



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:

3. Team Staff Selection – item B

Existing Wording (Delete):

B. Team Staff/ On Ice Helper for teams will not exceed four (i.e. Head Coach, Assistant Coach, Manager, Ice Helper) for any team except for U9 which may have a ratio of one team staff for every five players. Any U10 team and above that has more than four (4) will be responsible for coverage of insurance cost and any associated fees for criminal record and/or child abuse registry checks and coaches' certification/refresher courses.

Proposed Wording (Add/Change):

B. Team staff and on-ice helpers for any team shall not exceed four (4) individuals (e.g., Head Coach, Assistant Coach, Manager, and On-Ice Helpers etc.), except for U9 teams, which may have one (1) team staff member for every five (5) players.

For U10 teams and above, any team with more than four (4) registered team staff members will be responsible for all additional costs associated with those extra staff, including insurance fees, criminal record checks, child abuse registry checks, and required coaching certification or refresher courses.

For league games, bench staff shall not exceed five (5) individuals, including Junior Coaches.

Reason for Proposed Addition, Change, or Deletion:

Clarification and alignment with Ringette Canada and CRRL policies.

Submitted by:

Name: Heather Holland

Title: NCRA Coaching Coord.

Date: 31 May 2026

Seconded by:

Name: Tamara Gagnon

Title: NCRA Registrar

Date: 31 May 2026



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Select Document to Change:

- Constitution/By-Law Policies and Procedures

Select Type of Change:

- Add Change Delete

Identify Section of Proposed Change:

5. Evaluation of Player Process – Item B, C & D

Existing Wording (Delete):

- A. 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 maybe 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.
- B. 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.
- C. 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.
- D. It is the goal of NCRA to ice teams of 15 skaters + 1 goalie for the competitive teams at both the U14T1, U16T1 and U19T1 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.

Proposed Wording (Add/Change):

- A. In addition to skills evaluation results, Tier 1 team selection may consider factors beyond evaluation scores, including demonstrated commitment, behaviour, attitude, coachability, work ethic, and overall contribution within a team environment. At the discretion of the NCRA Executive, player evaluations and documented input from the player's previous season coach may be used as supplemental information to assess these factors and support selection decisions.
- B. Once named to a competitive team, any player that fails to comply with the above-mentioned expectations of athletes at the tier 1 level, may face disciplinary actions.
- C. 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 failure to comply with the above tier 1 expectation will result in a written report and warning;
 2. The second incident will result in a 2-game suspension
 3. The third incident will result in removal from the team with no reimbursement from the Association.
- D. It is the goal of NCRA to ice teams of 12-15 skaters + 1 goalie for the competitive teams at both the U14T1 and U16T1 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. A second goalie would only be named to a competitive team if it did not impact the T2 teams negatively.

Reason for Proposed Addition, Change, or Deletion:

Revised to allow flexibility to use coaching feedback provided from previous season to include more than commitment expectations. Adjusted team sizes as it depends on division numbers year to year.

Submitted by:

Name: Marilyn Sweet

Title: NCRA Secretary

Date: 31 May 2026

Seconded by:

Name: Ray Comeau

Title: NCRA Athlete Development Coord.

Date: 31 May 2026



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:

7. Harassment – Zero Tolerance Policy

Existing Wording (Delete):

- A. Nova Central Ringette Association is committed to providing a work and sport environment free from harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, or disability. NCRA has a zero-tolerance policy for Harassment of any kind.
- B. Types of behaviour which constitute harassment include but are not limited to:
 - 1. Written or verbal abuse or threats;
 - 2. The display of visual material which is offensive or which one ought to know is offensive;
 - 3. Unwelcome remarks, jokes, comments, innuendo, or taunting about a person’s looks, body, attire, age, race, religion, sex, or sexual orientation;
 - 4. Leering or other suggestive or obscene gestures;
 - 5. Condescending or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
 - 6. Practical jokes which cause embarrassment, endanger a person’s safety or negatively affect performance;
 - 7. Unwanted physical contact including touching, petting, pinching or kissing;
 - 8. Unwelcome sexual flirtations, advances, or invitations; and
 - 9. Physical or sexual assault.
- C. Every member of Nova Central Ringette has responsibility to play a part in ensuring that the Ringette Nova Scotia sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
- D. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
- E. For further guidelines about the harassment policy, NCRA will adhere to the Harassment policy outlined in the RNS Operating Manual.

Proposed Wording (Add/Change):

Harassment Policy

A. Statement of Commitment

The Nova Central Ringette Association (NCRA) is committed to providing a safe, inclusive, and respectful sport environment for all participants, including athletes, coaches, officials, volunteers, and families. NCRA prohibits all forms of harassment and discrimination, including those based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, or disability. NCRA maintains a zero-tolerance approach to harassment in any form.

B. Definition and Examples of Harassment

Harassment is defined as any vexatious comment or conduct, whether verbal, physical, or visual, that is known or ought reasonably to be known to be unwelcome. Harassment may occur as a single incident or as a pattern of behaviour and includes, but is not limited to:

1. Written or verbal abuse, threats, or intimidation;
2. The display or circulation of offensive, derogatory, or inappropriate visual materials (including electronic communications);
3. Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's appearance, body, attire, age, race, religion, sex, sexual orientation, or other protected grounds;
4. Leering or other suggestive or obscene gestures;
5. Condescending, demeaning, or patronizing behaviour that undermines self-esteem, diminishes performance, or negatively affects participation;
6. Practical jokes or hazing activities that cause embarrassment, humiliation, or compromise safety;
7. Unwanted physical contact, including touching, pinching, or kissing;
8. Unwelcome sexual attention, including flirtations, advances, requests, or invitations;
9. Bullying, including cyberbullying, exclusion, or social isolation; and
10. Physical or sexual assault.

C. Scope of Application

This policy applies to all NCRA activities, including on-ice sessions, practices, games, tournaments, meetings, travel, and any related events or communications, including those conducted through digital or social media platforms.

D. Responsibilities

All members of NCRA share responsibility for maintaining a harassment-free environment. This includes refraining from engaging in, condoning, or ignoring behaviour that violates this policy, and taking appropriate action when such behaviour is observed or reported.

E. Reporting and Response

Individuals who experience or witness harassment are encouraged to report the behaviour as soon as possible. Where appropriate, individuals may inform the respondent that the behaviour is unwelcome; however, this is not a requirement for filing a complaint. NCRA will ensure that all complaints are handled promptly, fairly, and confidentially, in accordance with established procedures.

F. Alignment with Governing Body

NCRA will adhere to and apply the harassment and safe sport policies as outlined in the Ringette Nova Scotia (RNS) Operating Manual. Where discrepancies arise, the RNS policy shall prevail.

G. Prohibition of Retaliation

NCRA prohibits retaliation against any individual who reports harassment or participates in an investigation. Any such retaliation will be treated as a serious violation of this policy.

Reason for Proposed Addition, Change, or Deletion:

To update and provide a more robust harassment policy.

Submitted by:

Name: Belinda Arklie
Title: NCRA Treasurer
Date: 31 May 2026

Seconded by:

Name: Heather Holland
Title: NCRA Coaching Coord.
Date: 31 May 2026



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:

8. Bullying – Zero Tolerance Policy

Existing Wording (Delete):

- A. Bullying involves a person expressing his or her power through the humiliation of another person. Bullying occurs between people at any age. It is inappropriate behavior that is typically cruel, demeaning and hostile toward the bullying target.
- B. The actual issue of bullying is not addressed by the law, except when the behavior does become a criminal issue – *e.g.* extortion, physical assault *etc.* or as defined under the Cyber-safety Act*
- C. Bullying can be broken down into four types:
1. Physical – *e.g.* Hit or kick victims; take/damage personal property
 2. Verbal – *e.g.* Name calling; insults; constant teasing
 3. Social – *e.g.* Try to cut off victims from social connection by convincing peers to exclude or reject a certain person
 4. Cyberbullying - The Cyber-safety Act defines “cyberbullying” as any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail – *e.g.* Facebook, twitter, texting, Instagram, *etc.*
- D. Types of behavior that constitute bullying include, but are not limited to:
1. Unwarranted yelling and screaming directed at the target;
 2. Continually criticizing the target’s abilities;
 3. Blaming the target for mistakes;
 4. Making unreasonable demands related to performance;
 5. Repeated insults or put downs of the target;
 6. Repeated threats to remove or restrict opportunities or privileges;
 7. Denying or discounting the target’s accomplishment;
 8. Threats of physical violence;
 9. Actual physical violence.
- E. Every member of Nova Central Ringette has responsibility to play a part in ensuring that the Ringette Nova Scotia sport environment is free from bullying. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
- F. A person who experiences bullying is encouraged to make it known that the behaviour is unwelcome, offensive, and contrary to this policy and is encouraged to report such behavior.
- G. NCRA will apply the same sanctions as outlined in the RNS Operating Manual for dealing with harassment.

*Under the Cyber-safety Act, A Court may order a person to limit their use of technology so they cannot use it to bully; take away computers, cell phones, other mobile devices and/or Internet services. Individuals who disobey these orders can pay a fine of up to \$5,000;

go to jail for up to six months, or both. Victims of cyberbullying can sue in civil court. Parents of a minor child who is the cyberbully can also be taken to court and ordered to pay damages. (<http://cyberscan.novascotia.ca/>)

Proposed Wording (Add/Change):

Bullying and Cyberbullying – Zero Tolerance Policy

A. Purpose

Nova Central Ringette Association (NCRA) is committed to providing a safe, inclusive, respectful, and supportive sport environment free from bullying, cyberbullying, intimidation, retaliation, and harmful behaviour. Bullying undermines athlete development, team culture, mental wellness, and participant safety and will not be tolerated.

NCRA recognizes that harmful behaviour may occur between athletes, coaches, parents, officials, volunteers, or spectators and may occur both within and outside sanctioned ringette activities where the behaviour negatively impacts the NCRA environment.

B. Legal Context

Bullying, including cyberbullying, is prohibited within NCRA regardless of whether it meets the threshold of a criminal offence. Certain behaviours may also constitute offences under applicable law, including extortion, criminal harassment, uttering threats, or physical assault, and may fall within the scope of Nova Scotia's Cyber-safety Act.

NCRA recognizes its responsibility to address bullying proactively within the sport environment, independent of legal proceedings or criminal investigations.

C. Forms of Bullying

Bullying is defined as repeated, persistent, intentional, or targeted behaviour that intimidates, humiliates, excludes, harms, or undermines another person's physical, emotional, psychological, or social well-being.

NCRA also recognizes that a single serious incident may constitute bullying or misconduct where the behaviour is severe, threatening, discriminatory, abusive, or creates an unsafe environment.

Bullying may occur in person, indirectly, or through electronic means and includes, but is not limited to, the following forms:

1. **Physical Bullying** – Actions such as hitting, kicking, pushing, tripping, damaging or stealing property, or intimidating physical conduct;
2. **Verbal Bullying** – Name-calling, insults, derogatory remarks, humiliation, mocking, discriminatory comments, or persistent teasing;
3. **Social (Relational) Bullying** – Deliberate exclusion, spreading rumours, public embarrassment, manipulation of relationships, encouraging others to isolate a person, or damaging a person's reputation;
4. **Cyberbullying** – The use of electronic communication technologies including social media, text messaging, email, websites, gaming platforms, messaging applications, or anonymous accounts to harass, threaten, intimidate, embarrass, impersonate, exclude, or harm others.

Cyberbullying includes sharing or posting harmful, humiliating, false, private, or inappropriate content about another individual.

D. Prohibited Behaviour

Bullying behaviours include, but are not limited to:

1. Aggressive or unwarranted yelling directed at an individual;
2. Persistent and unjustified criticism of a person's abilities or performance;
3. Blaming individuals unfairly for mistakes;
4. Imposing unreasonable or punitive demands related to performance;
5. Repeated insults, ridicule, or demeaning comments;
6. Threats to remove or restrict opportunities, participation, or privileges without cause;
7. Deliberately excluding or isolating an individual;
8. Dismissing, minimizing, or undermining an individual's achievements or concerns;
9. Threats of physical harm;
10. Acts of physical violence;
11. Retaliation against an individual who reports a concern or participates in an investigation;

12. Encouraging, condoning, recording, sharing, or participating in bullying behaviour by others.

E. Repeated Behaviour and Pattern Concerns

NCRA recognizes that bullying and harmful conduct may develop through a pattern of repeated behaviour over time, including actions that may appear minor when viewed individually.

Accordingly:

1. All concerning behaviour should be reported, documented, and taken seriously, even where a single incident may not independently warrant formal discipline;
2. Repeated complaints, recurring incidents, or ongoing patterns involving the same individual or group may result in progressive discipline, increased sanctions, restricted participation, suspension, or removal from NCRA activities;
3. The Discipline Committee may consider previous incidents, informal warnings, behavioural concerns, patterns of conduct, witness reports, or prior interventions when determining appropriate actions or sanctions;
4. Behaviour that demonstrates escalation, retaliation, targeting of vulnerable participants, abuse of authority, or repeated disregard for expectations will be considered aggravating factors in disciplinary decisions;
5. Individuals are expected to correct behaviour immediately when concerns are raised. Failure to modify behaviour following education, warnings, or intervention may result in stronger disciplinary measures.

F. Responsibilities

All members of NCRA share responsibility for maintaining a sport environment free from bullying and cyberbullying. Members must:

1. Refrain from engaging in bullying behaviour;
2. Intervene appropriately where safe and reasonable to do so;
3. Report concerning behaviour, repeated incidents, or suspected bullying;
4. Support individuals who report concerns in good faith; and
5. Not ignore, condone, minimize, or enable behaviour contrary to this policy.

All reports made in good faith will be treated seriously and without retaliation.

G. Reporting and Response

Individuals who experience or witness bullying or cyberbullying are encouraged to report the behaviour promptly, regardless of whether the incident appears isolated or minor.

NCRA encourages early reporting of concerning behaviour to allow intervention before patterns escalate.

While individuals may choose to inform the offending party that the behaviour is unwelcome, this is not required before making a report or complaint.

Reports may be considered collectively where multiple incidents demonstrate an ongoing pattern of behaviour.

All reports will be handled in a timely, fair, impartial, and confidential manner in accordance with NCRA discipline procedures and applicable Ringette Nova Scotia policies.

H. Sanctions and Alignment

Violations of this policy will result in disciplinary action per NCRA Policy 10. Misconduct and Policy Violations.

I. Additional Legal Considerations

Under Nova Scotia's Cyber-safety Act, courts may impose restrictions on an individual's use of electronic communication devices or services where cyberbullying has occurred.

Reason for Proposed Addition, Change, or Deletion:

Updated to include Cyberbullying and a more robust bullying policy.

Submitted by:

Name: Marilyn Sweet

Title: NCRA Secretary

Date: 31 May 2026

Seconded by:

Name: Glenn Goudey

Title: NCRA VP

Date: 31 May 2026



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:

9- Zero Tolerance – Definition and Authority, 10- Misconduct and Policy Violations

Existing Wording (Delete):

10. Misconduct and Policy Violations

- A. All members are required to adhere to the NCRA Code of Conduct (Appendix 1)
- B. Members within the association reported for misconduct outside of the scope of the Code of Conduct shall be dealt with by the Discipline Committee, a sub-committee of the Executive of Nova Central Ringette
- C. For convenience, this policy uses the term “complainant” to refer to the person(s) who makes a written charge of misconduct. The term “respondent” refers to the person(s) against whom a written charge of misconduct is made.
- D. In some cases of alleged misconduct by a complainant(s), due to the nature of the complaint, the respondent(s) may be suspended until the Discipline Committee has dealt with the case. Any member who has been suspended as the result of a Discipline Hearing shall not take part in any NCRA related activity until the completion of the suspension.
- E. In discipline cases dealt with by the Discipline Committee, the final decision shall be forwarded in writing to all the parties involved within 7 days of the conclusion of the hearing.
- F. Nova Central Ringette shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a charge of misconduct, or the name of the respondent until the Discipline Procedures process is completed.
- G. False or vindictive charges of misconduct will be subject to disciplinary action against the complainant(s).

Discipline Committee

- H. A written report of misconduct from a complainant(s) shall be forwarded to the Association within 21 days of the alleged incident. Complaints should be submitted to the President and Coaching Coordinator. In situations where the complaint being filed is against the President then it should be submitted in writing to the Vice-President of the Association.
- I. The Executive shall appoint a Discipline Committee within fourteen (14) days of the receipt of a written report of misconduct.
- J. The Discipline Committee will be established consisting of at least three (3) members of the Executive of Nova Central Ringette.
- K. The Discipline Committee shall consist of at least one (1) woman and at least one (1) man. To ensure freedom of bias, no member of this committee shall have a significant personal or professional relationship with either the complainant(s) or the respondent(s).

Discipline Hearings

- L. Discipline Hearing shall be convened within fourteen (14) days of the appointment of a Discipline Committee to allow an opportunity where the complainant(s), the respondent(s), and the Discipline Committee will meet to hear the evidence and to answer questions relating to a written report of misconduct. The hearing will be held in a closed session.
- M. A written record of proceedings will be kept at all Discipline Hearings.
- N. Within fourteen (14) days of the establishment of a Discipline Committee, all those required to attend a Discipline Hearing shall be given seven (7) days’ notice in writing of the place, date, and time of the Discipline Hearing.

- O. Those who are required to attend a Discipline Hearing may include the Discipline Committee, the complainant(s) with or without a representative, the respondent(s) with or without a representative, and any witnesses.
- P. If the complainant(s) or their representative does not appear at the Discipline Hearing, the matter will be dismissed. If the respondent(s) or their representative does not appear, the hearing will proceed.
- Q. All requests for the postponement of a hearing must be received in writing by the Discipline Committee prior to the date of that hearing stating the reason for requesting postponement. Upon receipt of a written request, the Discipline Committee will make a decision to postpone or continue with the hearing proceedings.

Discipline Hearing Procedure

- R. The Discipline Committee shall read the report of misconduct and shall then allow the complainant(s) or their representative the opportunity to amplify or qualify the report.
- S. The respondent(s) or their representative shall be allowed to question the complainant(s), or representative, or the report itself, provided that the questions are relevant.
- T. The Discipline Committee shall allow the respondent(s) or representative and any witness to testify.
- U. Any Discipline Committee member may question the complainant(s), the respondent(s), or any witness at any time during the hearing.
- V. The complainant(s) and the respondent(s) shall be granted the opportunity to submit final comments, after which the hearing will be declared recessed and all those other than the Discipline Committee members shall leave.
- W. The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event the Committee decides further investigation is required, it will act accordingly and notify all involved parties within seven (7) days.
- X. If a further hearing is considered necessary, the Discipline Committee shall give seven (7) days' notice in writing of the place, date, and time of that hearing to all involved parties, and all those required to attend a Discipline Hearing shall do so.
- Y. The decision of the Discipline Committee, and any action or sanctions shall be made known to the complainant(s) and the respondent(s) in writing within fourteen (14) days of the hearing at which the decision was reached. If necessary, the respondent(s) shall be informed of all rights of appeal at that time.

Discipline Committee Actions and Sanctions

- Z. All suspensions shall be served for a stated period of time determined by the Discipline Committee.
- AA. The Discipline Committee has the authority to terminate membership of the respondent(s) for a stated period of time determined by the Discipline Committee.

Proposed Wording (Add/Change):

9. Zero Tolerance Policy

NCRA maintains a zero-tolerance approach to misconduct, harassment, bullying, hazing, discrimination, retaliation, and other behaviour that violates NCRA policies or Safe Sport principles.

Zero tolerance means that any substantiated violation may result in immediate disciplinary action, including suspension or removal from NCRA

10. Misconduct and Policy Violations

A. General

All members must comply with the NCRA Code of Conduct (Appendix I) and all NCRA policies.

For the purposes of this policy:

- **Complainant** – the individual submitting a complaint.
- **Respondent** – the individual against whom a complaint has been made.

Where warranted by the nature of the allegation, the Executive may impose an interim suspension pending the outcome of an investigation or hearing.

Confidentiality will be maintained to the greatest extent possible. Information will be shared only with those who require it to administer the complaint process.

Knowingly false, frivolous, or malicious complaints may result in disciplinary action.

B. Complaint and Discipline Process

Step 1 – Incident Occurs

A concern, complaint, policy violation, Code of Conduct violation, bullying, harassment, hazing, or Safe Sport concern is identified.

Step 2 – Immediate Safety Assessment

Is there an immediate safety, abuse, or Safe Sport concern?

Yes

- Report immediately to the appropriate Safe Sport authority, Ringette Nova Scotia, law enforcement, or child protection agency, as applicable.
- NCRA may implement interim measures pending review.

No

- Proceed through the NCRA complaint process.

Step 3 – Complaint Submission

Written complaints should be submitted within **21 days** of the incident.

Complaints submitted after 21 days may still be reviewed where circumstances warrant; however, delays may affect NCRA's ability to investigate or take action.

Step 4 – Discipline Committee Appointment

Within **14 days** of receiving a written complaint, the Executive will appoint a Discipline Committee. The Discipline Committee will determine if a Discipline Hearing is required such as when facts are disputed, lack of witnesses, matter is related to a zero tolerance, or anything else serious in nature. If a Hearing is not required, proceed to Step 7.

Step 5 – Notice of Hearing (If Required)

The Discipline Committee will provide written notice of the hearing, including:

- Date, time, and location (or virtual meeting details)
- Summary of the complaint
- Opportunity to submit evidence and witnesses

A minimum of **7 days' notice** will be provided.

Step 6 – Discipline Hearing (If Required)

The Discipline Committee will conduct a confidential hearing where:

- The complainant may present information and witnesses.
- The respondent may respond and present information and witnesses.
- Committee members may ask questions of any participant.

If the complainant does not attend without reasonable notice, the complaint may be dismissed.

If the respondent does not attend, the hearing may proceed in their absence.

Step 7 – Investigation / Review

Where additional information is needed, the Discipline Committee may conduct further investigation before reaching a decision.

Step 8 – Decision

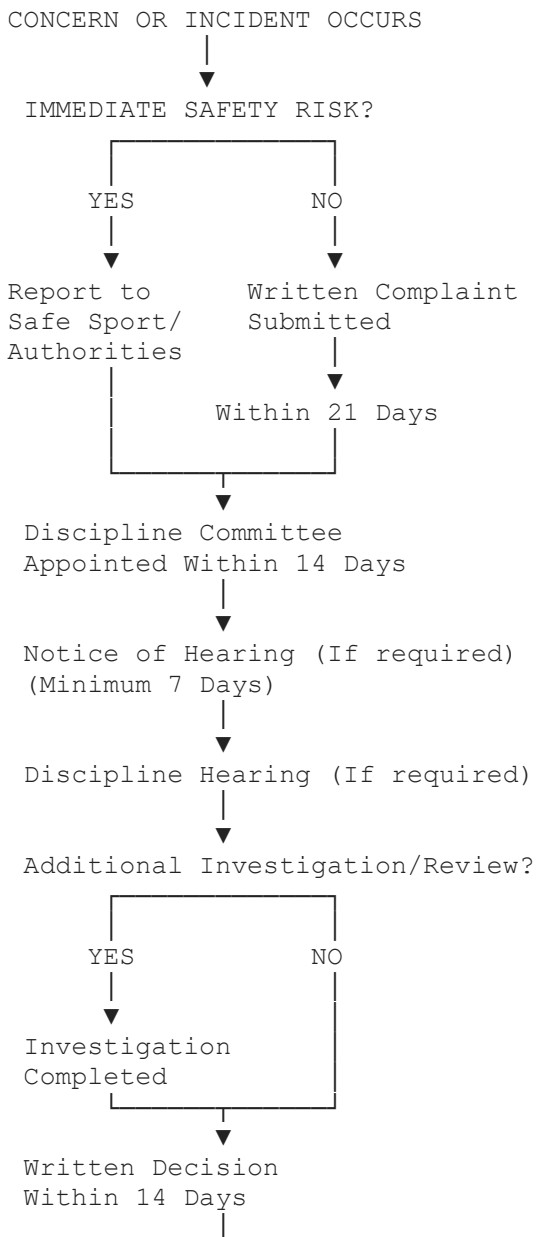
A written decision will be provided to the respondent within **14 days** of the hearing or completion of any additional investigation/review.

The decision will include:

- Findings
- Any sanctions imposed
- Effective dates of sanctions
- Appeal information, where applicable

Upon decision, written communication will be sent to the complainant indicating the issue has been resolved, however due to confidentiality, details of the disciplinary actions cannot be included.

C. Process Timeline



▼
Sanctions / Appeal
Process (if applicable)

D. Discipline Committee

The Discipline Committee shall:

- Consist of at least three (3) Executive members;
- Include gender representation whenever possible;
- Be free from actual, perceived, or potential conflicts of interest;
- Conduct proceedings fairly, impartially, and confidentially.

E. Hearing Principles (If Required)

The discipline hearing process shall:

- Be conducted in a closed and confidential manner;
- Provide both parties a reasonable opportunity to be heard;
- Allow relevant evidence and witness testimony;
- Maintain a written record of proceedings;
- Be administered in a fair and unbiased manner.

F. Sanctions

For members (players, parents, guardians, coaches, and volunteers) who violate the NCRA Code of Conduct, the policy states:

- First offence: Written warning
- Second offence: Written notification of suspension for 7 days from all ringette activities
- Third offence: Written notification of suspension from all ringette activities for the remainder of the ringette season
- Final: Written notification of removal from the association

When the matter involves the disciplinary hearing the committee may impose one or more of the following additional sanctions:

- Verbal or written warning
- Educational or corrective measures such as mandatory courses
- Behavioural agreement
- Suspension for a defined period
- Removal from specific activities or events
- Loss of privileges
- Benched from games
- Temporary termination of membership
- Permanent termination of membership

When determining sanctions, the Discipline Committee may consider:

- Severity of the conduct
- Whether the conduct was intentional
- Impact on participants
- Prior disciplinary history
- Repeated or ongoing behaviour
- Willingness to accept responsibility
- Risk to participant safety and well-being

Reason for Proposed Addition, Change, or Deletion:

Updated to provide clarity and to outline a step-by-step process.

Submitted by:

Name: Heather Holland

Title: NCRA Coaching Coord.

Date: 31 May 2026

Seconded by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coord.

Date: 31 May 2026



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:

11. NCRA Team Uniform - B

Existing Wording (Delete):

- B. It is strongly recommended that all players wear the following:
1. NCRA endorsed pants (Black with green/white stripes) or
 2. Plain, black ringette pants

Proposed Wording (Add/Change):

- B. It is strongly recommended that all players wear the following:
2. NCRA endorsed pants (Black with green/white stripes) or
 3. Plain, black ringette pants
 4. Black/green jersey with black bar and white font. White jersey with white bar and black font.

Reason for Proposed Addition, Change, or Deletion:

Update to reflect new white jerseys.

Submitted by:

Name: Charlotte MacKeigan
Title: NCRA Equipment Coord.
Date: 31 May 2026

Seconded by:

Name: Vicki Gomes
Title: NCRA Comms Coord.
Date: 31 May 2026



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Select Document to Change:

- Constitution/By-Law
- Policies and Procedures

Select Type of Change:

- Add
- Change
- Delete

Identify Section of Proposed Change:

14. Affiliation Player (AP) Process

Existing Wording (Delete):

Proposed Wording (Add/Change):

14. Affiliation Player (AP) Process

The Central Region Ringette League (CRRL) Eligible Team Members / Affiliated Player policies and any applicable Ringette Nova Scotia (RNS) regulations shall be followed first and foremost. Where a conflict exists, CRRL and RNS policies take precedence.

B. Prior to any approach being made to an individual player or parent/guardian by the coach of a requesting team, the coach of the requested player’s primary team must grant permission for the approach to occur.

C. During any pending or proposed affiliation request, the coach of the requested player’s primary team may decline or veto the request if participation would negatively affect the player’s development, well-being, commitment requirements, or the operation and competitive needs of their primary team.

D. Coaches receiving requests for affiliated players should provide opportunities fairly and equitably by rotating affiliation opportunities among interested and eligible players before repeating the same player(s), where reasonably possible.

E. Requesting coaches shall not make player-specific requests except where permitted under CRRL or RNS guidelines, including Provincial Championship roster requirements. Position-specific requests (for example, forward, defense, or goalie) are acceptable.

F. All affiliation opportunities should be considered with the athlete’s development and best interests as the primary consideration.

G. Affiliated players shall remain committed first to the responsibilities and obligations of their primary team. Primary team games, practices, tournaments, and team commitments take precedence unless otherwise approved by the respective coaches.

H. All affiliation requests and approvals should be communicated in a timely manner between coaches and parents/guardians to ensure transparency and minimize scheduling conflicts.

Reason for Proposed Addition, Change, or Deletion:

To provide a clear path for coaches, players, and families regarding the process to be followed when AP's are used.

Submitted by:

Name: Tamara Gagnon

Title: NCRA Registrar

Date: 31 May 2026

Seconded by:

Name: Kayla Mercer

Title: NCRA Children's Program Coord.

Date: 31 May 2026



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:

15. Dressing Room Policy

Existing Wording (Delete):

Proposed Wording (Add/Change):

The dressing room is a great place for building team spirit and camaraderie. Dressing rooms are a restricted area for exclusive use of players to change into their equipment and uniforms and share the team experience within a safe and private environment. The dressing room is also an area for the players to physically and mentally prepare for a game or practice, and to receive instructions and direction from the team staff.

Parents, siblings, friends and other persons should not infringe upon the dressing room privacy of players as they dress and prepare for a game or after a game.

Team staff are required to implement the 'Rule of Two' when accessing a dressing room. The 'Rule of Two' requires at least two trained and screened adults to be present in the dressing room together at any given time.

Restrictions on Access

- A. In general, access to the dressing rooms should be restricted to players and team staff.
- B. All dressing room supervision shall follow the Rule of Two. At no time shall a single adult be alone in a dressing room with athletes.
- C. For our FUN1 and FUN2 teams, dressing room access is more fluid since this age group tends to need more help from parents/guardians so full access is given to parents at this age group.
- D. For our teams U10 and above, dressing rooms should only be accessed by team staff, parents/guardians are NOT PERMITTED in the dressing room. If parents are needed for tying skates or other equipment issues, the player should exit the dressing room.
- E. At U10 division and above, male coaches or managers are NOT PERMITTED in female dressing rooms while players are dressing or undressing. Male coaches/managers may enter the dressing room for pre-game or post-game routines after being given the all-clear by a female team staff member.
- F. Should a team at any level feel that they require Dressing Room Monitors to always be present in a dressing room, this is permissible. Any individual serving as a dressing room monitor on a regular basis must satisfy the association's screening requirements. These

Dressing Room Monitors must comprise at least two fully screened 18+ adult females. Any team using monitors must also adhere to a 'Minimum Attire' rule, where players are required to wear a base layer (e.g., shorts and a t-shirt) at all times in the common areas of the dressing room. Full changes must be done in private spaces like washroom stalls.

Electronics Ban in Dressing Rooms

A. To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment.

B. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling clean music played in those spaces. Music played in dressing rooms or hallways for warm-ups should be "clean" music with no foul language or racial slurs.

Reason for Proposed Addition, Change, or Deletion:

These guidelines were found only in our coaches and managers' handbooks. Needed to be added as policy in NCRA operating manual.

Submitted by:

Name: Tamara Gagnon

Title: NCRA Registrar

Date: 31 May 2026

Seconded by:

Name: Belinda Arklie

Title: NCRA Treasurer

Date: 31 May 2026



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:

Appendix I – NCRA Code of Conduct

Existing Wording (Delete):

Appendix I – NCRA Code of Conduct

Introduction

- A. Nova Central takes great pride that its “Members” (Players, Parents, Guardians, Coaches, and Volunteers) act in accordance with values we consider important: respect, responsibility, trust, fairness, and caring.
- B. We are dedicated to pursuing victory and honour, to adhering to the rules of competition, sportsmanship and developing Ringette players with a strong moral character.
- C. We recognize that healthy sports experiences require support and input from “Members” but to ensure a safe and healthy Ringette environment, “Members” must follow the “Code of Conduct”.

Code of Conduct

- A. I will not force my child to participate in Ringette.
- B. I will remember that my child plays Ringette for his or her enjoyment, not mine.
- C. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- D. I will teach my child that playing fair, trying hard and doing one’s best is just as important as winning so that my child will never feel defeated by the outcome of the game or by his/her performance.
- E. I will remember that children learn from example. I will applaud good plays by both my child’s team and their opponents. I will make comments that encourage continued effort.
- F. I will show respect for athletes, coaches, officials, other spectators, their decisions, and I will encourage other participants to do the same. In particular, I will refrain from using foul and abusive language, alcohol, and inappropriate physical behaviour.
- G. I will remember that officials are developing, as are players they are officiating.
- H. I will support Nova Central Ringette Association’s efforts to prevent verbal and physical abuse at Ringette games.
- I. I will respect and show appreciation for the efforts of the coaching staff and team officials who volunteer their time to Ringette for my child.
- J. I will act responsibly and show respect toward all facilities and facility staff.
- K. If I wish to express concern or make a complaint, I will do so using the appropriate channels and in a positive and constructive manner and after having observed a 24-hour waiting period. If I do not know the proper channels of Nova Central Ringette Association, then I will contact an executive member and ask for assistance.
- L. I will remember that like the coaches and the players, I represent Nova Central Ringette and I will do my best to create a positive impression.

- M. I will remember that Ringette players are children and they cannot be judged by professional standards and I will have realistic expectations.
- N. I will encourage my guest(s) to follow the same Code of Conduct.
- O. Any "Member" (Players, Parents, Guardians, Coaches and Volunteers) who fails to comply with the Code of Conduct of this association and exhibits behaviour that is deemed inappropriate is subject to disciplinary action as set by Nova Central Ringette Association's Disciplinary Committee and/or Executive. Although the Disciplinary Committee reserves the right to take any steps it deems appropriate, as a general guideline, the committee will implement the following steps if discipline action is needed.
1. First offence: Written warning
 2. Second offence: Written notification of suspension for 7 days from all Ringette activities
 3. Third offence: Written notification of suspension from all Ringette activities for the remainder of the Ringette season.
 4. Final: Written notification of removal of "Member" from the association
- P. I understand that Nova Central Ringette Association will apply restrictions of privilege if I do not adhere to the "Members" Code of Conduct Agreement of all the Nova Central Ringette Association and RNS Rules and Regulations. These restrictions will be determined by the Disciplinary Committee and can include spectator privileges, player suspension, and/or removal from the Association based on the frequency and severity of incidents.
- P. I, the undersigned, have read and understand the Nova Central Ringette Association "Code of Conduct" and agree to abide by these guidelines.

Athlete Name <i>(please print)</i>	Athlete Signature	Date
Parent/Guardian Name <i>(please print)</i>	Parent/Guardian Signature	Date
Parent/Guardian Name <i>(please print)</i>	Parent/Guardian Signature	Date

Proposed Wording (Add/Change):

PARENT/GUARDIAN CODE OF CONDUCT POLICY

PURPOSE

The Nova Central Ringette Association (NCRA) Parent/Guardian Code of Conduct is designed to promote a safe, respectful, inclusive, and positive environment for all participants involved in Ringette activities.

NCRA believes that athletes benefit most when parents and guardians demonstrate respect, sportsmanship, responsibility, and positive support both on and off the ice.

This policy applies during all Ringette-related activities, including:

- Games
- Practices
- Tournaments
- Team travel
- Team meetings and events
- Online or social media interactions connected to the team or association

PARENT/GUARDIAN EXPECTATIONS

All parents and guardians are expected to conduct themselves respectfully and responsibly at all times.

SUPPORT POSITIVE PARTICIPATION

Parents/guardians will:

- Remember that children participate in Ringette for their enjoyment and development.
- Encourage athletes to play by the rules and resolve conflict respectfully.
- Emphasize effort, sportsmanship, teamwork, and personal growth over winning.
- Maintain realistic expectations and avoid placing undue pressure on athletes.

DEMONSTRATE RESPECT AND SPORTSMANSHIP

Parents/guardians will:

- Treat athletes, coaches, officials, volunteers, spectators, and facility staff with respect.
- Use appropriate language and behavior at all times.
- Applaud effort, improvement, and good plays by both teams.
- Respect the decisions of coaches and officials.
- Refrain from:
 - Foul, abusive, or discriminatory language
 - Harassment or intimidation
 - Inappropriate physical behavior
 - Public criticism of athletes, coaches, officials, or volunteers
 - The use of alcohol or illegal substances at Ringette activities

SUPPORT A SAFE AND POSITIVE ENVIRONMENT

Parents/guardians will:

- Support the Association's efforts to prevent bullying, harassment, abuse, and unsafe conduct.
- Encourage good sportsmanship and respectful behavior from athletes and guests accompanying them.
- Act responsibly within facilities and respect facility property and staff.
- Recognize that officials and young athletes are developing their skills and deserve patience and encouragement.

COMMUNICATION EXPECTATIONS

Parents/guardians will:

- Communicate concerns respectfully and constructively.
- Wait a minimum of 24 hours before addressing concerns related to games, practices, or team decisions.
- Use appropriate communication channels established by the team or Association.
- Contact a member of the Executive if unsure of the proper process for raising concerns.

REPRESENT THE ASSOCIATION POSITIVELY

Parents/guardians will:

- Recognize that they represent Nova Central Ringette Association at all times.
- Help create a positive reputation for the Association within the community.
- Demonstrate behavior that reflects the values of:
 - Respect
 - Responsibility
 - Trust
 - Fairness
 - Caring

DISCIPLINE AND CONSEQUENCES

Any Member (players, parents/guardians, coaches, or volunteers) who fails to comply with this Code of Conduct or engages in behavior deemed inappropriate may be subject to disciplinary action by the NCRA Disciplinary Committee and/or Executive.

Disciplinary action will follow NCRA Policy 10. Misconduct and Policy Violations.

ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read, understood, and agree to abide by the Nova Central Ringette Association Parent/Guardian Code of Conduct Policy.

Signature area for Athletes and Parents to sign to be included.

This policy may be updated periodically to align with guidelines and standards established by Ringette Canada and Ringette Nova Scotia.

Reason for Proposed Addition, Change, or Deletion:

After reviewing current policy, it appeared that the existing wording was focused on parent directives. We felt it made more sense to have a policy that applies to both parents/guardians and players, as there are expectations for each.

Submitted by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coord.

Date: 31 May 2026

Seconded by:

Name: Heather Holland

Title: NCRA Coaching Coord.

Date: 31 May 2026



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:

Appendix X – Player Code of Conduct

Existing Wording (Delete):

Proposed Wording (Add/Change):

PLAYER CODE OF CONDUCT POLICY

PURPOSE

The Nova Central Ringette Association (NCRA) Player Code of Conduct is designed to promote respect, safety, teamwork, and positive sportsmanship both on and off the ice.

The purpose of this policy is to ensure that all NCRA players demonstrate respectful behavior, good sportsmanship, and a commitment to creating a safe, inclusive, and positive environment for everyone involved in Ringette.

This policy applies during all Ringette-related activities, including:

- Games
- Practices
- Tournaments
- Team travel
- Team meetings and events
- Online or social media interactions connected to the team or association

PLAYER EXPECTATIONS

All players are expected to conduct themselves respectfully and responsibly at all times.

RESPECT OTHERS

Players will:

- Treat teammates, coaches, officials, volunteers, opponents, and spectators with respect.
- Use appropriate language and behavior at all times.
- Refrain from bullying, harassment, discrimination, hazing, or intimidation.

- Accept decisions made by coaches and officials respectfully and without abusive conduct.

DEMONSTRATE SPORTSMANSHIP

Players will:

- Play fairly and honestly.
- Win and lose with dignity and respect.
- Encourage and support teammates.
- Demonstrate positive teamwork and attitude.
- Acknowledge opponents and officials respectfully after games.

MAINTAIN SAFETY

Players will:

- Follow all safety rules and team instructions.
- Wear required equipment properly and consistently.
- Report injuries, unsafe conditions, or inappropriate behavior to a coach or team official.
- Avoid dangerous, reckless, or intentionally harmful play.

BE RESPONSIBLE TEAM MEMBERS

Players will:

- Attend practices and games prepared and on time.
- Notify coaches in advance if unable to attend.
- Respect team facilities, locker rooms, and equipment.
- Represent the team and Association positively within the community.

DIGITAL AND SOCIAL MEDIA CONDUCT

Players will:

- Use social media responsibly and respectfully.
- Refrain from posting harmful, inappropriate, or disrespectful content involving teammates, coaches, officials, opponents, or the Association.
- Avoid sharing private team information, photos, or videos without permission.

PROHIBITED CONDUCT

The following behaviors are considered unacceptable and may result in disciplinary action:

- Fighting or deliberate attempts to injure others
- Bullying, hazing, harassment, discrimination, or intimidation
- Swearing or abusive language directed at others
- Abuse of officials, coaches, volunteers, teammates, or spectators
- Vandalism or theft
- Possession or use of alcohol, cannabis, tobacco, vaping products, or illegal substances during team activities
- Unsafe conduct that endangers participants or others

DISCIPLINE AND CONSEQUENCES

Failure to follow this Code of Conduct may result in disciplinary action, per NCRA Policy 10. Misconduct and Policy Violations.

PARENT/GUARDIAN SUPPORT

Parents and guardians are encouraged to:

- Review this policy with their child.
- Support respectful behavior and positive sportsmanship.

- Reinforce the importance of teamwork, safety, and respect.
- Communicate concerns appropriately through team or Association channels.

ACKNOWLEDGEMENT AND AGREEMENT

I understand the expectations outlined in this Player Code of Conduct Policy and agree to follow them while participating in Ringette activities associated with the Nova Central Ringette Association.

PLAYER INFORMATION

Player Name (Print): _____

Player Signature: _____

Date: _____

This policy may be updated periodically to align with guidelines and standards established by Ringette Canada and Ringette Nova Scotia.

Reason for Proposed Addition, Change, or Deletion:

After reviewing current policy, it appeared that the existing wording was focused on parent directives. We felt it made more sense to have a policy that applies to both parents/guardians and players, as there are expectations for each.

Submitted by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coord.

Date: 31 May 2026

Seconded by:

Name: Belinda Arklie

Title: NCRA Treasurer

Date: 31 May 2026



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:

Appendix III – Concussion Policy

Existing Wording (Delete):

Definitions

The following terms have these meanings in this Policy:

1. "Participant" – Coaches, athletes, volunteers, and officials
1. "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](#).

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](#).

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.

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](#).

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.

Review

- a. This Policy and the Concussion Management Guidelines will be reviewed regularly.

Proposed Wording (Add/Change):

Appendix III – CONCUSSION POLICY

Purpose

Nova Central Ringette Association (NCRA) is committed to providing a safe sport environment and recognizes that concussions are a significant health concern requiring prompt identification, management, and appropriate medical follow-up.

NCRA adopts and enforces the current Ringette Nova Scotia (RNS) Concussion Policy and Protocol as the governing authority for all concussion-related matters. All participants are required to follow the most current version of the RNS Concussion Policy and Protocol, including any updates issued during the season.

Ringette Canada concussion resources, educational materials, and management tools may be used as supporting guidance where consistent with the RNS Concussion Policy and Protocol.

Authority and Interpretation

In the event of any inconsistency between:

- This NCRA Policy;
- Ringette Canada concussion resources or guidance documents; and
- The current Ringette Nova Scotia Concussion Policy and Protocol,

The Ringette Nova Scotia Concussion Policy and Protocol shall prevail.

Nothing in this policy limits the authority of a physician, nurse practitioner, or other regulated healthcare professional acting within their scope of practice regarding the diagnosis, management, or return-to-sport recommendations for an athlete.

Definitions

Participant – Includes athletes, coaches, team staff, officials, volunteers, parents/guardians, and any other individuals participating in NCRA-sanctioned activities.

Concussion – A traumatic brain injury caused by a direct or indirect force to the head or body that results in rapid movement of the brain within the skull and may affect normal brain function. A concussion is a clinical diagnosis made by an appropriately qualified medical professional.

Procedure

1. Education and Awareness

All participants are expected to become familiar with concussion signs, symptoms, prevention strategies, reporting obligations, and return-to-sport requirements as outlined in the current RNS Concussion Policy and Protocol.

NCRA may distribute educational resources from Ringette Nova Scotia and Ringette Canada to support participant awareness.

2. Recognition and Removal from Sport

Any athlete who is suspected of having sustained a concussion during a game, practice, training session, or other sanctioned activity shall be immediately removed from participation and shall not return to activity that day.

When in doubt, the athlete shall be removed from participation and referred for medical assessment in accordance with the RNS Concussion Policy and Protocol.

3. Reporting Requirements

All suspected concussions must be reported to:

- The athlete's coach and/or team staff;
- The athlete's parent or guardian, where applicable; and
- NCRA through the reporting process established by Ringette Nova Scotia.

Required reporting forms and documentation shall be completed in accordance with the current RNS Concussion Policy and Protocol.

4. Medical Assessment

Athletes with a suspected concussion must obtain medical assessment and follow the recommendations of the treating physician, nurse practitioner, or other qualified healthcare professional as permitted under the RNS Concussion Policy and Protocol.

5. Return to Sport

An athlete diagnosed with a concussion shall not return to ringette activities until all requirements of the current RNS Concussion Policy and Protocol have been satisfied.

Return-to-sport progression, medical clearance requirements, and any supporting documentation shall be completed in accordance with the current RNS Concussion Policy and Protocol.

6. Documentation and Monitoring

NCRA may require copies of applicable medical clearance documentation and concussion reporting forms for the purpose of monitoring compliance with concussion management requirements and maintaining participant safety.

All personal medical information shall be handled in accordance with applicable privacy legislation and NCRA policies.

7. Non-Compliance

Failure to comply with concussion reporting, removal-from-sport, medical assessment, return-to-sport, or documentation requirements may result in disciplinary action under NCRA policies and procedures.

8. Review

This policy shall be reviewed regularly and updated as required to remain consistent with the current Ringette Nova Scotia Concussion Policy and Protocol.

Note – Concussion Code of Conducts to remain, only policy to update.

Reason for Proposed Addition, Change, or Deletion:

Updated to reflect Ringette Canada and Ringette NS concussion protocols.

Submitted by:

Name: Ray Comeau

Title: NCRA Athlete Dev. Coord.

Date: 31 May 2026

Seconded by:

Name: Heather Holland

Title: NCRA Coaching Coord.

Date: 31 May 2026



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:

Appendix X - Player Release Policy

Existing Wording (Delete):

Proposed Wording (Add/Change):

NCRA Player Release Policy

Purpose

This policy establishes a clear and consistent process for player release requests within Nova Central Ringette Association ("NCRA"). The intent is to support fair and transparent decision-making while balancing the interests of athletes, families, team formation, and the long-term sustainability of the Association. This policy shall be interpreted in accordance with the governing documents and requirements of Ringette Nova Scotia ("RNS"), Central Region Ringette League ("CRRL"), and Ringette Canada, where applicable. Transfers and releases shall be administered in accordance with governing body requirements.

1. Eligibility for Release

A player may request a release from NCRA to another association where one or more of the following circumstances apply:

- a) A change in the player's primary residence or family relocation;
- b) The age division, or program is not offered by NCRA;
- c) Documented medical, educational, or compassionate circumstances; or
- d) Other exceptional circumstances as determined by the NCRA Executive.

Submission of a release request does not guarantee approval.

Approved releases may be granted on either a temporary or permanent basis, depending on the circumstances of the request and at the discretion of the NCRA Executive. Any conditions attached to the release will be communicated to the player and/or parent or guardian at the time of approval.

2. Registration and Participation Restrictions

A. Registration Status

Players requesting a release must remain registered and in good standing with NCRA until a final decision has been rendered unless otherwise approved by the Executive.

B. Participation with Another Association

Players shall not register, roster, participate in sanctioned team activities, or otherwise commit to another association until all required release approvals have been completed.

C. Recruitment and Solicitation

No coach, team staff member, Board member, parent representative, or participant acting on behalf of NCRA shall directly or indirectly recruit, solicit, induce, or encourage registered players from another association to transfer or seek release prior to completion of the applicable release process.

D. Tryouts and Evaluation Participation

Participation in evaluation skates or tryouts with another association shall only occur where permitted under applicable RNS, CRRL, and Ringette Canada requirements and any required approvals have been obtained.

3. Release Request Timeline

A. Submission Deadline

Release requests for the upcoming season must be submitted to NCRA no later than September 1.

Requests received after September 1 may only be considered under exceptional circumstances and at the discretion of the NCRA Executive.

B. Exceptional Circumstances

Exceptional circumstances may include, but are not limited to:

- a) Change in primary residence or family relocation;
- b) Medical circumstances supported by documentation;
- c) Educational requirements;
- d) Compassionate grounds.

C. No Guarantee of Approval

Submission of a release request prior to September 1 does not guarantee approval.

D. Factors Considered

Following September 1, the NCRA Executive may consider additional factors including:

- Team viability;
- Roster formation;
- Evaluation status;
- Athlete development impacts; and
- Operational impacts to the Association

E. Governing Body Timelines

Timelines, transfer requirements, and eligibility rules established by RNS, CRRL, and Ringette Canada shall take precedence where applicable.

4. Application Process

A. Submission

The parent/guardian (or player where age appropriate) shall submit a written Player Release Request to the NCRA Registrar and President.

The request must include:

- Player name and division;
- Receiving association (if known);
- Reason for release; and
- Supporting documentation where applicable.

B. Executive Review

The NCRA Executive shall review the request and may:

- Request additional information;
- Consider team viability, player development, and program impacts; and
- Consult with applicable governing bodies where required.

Review shall be conducted in accordance with NCRA Constitution, By-Laws, and Policies & Procedures and with consideration for fairness and confidentiality.

C. Decision

The decision of the NCRA Executive shall be communicated in writing.

Where approved, NCRA will complete and forward required release documentation in accordance with governing body procedures.

D. Appeals

Where a release request is denied, the family may access any appeal or review mechanisms available under applicable NCRA, CRRL, or RNS processes.

5. Compliance and Enforcement

Failure to comply with this policy, including participation with another association without required approvals, provision of inaccurate information, or solicitation of registered players, may result in disciplinary action in accordance with NCRA Policies & Procedures and applicable governing body discipline processes.

6. Governing Authority

This policy shall operate in conjunction with:

- Nova Central Ringette Association Constitution and By-Laws;
- Nova Central Ringette Association Policies & Procedures;
- Ringette Nova Scotia policies and operating requirements;
- Central Region Ringette League rules and regulations; and
- Ringette Canada policies.

Where any conflict exists, the requirements of the higher governing body shall prevail.

Reason for Proposed Addition, Change, or Deletion:

Policy created to outline the player release process.

Submitted by:

Name: Belinda Arklie
Title: NCRA Treasurer
Date: 31 May 2026

Seconded by:

Name: Marilyn Sweet
Title: NCRA Secretary
Date: 31 May 2026



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:

Appendix IV – Goalie Development Policy – Goalie Credits & Incentives section

Existing Wording (Delete):

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.

Proposed Wording (Add/Change):

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.

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.

Reason for Proposed Addition, Change, or Deletion:

Updated to allow fees for goalies for spring and summer ringette depending on programming. (Player vs goalie specific training)

Submitted by:

Name: Tamara Gagnon

Title: NCRA Registrar

Date: 31 May 2026

Seconded by:

Name: Kayla Mercer

Title: NCRA Children's Program Coord.

Date: 31 May 2026



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:

Appendix X – Fair and Equitable Play Policy

Existing Wording (Delete):

Proposed Wording (Add/Change):

Fair and Equitable Play Policy

Purpose

The purpose of this Fair and Equitable Play Policy is to ensure that all athletes participating in the Nova Central Ringette Association (NCRA) are provided with fair and meaningful opportunities to participate, develop skills, enjoy the sport, and contribute to team success in a safe and respectful environment.

This policy supports athlete development, sportsmanship, inclusion, and retention in accordance with the principles of community sport and Long-Term Athlete Development (LTAD).

1. Guiding Principles

NCRA believes that:

- Every athlete deserves the opportunity to participate meaningfully.
- Development and enjoyment are priorities in youth sport.
- Playing time should promote confidence, learning, teamwork, and sportsmanship.
- Coaches are responsible for balancing athlete development, team competitiveness, and safety.
- Equitable play expectations should be clear, consistent, and transparent to athletes and families.

2. Scope

This policy applies to all NCRA teams, coaches, athletes, parents/guardians, and team staff participating in association-sanctioned activities, including league games, tournaments, exhibition games, and practices.

3. Equitable Play Expectations

NCRA supports the principles of fair and equitable play and expects coaches to prioritize athlete development, participation, and confidence in all game situations. It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the ice in order to gain an advantage over their opponent. We ask that all coaches embrace the spirit of the Fair Play Program and encourage the development of all players to succeed in all game situations.

- All athletes will receive as close to equal playing time as reasonably possible over the course of a game and throughout the season.
- Athletes will have opportunities to experience a variety of positions when appropriate.

- Bench management decisions should prioritize participation, skill development, confidence building, and enjoyment.

Fair and meaningful participation does not necessarily mean equal minute-for-minute playing time in every game. Variations may occur due to penalties, injuries, safety concerns, player readiness, or disciplinary matters. Time missed due to penalties or team-rule-related discipline will not be made up later in the game or season.

When participation is reduced for developmental, safety, or disciplinary reasons, coaches are expected to communicate respectfully with the athlete and, where appropriate, the parent or guardian.

4. Coach Responsibilities

Coaches are expected to:

- Communicate team expectations, equitable play philosophy, and discipline standards at the start of the season.
- Foster a positive, inclusive, and respectful team environment.
- Provide all athletes with meaningful opportunities to participate and develop throughout the season.
- Ensure athletes have opportunities to participate in all game situations, including special teams, whenever reasonably possible.
- Avoid shortening the bench or consistently favoring athletes based solely on skill level.
- Use playing time decisions to support athlete development, safety, accountability, and team culture.
- Clearly communicate participation or disciplinary decisions affecting athletes.
- Not assign less-skilled players less game-time. Conversely, do not assign players with more skill more game-time.
- Not assign less skilled players more game-time in the first part of any game in order to assign them less game-time in the latter part of any game. Specifically, do not build a game plan that allows the ability to 'shorten the bench' declaring fair ice for all players.
- Follow all NCRA, Ringette Nova Scotia, and Ringette Canada codes of conduct and safety requirements.

At the competitive level for U14 or higher, a Coach may assume responsibility for unequal ice time in the final 4 minutes of the second period of a meaningful game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. provincial playoffs or tournament play.

Regular season league games and exhibition games are not considered meaningful games for this purpose. A Coach is encouraged to clearly communicate their reasons for unequal ice time to the team at the earliest opportunity.

Situations may arise where it can be necessary for a coach to make difficult decisions involving their players. The following points are included in assisting coaches and helping them determine if action is required in terms of equitable play.

1. Safety

- A player is/has been injured.
- A player has become a target by opponent(s) etc.
- A player is not feeling confident in certain game situations.
- A player is not confident about a certain play the coaches request.
- A player feels not prepared mentally or physically.

When the above instances take place, it is imperative that the player be communicated to directly and coached through the situation.

2. Disciplinary Reasons

If a player intentionally displays poor conduct towards his coaches, teammates, officials or opponents or is in breach of the NCRA Code of Conduct the coach has the authority to use playing time as a discipline tool.

Examples of inappropriate conduct include:

- Abusive, disrespectful, or inappropriate language toward teammates, coaches, officials, opponents, or spectators
- Dangerous or unsafe play
- Conduct detrimental to the welfare, safety, or culture of the team
- Violations of team rules, association policies, or codes of conduct

The reason for the reduced playing time must be clearly communicated to the player and where appropriate discussed with the player's parents. Based on the severity of the incident coaches should use their best judgment as to the amount of shifts a player should miss.

5. Parent and Guardian Responsibilities

Parents and guardians are expected to:

- Support the principles of equitable play and athlete development.
- Encourage positive sportsmanship and respectful behavior.
- Communicate concerns appropriately and respectfully.
- Allow coaches to coach and athletes to learn through participation and experience.

6. Communication and Conflict Resolution

Questions or concerns regarding playing time should follow the NCRA communication

pathway:

1. The athlete should first speak with the coach when appropriate.
2. Parents/guardians may request a meeting with the coach after a 24-hour cooling-off period following a game.
3. If concerns remain unresolved, matters may be brought to the Coach Coordinator or NCRA Executive.

All discussions are expected to remain respectful and focused on athlete development and team well-being.

7. Investigation and Accountability

NCRA recognizes that competitive pressures may occasionally lead to concerns regarding equitable participation. Concerns regarding persistent bench shortening, unfair allocation of playing time, or inequitable use of goaltenders will be reviewed by the Association.

Where concerns are brought forward, the NCRA Executive may review game sheets, speak with team officials, and gather information from relevant parties.

If a coach is found to have repeatedly violated the principles of this policy, disciplinary action will follow NCRA Policy 10. Misconduct and Policy Violations.

The Association reserves the right to determine appropriate corrective action based on the circumstances of each situation.

Reason for Proposed Addition, Change, or Deletion:

Policy created to provide clarify to members and coaches on NCRA's expectation of fair and equitable play.

Submitted by:

Name: Glenn Goudey

Title: NCRA VP

Date: 31 May 2026

Seconded by:

Name: Heather Holland

Title: NCRA Coaching Coord.

Date: 31 May 2026



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:

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

Existing Wording (Delete):

- A. 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.
- B. No grants or sponsorships shall be accepted from any corporation whose primary product is liquor, tobacco or cannabis related.
- C. The fiscal year of the association shall be the period from May 1st to April 30th.
- D. All cheques to the Association shall be made out to Nova Central Ringette Association.
- E. The association shall make a written report to the members as to the financial position of the association.
- F. Treasurer to be responsible to produce quarterly reports.
- G. Fees for the upcoming season will be determined and approved by the executive;
- H. Late registrations: Registration fees for late registrants will be prorated based on the date of registration, for players joining after November 15th.
- I. 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.
- J. 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.
- K. Player Assessment, if deemed necessary, will be at the expense of the player.
- L. An auditor for the association can be appointed annually by the members of the executive at the Annual General Meeting.

Proposed Wording (Add/Change):

- A. 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.
- B. No grants or sponsorships shall be accepted from any corporation whose primary product is liquor, tobacco or cannabis related.
- C. The fiscal year of the association shall be the period from May 1st to April 30th.
- D. All cheques or electronic money transfers to the Association shall be made out to Nova Central Ringette Association.
- E. The association shall make a written report to the members at the AGM as to the financial position of the association.
- F. Treasurer to be responsible to produce quarterly reports.

- G. Fees for the upcoming season will be determined and approved by the executive;
- H. Late registrations: Registration fees for late registrants will be prorated based on the date of registration, for players joining after the registration deadline on a case-by-case basis and approved by the executive committee.
- I. 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.
- J. 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.
- K. Player Assessment, if deemed necessary, will be at the expense of the player.
- L. 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:

Updated wording to reflect banking changes and to allow additional flexibility on late registration.

Submitted by:

Name: Belinda Arklie
Title: NCRA Treasurer
Date: 31 May 2026

Seconded by:

Name: Vicki Gomes
Title: NCRA Comms Coord.
Date: 31 May 2026



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:

By-Law #1: Membership Categories

Existing Wording (Delete):

5. OUT OF AREA COMPETITIVE MEMBER: Any out of area player released to Nova Central for competitive play, will have membership expire 24 hours before the AGM.

Proposed Wording (Add/Change):

5. Any out of area player temporarily released to Nova Central, will have membership expire 24 hours before the AGM.

Reason for Proposed Addition, Change, or Deletion:

Adjust wording to reflect temporary releases, not only for competitive players.

Submitted by:

Name: Ray Comeau
Title: NCRA Athlete Dev. Coord.
Date: 31 May 2026

Seconded by:

Name: Marilyn Sweet
Title: NCRA Secretary
Date: 31 May 2026



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:

By-Law #5: Voting

Existing Wording (Delete):

2. All persons 18 years of age and over whom are playing in the Association or officiating shall be entitled to one vote and must be present to cast their vote.
3. Managers, Coaches, Referees, and all Executive Members of the Association who are not included in the previous categories shall be entitled to one vote and must be present to cast their vote.

Proposed Wording (Add/Change):

2. All persons 18 years of age and over who are playing in the Association shall be entitled to one vote and must be present to cast their vote.
3. Managers, Coaches and all Executive Members of the Association who are not included in the previous categories shall be entitled to one vote and must be present to cast their vote.

Reason for Proposed Addition, Change, or Deletion:

Adjusted to reflect members of the Association.

Submitted by:

Name: Tamara Gagnon
Title: NCRA Registrar
Date: 31 May 2026

Seconded by:

Name: Kayla Mercer
Title: NCRA Children's Program Coord.
Date: 31 May 2026



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:

By-Law #8: Other Positions

Existing Wording (Delete):

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.
6. 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.
7. Shall advise all team members that Provincial tournament is mandatory
8. Coach is responsible for team compliance with Fundraising By-Law*
9. Shall use the NCRA-selected software tool (e.g. RAMP, TeamSnap etc.) to communicate with the team.
10. 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.
11. Shall delegate/instruct team Manager of his/her duties.

Team Manager

- A. Shall report to Coach
- B. Shall advise Players, Coaches, and Ice Scheduler of games and practice times as well as any other special events.
- C. Shall request referees for any non-league games.
- D. Shall obtain minor game Officials, dressing rooms and prepare sheets in consultation with Coach, and be responsible for distribution of game reports.
- E. Shall assist Coach during all games, practices, and other related activities.
- F. Shall endeavour to assist in fundraising, whenever possible.
- G. Shall use the NCRA-selected software tool (e.g. RAMP, TeamSnap etc.) to communicate with the team.
- H. Shall assist the coach in ensuring compliance in the Fundraising and Team Budgets By-Law.
- I. Shall maintain accurate accounting of all team finances as outlined in the Fundraising and Team Budgets By-Law.
- J. Shall promote any Association-wide fundraising as needed.

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.
6. 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.
7. Shall advise all team members that Provincial tournament is mandatory
8. Coach is responsible for team compliance with Fundraising By-Law*
9. Shall use the NCRA-selected software tool (e.g. RAMP, TeamSnap etc.) to communicate with the team.
10. 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.
11. Responsible for documenting and communicating any disciplinary concerns with the executive.
12. Must prepare and submit player feedback within a month of the end of the season.
13. 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, dressing room monitors (when deemed as necessary by the coaches/managers) and prepare game 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 the Fundraising and Team Budgets By-Law.
10. Shall promote any Association-wide fundraising as needed.

Reason for Proposed Addition, Change, or Deletion:

Update to responsibilities to reflect changes over the past few seasons.

Submitted by:

Name: Charlotte MacKeigan
Title: NCRA Equipment Coord.
Date: 31 May 2026

Seconded by:

Name: Marilyn Sweet
Title: NCRA Secretary
Date: 31 May 2026



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:

By-Law #9: Fundraising and 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

8. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
9. 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.
10. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
11. 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.
12. Any fundraising from government sources will be split equally amongst all players on the team.
13. 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.
14. Tag Days are not permitted.
15. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
16. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
17. Fundraising must be carried out within NCRA Association boundaries.
18. In the event of a fundraising surplus in a Player Account:

There will be no rebates of the initial registration fees previously paid to NCRA

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

Any remaining surplus shall be the property of NCRA.

Team Budget Guidelines

19. 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.
20. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
21. All team budgets shall include any mandatory NCRA team costs (including but not limited to: Provincials and Goalie Training)
22. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end parties and team swag. Team building events and year-end parties are not to exceed a maximum of \$100 per player per season.
23. Teams will budget for non-parent Coach travel:
 - 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.
 - 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.
 - 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.
 - Travel by Junior coaches is not eligible reimbursement from team budgets as outlined in NCRA's Junior Coaching Program Policy.
24. Players are required to pay their proportionate share of team expenses. Player Accounts will be established for each player to record:
 - Financial contributions paid directly by the player
 - Fundraising attributable to the player whether it be a proportionate amount from a team fundraising event or amounts raised from individual fundraising efforts
 - Proportionate share of team expenses
25. 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.
26. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
27. Any significant changes (+/- 5% for Tier 1 teams and +/- 20% for T2 and recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.
28. 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.
29. 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

Tier 1 Team Budget Guidelines

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

30. Prior to team tryouts, the coaches of the Tier 1 team(s) 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.
31. The applicable Tier 1 team budget will be prepared and presented to players on or before the first day of tryouts for review.
32. A portion of registration fees will be rebated back to Tier 1 & Tier 2 teams. NCRA will retain a portion of these fees to cover its fixed expenses.
33. 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.
34. The following items must be included in the team budget for team travel for all out-of-province tournaments:
 - Airfare and/or travel costs for players and non-parent Coaches, to a maximum of three (3) non-parent Coaches
 - 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.
 - Ground transportation for non-parent Coaches or team travel where rental vehicles are required.
 - 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.

35. 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 December.
7. All players will be required to actively participate and/or contribute financially in all general association fundraisers.

Team Fundraising Guidelines

8. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
9. 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 may not be used as prizes.
10. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
11. 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.
12. Any fundraising from government sources will be split equally amongst all players on the team.
13. Teams may advertise sponsors on their jerseys for a minimum \$100 contribution per jersey and have an advertising banner on the bench for a minimum \$250 contribution. Purchase of banners is at the discretion of the team.
14. Tag Days are not permitted.
15. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
16. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
17. Fundraising must be carried out within NCRA Association boundaries.
18. 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

19. 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.
20. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
21. All team budgets shall include any mandatory NCRA team costs (including but not limited to: Provincials and Goalie Training)
22. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end parties and team swag. Team building events and year-end parties are not to exceed a maximum of \$200 per player per season.
23. 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 \$0.40/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 support the development of non-parent coaches, NCRA will reimburse eligible non-parent coach travel expenses for approved tournaments up to \$250 per tournament, to a maximum of \$500 per team per season, upon submission of receipts in accordance with Section 22(a). Travel expenses are expected to be shared where practical, including hotels, vehicle rentals, and transportation costs, and reimbursement will be limited to the individual coach's share of those expenses unless otherwise approved by the Executive.
 - d. Travel by Junior coaches is not eligible for reimbursement from team budgets as outlined in NCRA's Junior Coaching Program Policy.
24. 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
25. 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.
26. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
27. Any significant changes (+/- 5% for Tier 1 teams and +/- 20% for T2 and recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.
28. 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.
29. 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

Tier 1 Team Budget Guidelines

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

- 30. Prior to team tryouts, the coaches of the Tier 1 team(s) 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.
- 31. The applicable Tier 1 team budget will be prepared and presented to players on or before the first day of tryouts for review.
- 32. A portion of registration fees will be rebated back to Tier 1 & Tier 2 teams. NCRA will retain a portion of these fees to cover its fixed expenses.
- 33. 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.
- 34. 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:
 - c. When possible, the team will cover the cost of one male and one female non-parent Coach room for each night of the stay.
 - d. Ground transportation for non-parent Coaches or team travel where rental vehicles are required.
 - e. When car travel is the most suitable mode of transportation, non-parent Coaches will be reimbursed for one vehicle at the rate of 0.40 cents per kilometer. The vehicle owner is required to carry automobile liability insurance.
 - f. All other individual travel expenses including entertainment, etc. will not form part of the team budget.

Reason for Proposed Addition, Change, or Deletion:

Updated to reflect clearer wording surrounding team fundraising and increasing costs for travel/team events.

Submitted by:

Name: Belinda Arklie
 Title: NCRA Treasurer
 Date: 31 May 2026

Seconded by:

Name: Vicki Gomes
 Title: NCRA Comms Coord.
 Date: 31 May 2026



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:

P&P 5: Team Selection Process

Existing Wording (Delete):

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 maybe used at the NCRA Executives' discretion to confirm commitment level.

Proposed Wording (Add/Change):

B. In addition to skills evaluation, a player's commitment to a competitive team and their attitude will be a major determining factor in player's selection, regardless of their skill rating. Player evaluations by the previous year's coach maybe used at the NCRA Executives' discretion to confirm commitment level and identify any behavioural issues.

Reason for Proposed Addition, Change, or Deletion:

Players with poor attitudes can significantly impact the whole team (players and team staff). The existing wording doesn't allow for known player behaviours to factor into the T1 team selection process.

Submitted by:

Name: Laura Donahue
Title: Member
Date: 22 May 2026

Seconded by:

Name: Justin Tucker
Title: Member
Date: 22 May 2026



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:

P&P 5: Team Selection Process

Existing Wording (Delete):

E. It is the goal of NCRA to ice teams of 15 skaters + 1 goalie for the competitive teams at both the U14T1, U16T1 and U19T1 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.

Proposed Wording (Add/Change):

E. It is the goal of NCRA to ice teams of 12-15 skaters + 1 goalie for the competitive teams at both the U14T1, U16T1 and U19T1 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.

Reason for Proposed Addition, Change, or Deletion:

If there are fewer than 15 skaters who are at a T1 skill level, the Association should have the option to ice a smaller, but more competitive, team.

Submitted by:

Name: Laura Donahue
Title: Member
Date: 22 May 2026

Seconded by:

Name: Justin Tucker
Title: Member
Date: 22 May 2026



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:

By-Law #10: Team Selection (change to P&P 5: Team Selection Process may also be needed)

Existing Wording (Delete):

Proposed Wording (Add/Change):

No member of the Board shall be involved in team selection for a division in which they have a player or in which they coach.

Reason for Proposed Addition, Change, or Deletion:

This change will eliminate a perceived conflict of interest. While teams may mathematically be balanced based on assessment scores, an individual with knowledge of the players will be able to identify cases where players are under-scored, leading to an overall stronger team.

Submitted by:

Name: Laura Donahue
Title: Member
Date: 22 May 2026

Seconded by:

Name: Justin Tucker
Title: Member
Date: 22 May 2026



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:

Policy 12 -NCRA Team Uniforms

Existing Wording (Delete):

Proposed Wording (Add/Change):

Team Jerseys (U9 and above) to have players last name displayed. Jerseys may have last name displayed on the top (at the shoulders) or on the bottom. Teams should select positioning for name bars and all players on the team should have name bars in the team's selected position. Sponsor bars to be placed at the top or bottom, in the opposite position of the players last name bar.

Reason for Proposed Addition, Change, or Deletion:

A sport which is mainly dominated by female athletes should have policies in place where our athletes names are visible on their jerseys. Organizations such as the PWHL along side their sponsorship with Molson have adopted a "See My Name" campaign encouraging teams in the biggest womens professional sports league to have their names visible during play, regardless of how they choose to wear their hair. This is something we can easily support in our young athletes – an idea and policy that who they are is important, and should be visible while they're on the ice.

Submitted by:

Name: **Erin Brown**

Title: 2025/2026 U10 Assistant Coach and 2025/2026 U9 (FUN2) Assistant Coach

Date: **05/22/2026**

Seconded by:

Name: **Ryan Clarke**

Title: 2025/2026 U12 Co-Head Coach and 2025-2026 U9 (FUN2) Assistant Coach

Date: **05/22/2026**