



NOVA CENTRAL RINGETTE ASSOCIATION

MOTION FORM

Select Document to Change:

- ☐ Constitution/By-Law ☐ Policies and Procedures

Select Type of Change:

- ☒ Add ☐ Change ☐ Delete

Identify Section of Proposed Change:

Article IV: Executive Members

Existing Wording (Delete):

N/A

Proposed Wording (Add/Change):

No person shall hold more than one (1) Executive Position at any time.

Reason for Proposed Addition, Change, or Deletion:

To limit the amount of votes that an executive member may have, and to encourage more NCRA board involvement for the members of the association. This would not limit an Executive from performing duties of a vacant position on the board. Should a member be elected to more than one position, that member must choose a single role to hold and vacate any other executive position.

Submitted by:

Name: David Jones
Title: Association Member – Parent/Coach
Date: April 22, 2025

Seconded by:

Name: Ann Smith
Title: Treasurer
Date: April 24, 2025



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Identify Section of Proposed Change:

Add in as a new Section in Policies & Procedures

Existing Wording (Delete):

N/A

Proposed Wording (Add/Change):

X. Social and Electronic Communications Media Policy

Nova Central Ringette Association (NCRA) recognizes that social and electronic communications media are essential tools for communication, promotion, and engagement with members, athletes, parents, volunteers, and the broader community. The preferred method for communication is the platform chosen by NCRA (RAMP). We understand that social media platforms and messaging applications are commonly used. When choosing other forms of communication, consideration should be given to the accessibility, privacy standards and ownership material posted.

This policy is intended to ensure that the use of such media is conducted in a respectful, appropriate, and safe manner, reflecting NCRA's values and protecting the welfare of all participants, especially minors.

NCRA cautions Individuals that any conduct falling short of the standard of behaviour required by this Policy and the Code of Conduct may be subject to the disciplinary sanctions identified within NCRA Policy #10 - Misconduct and Policy Violations.

For the avoidance of doubt, the following social media conduct may be subject to disciplinary action in accordance with NCRA Policy #10 - Misconduct and Policy Violations: posting a disrespectful, hateful, harmful, disparaging, insulting or otherwise negative comment on a social medium that is directed at its members, officials, Nova Central Ringette Association or members of other Ringette Associations.

Scope

This policy applies to all members of NCRA, including but not limited to athletes, parents, coaches, team staff, volunteers, officials and board members.

General Principles

- All communication via electronic platforms must uphold the principles of respect, integrity, transparency, and child safety.
- Members are expected to behave online in a manner consistent with the NCRA Code of Conduct, and other policies.

- NCRA prohibits the use of electronic communications to harass (see NCRA policy #7), bully (see NCRA policy #8), intimidate, or harm any individual.
- Inappropriate or negative comments about NCRA, its members, opponents, officials are strictly prohibited.

Acceptable Use

- Use social media and electronic communications for positive promotion, scheduling, announcements, education, and engagement purposes.
- Avoid posting personal information about players or members without consent.

Rule of Two in Electronic Communication

- **All electronic communications (including emails, text messages, team chats, and social media messages) between an adult (coach, manager, or volunteer) and a minor must include at least two adults.**
 - Acceptable practices include copying another screened adult, such as an assistant coach, manager or a parent, on all messages.
 - One-on-one private electronic communication between an adult and a minor is prohibited.
 - Team communication should preferably occur via group messaging platforms with administrators including coaches, team managers, and/or parent representatives.
 - If a minor initiates a private communication with an adult, the adult must immediately include another adult in the conversation.

Use of Team and Personal Social Media Accounts

- Coaches, team managers, and other officials must not initiate "friend" or "follow" requests with minor athletes on personal social media accounts.
- Team-specific social media accounts (e.g., Facebook groups, Instagram pages) must be administered by at least two unrelated adults and, where minors are included, must have parental/guardian consent for their participation.
- Players often create group chats through texting or other social media applications. Such group chats may be a fun and helpful way of staying connected, however they also present risk. Team sanctioned group chats among minor Participants should be supervised by an adult to mitigate these risks, and coaches should discuss the risks of group chats with athletes at the beginning of the season.

Reporting Violations

- Any concerns regarding inappropriate communications or breaches of this policy must be reported to a Board Member immediately.
- Alleged breaches will be handled in accordance with NCRA Policy #10 - Misconduct and Policy Violations.
- Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the Misconduct and Policy Violations Policy.

Reason for Proposed Addition, Change, or Deletion:

The addition of this social media policy is necessary to provide clear guidelines for all members on the appropriate and responsible use of social media in relation to NCRA. This policy aims to reduce risks associated with social media/communication and align use with the association's values and code of conduct.

Submitted by:

Name: Ashley Stewart
Title: NCRA Ice Scheduler
Date: 1 May 2025

Seconded by:

Name: Heather Holland
Title: NCRA Coaching Coordinator
Date: 1 May 2025



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Identify Section of Proposed Change:

Policies & Procedures - #1, Item A

Existing Wording (Delete):

- A. Criminal Records and Child Abuse Registry Checks: All team staff must have a clear Criminal Records and Child Abuse Registry Check that will be considered valid for two (2) years unless new checks have been explicitly requested by the association. Volunteers will be reimbursed for criminal record checks when they are required, pending submission of receipt.

Proposed Wording (Add/Change):

- A. Criminal Records and Child Abuse Registry Checks: All team staff must have a clear Criminal Records and Child Abuse Registry Check that will be considered valid for two (2) years unless new checks have been explicitly requested by the association. Both checks must be completed and submitted to the Board by December 15th. Volunteers will be reimbursed for criminal record checks when they are required, pending submission of receipt.

Reason for Proposed Addition, Change, or Deletion:

To provide a clear date to members. Already in Handbooks.

Submitted by:

Name: Heather Holland
Title: NCRA Coaching Coordinator
Date: 1 May 2025

Seconded by:

Name: Dave Leblanc
Title: NCRA Equipment Coordinator
Date: 1 May 2025



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Identify Section of Proposed Change:

Policies & Procedures – Appendix V Children’s Ringette Program, Divisions Section

Existing Wording (Delete):

Divisions

There are four progressive age categories in Children’s Ringette – Active Start, FUN1, FUN2, and U10 (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 plays cross-ice.
- 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 plays Mini Ringette. Generally 2-4 years of ice experience.
- U10 (FUN3) is for children who demonstrate that they have acquired the physical, cognitive, and social readiness for more challenging play, this group plays full-sized ringette.

Proposed Wording (Add/Change):

Divisions

There are four progressive age categories in Children’s Ringette – Active Start, FUN1, FUN2, and U10 (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 plays cross-ice.
- 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 plays Mini Ringette. Generally 2-4 years of ice experience.

- U10 (FUN3) is for children who turn age 8 by Dec 31st and demonstrate that they have acquired the physical, cognitive, and social readiness for more challenging play, this group plays full-sized ringette.

Reason for Proposed Addition, Change, or Deletion:

To clarify to parents who are new to the sport that players must turn a certain age to move into a division.

Submitted by:

Name: Charlotte MacKeigan

Title: NCRA Children's Ringette Coordinator

Date: 1 May 2025

Seconded by:

Name: Ray Comeau

Title: NCRA Athlete Development Coordinator

Date: 1 May 2025



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Identify Section of Proposed Change:

By-Law #7: Executive Responsibilities – Vice President

Existing Wording (Delete):

Vice-President – 2-Year Term

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. Coordinate major fundraisers, sponsorships and grants for NCRA.
8. Assist with the preparation of annual reports for CRRL and RNS.
9. In the absence of the President, performs the duties of President in his/her absence
10. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

Vice-President – 2-Year Term

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 fundraising.
6. Coordinate and manage Association-wide swag orders.
7. Coordinate major fundraisers, sponsorships and grants for NCRA.
8. Assist with the preparation of annual reports for CRRL and RNS.
9. In the absence of the President, performs the duties of President in his/her absence

10. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

Updated to reflect that 50/50 is no longer happening but changed to generalized association fundraising.

Submitted by:

Name: Glenn Goudey

Title: NCRA VP

Date: 1 May 2025

Seconded by:

Name: Heather Holland

Title: NCRA Coaching Coordinator

Date: 1 May 2025



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Identify Section of Proposed Change:

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

Existing Wording (Delete):

Children's Ringette Coordinator – 2-Year Term

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.

Proposed Wording (Add/Change):

Children's Ringette Coordinator – 2-Year Term

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 in coordination with Athlete Development Coordinator.
4. Work closely with the Athlete Development Coordinator.
5. Maintain communication with coaches regarding programming, expectations and guidelines.

6. Assist the Coach Coordinator with evaluations planning and balanced team selections.
7. Act as liaison with Ringette Nova Scotia, Central Region Ringette League and other community ringette Associations for all Children's Ringette programming, including Intro2Ringette and end of year jamboree.
8. Plan and organize Come Try Ringette sessions.
9. Contribute to promotion of Ringette (communications/recruiting, gym ringette etc.).
10. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Reason for Proposed Addition, Change, or Deletion:

Revising to reflect accurate description of relatively new role (only second season).

Submitted by:

Name: Charlotte MacKeigan

Title: NCRA Children's Ringette Coord.

Date: 1 May 2025

Seconded by:

Name: Ray Comeau

Title: NCRA Athlete Development Coordinator

Date: 1 May 2025



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Identify Section of Proposed Change:

By-Law #7: Executive Responsibilities – Secretary

Existing Wording (Delete):

Secretary – 1-Year Term

1. Prepare minutes of all Nova Central Ringette meetings.
2. Disburse minutes and agendas at meetings.
3. Shall notify all Executive and Team Staff of each meeting at least 48 hours prior.
4. Assist the President with preparing required newsletters.
5. Assist president with preparing monthly meetings.
6. Assist with the coordination of AGM.
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

Proposed Wording (Add/Change):

Secretary – 1-Year Term

1. Prepare minutes of all Nova Central Ringette meetings.
2. Disburse minutes and agendas at meetings.
3. Shall notify all Executive and Team Staff of each meeting at least 48 hours prior.
4. Assist the President with preparing required newsletters.
5. Assist president with preparing monthly meetings.
6. Assist with the coordination of AGM.
7. Coordinate training for minor officials and maintain record of athletes that have completed the training.
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:

Revising to reflect accurate description of role.

Submitted by:

Name: Tamara Gagnon

Title: NCRA Secretary

Date: 1 May 2025

Seconded by:

Name: Vicki Gomes

Title: NCRA Communications

Date: 1 May 2025



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Identify Section of Proposed Change:

By-Law #8: Team Manager

Existing Wording (Delete):

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.

Proposed Wording (Add/Change):

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 any Association-wide fundraising as needed.

Reason for Proposed Addition, Change, or Deletion:

To remove 50/50 fundraiser and revise to capture association fundraising as a whole.

Submitted by:

Name: Glenn Goudey

Title: NCRA VP

Date: 1 May 2025

Seconded by:

Name: Ann Smith

Title: NCRA Treasurer

Date: 1 May 2025



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Identify Section of Proposed Change:

By-Law #9: Fundraising and Team Budgets - Item #8

Existing Wording (Delete):

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. 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.

Proposed Wording (Add/Change):

N/A

Reason for Proposed Addition, Change, or Deletion:

To delete the item on association wide 50/50 that is no longer taking place.

Submitted by:

Name: Glenn Goudey

Title: NCRA VP

Date: 1 May 2025

Seconded by:

Name: Ann Smith

Title: NCRA Treasurer

Date: 1 May 2025



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☐ Add

☒ Change

☐ Delete

Identify Section of Proposed Change:

By-Law #9: Fundraising and Team Budgets – Team Budget Guidelines item #23

Existing Wording (Delete):

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.

Proposed Wording (Add/Change):

23. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end party (maximum \$750), and team swag.

Reason for Proposed Addition, Change, or Deletion:

To accommodate rising costs and some larger teams. Still to be approved by parents at the start of the season.

Submitted by:

Name: Tamara Gagnon

Title: NCRA Secretary

Date: 1 May 2025

Seconded by:

Name: Erin Timmons

Title: NCRA Registrar

Date: 1 May 2025