Title: NCRA Coach Coordinator

Date: 29 Apr 23

Seconded by:

Name: Dave Leblanc

Title: NCRA Equipment Coordinator

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

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Select Document to Change:

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Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #7 – Executive Responsibilities – Athlete Development Coordinator

Existing Wording (Delete):

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

Proposed Wording (Add/Change):

1. Shall be responsible for Athlete Development activities for U12 divisions and up 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. Work closely with Children's Ringette Coordinator.
5. Assists Coaching Coordinator.
6. Shall request player evaluations from Coaches at the end of each season.
7. Assist the Coach Coordinator with tryout/evaluations planning and team selections.
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:

To modify responsibilities as the role has evolved over the last season, and to update to remove Come Try and Children's ringette development with the addition of a Children's Ringette Coordinator position.

Submitted by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coordinator

Date: 29 Apr 23

Seconded by:

Name: Heather Holland

Title: NCRA Coach Coordinator

Date: 29 Apr 23



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Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #7 – Executive Responsibilities – Central League Representative

Existing Wording (Delete):

1. Act as Central rep for the association and attend monthly meetings of Central Ringette
2. To be responsible for the “Fair Play” program with the Coaching Coordinator within Nova Central Ringette.
3. Attend the Central AGM.
4. Attend the RNS Presidents meeting, all RNS Planning meetings and the RNS AGM.
5. Serve as a communications link between Nova Central Ringette and Central.
6. Shall act as liaison between the Association and the RNS Director of Officials
7. Collect game sheets; send game scores via e-mail on a weekly basis (Sunday evening) to the Central Statistician. If any games have been cancelled this is also to be reported to the Central Statistician giving reason why game was not played and which team cancelled.
8. Ensure that game sheets are taken to monthly CRRRA meetings.
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

To delete position from NCRA Executive.

Reason for Proposed Addition, Change, or Deletion:

Due to the changes with Central Region Ringette League, the addition of division conveners and RAMP, this position is no longer required. Where needed, some of the responsibilities have been reassigned to other positions.

Submitted by:

Name: Ashley Stewart
Title: NCRA Ice Scheduler
Date: 29 Apr 23

Seconded by:

Name: Ray Comeau
Title: NCRA Athlete Dev. Coordinator
Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

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Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #7 – Executive Responsibilities – Children’s Ringette Coordinator

Existing Wording (Delete):

None

Proposed Wording (Add/Change):

Children’s Ringette Coordinator

1. Shall be responsible for Athlete Development activities and guidance for Childrens Ringette (U10 and Under) within the association including: Active Start, FUN 1, FUN 2 & U10.
2. Create and implement a plan for athlete development at the start of each season for Childrens ringette and submit it to the Executive for ratification.
3. Organizes all spring and summer ringette programming for U10 and under.
4. Work closely with the Athlete Development Coordinator.
5. Assist the Coach Coordinator with evaluations planning and balanced team selections.
6. Act as liaison with Ringette Nova Scotia, Central Region Ringette League and other community ringette Associations for all Children’s Ringette programming, including Ringstart, Intro2Ringette and end of year jamboree.
7. Plan and organize Come Try Ringette sessions.
8. Contribute to promotion of Ringette (communications/recruiting, gym ringette etc.).
9. 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 Children’s Ringette Coordinator will work closely with the Athlete Development Coordinator to re-distribute some role responsibilities. The person will oversee all athlete development and programming for children’s ringette (U10 and under). Creating a new position will help to more evenly distribute the current duties of the Athlete Development Coordinator and allow for a more focused approach on children’s ringette and recruitment.

Submitted by:

Name: Erin Jones

Title: NCRA Communication Coordinator

Date: 29 Apr 23

Seconded by:

Name: Ashley Stewart

Title: NCRA Ice Scheduler

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

By-Law #7 – Executive Responsibilities – Vice-President

Existing Wording (Delete):

1. Act as Central rep for the association and attend monthly meetings of Central Ringette
2. Act as point of contact for the Team Registration Forms, Travel Request Forms and Event sanctioning forms – review and submit to RNS
3. Schedule and prepare for, monthly meetings
4. Draft goals for upcoming season
5. Coordinate AGM
6. Assist with the preparation of annual reports for Central and RNS
7. In the absence of the President, performs the duties of President in his/her absence
8. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

1. Attend meetings of Central Region Ringette League.
2. Schedule and prepare for, monthly meetings
3. Draft goals for upcoming season.
4. Coordinate AGM.
5. Coordinate and manage Association-wide 50/50 draws.
6. Coordinate and manage Association-wide swag orders.
7. Assist with the preparation of annual reports for CRRL and RNS.
8. In the absence of the President, performs the duties of President in his/her absence
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

This change is being made to properly document the current role of the Vice President given the changing role of the Central Region Ringette League and addition of NCRA 50/50.

Submitted by:

Name: Jennifer Griffiths

Title: NCRA VP

Date: 29 Apr 23

Seconded by:

Name: Ann Smith

Title: NCRA Treasurer

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures #5 – Team Selection Process

Existing Wording (Delete):

COMPETITIVE – U14 AA and U16A

- A. All players will be evaluated and rated as per the RNS Evaluation Model to determine individual skill level. Players will also be rated in game play during structured sessions during evaluations.
- B. In addition to skills evaluation, a player's commitment to a competitive team will be a major determining factor in player's selection, regardless of their skill rating. NCRA defines commitment as a requirement to attend team functions such as:
 - 1) Practices;
 - 2) Off-ice sessions;
 - 3) Major tournaments;
 - 4) Provincials and;
 - 5) Additional events as determined by the team.
- C. Once named to a competitive team, any player that fails to comply with the commitment requirement, without prior approval from the head coach, will face disciplinary actions.
- D. An example of disciplinary action that may be set by the Competitive Team staff and supported by NCRA would be:
 - 1) The first incident of unexcused absence will result in a written report and warning;
 - 2) The second incident of unexcused absence will result in a 2-game suspension
 - 3) (attendance to practices etc. is still required during the suspension)
 - 4) The third incident of unexcused absence will result in removal from the team with no reimbursement from the Association.
- E. It is the goal of NCRA to ice teams of 15 skaters + 1 goalie for the competitive teams at both the U14AA and U16 levels. Understanding that there may be circumstances whereby this is not feasible, a discussion will be held with the Head Coach/Coaching Staff and the Coaching Coordinator with recommendations being presented to the Board for resolution.

RECREATIONAL – Where Tiered Teams are required

- A. To be determined – Will adhere to Central Guidelines.

RECREATIONAL – Where Balanced Teams are required

- A. Ideally, all games played between these teams should end in a tie however a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group as intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season.
- B. Team selection should not only be fair but be seen to be fair by the league, executive members, association coaches, parents, and players.
- C. The team selection committee will include the coaching coordinator, two other NCRA board members (who ideally do not have children playing in the age group) that will act as independent observers and two individuals who have a keen understanding of the players at the respective age groups(s). The team selection committee will be identified and approved by the board prior to evaluations taking place.
- D. Prior to team selection, head coaches may submit a list (to the coaching coordinator) of 2-3 names of players they would like on their team. While they are being asked for 2-3 players, we obviously cannot guarantee they will get all of them because the overriding factor on these placements will be skill. For example, if a coach provides the Coaching Coordinator with the names of three top rated players in the division the basic principle of balance will permeate these players from being placed on one team. So, when thinking of players, they would like to have on their team they are advised to identify players they would like to coach and be cognizant of their individual skill levels because balance by skill is the number one priority.
- E. Prior to team selection, the NCRA board will send an email to all members that have players in the age group/division where teams are being balanced to solicit up to 3 names of players their child would like to have play on their team. While our objective is for players to have at least one friend/familiar face on their team, we cannot guarantee this given balance by skill is the number one consideration. In order for a member's request to be considered as part of the team selection process they must submit the names by the deadline outlined in the associations email.
- F. The selection committee will consider any extenuating information submitted by parents under the comments section of the friend request form.
- G. Once we have all of this information and the evaluation data has been fully compiled, the team selection committee will get together to balance teams based on the following criteria in order of importance: skill, using evaluation results or input from past coaches etc., where players were unable to participate in the evaluations, birth year, parental player requests and coaching requests.
- H. Once the teams have been selected based on the criteria outlined above and all members of the team selection committee agree they have met the basic principles of team balance; the coaching coordinator and at least two other members of the team selection committee will meet with the head coaches to review all of the rosters. If all of the head coaches are in agreement with the rosters, they will be submitted to the NCRA executive for final approval. In the event a coach or coaches identify a concern(s) with the proposed rosters, changes to these rosters can only be made if all of the head coaches and all of the members of the team selection committee in attendance agree to the proposed change(s). In the event, all do not agree to a proposed change, the NCRA Executive will make the final decision.

All final rosters for competitive, tiered and non-tiered divisions must be approved by the Nova Central Ringette Association executive.

Proposed Wording (Add/Change):

COMPETITIVE – U14T1, U16T1 & U19T1

- A. All players will be evaluated and rated as per the RNS Evaluation Model to determine individual skill level. Players will also be rated in game play during structured sessions during evaluations.
- B. In addition to skills evaluation, a player's commitment to a competitive team will be a major determining factor in player's selection, regardless of their skill rating. Player evaluations by the previous year's coach may be used at the NCRA Executives' discretion to confirm commitment level. NCRA defines commitment as a requirement to attend team functions such as:
 - 1) Practices;
 - 2) Off-ice sessions;
 - 3) Major tournaments;
 - 4) Provincials and;
 - 5) Additional events as determined by the team.
- C. Once named to a competitive team, any player that fails to comply with the commitment requirement, without prior approval from the head coach, will face disciplinary actions.
- D. An example of disciplinary action that may be set by the Competitive Team staff and supported by NCRA would be:
 - 1) The first incident of unexcused absence will result in a written report and warning;
 - 2) The second incident of unexcused absence will result in a 2-game suspension (attendance to practices etc. is still required during the suspension)
 - 3) The third incident of unexcused absence will result in removal from the team with no reimbursement from the Association.
- E. It is the goal of NCRA to ice teams of 15 skaters + 1 goalie for the competitive teams at both the U14AA and U16 levels. Understanding that there may be circumstances whereby this is not feasible, a discussion will be held with the Head Coach/Coaching Staff and the Coaching Coordinator with recommendations being presented to the Board for resolution.
- F. Tryout attendance
 - 1) Athletes are strongly encouraged to attend all tryout sessions.
 - 2) Should an athlete be unable to attend one or more sessions due to illness, injury or for compassionate reasons or a competing sports commitment, the athlete will be scored on the sessions that they attended and the Coaching Coordinator will attempt to acquire additional information based on past performance to assist in making appropriate rankings for the missed session(s).
 - 3) In extraordinary circumstances, if an athlete is unable to attend any of the tryout sessions, the athlete may be ranked according to background information obtained by the Coaching Coordinator. This may include where the athlete played in the previous season, information from the previous season coach about skill/development, qualitative feedback from coaches, and their rank compared to other athletes in the previous season.
 - 4) In all cases the Coaching Coordinator must be notified in advance of an absence. Failure to contact the Coaching Coordinator regarding missed tryouts could result in a score of zero for the missed session(s).
 - 5) In all cases, the scoring decision of NCRA for any missed sessions is final.

RECREATIONAL – Where Tiered Teams are required

- A. To be determined – Will adhere to Central Guidelines.

RECREATIONAL – Where Balanced Teams are required

- A. Ideally, all games played between these teams should end in a tie however a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group as intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season.
- B. Team selection should not only be fair but be seen to be fair by the league, executive members, association coaches, parents, and players.
- C. The team selection committee will include the coaching coordinator, two other NCRA board members (who ideally do not have children playing in the age group) that will act as independent observers and two individuals who have a keen understanding of the players at the respective age groups(s). The team selection committee will be identified and approved by the board prior to evaluations taking place.
- D. Players can submit a friend request in their first year in the association, which will be granted. All other friend requests will be at the discretion of the NCRA Executive with balancing of teams taking absolute priority.
- E. Once all of this information and the evaluation data has been fully compiled, the team selection committee will balance teams based on the following criteria in order of importance: skill (using evaluation results, input from past coaches via previous years player surveys and/or discussions), birth year, parental player requests and coaching requests. Where a player is unable to participate in evaluations input from previous coaches (via previous years player surveys and/or discussions) will be used, and the rest of the criteria remains the same.
- F. Once the teams have been selected based on the criteria outlined above and all members of the team selection committee agree they have met the basic principles of team balance; the coaching coordinator and at least two other members of the team selection committee will meet with the head coaches to review all of the rosters. If all of the head coaches are in agreement with the rosters, they will be submitted to the NCRA executive for final approval. In the event a coach or coaches identify a concern(s) with the proposed rosters, changes to these rosters can only be made if all of the head coaches and all of the members of the team selection committee in attendance agree to the proposed change(s). In the event, all do not agree to a proposed change, the NCRA Executive will make the final decision.

All final rosters for competitive, tiered and non-tiered divisions must be approved by the Nova Central Ringette Association executive.

Reason for Proposed Addition, Change, or Deletion:

Clarification on the tryout policy details for missed sessions. Modifications to the friend/player request policies to facilitate fair balancing of teams while maintaining the intent of the policy.

Submitted by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coordinator

Date: 29 Apr 23

Seconded by:

Name: Heather Holland

Title: NCRA Coach Coordinator

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures #4 – Evaluation of Player Process

Existing Wording (Delete):

- A. All players will be evaluated at the beginning of the season using the RNS Recreational/Competitive Evaluation Matrix
- B. Player Ratings: Player ratings are central to successfully balance teams. All rating of players/data will be kept privately and confidentially within Nova Central Ringette.
- C. Ratings will be collected and summarized by the Coaching Coordinator and the Team Selection Committee.

Proposed Wording (Add/Change):

- A. All players will be evaluated at the beginning of the season using the RNS Evaluation Model.
- B. Player Ratings: Player ratings are central to successfully balance teams. All rating of players/data will be kept privately and confidentially within Nova Central Ringette.
- C. Ratings will be collected and summarized by the Coaching Coordinator and the Team Selection Committee.
- D. Coaches will provide player feedback to the Athlete Development Coordinator at the end of the season. This feedback maybe used to assist in the creation of balanced teams the following season or to resolve conflict/question in evaluations.

Reason for Proposed Addition, Change, or Deletion:

To add an additional resource for the selection committee and/or NCRA Executive to use in the evaluation process if required.

Submitted by:

Name: Heather Holland
Title: NCRA Coach Coordinator
Date: 29 Apr 23

Seconded by:

Name: Ann Smith
Title: NCRA Treasurer
Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures – Appendix – Concussion Policy

Existing Wording (Delete):

None.

Proposed Wording (Add/Change):

See attached NCRA Concussion Policy.

Reason for Proposed Addition, Change, or Deletion:

NCRA is committed to ensuring the safety of everyone participating in the sport of ringette. This policy accompanies the Ringette Canada Concussion Management Guidelines and outlines the protocol to be followed in the event of a possible concussion at the team level. This policy will be added as an Appendix in NCRA's Policies and Procedures.

Submitted by:

Name: Heather Holland
Title: NCRA Coach Coordinator
Date: 29 Apr 23

Seconded by:

Name: Dave Leblanc
Title: NCRA Equipment Coordinator
Date: 29 Apr 23

NCRA Concussion Policy

Definitions:

The following terms have these meanings in this Policy:

1. “Participant” – Coaches, athletes, volunteers, and officials
2. “Concussion” - is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It can cause an alteration in thinking and behaving as a result of physical impact to the brain. A concussion is a clinical diagnosis that can only be confirmed by a physician.

Purpose:

NCRA is committed to ensuring the safety of everyone participating in the sport of ringette. NCRA recognizes the increased awareness of Concussions and their long-term effects and believes that prevention of Concussions is paramount to protecting the health and safety of Participants.

Accompanying Ringette Canada’s Concussion Management Guidelines, this Policy provides protocol to be followed in the event of a possible Concussion. Awareness of the signs and symptoms of Concussion and knowledge of how to properly manage a Concussion are critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication. Ringette Canada’s Concussion Management Guidelines can be found [here](#).

A Concussion is a clinical diagnosis that can only be made by a physician.

Procedure:

During all events, competitions, and practices, Participants must refer to the Concussion Management Guidelines and use their best efforts to be aware of and prevent incidents that may cause a Concussion, and recognize and understand the symptoms that may result from a Concussion. These may appear immediately after the injury or within hours or days of the injury and may be different for everyone. Some common signs and symptoms are included in the Concussion Management Guidelines.

1. Coach / Administrator / Supervisor Responsibilities:
 - a. All members of the NCRA community (including coaches, managers, officials, and even parents) should be familiar with their responsibilities under the Concussion Management Guidelines. The Guidelines explain how to recognize signs of a Concussion, the initial actions that should be taken, the return to play protocols and the reporting responsibilities to Ringette Canada. Refer to [Annex A](#) for a quick Concussion Recognition Tool which can also be found on Ringette Canada website [here](#). NCRA’s Concussion Code of Conduct for Parents and Athletes along with NCRA’s Concussion Code of Conduct for Coaches and Team Staff will be handed out at the start of the season and be returned, signed to the Team Manager.
 - b. Every possible Concussion incident must be reported to NCRA. The Concussion Incident Report Form can be found [here](#).
2. Return to Play
 - a. A Participant with a suspected Concussion, even if the Participant was not rendered unconscious, will not be permitted to return to play until the Participant has consulted a physician.

- b. Prior to returning to play, the Participant must consult and follow the Return to Play section of the Concussion Management Guidelines. The Athlete Concussions Medical Report form must be completed by a physician. This form can be found [here](#).
- 3. Medical Clearance
 - a. In following the Return to Play section of the Concussion Management Guidelines, the participant will have been required to consult a medical physician.
 - b. Once the Participant has been given medical clearance by a physician, the coach, administrator and/or supervisor is required to forward a copy of the medical clearance letter to NCRA for the purpose of monitoring.
- 4. Summary of Reporting Obligations
 - a. NCRA must be informed whenever a possible Concussion incident occurs, the result of consultation with a medical professional, and when the participant is able to return to play. To summarize, the following forms need be completed:
 - i. Concussion Incident Form can be found [here](#).
 - ii. Letter from physician indicating that participant is cleared to resume participating in ringette activities. The Athlete Concussions Medical Report form must be completed by a physician. This form can be found [here](#).
- 5. Non-Compliance
 - a. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with Ringette Canada's Discipline and Complaints Policy.
- 6. Review
 - a. This Policy and the Concussion Management Guidelines will be reviewed regularly.



Concussion Code of Conduct for Athletes and Parents/Guardians (Of athletes under 18 year of age)

This is NCRA's Concussion Code of Conduct for Ringette NS athletes and parents/guardians. Refer to NCRA Policy and Procedures Appendix III for full policy and procedures.

I will help prevent concussions by:

- Wearing the proper equipment for my sport and wearing it correctly.
- Developing my skills and strength so that I can participate to the best of my ability.
- Respecting the rules of my sport or activity.
- My commitment to fair play and respect for all (other athletes, coaches, team staff and officials).
- Commitment to zero-tolerance for prohibited play that is considered high risk for causing concussions
- Acknowledgement of mandatory expulsion from competition for violating zero-tolerance for prohibited play that is considered high risk for causing concussions (Meaning: I will be disqualified/expelled from play if I violate the zero-tolerance policy).
- Acknowledgement of the escalating consequences for those who repeatedly violate the Concussion Code of Conduct. *

I will care for my health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion.
- I don't need to lose consciousness to have had a concussion.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when and individual suspects that another individual may have sustained a concussion. (Meaning: If I think I might have a concussion I should stop participating in further training, practice or competition immediately, or tell an adult if I think another athlete has a concussion).
- Continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, manager, parent or another adult I trust if I experience any symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, manager, parent or another adult I trust so they can help.

- I understand that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with the athlete's school and any other sport organization with which the athlete has registered (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover, because it is important for my health.

- I understand my commitment to supporting the return-to-sport process (I will have to follow my sport organization's Return-to-Sport Protocol).
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team managers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

By signing here, I acknowledge that I have fully reviewed and commit to this Concussion Code of Conduct.

Athlete Name <i>(please print)</i>	Athlete Signature	Date
Parent/Guardian Name <i>(please print)</i> (If under 18 years of age)	Parent/Guardian Signature	Date
Parent/Guardian Name <i>(please print)</i> (If under 18 years of age)	Parent/Guardian Signature	Date



Concussion Code of Conduct for Coaches and Team Staff

This is NCRA's Concussion Code of Conduct for coaches and team staff. Refer to NCRA Policy and Procedures Appendix III for full policy and procedures.

I can help prevent concussions through my:

- Efforts to ensure that my athletes wear the proper equipment and wear it correctly.
- Efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities.
- Respect for the rules of my sport or activity and efforts to ensure that my athletes do, too.
- Commitment to fair play and respect for all (respecting other coaches, team staff, officials and all participants and ensuring my athletes respect others and play fair).
- Commitment to zero-tolerance for prohibited play that is considered high risk for causing concussions.
- Acknowledgement of mandatory expulsion from competition for violating zero-tolerance for prohibited play that is considered high risk for causing concussions.
- Acknowledgement of the escalating consequences for those who repeatedly violate the Concussion Code of Conduct.

I will care for the health and safety of all participants by taking concussions seriously. I understand that:

- A concussion is a brain injury that can have both short- and long-term effects.
- A blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion.
- A person doesn't need to lose consciousness to have had a concussion.
- An athlete with a suspected concussion should stop participating in training, practice or competition **immediately**.
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion.
- Continuing to participate in further training, practice or competition with a suspected concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where participants feel safe and comfortable speaking up. I will:

- Encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience any symptoms of concussion after an impact.

- Lead by example. I will tell a fellow coach, official, and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms.
- Understand and respect that any athlete with a suspected concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- For coaches only: Commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support all participants to take the time they need to recover.

- I understand my commitment to supporting the return-to-sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team staff, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By signing here, I acknowledge that I have fully reviewed and commit to this Concussion Code of Conduct.

Role	Name <i>(please print)</i>	Signature	Date

CONCUSSION RECOGNITION TOOL 5[©]

To help identify concussion in children, adolescents and adults



FIFA®

Supported by



WORLD RUGBY

FEI

RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/ burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- “Pressure in head”
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- “Don’t feel right”
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like “in a fog”

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- “What venue are we at today?”
- “Which half is it now?”
- “Who scored last in this game?”
- “What team did you play last week/game?”
- “Did your team win the last game?”

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures – Appendix – Goalie Incentive Policy

Existing Wording (Delete):

None.

Proposed Wording (Add/Change):

See attached NCRA Goalie Incentive Policy.

Reason for Proposed Addition, Change, or Deletion:

To promote the recruitment, retention and development of committed long-term ringette goalies at NCRA. This policy was created as an incentive and to assist in easing some of the financial burden to families of goaltenders.

Submitted by:

Name: Heather Holland
Title: NCRA Coach Coordinator
Date: 29 Apr 23

Seconded by:

Name: Ashley Stewart
Title: NCRA Ice Scheduler
Date: 29 Apr 23

NCRA Goalie Development Policy

NCRA's intent is to promote the recruitment, retention, and development of committed long-term ringette goalies.

Encouraging as many goalies as possible at the FUN 1, FUN 2, U10 & U12 level is essential to address the critical shortage of full-time goalies in the older age groups (U14-U19).

In FUN1/FUN2, U10 and U12, all players must be given the opportunity to play the position. Even if a team has a goalie who wants to play full time, teams are required to encourage any part-time goalies or other interested players on the team to play the position.

This policy applies to all NCRA teams in their participation in regular season practices, scrimmages, exhibition games and league games.

Definitions:

The following terms have these meanings in this Policy:

1. Full time goaltender – is a player who is exclusively in the goaltending position and does not play out of net on their primary team. The goaltender can be part of a two-goalie tandem.
2. Part time goaltender – is a player who plays goaltender, either as part of a two-goalie tandem on a team or part of a team that rotates the players through the goalie position (U12). Part-time goaltenders elect to play as a skater on their primary team when not playing as a goaltender.

Division-Specific Directives:

Active Start & FUN1

Players in the active start program do not participate in organized game play. However, coaches are encouraged to use supportive goalie language throughout their sessions to make the term recognizable and a positive activity when they do start to participate in game play in future levels.

FUN1 typically is only playing games during the latter part of the season. All players are to try the goalie position in at least one practice or game during the season; coaches are encouraged to rotate through all players during the season's games.

FUN2

All players are to try nets for a practice or a game at least once during the season.

FUN2 Coaches are to identify prospects who are enthusiastic about nets or asking to try goalie again.

A list from each FUN2 team of potential prospects is to be submitted at the end of season to NCRA via the Coaching Coordinator.

U10

NCRA recognizes that U10 is a critical age for goalie development (and athlete development in general). There is a wide range of skill levels. If the emphasis is incorrectly placed on winning, finding a more experienced replacement goaltender may seem easier than developing a new prospect. NCRA appreciates the desire to compete and strives to have evenly-balanced teams but will not compromise long-term goaltender development for short-term results.

NCRA does not allow short-term recruiting of goaltenders at U10. Conversely, it prioritizes recruitment and retention of athletes who show an interest in the position by exposing as many players as possible to the position thereby increasing the number of potential prospects.

At U10, identified goalies may play goaltender only for the team they were assigned to during the team selection process.

If a team doesn't have a player interested in the goalie position, Coaches must rotate through players on their own team. There is no calling across/up for goalies at this level.

A player may be a full-time goaltender in U10 but:

- no player plays goalie more than 50% of the games,
- all players who are interested in the goalie position must be given the opportunity to do so and develop in both practices and games

Players who are identified in FUN2 as a prospect are to be placed in the team makeup process on a team without a full-time goalie, so the opportunity is still there if the player decides to explore the option. In the event the number prospects and identified goalies exceeds the number of teams in any given season, NCRA will make team selections guided by balancing interested players across the teams for the division.

U12

NCRA recognizes that U12 is again another critical age for goalie development. There will still be a wide range of skill levels. NCRA appreciates the desire to be competitive but not at the detriment to long-term goalie development.

At U12, identified goalies may play goaltender only for the team they were assigned during the team selection process.

A player may be a full-time goaltender in U12 but:

- no player plays as goalie more than 75% of the games,
- all players who are interested in the position must be given the opportunity in both practices and games to develop and play.

If a U12 team doesn't have a player interested in the goalie position, Coaches must rotate through players on their own team. There is no calling across/up for goalies at this level.

Players who are identified in U10 as a prospect are to be placed in the team makeup process on a team without a full-time goalie, so the opportunity is still there if the player decides to explore the option. In the event the number prospects and identified goalies exceeds the number of teams in any given

season, NCRA will make team selections guided by balancing interested players across the teams for the division.

U14 to U19

Coaches requesting a replacement goalie from within their own Division or from a Division below MUST follow this procedure (in addition to CRRL's Affiliate Player policy):

- Contact the goaltender's NCRA team coach for approval. It is at the discretion of the goaltender's NCRA team coach to permit the goaltender to play for another team.
- If the NCRA team coach agrees to the request, the NCRA team coach and the requesting coach will determine who will contact the parent/guardian of the goaltender being requested. If the NCRA Team coach does not support the request, neither the parent/guardian nor the goaltender are to be contacted. NCRA team coaches will consider these requests fairly and with best practices.
- If, after approval from the NCRA team coach, the parent/guardian is contacted and agrees to the request, the parent will approach the player as they deem appropriate.

Goalie Credits And Incentives:

NCRA recognizes the importance of recruitment and retention of committed long-term ringette goaltenders, along with the additional equipment costs incurred for strapping on the pads. We are proud to offer our goaltenders the following incentives, effective for the 2022/23 season. To qualify for the goalie credits and incentives listed below, players must be registered with NCRA for the entirety of the regular season; late registrants must contact NCRA directly for consideration if they wish to request goalie credits/incentives.

100% Registration Fee Credit (Excluding insurance & admin fees):

- Player must be registered in the U14 program or above with NCRA.
- Player must be considered a 'full time' goaltender with NCRA. A full-time goaltender is a player who is exclusively in the goaltending position and does not play out of net on their primary team. The goaltender can be part of a two-goalie tandem.
- Supply 100% of their own gear.

50% Registration Fee Credit:

- Player must be registered in the U12 program or above with NCRA.
- Player can be considered a 'part-time' goaltender with NCRA. A part-time goaltender is a player who is part of a two-goalie tandem on a team or part of a team that rotates the players through the goalie position (U12) and elects to play as a skater when not playing as a goaltender.
- Player must play as a goaltender a minimum of 50% of the season (practices and games).

\$100 Registration Fee Credit:

- Player must be registered in the U10 program with NCRA.
- Player is part of a team that rotates the players through the goalie position. A Player must play as a goaltender a minimum of 25% of the season (practices and games).

NCRA can provide goalie gear to players interested in the position at the U10/U12 level. FUN1 and FUN2 teams will be supplied goalie gear by NCRA (or goalie pads and a stick) for their games as needed/requested.

Goalies who participate in NCRA spring or summer ringette programs as a full-time goalie will do so free of charge. Should NCRA provide a goalie-specific development program outside of the regular team environments, registration fees may be payable by participants.

All credits will go on the Goaltender's account and will be credited to the goaltender's registration fees for the following season. Goalie credits cannot be combined with or used in addition to sibling discounts. Credits carry no cash value, and can only be used towards the following season's registration.

Incentives apply to the current season only. No retroactive credits will be considered for seasons prior to 2022/23.

Players must meet the criteria above and email the NCRA Coaching Coordinator for a credit PRIOR TO APRIL 1st of the current season. No late emails will be considered.



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures – Appendix – Children's Ringette Program

Existing Wording (Delete):

None.

Proposed Wording (Add/Change):

See attached NCRA Children's Ringette Program.

Reason for Proposed Addition, Change, or Deletion:

To lay out the foundation and guidelines for Children's Ringette at NCRA, which will assist in the recruitment, retention and development of ringette players at this age level.

Submitted by:

Name: Ashley Stewart
Title: NCRA Ice Scheduler
Date: 29 Apr 23

Seconded by:

Name: Ray Comeau
Title: NCRA Athlete Dev. Coordinator
Date: 29 Apr 23

CHILDREN'S RINGETTE

The Children's Ringette initiative represents a concerted effort to adjust ringette practices and competitions to meet the needs of children while promoting a fun, safe and healthy environment which supports the development of physical literacy and the long-term development of all players.

Children's Ringette is a program that provides age and stage appropriate physical activity experiences for ringette players under the age of ten. Nova Central's program is guided by many of the same principles and framework found in Ringette Canada's program material <https://www.ringette.ca/play/childrens-ringette/>

Children's ringette is focused on creating opportunities that emphasize:

- Ringette experience that is tailored to the age, size, and skill level of participants
- Participants are grouped by developmental stages rather than chronological ages (except U10)
- Emphasis on fun and fundamental skill development
- Increased opportunities for participation and engagement
- Adapted gameplay including small-area games and small nets

Assessment

Self-Assessment during the registration process by parents will place players in Active Start, FUNdamentals 1 or 2 based on age and skill of player. While players may choose to play in Active Start, FUN1/2 when they are 8 or 9 years old, only players that will be age 8 and 9 are eligible to play in U10.

Players placed in the FUNdamentals group will participate in an on-ice assessment during their first ice time. This is not a tryout to "make" a team. The assessments will allow the players to showcase their current skating skills in various timed drills. The results of the assessment will help determine which development group meets the needs of the player's current skill level. The player will be placed in a group with other like-skilled players to allow them the ability to develop at a rate that is appropriate for their current skill level for that season.

Divisions

There are four progressive age categories in Children's Ringette – Active Start, FUN1, FUN2, and U10 (elsewhere called FUN3).

- Active Start is for children who are new to ringette or skating with zero to 1 year of ice experience.
- FUN1 is for children who are new to ringette but have 1-2 years ice experience, learning basic game structure, and still developing basic skills, this group may play cross-ice or half-ice games
- FUN2 is for children who are learning to lengthen their stride, ready to learn more rules of ringette, and have developed some basic skills, this group may play half-ice games. Generally 2-4 years of ice experience.
- U10 (aka FUN3) is for children who demonstrate that they have acquired the physical, cognitive, and social readiness for more challenging play, this group plays full-ice ringette games. Players in this division must be 8 or 9 years old at the end of the calendar year of registration.

Both FUNdamentals 1 & 2 divisions use smaller-sized nets when available and may play adapted games of 3 on 3 and 4 on 4 respectively. Smaller spaces ensure more touches, interactions, shots on net, and passes. Teams are split into smaller squads to ensure the majority of players are participating at a time. With these adaptations in the FUNdamentals 1&2 divisions, children can experience maximum

participation, practice learned skills, and move through divisions each successive season based on skill and readiness.

Program Structure by Divisions

Active Start

- On the ice once a week, focusing on skating skills with some ring activities. It will be a shared ice practice.
- Aimed at players with zero to 1-year ice experience (up to age of 10 as of Dec. 31, exceptions may be considered on a case-by-case on request basis)
- Ideally a 4:1 player to coach ratio
- Active Start group will not participate in out-of-association games or tournaments. Game-like activities may be introduced during practices as the season progresses.
- Limited group sizes to no more than 25 players per half ice.

FUNdamentals 1 and 2:

- These groups will be on the ice two times a week (focusing on refining skating skills with introduction to ringette-specific skills and team play).
- Aimed at players with 1-4 years ice experience
- Players must be able to fall and stand with ease, skate forward using both feet, turn in both directions, stop
- Primarily focused on refining skating skills with introduction to ringette-specific skills and team play
- Player Assessment at beginning of season to determine placement in the group best suited for the developmental growth of that player based on their own individual skill and readiness (FUNdamentals 1 / FUNdamentals 2)
 - Advanced players (FUN1) may request to be placed in FUN2
- Targeted to have no more than 20 players per team
 - Teams may participate in team fundraising activities. A team budget might not be necessary, but a manager will need to be identified to help coordinate banking, team events and tournaments (if applicable). Participation in activities like jamborees or tournaments is encouraged but not mandatory for every player.
- Minimum 5:1 player to coach ratio with support from parent volunteers and Junior Coaches

U10 (aka FUN3)

- U10 is the first age division in ringette where athletes play the game using the full sheet of ice with referees, and are introduced to basic ringette strategy and rules.
- U10 is focused on creating opportunities that focus on:
 - developing sport specific skill
 - utilizing Fundamental Movement Skills as the building blocks for ringette specific development
 - Introducing basic ringette strategy
 - Introducing position specific responsibilities
 - Targeted to have no more than 15-17 players on a team
 - U10 is the first age division where the group is based on birth year
 - Teams must have a manager and follow NCRA Team Budget Guideline policy. All players will be responsible for their portion – Player Account – of the approved team budget for the season. Participation in Tournaments is expected by the whole team.



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

Policies and Procedures – Appendix – Junior Coaches Program Policy

Existing Wording (Delete):

None.

Proposed Wording (Add/Change):

NCRA Junior Coaching Program Policy

The purpose of the Junior Coach role is to provide valuable mentoring and exposure to quality coaching for young athletes. NCRA is committed to delivering opportunities for players to give back and continue in the sport of ringette in leadership roles.

To qualify to be a Junior Coach, you must meet all of the following criteria:

- 1) Be a minimum of 14 years of age – they may join a team mid-season (until December 15th) as a Junior Coach once they turn 14.
- 2) A maximum of 17 years of age by September 1st of the current Ringette season
- 3) A current Nova Central ringette player (players taking a year off for any reason will be considered on a case-by-case basis by NCRA)
- 4) Complete the Coach Initiation in Sport eModule in the NCCP Locker

Junior Coaches are also welcome to complete the Community Sport or Competition Introduction Stream courses, however it is not mandatory until they turn 18.

Junior Coaches are expected to regularly attend practices and games of the team as best as possible. Please note a Junior Coach is not considered the “female coach on the bench” until they are 18. Junior Coaches are always under the supervision of a qualified head/assistant coach and will only be placed on teams in a division younger than the

Junior Coach. Head/Assistant Coaches are responsible to provide leadership, guidance and opportunity during the season for Junior Coach participants on their team. Teams must register any Junior Coaches on their team roster. Junior Coaches are under no obligation or expectation to attend away tournaments/games; any fees incurred by Junior Coaches who chose to travel with teams is their sole responsibility and not reimbursable by the team. As all Junior Coaches are under the age of 18, they must travel with an identified guardian or parent for any overnight away tournaments should they chose to attend.

Participants in the Junior Coach program must identify their interest directly to the NCRA Coaching Coordinator each season. Junior Coaches will be assigned to teams by the NCRA Coaching Coordinator in partnership with the NCRA Executive. To manage the program fairly and provide on-going opportunities to Junior Coach participants, a Junior Coach can only be assigned to a team by the NCRA Coaching Coordinator. For U10 levels and above, a maximum of two Junior Coaches may be assigned to a team.

Reason for Proposed Addition, Change, or Deletion:

Added to provide clarity and guidance around NCRA's Junior Coach program and to better align with policies across the country.

Submitted by:

Name: Erin Jones

Title: NCRA Communication Coordinator

Date: 29 Apr 23

Seconded by:

Name: Ashley Stewart

Title: NCRA Ice Scheduler

Date: 29 Apr 23



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- Constitution/By-Law Policies and Procedures Coaches'/Managers' Handbook

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

None.

Existing Wording (Delete):

None.

Proposed Wording (Add/Change):

No changes to NCRA by-laws and or policies and procedures. Looking for support on the topic.

Reason for Proposed Addition, Change, or Deletion:

Looking for support from NCRA and its membership for tiering at the U12 level to further player retention and better development at all skill levels. If the NCRA membership approves by vote, the NCRA Board will bring the motion to the RNS & CRRL boards for their approval and implementation to the 2023/24 season.

Submitted by:

Name: David Jones

Title: U12 Jones

Date: April 20, 2023

Seconded by:

Name: James Foley

Title: U10 Foley

Date: April 20, 2023

The Central Region Ringette League already has rules in place for the large differences in skill:

- 6.4 c) Running time with a 7-goal spread in the 2nd half (amended in 2022 to the last 5 minutes).
 - The clock continues to run regardless of the score reverting to 6 or less goal difference.

- 6.5 Sportsmanship Rule – Discipline to teams for scoring 8 or more goals against an opponent
 - This does not allow for teams to continue to play at a higher skill-development pace of play. This also is hard to accomplish since the playing rules require a shot on goal within 30 seconds of gaining control of the ring.

Appendix 4 – U12 Division Rankings (with 9 or more teams)

- League play to the Christmas break includes all teams.
- League play following the Christmas break creates playing pools.

The intent of the pool is to allow a team to play within a pool of teams of similar skill level (similar to tiering). However, this is based on the final scores of games played to the Christmas break. Like other sports where control of the ring/ball is a large part of the game, 1, 2, or 3 skilled players on a single team can make a large difference in the “team’s skill”. Currently Lesser-skilled players are being sent to the higher skilled pool and further struggle to be part of the play/game. Stronger-skilled players are being sent to the lower skilled pool and struggle to be pushed to refine and further develop their stronger skill sets. This season saw a blended approach to the 2 pools and allowed the middle skilled teams more development opportunities.

Ringette Nova Scotia Provincials creates two distinct skill-level pools at the U12 level (tiering...even calling it “A” and “B” calibers).

This is based on the final standings of CRRL regular season play.

Again, this is dependent on 1, 2, or 3 skilled players and not the team as a whole.

NCRA currently supports like-skilled development/play at the Active Start and FUNdamentals ages, and at the U14 and above ages. However, that model is not followed for the 4 year period at the U10 and U12 age division.