

**Nova Central Ringette Association  
Operating Manual**



**Created - 2013-06-05**

**Last Updated – 2022-08-12**

**Constitution**

**By-Laws**

**Policies and Procedures**

**Nova Central Ringette Association**



# CONSTITUTION

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# CONSTITUTION

## Article I: Name

1. The Association shall be known as the Nova Central Ringette Association and hereinafter referred to as the Association or NCRA.
2. The activities of the association are to be carried on within the Nova Central boundaries.
3. The registered office of the Association will be the primary address of the current President of the Association.

## Article II: Aims and Objectives

1. To promote, administer, and develop a well-rounded program of Ringette within the NCRA boundary in the divisions available for each given season.
2. To teach fair play and sportsmanship with emphasis on the enhancement of character and citizenship.
3. To encourage participants physical fitness.
4. To provide entertainment and fun for all participants.
5. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play.
6. To exercise supervision and direction over members, including players, team staff, officials, parents and spectators.
7. To ensure that all members have the opportunity of presenting their views and having them heard.
8. To provide support and opportunity to players, team staff, officials, and administrators to improve their skills.
9. To actively promote, adhere to, and support the objectives of Ringette Nova Scotia and Ringette Canada.
10. To acquire by way of grant, gift, purchase, bequest, devises or otherwise, real and personal property and to use and apply such property to the realization of the objects of the association;
11. To contract and be contracted with and to sue and be sued in its corporate name;
12. To exercise all other powers vested in the society by the Societies Act, R.S.N.S." 1989, Chapter 435.

PROVIDED that the society shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the association shall be used solely for the purposes of the association and the promotion of its objectives.

## Article III: Membership

1. Membership in the association shall be composed of all families and/or guardians who have paid the required registration fees and fulfilled their obligations of abiding by the constitution and the by-laws of the association.
2. Members will be from within the Nova Central boundaries for all age groups up to 18+ competitive.

#### Article IV: Executive Members

1. All regular members of the association shall be eligible to be elected a member of the executive of the association.
2. The Executive shall be elected at the Annual General Meeting (AGM) of the association and shall hold office until the next AGM.
3. The Executive shall be elected by a majority vote of those eligible voters in attendance at the AGM.
4. Four (4) weeks prior to the AGM, the Executive shall appoint, from amongst its members, a nominating committee consisting of three persons who shall be responsible for putting forth a slate of candidates willing to run for each position. Additional nominations will be accepted from the floor at the AGM
5. All Officers shall be elected by secret ballot for the specified term for the positions at the AGM.
6. The Executive consists of:
  - (a) President
  - (b) Past President
  - (c) Vice President
  - (d) Treasurer
  - (e) Coaching Coordinator
  - (f) Athlete Development Coordinator
  - (g) Secretary
  - (h) Equipment Coordinator
  - (i) Communications Coordinator
  - (j) Registrar
  - (k) Ice Coordinator
  - (l) Central League Representative

#### Article V: Amendments

1. The Constitution of the Association shall not be amended except at the Annual General Meeting by two-thirds vote of the members present or at a special meeting convened specifically for that purpose. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-eight (28) days prior to the Annual General Meeting. The Secretary will then see that all members entitled to a vote at the Annual General Meeting shall be provided with copies of these proposed amendments at least fourteen (14) days prior to such meeting.

## REVISIONS – AMENDMENTS LOG

<b>Date</b>	<b>Revision</b>	<b>Purpose</b>	<b>Edited by</b>
2013-06-05	V1	Creation – Combining Sackville and Bedford Documentation	Michelle Dyer
2014 -04-27	V2	Incorporating changes from motions approved at 2014 AGM	Michelle Dyer
2015-6-06	V2	No changes to Constitution	Debbie Boutilier
2019-08-09	V3	Incorporating changes from motions approved at the 2016 and 2017 AGM's	Denise Beaton
2022-08-12	V4	Incorporating changes from motions approved at the 2022 AGM	Tammy Soper



# Nova Central Ringette Association

## By-Laws

Created - 2013-06-05  
Last Updated - 2022-08-12

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# By-Laws

1. In these by-laws unless there is something in the subject or context inconsistent there within:
2. ASSOCIATION means NOVA CENTRAL RINGETTE ASSOCIATION
3. SPECIAL RESOLUTION means a resolution passed by not less than three fourths of such regular members entitled to vote as are present at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
4. AREA means Nova Central boundaries (Including Bedford, Berwick and Sackville) and at the discretion of the Executive, any nearby communities.

## BY-LAW #1: MEMBERSHIP CATEGORIES

1. PLAYING MEMBER: All players eligible to qualify for the playing divisions offered by the Association, who reside within the boundaries set by CRRA and who have paid their fees in full for the current season.
2. REGULAR MEMBER: Parents or guardians of a playing member.
3. ASSOCIATE MEMBER: Any person who does not qualify as a Playing member or a Regular Member, but who is actively participating in furthering the objectives of the Association in the current season. (I.e. referees, team staff, skills instructors, etc.)
4. 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.
6. Membership Specifics:
7. For the purposes of registration, the number of members of the association is unlimited.
8. Every member of the association shall be entitled to attend any meeting of the association with the approval of the Executive
9. Membership is only for the current season.
10. Entry in the Register of Members by the Registrar of the name and address of any organization or individual shall constitute an admission to membership in the association.
11. The Executive Committee, may at its discretion, terminate the membership of any member whose conduct is considered detrimental to the object or reputation of the Association. See NCRA Code of Conduct in Appendix I.
12. Membership in the association shall cease upon:
13. Lack of registration in any given year or resignation of membership, either verbal or written;
14. Failure to qualify for membership in accordance with these by-laws, i.e. fees not paid in full for the current season.
15. Death of a member.



## BY-LAW #2: FINANCE, REGISTRATION POLICY AND FEE STRUCTURE

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

## BY-LAW #3: EXECUTIVE MEETINGS

1. At each executive meeting of the association, the order of business shall be in accordance with Roberts Rules of Order;
2. Three days' notice of any meeting, specifying the place, day and hour of the meeting and in the case of special business, the nature of such business shall be given to the executive members;
3. Meetings of the executive shall be held at least nine (9) times a season.
4. Can be called by any three (3) or more Executive Members
5. Quorum at all meetings will be as per Robert's rules of order
6. Teams will have representation at Executive Meetings through a current executive member (Coaching Coordinator) to avoid larger groups
7. The President of the association, or their designate, shall preside as chairperson at every meeting of the association. If there is no President, or if at any meeting he/she is not present, the Vice President shall preside as chairperson;
8. If there is no President or Vice President, or if at any meeting neither the President nor the Vice President is present, the members present shall choose someone of their number to be Chairperson;

9. The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting, other than the business left unfinished at the adjourned meeting, unless notice of such business is given to the members;
10. A declaration by the Chairperson that a resolution has been carried and an entry to that fact in the minutes of the association shall be sufficient evidence, without proof of the number or proportion of the members recorded in favor of or against such resolution;
11. If a poll is demanded by at least three regular members, the same shall be taken in such manner as the Chairperson may prescribe and the result of such poll shall be deemed to be the resolution of the association

#### BY-LAW #4: ANNUAL GENERAL MEETING

1. One general meeting of the association will be held each year at which time election of officers will be facilitated;
2. At each Annual General Meeting of the association, the order of business shall be in accordance with Roberts Rules of Order;
3. The AGM should be scheduled within thirty (30) days of the fiscal year end of the Association;
4. Thirty (30) days written notice of the Annual General Meeting must be given to all Members of the Association.
5. Agenda for the Annual General Meeting:
  - a. Call to Order
  - b. Roll Call
  - c. Minutes of previous Annual General Meeting
  - d. Business arising from minutes
  - e. Reports by Executive Members
  - f. Amendments to Constitution, By-Laws and Policies
  - g. General business
  - h. Election of Officers
  - i. Adjournment
6. An extraordinary meeting of the association may be called by the President or by the executive members at any time. This request must be in writing by at least twenty-five per cent (25%) of the regular members of the association. Fourteen (14) days written notice of all General or Special meetings must be given to all members of the association.
7. The members present at the Annual General Meeting, General Meeting or Special Meeting shall constitute a quorum for the transaction of business.
8. Voting shall be as per By-Law #5

## BY-LAW #5: VOTING

1. Custodial parents or guardians who have children less than 18 years of age playing in the association shall be entitled to 2 votes per household provided all fees were paid in full for the season the AGM is following (i.e. 2013/14 Season, AGM held in April or May of 2014). Each parent must be present to cast his or her vote.
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.
4. In no case, shall there be a vote by proxy.
5. Unless specified otherwise, all votes shall be carried by a simple majority of those present at any meeting.
6. The President will only vote in the case of a tie.

## BY-LAW #6: EXECUTIVE DUTIES

1. The Executive shall be responsible for the organizing and administration of all Ringette and related activities for the Association and all their decisions shall be binding.
2. The Executive shall have control of all the affairs of the Association and shall have the power to fill any vacancies, which may occur in their numbers throughout the year following the AGM.
3. The Executive shall control the finances, and discharge all business of the Association in a proper and prudent manner.
4. The Executive is empowered to set up and appoint members to any committees during the season they deem necessary.
5. The Executive may appoint special representatives for committees outside the jurisdiction of the association where special liaison is required.
6. The Executive is empowered to appoint individuals as special representatives to perform duties beneficial to the association's program.
7. Team Coaches and managers, as submitted by the Coaching Coordinator, must be ratified by a majority of the Executive.
8. The Executive shall follow all rules, discipline, amendments, etc., upon receipt from Ringette Nova Scotia or Central Region Ringette Association.
9. Disqualification or Resignation from Office - The office of a member of the Executive shall become vacated:
  10. If he/she ceases to be a member of the association
  11. If he/she pledges credit of or authorizes charges against the Association without approval of the Executive;
  12. If by notice in writing to the Association he/she resigns his/her office;

13. Any elected member of the Executive who is not present for three (3) consecutive Executive Meetings without written or verbal regrets to the Nova Central Ringette Secretary or President, shall be deemed to have resigned unless reasonable explanation of their absence is supplied to the Executive; or
14. If a motion is put forward by an Executive member that another Executive member is not fulfilling the duties of the office they hold. A two-thirds majority vote of the existing Executive will result in a written request for resignation of the member in question. The member will have 14 days to respond, and if no response is received within the time allotted, the member's Executive position is automatically vacated.
15. All Executive Members must have a valid CRC and CARC
  - a. If the findings of the Criminal Record check are of concern/risk of the trust and the integrity of the duties of the Director.
  - b. If found to be listed with the Child Abuse Registry are of concern/risk of the trust and the integrity of the duties of the Director

## BY-LAW #7: EXECUTIVE RESPONSIBILITIES

### President – 2 Year Term:

1. Responsible for the day to day running of Nova Central Ringette.
2. Chair executive meetings
3. Prepare a summer registration newsletter and registration form.
4. With the Nova Central Ringette Registrar set up walk-in registrations for Nova Central Ringette. Assist the Ringette Registrar with all forms that are to be submitted to Central and RNS. Ensure these are submitted on time.
5. Act as one of the Central reps for the association and attend meetings of Central Ringette if one of the Central Reps is unavailable. Prepare reports for these meeting when needed.
6. Serve as a communications link between Nova Central Ringette and the Central Region Ringette Association.
7. Attend CRRA AGM.
8. Attend scheduled RNS Presidents meeting, which is held each year in Sept. or October. Prepare a report for this meeting, giving registration numbers, how many teams and any plans for the upcoming season.
9. Attend all RNS Planning meetings, there are two held each year.
10. Attend RNS AGM, which is held each year in May. Each association is asked to send in an Annual Report two weeks before the meeting.
11. Send to RNS each September a list of the Nova Central Ringette Executive with email address and phone number of each member.
12. Send to RNS a copy of the Nova Central Ringette Handbook and Constitution.
13. Serve as a communications link between Nova Central Ringette and Ringette Nova Scotia.

14. Assist the Secretary in preparing Newsletters for the parents.
15. Set up an end of the season Annual General Meeting for the membership of Nova Central Ringette. Plus prepare a report for this meeting.
16. Provide copies of proposed amendments to membership at least fourteen (14) days prior to the Annual General Meeting.
17. Hold Nova Central Ringette Executive Meetings when needed
18. To sit on all committees as an ex-officio voting member
19. Recruit volunteers to fill positions and any other positions that are needed to help in the day to day running of Nova Central Ringette.
20. To delegate duties to executive members.
21. Has Signing Authority.
22. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

#### Past President – 1 Year Term

1. Advisory role

#### Vice-President - 2 Year Term

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

#### Treasurer – 2 Year Term

1. Responsible for the financial management of the Nova Central Ringette Association and in this capacity has signing authority
2. Prepare monthly financial report
3. Prepare annual budget review and financial report for AGM
4. Prepare budget for upcoming season based on previous year
5. Pay outstanding bills Re. Ice time, equipment purchases, refereeing
6. Pay insurance/registration fee to RNS
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

### Coaching Coordinator – 2 Year Term:

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

### Athlete Development Coordinator – 2 Year Term:

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

### Secretary – 1 Year Term:

9. Prepare minutes of all Nova Central Ringette meetings.
10. Disburse minutes and agendas at meetings.

11. Shall notify all Executive and Team Staff of each meeting at least 48 hours prior.
12. Assist the President with preparing required newsletters.
13. Assist president with preparing monthly meetings.
14. Assist with the coordination of AGM
15. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

#### Equipment Coordinator – 2 Year Term:

1. Obtain a list of equipment requirements from the teams.
2. Issue sweaters and equipment to teams.
3. Arrange for handling, storage, repairing, cleaning and inventory of equipment.
4. Coordinate return of all sweaters and association equipment
5. Determine equipment purchases to be approved by the executive
6. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

#### Registrar –2 Year Term:

1. Maintain registration database
2. Prepare registration materials
3. Coordinate registration for the upcoming season
4. Prepare preliminary team rosters for team selection committee
5. Advertise registration date and details
6. Submit registration info for RNS
7. Prepare registration reports for Nova Central Ringette Association executive committee, CCRA and RNS
8. Submit Team Registration forms to Ringette Nova Scotia
9. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette

#### Ice Coordinator – 2 Year Term

1. Obtain ice time from rinks
2. Schedules all practice times and coordinate with Central Scheduler
3. Liaison between ice facility managers and Nova Central Ringette Association
4. Maintain a proactive strategy to obtain ice for future ringette seasons
5. Report Ice rentals to Treasurer and report charges or adjustments to appropriate individual
6. Liaison with coaching coordinator and coaches regarding ice requirements
7. To perform such duties as shall be necessary for the good and welfare of Nova Central Ringette.

### Central League Representative– 2 Year Term:

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

### Communications Coordinator – 2 Year Term

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



## BY-LAW #8: OTHER POSITIONS

### Team Coaches

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

### Team Manager

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

## BY-LAW #9: FUNDRAISING AND TEAM BUDGETS

### 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 15<sup>th</sup> of October.
7. All players will be required to actively participate and/or contribute financially in all general association fundraisers.

### Team Fundraising Guidelines

1. All fundraising conducted by individual teams is considered to be NCRA fundraising and must be promoted therein.
2. Support can be requested through activities such as candy sales, bottle drives, 50/50 draws, etc., provided they are in good taste. Alcoholic beverages, tobacco or cannabis products and/or related gift cards may not be used as prizes.
3. Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
4. Any grant or lottery license applications must be pre-approved by the NCRA Executive and must not compete with NCRA applications of the same nature.
5. Any fundraising from government sources will be split equally amongst all players on the team.
6. Teams may advertise sponsors on their jerseys for a minimum \$100 donation per jersey and have an advertising banner on the bench for a minimum \$250 donation. Purchase of banners is at the discretion of the team.
7. Tag Days are not permitted.
8. All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
9. Team management is responsible for ensuring Association Guidelines and Municipal bylaws are followed.
10. Fundraising must be carried out within NCRA Association boundaries.
11. In the event of a fundraising surplus in a Player Account:
  - a. There will be no rebates of the initial registration fees previously paid to NCRA
  - b. The player may be reimbursed for team expenses up to the maximum of funds paid directly by the player including NCRA/RNS organized development programs (a player cannot profit from fundraising/sponsorship). In the event there is a remaining surplus, these funds may be equally applied to Player Accounts for the balance of the team
  - c. Any remaining surplus shall be the property of NCRA

### Team Budget Guidelines

1. All NCRA teams must open a community bank account and designate at least two signing authorities (not members of the same family). Any withdrawals from the community bank account must be authorized by two signing authorities.
2. Team budgets will outline planned revenues and expenses for the season along with the estimated expense/player.
3. Team budgets will focus on athlete development. Amounts allocated for the following items will be modest: team building events, year-end party (maximum \$500), and team swag.
4. Teams will budget for non-parent Coach travel:

- a. Any non-parent that volunteers to coach at any age or division level, both competitive and recreational, shall have mileage (at \$0.33/km) and lodging expenses covered at the players' expense for any out of town tournaments the team agrees to participate in. All other travel costs including meals, entertainment, etc., are at the expense of the non-parent volunteer.
  - b. Any Coach denied reimbursement for an allowable expense may appeal for reimbursement directly to the NCRA Executive, via the Coaching Coordinator. The decision on an appeal for reimbursement by the NCRA Executive shall be final.
  - c. To encourage development of non-parent Coaches, NCRA will provide up to \$250/tournament in funding to recreational teams for non-parent Coach travel, based upon submitted receipts noted in 22(a). Amount of funding in any given year will be capped at \$500/team or at \$1,000 across all teams.
5. Players are required to pay their proportionate share of team expenses. Player Accounts will be established for each player to record:
    - a. Financial contributions paid directly by the player
    - b. Fundraising attributable to the player whether it be a proportionate amount from a team fundraising event or amounts raised from individual fundraising efforts
    - c. Proportionate share of team expenses
  6. The initial team budget must be approved by at least 2/3 of players on the team and submitted to the NCRA Treasurer not later than October 31 of the current season. All budgets will be reviewed by the NCRA Executive at the next regularly scheduled Executive meeting.
  7. The NCRA Treasurer and/or NCRA Executive may request budget information at any time during the season.
  8. Any significant changes (+/- 5% for AA, A and B teams and +/- 20% for recreational teams) to the budget during the season must be communicated to and approved by both players and the NCRA Executive.
  9. Team budget and Player Account updates will be provided to players by Team management at a minimum of twice annually, once mid-way through the season and again at the end of the season to provide budget to actual results.
  10. A final team budget and copy of the closed-out bank account must be submitted to the NCRA Treasurer by May 31 of the current season.

### AA, A or B Team Budget Guidelines

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

1. Prior to team tryouts, coaches of the AA and A teams will provide proposed budgets to the NCRA Executive for review. Players may request and will be provided the preliminary budgets 7 days prior to tryouts.
2. The applicable AA or A team budget will be prepared and presented to players on or before the first day of tryouts for review.
3. A portion of registration fees will be rebated back to AA, A and B teams. NCRA will retain a portion of these fees to cover its fixed expenses.

4. Teams will be responsible for all costs of team operations including, but not limited to: ice, insurance, referee fees, athlete development, non-parent Coach travel, tournament fees, team travel, team building, swag.
5. The following items must be included in the team budget for team travel outside of Nova Scotia including Eastern Ringette Championships and Canadian Ringette Championships:
6. Airfare and/or travel costs for players and non-parent Coaches, to a maximum of three (3) non-parent Coaches
7. Non-parent Coaches are expected to take advantage of any group or reduced rates that have been negotiated for the hotel accommodations for players:
  - a. When possible, the team will cover the cost of one male and one female non-parent Coach room for each night of the stay
8. Ground transportation for non-parent Coaches or team travel where rental vehicles are required
9. When car travel is the most suitable mode of transportation, non-parent Coaches will be reimbursed for one vehicle at the rate of 33 cents per kilometer. The vehicle owner is required to carry automobile liability insurance
10. All other individual travel expenses including meals, entertainment, etc. will not form part of the team budget

## BY-LAW #10: TEAM SELECTION

1. Basic principles of team selection process for Non-Tiered Divisions and Tiered Divisions with more than one team
  - a. Balance
  - b. Fairness
  - c. Transparency
  - d. Community
2. By balance: the primary goal of the team selection process is to develop teams that are balanced. When Nova Central Ringette Association enters more than one team within an age group, the teams must be evenly balanced in order to comply with the current non-competitive structure of the Central League. Ideally, all games between Nova Central Ringette Association teams should end in a tie. However, a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group. In addition, intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season, with no subsequent adjustment after the season begins.
3. Team selection should not only be fair but be seen to be fair by the league, executive members, association coaches, parents, and players.

4. By transparency, Nova Central Ringette Association will strive for a policy that is clearly understood, documented, and free from any threats to achieving the principles of balance and fairness.
5. By community, we refer to the community of players within the Nova Central Ringette Association organization.
6. If these principles are appropriately enacted, then player development, both collectively and individually will be enhanced.

## BY-LAW #11: CONFLICT OF INTEREST

1. A conflict of interest arises where a member's (coach, athlete, committee member, official, manager, or any other person associated with organization) private interests are, or may be, in conflict with their official duty requirement. A conflict of interest can be either actual or apparent. An actual conflict is where a member's private interests do, in fact, conflict or compete with the way they perform their official duties. An apparent conflict or interest is where a member's private interests appear, or may appear, to influence their official duties, even though the person is not influenced in this way. The effects of actual and apparent conflicts will both be taken seriously. Accordingly, it is important that no member shall use his or her position, or the knowledge gained there from, in such a manner, that actual conflict arises between the interest of the Nova Central Ringette and his or her personal interest.
  - a. Each member has a duty to place the interest of Nova Central Ringette foremost in any dealings and has a continuing responsibility to comply with the requirements of this policy.
  - b. Each member may not obtain for themselves, their relatives or their friends, a material benefit of any kind from their association with the Nova Central Ringette, other than those normally associated with being a member.
  - c. If a member has an interest in a proposed transaction with the Nova
  - d. Central Ringette, its programs, or in any organization involved with the
  - e. transaction, he or she must first make full disclosure of such interest before any discussion or negotiation occurs and shall not vote thereon.
  - f. If a member is involved in a personal or family relationship with any other member and one person in that relationship is in a position of power over another member, he or she must make full disclosure and shall be under informal and/or formal review by the Nova Central Ringette Executive Committee to ensure the process eliminates an actual conflict of interest. Such a relationship would include, but not be limited to parent/child or other immediate family relationship, current/former romantic relationship, etc. Positions of power include, but are not limited to athlete selection, athlete evaluation, determination of athlete playing time, and disciplinary actions.

- g. Any member who is aware of a potential conflict of interest with respect to any matter coming before the Nova Central Ringette Executive shall not vote thereon.
- h. Members will not accept gifts or benefits where these would, or might appear, to improperly influence them in the performance of their duties. Neither will they give gifts nor favours where this might appear designed to improperly influence others. This clause is not intended to include minor gifts such as for example, gifts given and received at Christmas time.
- i. Conflict of interest situations will be referred to the Nova Central Ringette Executive Committee who will make a decision regarding whether the conflict is actual or apparent. The outcome of the decision will be communicated to the person (s) and/or group involved and as well as appropriate actions taken in a timely manner.

## BY-LAW #12: INTERPRETATION

1. In all cases where questions arise concerning the By-laws, policies, or rules, the final authority will be the NCRA Executive.

## BY-LAW #13: AMENDMENTS

2. All housekeeping (housekeeping shall be limited to changes to grammar, punctuation, spelling and formatting, that does not change the intent or meaning of the document) shall be made at the Board's discretion.
3. These By-Laws may be amended by extraordinary resolution of the Association. The proposed amendment shall be submitted to a General Meeting of the Association called for the purpose of considering an extraordinary motion. Written notice of such meeting shall be given to all members of the associations fourteen (14) days prior to the meeting along with the proposed motion and the names of those proposing the motion. A quorum as described in these by-laws must be present at such meeting and the resolution must pass with a two-third majority.
4. The By-laws of the Association may be amended by two-thirds vote of the members in attendance at the Annual General Meeting or a meeting called for this purpose.
5. The Executive may, at any Executive meeting, pass any By-law or Policy as they see fit for the betterment of the Association during the season, but these By-Laws or Policies shall only remain in force until the next AGM, where they shall be presented and ratified by vote.

## REVISIONS – AMENDMENTS LOG

Date	Revision	Purpose	Edited by
2013-06-05	V1	Creation – Combining Sackville and Bedford Documentation	Michelle Dyer
2014 -04-27	V2	Incorporating changes from motions approved at 2014 AGM	Michelle Dyer
2015-06-06	V3	Incorporating changes from motions 2015 AGM	Debbie Boutilier
2019-08-09	V4	Incorporating changes from motions the 2016, 2017 and 2019 AGM's	Denise Beaton
2022-08-12	V5	Incorporating changes from motions 2022 AGM	Tammy Soper



# Nova Central Ringette Association

## POLICIES AND PROCEDURES

Created - 2013-06-05

Last Updated – 2022-08-12

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# Policies and Procedures

## 1. Rules and Regulations

- A. Criminal Records and Child Abuse Registry Checks: All team staff must have a clear Criminal Records and Child Abuse Registry Check that will be considered valid for two (2) years unless new checks have been explicitly requested by the association. Volunteers will be reimbursed for criminal record checks when they are required, pending submission of receipt.
- B. NCRA expects team officials to exhibit qualities of leadership, which promotes players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards game officials and spectators. Nova Central Ringette shall adhere to the Discipline Procedures outlined by Ringette Nova Scotia.
- C. NCRA members are required to adhere to the Code of Conduct
- D. NCRA will adhere to the risk management policies outlined by Ringette Nova Scotia.

## 2. Player Movement

### A. PLAYER MOVEMENT – DOWN

- 1) Player request for movement to a lower division will be considered based on the following criteria:
  - a) Registration numbers allow;
  - b) Skill level of player to be assessed by two coaches
  - c) The request is made in writing by the player and parent/guardian and given to the Executive at registration or prior to the first game.
  - d) No request will be accepted after the first league game

### B. PLAYER MOVEMENT – UP

- 1) All player movement request to play up one age division must adhere to any policy passed by RNS or Central Region Ringette. In addition, NCRA has adopted a written document titled "Exceptional Player Policy" which outlines the process and guides the appropriate application to move players up one age division.
- 2) In some years, it may be necessary for Nova Central Ringette to move players up in order to balance or form a team. The viewpoint and opinion of the player, the parents and coaches who are involved will be obtained before proceeding. All involved plus the Nova Central Ringette Executive must agree that this is in the best interest of the player and Nova Central Ringette before any movement takes place. The player movement will adhere to NCRA's exceptional player policy.
- 3) For player/parental requests for movement to a higher division see NCRA Exceptional Player Policy.
- 4) In cases involving a conflict or when there may be a potential negative impact on an age division, the interests of the older division take precedence.

### 3. Team Staff Selection

- A. Head coaches will be selected as per the Coaching Coordinator and the Nova Central Ringette Association Executive. Only the Head coach will be appointed to the team staff prior to selection of teams. For competitive and/or tiered teams, the Head Coach is not guaranteed to have his/her son/daughter on the team they are selected to coach. The remaining team staff will be selected (after team selection) by the Head Coach and approved by the Nova Central Ringette Association Executive. This prevents any preseason discussion of team staff appointments and the perception of biased player selection.
- 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

### 4. Evaluation of Player Process

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

### 5. Team Selection Process

#### COMPETITIVE – U14 AA and U16A

- A. All players will be evaluated and rated as per the RNS Evaluation Model to determine individual skill level. Players will also be rated in game play during structured sessions during evaluations.
- B. In addition to skills evaluation, a player's commitment to a competitive team will be a major determining factor in player's selection, regardless of their skill rating. NCRA defines commitment as a requirement to attend team functions such as:
  - 1) Practices;
  - 2) Off-ice sessions;
  - 3) Major tournaments;
  - 4) Provincials and;
  - 5) Additional events as determined by the team.
- C. Once named to a competitive team, any player that fails to comply with the commitment requirement, without prior approval from the head coach, will face disciplinary actions.
- D. An example of disciplinary action that may be set by the Competitive Team staff and supported by NCRA would be:
  - 1) The first incident of unexcused absence will result in a written report and warning;

- 2) The second incident of unexcused absence will result in a 2-game suspension
  - 3) (attendance to practices etc. is still required during the suspension)
  - 4) The third incident of unexcused absence will result in removal from the team with no reimbursement from the Association.
- E. It is the goal of NCRA to ice teams of 15 skaters + 1 goalie for the competitive teams at both the U14AA and U16 levels. Understanding that there may be circumstances whereby this is not feasible, a discussion will be held with the Head Coach/Coaching Staff and the Coaching Coordinator with recommendations being presented to the Board for resolution.

#### RECREATIONAL – Where Tiered Teams are required

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

#### RECREATIONAL – Where Balanced Teams are required

- A. Ideally, all games played between these teams should end in a tie however a difference in game, league, tournament, and provincial results is to be expected when more than one team is entered within an age group as intangibles such as player growth and development, and team chemistry, which cannot be predicted at the start of a season, may come into play later in the season. The goal of team selection is to balance the teams as much as possible prior to the start of the season.
- B. Team selection should not only be fair but be seen to be fair by the league, executive members, association coaches, parents, and players.
- C. The team selection committee will include the coaching coordinator, two other NCRA board members (who ideally do not have children playing in the age group) that will act as independent observers and two individuals who have a keen understanding of the players at the respective age groups(s). The team selection committee will be identified and approved by the board prior to evaluations taking place.
- D. Prior to team selection, head coaches may submit a list (to the coaching coordinator) of 2-3 names of players they would like on their team. While they are being asked for 2-3 players, we obviously cannot guarantee they will get all of them because the overriding factor on these placements will be skill. For example, if a coach provides the Coaching Coordinator with the names of three top rated players in the division the basic principle of balance will permeant these players from being placed on one team. So, when thinking of players, they would like to have on their team they are advised to identify players they would like to coach and be cognizant of their individual skill levels because balance by skill is the number one priority.
- E. Prior to team selection, the NCRA board will send an email to all members that have players in the age group/division where teams are being balanced to solicit up to 3 names of players their child would like to have play on their team. While our objective is for players to have at least one friend/familiar face on their team, we cannot guarantee this given balance by skill

is the number one consideration. In order for a member's request to be considered as part of the team selection process they must submit the names by the deadline outlined in the associations email.

- F. The selection committee will consider any extenuating information submitted by parents under the comments section of the friend request form.
- G. Once we have all of this information and the evaluation data has been fully compiled, the team selection committee will get together to balance teams based on the following criteria in order of importance: skill, using evaluation results or input from past coaches etc., where players were unable to participate in the evaluations, birth year, parental player requests and coaching requests.
- H. Once the teams have been selected based on the criteria outlined above and all members of the team selection committee agree they have met the basic principles of team balance; the coaching coordinator and at least two other members of the team selection committee will meet with the head coaches to review all of the rosters. If all of the head coaches are in agreement with the rosters, they will be submitted to the NCRA executive for final approval. In the event a coach or coaches identify a concern(s) with the proposed rosters, changes to these rosters can only be made if all of the head coaches and all of the members of the team selection committee in attendance agree to the proposed change(s). In the event, all do not agree to a proposed change, the NCRA Executive will make the final decision.

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

## 6. Use of the Nova Central Ringette Logo Policy

- A. The trademarked Nova Central Ringette Association logo represents the association, its core values and its objectives. As with other brands, it is a signature that represents the entire association. People associate this brand with our community and responsible use of the logo is to be expected by all members of the association. The following guidelines should be used when using or printing the logo on any website, document, garment, award, banner or elsewhere.
  - 1) Team use of the logo for the purpose of branding team or association gifts or team/association equipment is permitted, provided the logo is represented in good taste and is not being used for the purpose of fundraising, donation requests or for profit without permission.
  - 2) Use of the Nova Central Ringette logo on websites is allowed when used as a link to the Nova Central Ringette Website
  - 3) Use of the Nova Central Ringette logo on any letterhead or document for the purpose of requesting donations or sponsorship requires approval from the Executive of NCRA.

- 4) Use of the logo for clothing such as hats, jackets, t-shirts, tracksuits, or any other article of clothing that may conflict with association fundraisers must first be approved by the Executive of NCRA.
- 5) Use of the logo on team sweaters or jerseys is permitted, pending approval of the purchase of the jerseys by the Executive, as per NCRA policy, and become the property of the Association immediately upon their purchase.

## 7. Harassment – Zero Tolerance Policy

- A. Nova Central Ringette 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.

## 8. Bullying – Zero Tolerance Policy

- 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 – ex. Hit or kick victims; take/damage personal property
  - 2) Verbal – ex. Name calling; insults; constant teasing
  - 3) Social – ex. 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 - ex. 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.
- H. \*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/>)

## 9. Hazing – Zero Tolerance Policy

- A. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- B. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants; any action or situation which intentionally or unintentionally endangers an athlete for admission into or affiliation with any team.
- C. Any instance where an athlete is pressured by his or her teammates to participate in an activity with which the athlete is uncomfortable is considered to be an incidence of hazing.
- D. THREE CATEGORIES OF HAZING
  - 1) Subtle – Actions that are against accepted and organization standards of conduct, behavior and good taste. An activity or attitude directed toward an athlete or an act, which ridicules, humiliates, and/or embarrasses. - Ex. Deception, assigning demerits, implied threats, deprivation of privileges
  - 2) Harassment - Anything that causes anguish or physical discomfort to an athlete, any activity directed toward an athlete, which confuses, frustrates or causes undue stress. Ex. Verbal abuse, threats, wearing embarrassing attire, sleep deprivation, sexual simulations
  - 3) Violent – Any form of action that may cause physical punishment or any action that may cause bodily harm and/or touching in private places and/or de-clothing of an athlete. Ex. Forced alcohol/drug consumption, beating/paddling or assault, branding, burning, public nudity, and/or bondage
- 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 hazing. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
- F. A person who experiences hazing 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.

## 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.

## 11. Ice Policy

### Competitive Team Ice Scheduling

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

### Non-competitive Teams Ice Scheduling

- B. NCRA does not budget and cannot cover the cost of additional ice required by non-competitive teams to play missed home or away games due to tournaments.
- C. Failure to provide four weeks' notice for games where home ice cannot be sold may result in a team having to pay for the rescheduled game.
- D. Teams are responsible for providing ice for rescheduled away games missed when attending tournaments. This may result in a cost to the team.
- E. Where several teams are attending, the same tournament and those teams miss regular season games (home or away) where proper notice has been given, those teams will share equally any costs incurred by NCRA to purchase ice for rescheduled games.

## 12. NCRA Team Uniform

- A. All NCRA players for all games/tournaments are required to wear NCRA Issued Jerseys;
- 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

### 13. Athlete Injury or Illness

- A. For any athlete suffering an injury or sudden illness during the course of a sanctioned association activity, team staff are directed to implement their Emergency Action Plan.
- B. Any athlete suffering an injury during the course of an on-ice training or competition activity, or sanctioned off-ice activity must have an injury report form filled by the team staff (Head Coach or designate).
- C. At the discretion of the head coach or designated team staff (trainer team safety person), in the best interest of an athlete's safety, any athlete who is known to have suffered an injury or illness may be required to provide a medical clearance from a qualified physician prior to resuming training/competition.
- D. On a case-by-case basis, any athlete suffering an injury or illness which prevents their participation in ringette for the remainder of the season after the injury or illness may apply for a prorated refund of their registration fees.
  - 1) A medical letter from a qualified physician outlining that a medical condition has prevented the athlete from participating in ringette may be required. Note: no confidential medical information shall be requested or given to the Association.

## APPENDIX

### 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:**

- 1) I will not force my child to participate in Ringette.
- 2) I will remember that my child plays Ringette for his or her enjoyment, not mine.
- 3) I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) I will remember that officials are developing, as are players they are officiating.
- 8) I will support Nova Central Ringette Association’s efforts to prevent verbal and physical abuse at Ringette games.
- 9) 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.
- 10) I will act responsibly and show respect toward all facilities and facility staff.
- 11) 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.
- 12) 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.

- 13) I will remember that Ringette players are children and they cannot be judged by professional standards and I will have realistic expectations.
- 14) I will encourage my guest(s) to follow the same Code of Conduct.
- 15) 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.
- a) First offence: Written warning
  - b) Second offence: Written notification of suspension for 7 days from all Ringette activities
  - c) Third offence: Written notification of suspension from all Ringette activities for the remainder of the Ringette season.
  - d) Final: Written notification of removal of “Member” from the association
- 16) 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.
- 17) I, the undersigned, have read and understand the Nova Central Ringette Association “Code of Conduct” and agree to abide by these guidelines.

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Date

Player’s signature:

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Signature

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Print

Parents’/Guardians’ signatures:

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Signature

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Signature

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## Appendix II – NCRA Exceptional Athlete Policy

### **NCRA Exceptional Athlete Policy:** **For movement of athletes up to the next stage of play**

#### **Purpose:**

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

#### **Background:**

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

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

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

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

#### **Supporting Policy:**

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

#### **Identification:**

Exceptional players may be identified in one of 3 ways:

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

### **Criteria for Exception Status**

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

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

### **Skill Evaluation Process:**

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

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

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

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

### **Emotional and Social Maturity:**

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

### **Effect on Divisions:**

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



## Revisions – Amendments Log

<b>Date</b>	<b>Revision</b>	<b>Purpose</b>	<b>Edited by</b>
2013-06-05	V1	Creation – Combining Sackville and Bedford Documentation	Michelle Dyer
2014 -04-27	V2	Incorporating changes from motions approved at 2014 AGM	Michelle Dyer
2015-06-06	V3	Incorporating changes from motions approved 2015 AGM	Debbie Boutilier
2019-08-09	V4	Incorporating changes from motions approved 2016 and 2019 AGM	Denise Beaton
2022-08-12	V5	Incorporating changes from motions approved 2022 AGM	Tammy Soper