

WALDEN RINGETTE ASSOCIATION – POLICY MANUAL

The Walden Ringette Association (WRA) is committed to providing a safe, inclusive, and positive environment for all participants.

This Policy Manual has been developed to support the consistent and effective operation of the association. It outlines the expectations, processes, and standards that guide the behaviour of all members, including players, parents/guardians, coaches, officials, volunteers, and Executive members.

Purpose of This Manual

The policies within this document are designed to:

- Promote fairness, transparency, and accountability
- Support athlete development and positive experiences
- Ensure a safe and respectful environment for all participants
- Provide clear guidance for decision-making and conflict resolution

Who This Applies To

This manual applies to all individuals involved in WRA-sanctioned activities, including:

- Players
- Parents/guardians
- Coaches and bench staff
- Officials
- Volunteers
- Executive members

All participants share responsibility for understanding and following these policies.

How to Use This Manual

This document is intended to serve as a practical guide for:

- Understanding roles, expectations, and responsibilities
- Supporting consistent decision-making across the association
- Providing clarity in situations involving safety, conduct, and operations

Where questions or situations arise that are not explicitly addressed, the WRA Executive will interpret and apply these policies in alignment with governing body requirements and the best interests of participants.

Living Document

This manual is a living document and may be updated periodically to reflect changes in governing body requirements, best practices, and the evolving needs of the association.

Our Commitment

Together, we are committed to creating a supportive, respectful, and enjoyable environment where all participants can learn, grow, and succeed through the sport of ringette.

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REGISTRATION POLICY

1. Purpose

The purpose of this policy is to establish clear guidelines for player registration within the Walden Ringette Association (WRA), ensuring timely registration, accurate team formation, and alignment with Ontario Ringette requirements.

2. Scope

This policy applies to all players, parents/guardians, and members of the Walden Ringette Association.

3. Policy Statement

The WRA requires all players to be fully registered prior to participating in any on-ice or team-related activities. Timely registration is essential to support team formation, division placement, and operational planning.

4. Registration Requirements

A completed registration includes:

- Submission of a completed registration form
- Proof of age
- Residency verification (if applicable)
- Full or approved partial payment of registration fees

Players are not permitted to participate in any WRA activities until registration is complete and payment requirements are met.

5. Fees and Payment

Registration fees are established annually by the WRA Executive and reflect anticipated seasonal costs, including but not limited to ice time, officials, and equipment.

The following fee structure applies:

- Early bird registration rates (as determined annually)
- Regular (non-discounted) registration rates
- New player incentives, where applicable

Payment guidelines:

- Full payment is required at the time of registration unless a payment plan has been approved
- An initial deposit of \$100 per player is required to confirm registration when using a payment plan

- Postdated payments must be submitted by the applicable deadline to maintain eligibility for discounted rates
- Registrations not paid by the early bird deadline will be adjusted to the regular fee
- Requests for modified payment schedules must be submitted in writing to the Treasurer.

6. Refunds and Financial Policies

- A \$60 non-refundable administrative fee applies to all approved registration refunds
- Refund requests must be submitted in writing to the Registrar
- No refunds will be issued after January 1 of the current season
- NSF payments are subject to a \$50 fee

Registration fees do not include:

- Tournament fees
- Regional or provincial event costs
- Team-specific or association fundraising costs

Families may have the option to opt out of fundraising through a buyout option, as determined annually. Buyout payments must be made in full at the time of registration.

7. Registration Deadlines

- Registration closes October 20 of each season
- Late registrations may not be accepted and are subject to Executive approval

Timely registration is strongly encouraged to support team formation and ensure appropriate placement within divisions.

8. Player Eligibility and Movement

- Players must register within their appropriate age division
- Requests to move to a different division (up or down) must be submitted in writing to the President
- All movement requests will be reviewed in accordance with the WRA Player Movement Policy

9. Participation Restrictions

- Unregistered individuals are not permitted to participate in any WRA activities, including practices and games
- Team officials are responsible for ensuring all participants are properly registered
- Failure to comply may result in disciplinary action

10. Administrative Authority

The WRA Executive reserves the right to review and make exceptions to this policy in extenuating circumstances.

PREVENTING BULLYING, HARASSMENT AND ABUSE POLICY

1. Purpose

The Walden Ringette Association (WRA) is committed to providing a safe, inclusive, and respectful environment for all participants. This policy outlines expectations and procedures related to the prevention of bullying, harassment, and abuse.

2. Scope

This policy applies to all WRA participants, including:

- Players
- Parents/guardians
- Coaches and bench staff
- Officials
- Volunteers
- Executive members

This policy applies to all WRA-sanctioned activities, including games, practices, events, and team-related communications (including digital and social media).

3. Policy Statement

The WRA has zero tolerance for any form of bullying, harassment, or abuse.

All participants are expected to:

- Treat others with respect and dignity
- Refrain from any form of harmful behaviour
- Report concerns or incidents in a timely manner

Any reported incidents will be taken seriously and addressed in accordance with WRA policies.

4. Definitions

Bullying

Bullying is intentional, repeated behaviour that uses power to harm, intimidate, or exclude another person.

Examples include:

- Physical actions (hitting, pushing, damaging property)
- Verbal actions (name-calling, insults, threats)
- Social exclusion or spreading rumours

Harassment

Harassment is behaviour that is offensive, humiliating, or intimidating, and creates a hostile or unsafe environment.

This may include conduct based on protected grounds such as:

- Race, ethnicity, or religion
- Gender or sexual orientation
- Age, disability, or family status

Examples include:

- Inappropriate comments or jokes
- Unwanted physical contact
- Discriminatory or degrading behaviour

Abuse

Abuse is any form of mistreatment that results in harm or potential harm to a participant. This includes:

- Emotional abuse: threats, humiliation, isolation
- Physical abuse: use of force or harmful physical actions
- Sexual abuse: any sexual activity involving a minor or misuse of power
- Neglect: failure to provide appropriate care, supervision, or safety

5. Responsibilities

All WRA members share responsibility for maintaining a safe environment.

Coaches and Bench Staff must:

- Act as role models and maintain professional boundaries
- Ensure a safe and inclusive team environment
- Address inappropriate behaviour immediately

Parents and Guardians must:

- Model respectful behaviour
- Support a positive team environment
- Report concerns when necessary

Players must:

- Treat teammates, opponents, and officials with respect
- Refrain from bullying or harmful behaviour
- Speak up or report concerns when they feel unsafe

6. Reporting and Response

- All incidents must be reported to the Director of Coaching, President, or a member of the Executive
- Reports will be handled confidentially and in accordance with the WRA Complaint and Disciplinary Policies

- Individuals are encouraged to report concerns even if they are unsure whether the behaviour meets the definition of bullying, harassment, or abuse

Where required, WRA will comply with applicable legal reporting obligations, including child protection requirements.

7. Education and Prevention

The WRA is committed to ongoing education and awareness by:

- Promoting safe sport practices
- Providing resources to coaches, parents, and players
- Encouraging open communication and early intervention

8. Alignment with Governing Bodies

This policy aligns with:

- Ringette Canada policies
- Ontario Ringette policies
- Applicable provincial and federal legislation

SAFETY & CONDUCT ENVIRONMENT POLICY

1. Purpose

The Walden Ringette Association (WRA) is committed to providing a safe, respectful, and secure environment for all participants. This policy outlines expectations related to safety, supervision, and conduct within team environments, including dressing rooms, benches, and on-ice activities.

2. Scope

This policy applies to all WRA participants, including:

- Players
- Coaches and bench staff
- Parents/guardians
- Officials
- Volunteers

This policy applies to all WRA-sanctioned activities and facilities.

3. General Safety Expectations

All participants share responsibility for maintaining a safe environment.

- Respectful behaviour is expected at all times
- Safety protocols must be followed during all activities
- Only authorized and approved individuals may participate in team activities

4. On-Ice Safety Requirements

- All coaches, bench staff, and volunteers must wear a CSA-approved helmet when on the ice during practices or when attending to injured players
- No exceptions or waivers will be granted

This requirement is in place to reduce risk of injury and liability for both individuals and the association.

5. Bench Supervision and Requirements

- A certified and approved team official must be present on the bench at all times during games
- Teams must comply with all applicable safety and certification requirements
- Bench staff are responsible for the supervision and safety of all players

Where required by governing body policies:

- A female bench staff member must be present

- Appropriate supervision must be maintained when assisting injured players

6. Dressing Room Guidelines

The dressing room is a private and supervised space intended for players and approved team staff.

- Only designated, screened (criminal record checked) team staff are permitted in dressing rooms
 - **Exception:** For FUN3 (U10/Novice) and younger divisions, parents/guardians may be permitted in the dressing room to assist players, where appropriate.
- Whenever possible, no adult should be alone with players
- At least two approved adults should be present when supervision is required
- Dressing room access must respect player privacy at all times

Additional expectations:

- Players should be supported in a way that maintains their dignity and independence
- Parents/guardians may assist younger players where appropriate

7. Electronic Devices and Privacy

To protect participant privacy and safety:

- The use of cameras, video recording devices, and camera-enabled devices (including cell phones) is strictly prohibited in dressing rooms and change areas
- Photography or video recording without consent is not permitted at any WRA activity
- The use of cell phones on the bench during games is prohibited, except in emergency situations

Participants must comply with all municipal facility policies regarding device usage.

8. Conduct and Boundaries

The WRA maintains a “no-touch” policy, meaning unnecessary or inappropriate physical contact is strictly prohibited.

Physical contact is only permitted when it is appropriate, necessary, and in the best interest of the player (e.g., injury assessment, safety situations), and must always be conducted in a respectful and professional manner.

Behaviour that makes a participant feel uncomfortable or unsafe is not permitted. All participants must adhere to the WRA's Bullying, Harassment and Abuse Policy.

9. Reporting Concerns

Any concerns related to safety, supervision, or inappropriate conduct must be reported to:

- Director of Coaching

- President
- Or a member of the Executive

All reports will be handled in accordance with the WRA Complaint and Disciplinary Policies.

10. Administrative Authority

The WRA Executive reserves the right to:

- Enforce and interpret this policy
- Address situations not explicitly outlined
- Update requirements in alignment with governing body or municipal policies

COMPLAINT POLICY

1. Purpose

The Walden Ringette Association (WRA) is committed to providing a fair, respectful, and transparent process for addressing concerns and complaints.

This policy establishes a clear framework for raising, reviewing, and resolving concerns related to participant behaviour and association activities.

2. Scope

This policy applies to all WRA participants, including:

- Players
- Parents/guardians
- Coaches and bench staff
- Officials
- Volunteers
- Executive members

This policy applies to all WRA-sanctioned activities, including games, practices, events, and team-related communications (including social media).

3. Policy Statement

The WRA encourages open communication and the resolution of concerns at the lowest appropriate level.

All complaints will be handled:

- Respectfully
- Confidentially
- In a timely and fair manner

Anonymous complaints will not be accepted.

4. Guiding Principles

All complaints will be addressed in accordance with:

- The Ontario Human Rights Code
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- WRA, Ontario Ringette, and Ringette Canada policies

5. Informal Resolution (First Step)

WRA follows a 24-hour rule for concerns related to games or team interactions.

Before submitting a formal complaint:

- Individuals are expected to wait 24 hours before raising concerns
- Concerns should first be discussed at the team level where appropriate (e.g., with the Head Coach)

Many concerns can be resolved through respectful communication without escalation.

6. Formal Complaint Process

If a concern cannot be resolved informally:

- A formal complaint must be submitted in writing to the WRA President
- Complaints must clearly outline:
 - The nature of the concern
 - Individuals involved
 - Relevant dates and details

Incomplete or vague complaints may be returned for clarification.

7. Complaint Review Process

Upon receiving a formal complaint:

- The President will forward the complaint to the Conflict Resolution Committee (CRC)
- If a CRC member has a conflict of interest, an alternate will be appointed

The CRC will:

- Review the complaint and determine whether it meets the criteria for investigation
- Gather relevant information, which may include speaking with involved parties
- Provide an opportunity for individuals to respond, where appropriate

A response will be provided within approximately 14 days, where possible.

8. Outcomes and Actions

If a complaint is deemed valid, the CRC may:

- Request that behaviour be modified or stopped
- Recommend or apply disciplinary action in accordance with the Disciplinary Policy
- Facilitate resolution between parties
- Recommend suspension, removal, or expulsion in serious cases
- Refer matters to external authorities if required

If a complaint is not substantiated, the parties involved will be advised.

9. Confidentiality

All complaints and related discussions will be handled confidentially.

Information will only be shared with individuals directly involved in the review and resolution process.

10. Final Authority

The Conflict Resolution Committee has the authority to:

- Make final decisions on complaints
- Recommend disciplinary action
- Suspend or remove individuals from participation where necessary

All decisions are final.

11. Administrative Authority

The WRA Executive reserves the right to:

- Interpret and apply this policy
- Address situations not explicitly outlined
- Ensure alignment with governing body policies

DISCIPLINARY POLICY

1. Purpose

The purpose of this policy is to establish a fair, consistent, and transparent process for addressing conduct that does not meet the expectations of the Walden Ringette Association (WRA).

2. Scope

This policy applies to all WRA participants, including:

- Players
- Coaches and bench staff
- Officials
- Parents/guardians
- Volunteers
- Executive members

This policy applies to all WRA-sanctioned activities, including games, practices, events, and team-related interactions.

3. Policy Statement

All WRA members are expected to conduct themselves in a respectful and sportsmanlike manner at all times.

Behaviour that violates WRA policies, codes of conduct, or the rules of Ringette may result in disciplinary action.

Disciplinary decisions will be made in a fair, impartial, and timely manner, with consideration given to the severity and context of the incident.

4. Discipline Committee

At the beginning of each season, a Discipline Committee will be established and will consist of:

- President or Vice President (Chair) or designate
- Referee-in-Chief (or designate, if conflict exists)
- Director of Coaching
- Two to three (2–3) additional members at large

Committee members must not participate in matters where a conflict of interest exists (e.g., involvement with the team or individuals under review).

The Discipline Committee may also act as the Conflict Resolution Committee where appropriate.

5. Reporting and Review Process

All incidents that may require disciplinary action must be reported to:

- Director of Coaching
- President
- Or another member of the Executive

The Discipline Committee will:

- Review all relevant information, including reports and statements
- Provide an opportunity for involved parties to be heard, where appropriate
- Determine whether a policy violation has occurred
- Decide on appropriate action

All proceedings will be handled confidentially.

6. Disciplinary Actions

Disciplinary actions will be based on the nature and severity of the incident and may include, but are not limited to:

- Verbal or written warning
- Suspension (games, practices, or events)
- Removal from a team or position
- Loss of participation privileges
- Expulsion from the association

The WRA reserves the right to impose additional sanctions where warranted.

7. Minimum Suspension Guidelines (Bench Staff)

In cases involving misconduct toward officials, the following minimum guidelines apply:

First Offence:

- Minimum one (1) game suspension

Second Offence:

- Minimum two (2) game suspension
- Mandatory meeting with the Discipline Committee

Third Offence:

- Suspension for the remainder of the season
- Review by the Discipline Committee prior to any future reinstatement

Additional requirements may include:

- Completion of training (e.g., respect in sport, conduct-related training)
- Submission of a written reflection or conduct plan

Note: These are minimum guidelines. The Discipline Committee may impose additional sanctions based on the circumstances.

8. Official Reporting Requirements

Where a game official issues a Game Misconduct or Match Penalty to a member of the bench staff, the following must occur:

- The incident must be properly documented on the game sheet
- A detailed report must be submitted to the Referee-in-Chief within 24 hours
- The Referee-in-Chief will review and forward the report to the Discipline Committee if required

Officials may be required to participate in disciplinary proceedings.

9. Appeals

An individual may appeal a disciplinary decision based on procedural fairness only.

Appeal guidelines:

- Appeals must be submitted in writing within 48 hours of the incident or decision
- Appeals must be directed to the Director of Coaching

The Discipline Committee will review:

- The original complaint
- Supporting documentation
- Any additional relevant information

A decision will be communicated in writing.

All appeal decisions are final.

10. Administrative Authority

The WRA Executive reserves the right to:

- Review disciplinary decisions
- Apply additional sanctions where necessary

Address situations not explicitly covered in this policy

EQUIPMENT POLICY

1. Purpose

The purpose of this policy is to outline the distribution, use, and care of equipment provided by the Walden Ringette Association (WRA).

2. Scope

This policy applies to all teams, players, coaches, and bench staff who are issued or use WRA equipment.

3. Policy Statement

All equipment provided by the WRA is to be used responsibly and returned in good condition at the end of the season. Teams and individuals are accountable for the care and proper use of all assigned equipment.

4. Team Equipment Distribution

The WRA will provide teams with equipment at the start of each season, which may include:

- Team jerseys
- Rings
- First aid kits
- White board & marker

Equipment is distributed to a designated team official (e.g., coach or manager), who is responsible for its oversight.

5. Jersey Guidelines

- Jerseys are assigned to teams for seasonal use and remain the property of the WRA
- Jersey numbers may not be altered without prior approval from the WRA
- Teams and players are responsible for maintaining jerseys in good condition
- Lost or damaged jerseys may be subject to replacement costs

6. First Aid Kits

- Each team will be provided with a first aid kit at the beginning of the season
- Bench staff are responsible for ensuring the kit is available at all games and practices
- Used or missing items should be reported to the Equipment Manager for replacement
- A summary of used items should be provided when returning the kit at the end of the season
- Teams should maintain access to relevant player medical information in accordance with privacy guidelines.

7. Rings and Additional Equipment

- Rings will be distributed to teams at the start of the season
- Additional equipment requests should be directed to the Equipment Manager
- Equipment must be returned at the end of the season unless otherwise directed

8. Care and Responsibility

- All equipment must be used for its intended purpose
- Equipment should be stored, handled, and transported responsibly
- Any lost, stolen, or damaged equipment must be reported promptly

9. Administrative Authority

The WRA reserves the right to:

- Recover costs for lost or damaged equipment
- Update equipment procedures as needed
- Address situations not explicitly covered in this policy

TEAM SELECTION POLICY

1. Purpose

The purpose of this policy is to ensure a fair, transparent, and consistent process for team formation within the Walden Ringette Association (WRA), supporting balanced teams and positive player development.

2. Scope

This policy applies to all divisions where more than one team is formed within the same age group.

3. Policy Statement

Team selection will be conducted in a manner that:

- Promotes fairness and transparency
- Supports balanced team composition
- Prioritizes player development and positive experiences
- Aligns with Ringette Ontario guidelines

4. Team Selection Committee

A Team Selection Committee will be established prior to evaluations and will consist of:

- WRA President or designate
- Director of Coaching
- One additional Executive member

Where necessary, additional members may be added to ensure:

- An odd number of committee members
- Representation across divisions
- No conflicts of interest

Responsibilities of the Committee include:

- Organizing evaluations
- Reviewing player rankings
- Overseeing the draft process
- Ensuring fair and balanced team formation
- Approving final rosters

All decisions made by the Committee are final.

5. Evaluation Process

- Players will be evaluated using standardized criteria appropriate to their age and level

- Evaluations may include skill-based drills, gameplay scenarios, and coach observations
- Evaluation results will be compiled and reviewed by the Team Selection Committee

Evaluation results are confidential and will not be shared with players, parents, or coaches.

6. Player Ranking and Grouping

Following evaluations:

- Players will be ranked based on evaluation results
- Rankings will be reviewed and validated by the Team Selection Committee
- Players will be divided into balanced groups (e.g., Group A, B, C, etc.)

Each group will contain players of similar evaluated ability to support fair team distribution.

7. Draft Process

General Structure

- Drafts will occur within one week of the final evaluation session
- Head Coaches for each team will participate in the draft
- Head Coaches may be accompanied by one (1) additional approved bench staff member during the draft process.
- The Team Selection Committee will oversee and facilitate the draft process

Determining Draft Order

Draft order will be determined prior to the start of the draft by the Team Selection Committee Chair.

- The team with the lowest average ranking of their protected player(s) will receive the first overall pick
- Average ranking will be calculated using the evaluation groupings assigned to protected players
- This process ensures fairness and balance between teams entering the draft

Draft format (Two-Team Divisions)

For divisions with two teams, a snake draft format will be used as follows:

- Round 1: Team 1 → Team 2
- Round 2: Team 2 → Team 1
- Round 3: Team 1 → Team 2
- Round 4: Team 2 → Team 1

This results in the following selection pattern:

→ 1 – 2 – 2 – 1 – 1 – 2 – 2 – 1...

Meaning:

- The team with the first pick selects one player

- The opposing team then selects two players
- The order continues alternating in this pattern

This format is used to maintain overall team balance throughout the draft.

Multi-Team Divisions (if Applicable)

Where more than two teams exist in a division, the draft will follow a snake format:

- Example (3 teams):
 - 1 – 2 – 3 → 3 – 2 – 1 → 1 – 2 – 3

Draft order for these divisions will be confirmed by the Team Selection Committee prior to the draft.

Protected Players

- Each Head Coach may identify one (1) bench staff member (assistant coach, trainer, or manager) prior to the draft
- If that bench staff member has a registered player, that player will be considered a protected player
- Protected players must be selected in the round corresponding to their evaluation grouping
- Coaches must select their protected player when that player's group is being drafted

No additional protected players are permitted unless approved by the Committee.

Siblings

- If a player with a sibling is selected, the sibling will be assigned to the same team
- The team selecting the first sibling will forfeit their next applicable pick within the same player grouping

Goaltender Selection

- Goaltenders will be selected in a designated round, where applicable
- If only one goaltender exists in a division and is a protected player, a goalie round will not occur
- If multiple goaltenders are available, selection order will be determined to maintain team balance

Draft Rules and Restrictions

- Coaches may not refuse to select a player when it is their turn to pick
- All selections must follow the established draft order
- The Team Selection Committee Chair has final authority over draft procedures

FUN Divisions

Team formation for FUN divisions will follow a modified structure:

- FUN1 and FUN2: Teams will be formed in a single round distribution process. No goaltenders are selected, and players are assigned to ensure balanced teams.
- FUN3 (U10/Novice): The draft will follow the standard format outlined above; however, no goaltenders will be selected, as players do not play designated positions at this level.

8. Team Composition Guidelines

The Team Selection Committee will ensure that teams are balanced by considering:

- Player skill level and evaluation ranking
- Goaltender distribution
- Player positions
- Distribution of major and minor players
- Overall team viability
- Coaching and bench staff distribution

The Committee reserves the right to make adjustments to rosters following the draft to ensure balance.

9. Trades and Adjustments

- Player trades may occur at the conclusion of the draft with approval from the Team Selection Committee
- Trades must be equitable and within the same player grouping
- “Two-for-one” trades are not permitted

Final roster adjustments may be made by the Committee to ensure fairness and team balance.

10. Late Registrations and Absent Players

- Players unable to attend evaluations due to valid reasons (e.g., illness, injury) may be placed based on previous season experience and available information
- Late registrants will be assigned by the Team Selection Committee in a manner that maintains team balance

11. Player Movement Between Associations

Player movement between associations will only occur when necessary to:

- Form viable teams
- Support appropriate placement for player development

All movement must align with Ringette Ontario guidelines.

12. Communication

- Final team rosters will be shared with Head Coaches within two (2) working days of the draft
- Coaches are responsible for notifying players and families within a reasonable timeframe
- Evaluation results and draft discussions remain confidential

13. Administrative Authority

The WRA Executive and Team Selection Committee reserve the right to:

- Interpret and apply this policy
- Make decisions in the best interest of players and the association
- Address situations not explicitly outlined

PLAYER MOVEMENT POLICY

1. Purpose

The purpose of this policy is to establish a fair and consistent process for evaluating and approving player movement between divisions within the Walden Ringette Association (WRA).

2. Scope

This policy applies to all players requesting movement to a division outside of their age-appropriate category.

3. Policy Statement

Player movement decisions will be made in the best interest of:

- The player
- Team safety and balance
- The overall integrity of the WRA program

All decisions will align with Ringette Ontario guidelines and prioritize player development and safety.

4. General Principles

Player movement is not guaranteed and will only be approved where appropriate.

The following factors will be considered:

- Player skill and ability
- Physical and emotional maturity
- Player safety
- Number of registered players in each division
- Impact on team balance and viability
- Long-term player development

5. Request Process

- All player movement requests must be submitted in writing to the WRA President within seven (7) days of the registration deadline.
- Requests must include relevant player history and rationale for the request.
- Late requests may be considered at the discretion of the WRA Executive.

6. Evaluation Process

The WRA Executive will review all player movement requests, considering:

- Player skill and development

- Physical and emotional maturity
- Player safety
- Impact on team balance and viability
- Long-term player development

Where required, the Executive may consult with coaches or evaluators to support decision-making.

7. Decision Process

- The WRA Executive will make the final decision on all player movement requests.
- Decisions will be communicated to the parent/guardian.
- All player movement decisions will align with the Ringette Ontario "[Playing Outside of Age Division](#)" policy and requirements. Where applicable, approval from Ringette Ontario may be required prior to any movement being finalized.

All decisions are final.

8. Movement Guidelines

Movement Up

- Players approved to move up may remain in that division for up to two seasons
- After two seasons, players may continue advancing without reapplying

Movement Down

- Movement down is typically considered for:
 - First-time players
 - Developmental or safety-related reasons
- Players approved for movement down must reapply each season

9. Association Transfers

Movement between associations will only occur when necessary to:

- Form viable teams
- Ensure appropriate placement for player development

All transfers must comply with Ringette Ontario policies.

10. Administrative Authority

The WRA Executive reserves the right to:

- Interpret and apply this policy
- Make decisions in the best interest of players and the association
- Address situations not explicitly outlined

CODES OF CONDUCT POLICY

1. Purpose

The Walden Ringette Association (WRA) is committed to providing a safe, inclusive, and positive environment for all participants.

This policy establishes expectations for behaviour and outlines the standards of conduct required of all members.

2. Scope

This policy applies to all WRA participants, including:

- Players
- Parents/guardians
- Coaches and bench staff
- Officials
- Volunteers
- Executive members

This policy applies at all WRA-sanctioned activities, including games, practices, events, and team-related interactions (including digital and social media).

3. Policy Statement

All members of the WRA are expected to:

- Demonstrate respect, sportsmanship, and integrity
- Contribute to a safe and positive environment
- Act in a manner that reflects positively on the association

Behaviour that brings the WRA into disrepute or violates established standards will not be tolerated.

4. Code of Conduct Agreements

- All members are required to review and agree to the applicable Code of Conduct annually
- Parent/guardian agreement is acknowledged through the player registration process
- Additional acknowledgements may be required for coaches, officials, and volunteers

Codes of Conduct are detailed in Appendix A of this manual.

5. Expected Standards of Behaviour

All participants are expected to:

- Treat others with fairness and respect

- Demonstrate good sportsmanship in both victory and defeat
- Respect the decisions of coaches and officials
- Communicate appropriately and constructively
- Refrain from behaviour that is abusive, harassing, or discriminatory

6. Accountability and Enforcement

Failure to comply with the WRA Codes of Conduct may result in disciplinary action in accordance with the WRA Disciplinary Policy.

Disciplinary actions may include:

- Verbal or written warnings
- Suspension from activities
- Removal from a team or role
- Expulsion from the association

7. Alignment with Governing Bodies

All WRA members are also expected to adhere to:

- Ringette Ontario Code of Conduct and Ethics
- Ringette Canada policies

Where there is a conflict, governing body policies will take precedence.

8. Administrative Authority

The WRA Executive reserves the right to:

- Interpret and apply this policy
- Update Codes of Conduct as needed
- Address situations not explicitly outlined

COACH RECRUITMENT AND SELECTION POLICY

1. Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for recruiting and selecting qualified coaches within the Walden Ringette Association (WRA).

2. Scope

This policy applies to all individuals applying for coaching or bench staff positions within the WRA.

3. Policy Statement

Coach selection will be based on merit, qualifications, experience, and alignment with WRA values.

The WRA is committed to selecting coaches who:

- Support athlete development
- Promote a positive and inclusive environment
- Demonstrate strong leadership and communication skills

4. Coach Selection Committee

The Coach Selection Committee will consist of:

- President or designate
- Director of Coaching (Chair)
- Two (2) additional members of the Association Executive
- One (1) experienced Ringette coach or community member (as selected by the Director of Coaching)

If a member is unavailable, an alternate may be appointed from the Executive.

Committee members must not participate in decisions where a conflict of interest exists.

5. Application Process

- Individuals must submit a completed coaching application by the posted deadline
- All applicants meeting minimum requirements will be considered
- If necessary, the application deadline may be extended to attract additional candidates

6. Interview Process

- Shortlisted candidates may be invited to participate in an interview
- Standardized interview questions will be used to ensure fairness and consistency

- The Committee will use both application materials and interview performance in their evaluation

7. Eligibility Requirements

All applicants must:

- Be a member in good standing with the WRA
- Meet or be willing to obtain required NCCP certification by December 15 of the current season
- Provide a valid Criminal Record Check in accordance with WRA policy

8. Selection Criteria

Candidates will be evaluated based on, but not limited to:

- Coaching and/or playing experience
- Relevant certifications and qualifications
- Feedback from previous seasons (players, parents, officials, peers)
- Alignment with WRA policies and values
- Ability to foster a positive and inclusive team environment
- Communication and leadership skills
- Commitment to athlete development
- Conduct both on and off the ice
- Quality of application and interview performance

9. Team Viability and Bench Composition

Coach selection must also consider overall team viability, including:

- Appropriate bench composition in accordance with Ringette Ontario requirements
- Balance of experience and skill sets within the coaching team

Where multiple candidates are equally qualified, these factors may be used to support decision-making.

All decisions will be made in a manner that prioritizes fairness, inclusion, and the best interests of the athletes and the program.

10. Selection and Notification

- The Coach Selection Committee will make recommendations to the WRA Executive
- Final coaching appointments are made by the WRA Executive
- All applicants will be notified of the outcome of their application

Coaching selection decisions are final, subject only to review for procedural fairness.

11. Coach Evaluations

- The Director of Coaching is responsible for distributing and collecting coach evaluations annually
- Evaluations may include feedback from parents and/or players
- All feedback will be treated confidentially
- Evaluation results will be used to support coach development and inform future selection decisions

12. Appeals

Coaching decisions may only be reviewed on the basis of procedural fairness.

No further appeals will be considered beyond this review.

13. Administrative Authority

The WRA Executive reserves the right to:

- Interpret and apply this policy
- Address situations not explicitly outlined
- Ensure alignment with governing body requirements

APPENDIX A – CODES OF CONDUCT

EXECUTIVE MEMBER CODE OF CONDUCT

As a member of the Walden Ringette Association (WRA) Executive, you are expected to act in the best interests of the association and its members at all times.

Executive Members will:

1. Make decisions that prioritize the best interests of all players and the association as a whole
2. Act with integrity, fairness, and impartiality in all responsibilities
3. Consider financial responsibility in all decision-making
4. Work collaboratively with coaches, officials, parents, and fellow Executive members
5. Support the development and education of players, coaches, and volunteers
6. Be accessible and responsive to member questions and concerns
7. Promote a safe, respectful, and positive environment
8. Support the recruitment and retention of qualified volunteers
9. Declare any conflicts of interest and remove themselves from related decisions
10. Fulfill responsibilities in a timely and accountable manner
11. Support decisions made by the Executive, regardless of personal position
12. Respect the confidentiality of discussions and decisions until formally communicated
13. Represent the WRA in a professional and respectful manner at all times

Failure to comply may result in disciplinary action in accordance with WRA policies.

BENCH STAFF CODE OF CONDUCT

The relationship between coaches and athletes is one of trust and influence. Bench staff play a critical role in shaping both the athletic and personal development of players.

Bench Staff will:

1. Treat all participants fairly and with respect, regardless of background or ability
2. Focus feedback on performance and development, not the individual
3. Maintain a professional and positive presence at all times
4. Refrain from the use of tobacco, alcohol, or inappropriate language while engaged in WRA activities
5. Ensure activities are appropriate to the age and skill level of participants
6. Prioritize athlete safety, health, and well-being
7. Respect officials, opponents, and the rules of the game
8. Communicate effectively with players and parents
9. Encourage sportsmanship and teamwork

Bench Staff must:

- Ensure a safe environment for all participants
- Respect player dignity and maintain appropriate boundaries at all times
- Refrain from any behaviour that constitutes bullying, harassment, or abuse

Failure to comply may result in disciplinary action in accordance with WRA policies.

PARENT CODE OF CONDUCT

The WRA is committed to creating a safe, positive, and enjoyable experience for all participants. Parents and guardians play a key role in supporting this environment.

As a parent/guardian, I will:

- Demonstrate good sportsmanship in all situations
- Support all players, coaches, and officials respectfully
- Recognize that participants are not professionals and should not be held to professional standards
- Help maintain a safe and positive environment at all times
- Respect the decisions of coaches and officials
- Encourage effort, teamwork, and enjoyment of the game
- Communicate respectfully and constructively with coaches
- Respect the privacy of dressing rooms and team spaces

Individuals who display inappropriate or unsportsmanlike behaviour may be subject to disciplinary action, including removal from events or suspension from WRA activities.

PLAYER CODE OF CONDUCT (U14 AND ABOVE)

As a player representing the WRA, you are expected to demonstrate respect, sportsmanship, and integrity both on and off the ice.

Players will:

1. Treat all participants fairly and respectfully
2. Demonstrate good sportsmanship in victory and defeat
3. Respect coaches, officials, and teammates
4. Follow the rules and spirit of the game
5. Communicate respectfully at all times
6. Refrain from the use of inappropriate language or behaviour
7. Avoid actions that may harm others or damage property
8. Represent their team, family, and association positively

Players must:

- Respect the dignity of all participants
- Refrain from bullying, harassment, or abusive behaviour
- Not engage in the use of drugs, alcohol, or prohibited substances
- Not provide alcohol to underage participants

Failure to comply may result in disciplinary action in accordance with WRA policies.

PLAYER CODE OF CONDUCT (U12 AND BELOW)

The WRA aims to provide a safe and fun environment for all players.

As a player, I will:

- Play for fun and do my best
- Follow the rules of the game
- Respect coaches, teammates, and officials
- Control my temper and behaviour
- Work hard and support my team
- Be a good sport and recognize good plays by all players
- Treat others the way I want to be treated
- Listen to my coaches and cooperate with my team

Players who do not follow these expectations may be subject to consequences in accordance with WRA policies.

APPENDIX B – DIGITAL FORMS

APPENDIX B – DIGITAL FORMS

The Walden Ringette Association (WRA) utilizes digital forms for the submission and management of administrative processes.

The following items are administered through WRA-approved electronic forms:

- Coaching applications
- Coach evaluations
- Complaint submissions
- Any additional forms as determined by the WRA Executive

All forms are distributed and accessed through official WRA communication channels.

The WRA reserves the right to update, modify, or replace digital forms and processes as required.