

CHARLOTTETOWN AND AREA RINGETTE ASSOCIATION



POLICY MANUAL



Charlottetown and Area Ringette Association Policy Manual

Table of Contents

Charlottetown and Area Ringette Association Policies

	Page
1. Fair Play	2
2. Code of Conduct	4
3. Preventing Bullying, Harassment & Abuse	5
4. Dressing Room	8
5. Bench	8
6. Registration of Players	9
7. Number of Teams	9
8. Evaluation and Team Selection	10
9. Player Reclassification	13
10. Coaching Selection	14
11. Coaches Responsibilities	16
12. Return To Play	17
13. Player Call Up	20
14. Managers Responsibilities	20
15. Goaltenders	22
16. Equipment	25
17. Complaints	26
18. Discipline	31

1. Fair Play



Charlottetown and Area Ringette Association Policy Manual

It is Charlottetown Area Ringette Association's (CARA) philosophy that all participants receive equitable ice time for all levels of play. We strictly adhere to the philosophy that every player is important, regardless of skill level. We do not want and will not tolerate a coach shortening their bench to win a game, other than in the last couple of minutes of a critical (tournament/playoff/etc.) game if they feel the result of the game can be positively impacted. The only exception to reducing a player's ice time will be for disciplinary reasons (lack of respect, lack of commitment, etc.). The self-image and the feeling of being an important member who contributes to a team is of the highest importance. The bottom line is that our teams represent their association and our community in a positive way, regardless of victory or defeat.

Code of Fair Play for PLAYERS

- The player's code has been adopted to encourage fair play, and remind players that they also have a responsibility to their team.
- I choose to play ringette because I want to, not because my parents or coaches want me to
- I respect the rules of ringette in the spirit of the game
- I control my temperament: fights and "verbal aggression" can ruin the game for everyone
- I respect my opponents
- I do everything possible to be a true team player
- I make all efforts to attend team practices recognizing that practices are designed to build strong character, teach me life lessons, commitment, team play in addition to valuable ringette skills making me a better team player
- I remember that winning is not a priority. The fun, improving the skills, making friends and giving my best are also important
- I recognize all the good games and the great performances of my team as well as my opponents
- I recognize that the coaches and the officials are there to help me, so I accept their decision and I am respectful.

Code of Fair Play for COACHES

- I use common sense when planning games and practices, keeping in mind that players have other interests and obligations. I encourage my players to play fair and respect the rules, officials and opponents
- I make sure all players get the same information, support and equitable ice time



Charlottetown and Area Ringette Association Policy Manual

- I refrain from ridiculing or shouting insults to my players who made mistakes or played badly. I remember that players play this sport to have fun and should be encouraged to build self-confidence
- I make sure that equipment and facilities are safe, according to the ages and abilities of the players. I remember that players need a coach they can respect. I should be generous with my encouragement and I set a good example
- I maintain proper training and continue to improve myself
- I work with team leaders for the benefit of the game.

Code of Fair Play for PARENTS

- I do not force my child to play ringette
- I remember that my child plays ringette for their own pleasure, not for mine
- I encourage my child to play by the rules of the game and to resolve conflicts without resorting to hostility or violence
- I teach my child that doing her best is more important than winning, never to be disappointed by the result of a game
- I strongly encourage my child to attend team practices recognizing that practices are designed to build strong character, teach my child life lessons, commitment, team play in addition to valuable ringette skills making my child a better team player
- I make sure that my child feels winning in every game, and encourage her for her sportsmanship and perseverance
- I never ridicule or shout for insults to my child for having made a mistake
- I remember that children are learning by example, so I applaud the good moves and performances of both teams
- I never question the judgment or honesty of officials in public
- I support all Efforts to Eliminate Verbal and Physical Abuse
- I respect and show appreciation for volunteer coaches, managers and minor officials who volunteer their time for my child.

Code of Fair Play for SPECTATORS

- I agree that participants play for fun rather than for entertainment
- I have no unrealistic expectations. I remember that the players are not professionals
- I respect the decisions of the officials and I encourage the participants to do the same
- I never ridicule a player for having made a mistake during a game. Rather, I give positive comments that motivate and encourage continued effort



Charlottetown and Area Ringette Association Policy Manual

- I condemn the use of violence in all its forms and I express my disapproval in a manner appropriate to the coaches and officials of the league. I am respectful of the opposing team because without them there would be no game.
- I refrain from using vulgar language and harassing players, coaches, officials, managers, parents and spectators.

2. Code of Conduct

This Code of Conduct identifies the behavior expected of all members and participants of the CARA. This applies to players, parents, tutors, coaches, officials, volunteers, directors, officers, committee members and team managers involved in all CARA activities.

All players, coaches and parents will read and sign a code of conduct at the beginning of the ringette season

- CARA is committed to providing an environment in which all people are treated with respect
- CARA members and participants must demonstrate adequate and courteous behavior at all times, according to the values of the CARA, which includes fair play, integrity and mutual respect
- During all CARA activities and events, members must avoid behavior that could harm the reputation of the CARA or sport (such as alcohol, drug abuse and underage drinking.)
- CARA members and participants must at all times respect the policy and procedures of CARA, rules and regulations that govern CARA events and activities in which the member participates on behalf of CARA
- CARA members and participants must not engage in an activity or behavior that interferes with a competition or with a player or team preparing for a competition or endangering the safety of others
- CARA members must refrain from comments or behavior that is disrespectful, offensive, abusive, racist or sexist. Harassment or abuse will not be tolerated.



Charlottetown and Area Ringette Association Policy Manual

3. Preventing Bullying, Harassment and Abuse

Policy

Within CARA that there shall be no abuse and neglect, whether physical, emotional or sexual, of any participant in any of its programs. The Charlottetown and Area Ringette Association expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Within CARA harassment and bullying in all its forms will not be tolerated during the course of any CARA activity or program. Accordingly, CARA personnel (staff, volunteers, team or on ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local, branch or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

Discipline

Any incident requiring investigation that may lead to disciplinary action must be reported to the CARA Director of Coaching, President or if necessary any other member of the

executive team. CARA will adhere to any applicable policies currently in place or that may be adopted.

Understanding Bullying

Bullying is a unique phenomenon. Bullying involves a person expressing their power through the humiliation of another person. Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours



Charlottetown and Area Ringette Association Policy Manual

between youth or between adults that are not linked to a prohibited ground of discrimination, and therefore, are not addressed under federal, provincial or territorial human rights laws.

Bullying is offensive, cruel, intimidating, insulting or humiliating behaviour, combined with the misuse of power or position. It can be physical or verbal; direct or indirect. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying. The issue of bullying between youth under 12 years of age is not addressed by the law; however, bullying behaviour is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person.

Understanding Harassment

It is difficult, if not impossible, to define harassment in black and white terms. At its extreme, harassing behaviour is easy to discern, but there are always grey areas since not everyone perceives behaviour the same way. Thus, any definition of harassment will contain a certain subjective or interpretive element.

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions.

Harassment can take many forms whether physical, verbal, sexual or emotional, and most often involves a combination of these elements. Harassment may occur among anyone: between peers (player to player, parent to official, coach to coach) or between someone in a position of authority and an adult in a subordinate position (coach to player, sports administrator to employee). It doesn't matter that a person did not mean their behaviour to be harassing or did not intend to abuse their position of power or trust. It is the effect of the behaviour that is most critical.

Understanding Abuse

Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Emotional abuse is an attack on a child's self esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring



Charlottesville and Area Ringette Association Policy Manual

the child's needs. Emotional abuse can be categorized into 7 different areas including rejecting, degrading, isolating, terrorizing, corrupting, ignoring and exploiting.

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth.

Examples: threatening to use unreasonable physical force as punishment; use of physical force, such as hitting, slapping, punching, pitching, kicking, hair pulling, hitting with an object, shaking, pushing, burning, biting, tying up, restraining, etc; using excessive exercise as punishment; forcing an athlete to work out until they vomit or pass out from exhaustion; throwing equipment at an athlete, such as rings, helmets, balls, clipboards, etc; pushing or throwing athletes against the walls, boards, nets; encouraging or allowing team members to physically assault another athlete.

Neglect is an inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance, exercise and fresh air.

Sexual abuse is when a young or less powerful person is used by an older or more powerful child, adolescent or adult for sexual gratification. There are 2 categories: contact and non-contact.

Contact:

Kissing or holding a young athlete in a sexual manner; touching a young athletes sexual body parts or forcing a young athlete to touch another person's sexual parts; penetrating a young athlete anally or vaginally with objects or fingers; having vaginal, anal or oral intercourse with a young athlete.

Non-Contact:

Flashing or exposing one's body parts to a young athlete; watching intrusively as a young athlete changes or showers; speaking or communicating sexually/seductively with a young athlete; showing pornographic films, magazines or photographs to young athletes; having young athletes participate in the creation of pornographic materials; forcing a young athlete to watch a sexual act performed by others; objectifying or ridiculing a young athlete's sexual body parts.

4. Dressing Room



Charlottetown and Area Ringette Association Policy Manual

Male coaches **MUST** be accompanied by an adult female when entering the dressing room.

It is recommended, when possible, no adult shall be alone in the dressing room with the players.

Only designated, criminally checked, team staff are permitted in the dressing room; one of which must include a criminally checked female. Should a U12 or above player require skates to be tied that player should exit the dressing room.

Exception: U8 & U10 parents are permitted in the dressing room.

There will be no male players permitted in dressing rooms from the U12 age group and up. Male players may be allowed to enter only when team staff are present.

5. Bench

A first aid kit, including a sealed envelope containing any life threatening medical information for any player, must be accessible by bench staff during practices and games.

A criminal record checked, certified coach must be on the bench during every game or the game will be forfeited.

A criminal record checked female must be present on the bench at all times. If a team's first aid person is not a female, the bench female staff must accompany the first aider while assessing the player.

Charlottetown Ringette has a strict "NO TOUCH" policy except as would normally be required to administer Emergency First Aid and in the presence of at least one other adult after having obtained consent from the injured player

6. Registration of Players



Charlottetown and Area Ringette Association Policy Manual

No player may participate in CARA activities unless they are properly registered. A player must register in the community where she is eligible at the beginning of the season.

1. Registrations will be available online from the link found on the association's website www.charlottetownringette.com.
2. Registration may be canceled if the fees are not paid in full by October 31st of the current season. Registration will not be accepted until the previous year and current year's fees are paid.
3. No new registrations will be accepted after September 30th, unless approved by the Board.
4. Refunds will be prorated, with the exception of a fixed amount for insurance and administration fees. No refunds are allowed after December 15th for new players and November 15th for returning players except for medical reasons as covered below.
5. Refunds when a player has a season ending injury will be prorated, with the exception of a fixed amount for insurance and administration fees, with a medical note from their doctor, unless otherwise approved by the Board.
6. Whereby the ringette season is affected by any exceptional circumstance, a refund will be offered on a prorated basis. Exceptional circumstances which come into effect after February 15 will not result in any refunds being offered for that current ringette season.

7. Number of Teams

Once the registration process is complete, the association will determine the number of recreational teams per level of competition.

Guidelines :

In the Under 8 group every attempt will be made to have 10 or fewer players per team to accommodate for half-ice play guidelines.



Charlottetown and Area Ringette Association Policy Manual

In the Under 10 to U19 divisions every attempt will be made to have 15 or fewer players plus a goalie per team.

The association will explore, in consultation with RPEI and other associations, the formation of U16 team(s) and U19 team(s) instead of/along with U16 / U19 combo team(s) once registration is complete each season.

Open will have a maximum of 20 players per team.

8. Evaluation and Team Selection

Once the registration is complete and the coaches of the teams have been selected, they will be provided with a list of players for their respective divisions.

8.1 - Evaluation Process

Coaches, assistants (one per team) and an impartial member of the association will evaluate the players to divide the teams with the objective of having teams of equal skill level and skill to the best of their ability. Assistants (one per team) and evaluators in each division will rate and rank the players on a 1-5 scale (or similar) with "5" being the highest skill level. The difference of opinion in the assessment of a player's skills will go through the mediation of the director and coaches who can consult with other ringette coaches who know the potential of the player. The goal will be to have as balanced skills as possible between the teams. It is important to note that youth evaluation is even more important than team selection. Evaluators must be impartial. There will be ice hours available for the evaluation process.

Under 8

Under 10

Under 12

Under 14

Under 16 / 19

18+ (OPEN)



Charlottetown and Area Ringette Association Policy Manual

8.2 - Team Selection Process

Team selection is important to ensure a league well balanced and in the best interest of the players, coaches, officials, parents and the CARA. Team selection is a pleasant process for everyone and should not be stressful for anyone.

8.2.1 Special requests are considered for first-time players only and are not guaranteed. No special requests will be allowed after the Under 8 level, except for exceptional reasons that must be taken by the presidency of the association or the vice-presidency. (Example of unauthorized application: being with a friend on a specific team)

8.2.2 Irrespective of any age group, siblings will be paired up regardless if the ranking process does not naturally produce a pairing. Adjustments of rankings where it is appropriate will occur among the coaches involved.

U8 - Coaches will confer with the idea of making relatively equal teams that respect friends, relationships, talent. As this is very much a skills development based program, the goal is to teach the fundamentals of the game in a fun, non competitive

environment. Special attention should be given to skating development, fundamentals for passing and ring reception.

U10, U12, U14 - The goal is to make the teams as even as possible based on an arbitrary process.

All players are required to complete two assessments prior to any team make up process; skating and game play assessment.

Skating assessment is a series of skating skills; forward, backwards, agility, stops/starts, forward/backward pivots. These are timed events with information being recorded that will generate an arbitrary numeric rating value for each player.

Game play assessments are focused on game skills; personal drive / aggressiveness, game sense (rules, ability to play multiple positions, on ice positioning) and overall ringette skills (ring handling, passing, receiving, shooting). Players will receive an



Charlottetown and Area Ringette Association Policy Manual

aggregate score and will be combined with a skating assessment score to generate overall ranking.

Players will be paired up and distributed to teams in order to create as equal teams as possible based on the assessment information generated. As an example if 6 teams in an age group, after a random draw to determine composition order, Team 1 will get the 1st ranked player overall and the 12 ranked player overall, Team 2 will get 2nd ranked player and 11th ranked player, Team 3 will get 3rd ranked player and 10th ranked player, Team 4 will get 4th ranked player and 9th ranked player, Team 5 will 5th ranked player and 8th ranked player and Team 6 will get the 6th and 7th ranked players.

For U12 & U14 it would be important to identify / separate forwards and defense to ensure that a relatively equal distribution of position players is assigned to each team. Forwards may also be split between centers and forwards as this may also be an important criterion for team composition.

For coaches who have daughters in any of these groups they will automatically get the team composition number of the appropriate ranking. For example, if their daughter is

ranked 5th, then they will assume the 5th pairing position for the team composition process.

For any ranking conflicts, i.e. the 5th player matched with a player ranked 8th but the 8th ranked player is a daughter of another coach, a slight modification of the rankings will be made to handle that conflict - 8th ranked player moves down/up to resolve the conflict. So the selection order process most likely will be pre-determined by ranking the

position of players involved in a coaches/daughter relationship, otherwise random drawing for position selection will be conducted.

U16/U19 - As there is a strong likelihood of familiarity with players involved in these age groups a formal skating assessment will not be conducted but game play assessments and historical information will be used to create a ranking of players into Defense, Centers, Forwards groups.

Coaches will utilize the same principle of pairing up players to ensure teams have similar talent at all positions.



Charlottetown and Area Ringette Association Policy Manual

18+ - Players are more likely to be distributed based on friendships and familiarity with other players. Every attempt should be made to make the teams as equally talented as possible.

9. Reclassification of Player

The most important person in the community sport experience is the PARTICIPANT. CARA is responsible for protecting the safety of players and ensuring their well-being. To do this, CARA must make decisions in the best interests of all the participants. Thus, any decision regarding the reclassification of a player will take into account all aspects of the player's development. One of the first goals of ringette is to develop positive self-esteem. CARA is committed to managing the registration of players to meet Ringette Canada's age levels. It is therefore important for players to practice sport with girls of the same age group. The reclassification of a player will not be allowed. In

almost all cases, it is better to challenge the player with her leadership than to play her in a higher age group. Notwithstanding the above, CARA may, in EXCEPTIONAL CIRCUMSTANCES, recommend that a player advance to the next age group in accordance with the guidelines as stipulated in this policy.

Procedure

In all cases recommending the reclassification of a player to the next age group, CARA's decision will be based on evaluation criteria to ensure that the decision is in the best interest of the association and of the player. The following criteria will be assessed:

Criteria for assessment of the association:

1. The number of players in the older age group and the similar age group;
2. The impact on teams in both age groups: is the change good for both age groups?
3. Is this change good for CARA?

Criteria for evaluating the player:

1. The player must be in her last year of her age group;
2. The player must rank in the top 25% of the players (based on the current CARA player evaluation model) who play in the older age group (eg if a player is to go from U12 to U14 and there are 40 players U14, the player must rank among the top 10 players U14);
3. All concerns related to risk management should be taken on an individual basis;



Charlottetown and Area Ringette Association Policy Manual

4. Movement to the older age group is valid for one (1) year only.

CARA may also, in EXCEPTIONAL CIRCUMSTANCES, recommend that a player move to the lower age group if it is decided that the decision is in the best interest of the association and of the player.

In any case, the player's point of view will be respected before finalizing the decision. Coaching feedback will also be considered in the player's assessment. The decision of the CARA is final, binds the parties and there will be no appeal process to the CARA executive.

10. Coaching Selection

The association insists that its coaching staff follow exemplary standards of conduct in discussions with other coaches, referees, and officials, and to project a positive image towards the participants and parents of the Charlottetown and Area Ringette Association. The coaching staff is an integral part of the association, and should support the decisions of the executive and respect the policies and Code of Conduct of the association. Those interested in volunteering to become coaches can apply via the registration process.

The coaches will be selected by the executive committee of the association on the following basis:

- Certification
- Experience
- Ability to work with and develop our athletes
- Philosophy of Fair Play

In the event that two (or more) equally qualified coaches are interested in a sole Head Coach position for a particular team in any given division or level, preference will be given as follows:

- coaches over the age of 18
- to a coach that has playing experience in the sport of ringette



Charlottetown and Area Ringette Association Policy Manual

- to the coach that has a 2nd year player in the division
- to the coach who has contributed the most to the organization/age group as a whole.
- to a female coach

The Director of Coaching, accompanied by two (2) members of the board of directors, will meet each person who has indicated their interest for the position of head coach. The format of the meetings will be of the "interview" type and each person will be informed of the decision about their application within 48 hours of the interviews.

Every attempt will be made for non parent coaches with less than 2 years experience to be teamed up with an experienced parent assistant coach. The parent assistant coach will provide mentorship on the full spectrum of coaching responsibilities that extend beyond the on ice role head coaches are responsible for. It is hopeful that a secondary benefit will be the head coach reciprocating the mentorship to the assistant coach on more of the technical aspects of ringette.

Non parent coaches with less than 2 years of experience should be assigned the best available parental assistant coach if possible to maintain balance of teams. This Assistant's role will be with mentorship of coaching responsibilities that extend beyond the ice. Additionally, this will provide the parental coach with more technical ringette experience.

11. Coaches Responsibilities

All coaching staff, be it the head coach or an assistant, must be informed of their duties and responsibilities. All coaches must follow the National Coaching Certification Program (NCCP) Ethical Standards and the Coaching Association of Canada's (CAC's) Code of Conduct.

Note: All coaches and staff members of the team will be representatives of the CARA and will be approved and appointed by the executive.

Duties and responsibilities include:



Charlottetown and Area Ringette Association Policy Manual

1. The full participation and promotion of the CARA Fair Play Policy as outlined in this manual.
2. Training includes teaching and improving ringette skills and promoting teamwork and sportsmanship of its players.
3. The coach must ensure that each player is properly protected and that parents are informed of the need for properly fitted and approved equipment. Players must wear their helmets, properly fastened at all times, from the moment they leave the locker room, during the warm-up, when they are on the bench or on the penalty bench. (The only exception is for medal presentation and team photos) .
4. At the completion of the game a mutual show of respect and sportsmanship will be displayed.
5. The coaching staff must have a respectful attitude towards the referees. A lack of self-control will not be tolerated by the executive of CARA who will conduct an investigation that could lead to disciplinary action. The use of foul language by a staff member of the team is unacceptable and will not be tolerated by the Association.
6. The coach is responsible for appointing one or more competent coach-assistants and a manager. All volunteers must complete the necessary Criminal Record Check and may be required to complete a vulnerable sector check as well.
7. You are advised to have reasonable control over your players and parents at all times: on and off the ice (eg. in locker rooms, at tournaments, in hotels, and all CARA events, etc.)
8. CARA supports and encourages its coaches to continue to improve their skills and certification through continuing education. Some of the courses required to become a coach will be paid for by the Association. All coaches must complete ISA Level 1 (Introduction to Community Sport), including ethics training. The Association will cover the full cost of all mandatory clinics. Other courses must be pre-approved by the board for reimbursement.

12. Return To Play



Charlottetown and Area Ringette Association Policy Manual

CARA supports the primary protocols defined by Ringette PEI for return to play from injury and will follow those protocols with the following amendments when and if needed:

- As per Ringette PEI...If a player is required to seek medical attention for a head injury, that player shall require medical clearance to continue as an active player in all sanctioned events. Please refer to Concussion Protocol for relevant information.
 - As per the CARA.... proof of medical clearance shall be provided to the President prior to a return to participation as an active player.
- As per Ringette PEI...If a player is required to seek medical attention for a bodily injury, that player shall require parental clearance to continue as an active player in all sanctioned events.
 - As per the CARA....in the case of multiple occurrences of injuries having been sustained, that player shall require parental and coaches' clearance to continue as an active player in all sanctioned events.

Concussion Protocol

Symptoms of concussion may develop over time following a brain injury. The participant with a head injury must consult a medical doctor or nurse practitioner before returning to play.

The participant and the participant's parent/guardian (if applicable) should follow these guidelines:

- **If NO concussion is diagnosed by a physician / nurse practitioner:** the participant may return to physical activities accompanied by a note from the physician confirming that the participant has not been diagnosed with a concussion and can resume full participation.
- **If a concussion IS diagnosed by a physician / nurse practitioner:** the participant can only gradually return to physical activities by following the steps outlined in the chart below and/or as directed by a physician / nurse practitioner.
- The participant should be monitored regularly for the return of any signs and/or symptoms of concussion. If signs and/or symptoms return, the participant must consult with a physician / nurse practitioner.



Charlottetown and Area Ringette Association Policy Manual

- Return to Play Strategy:
 - Each stage must take a minimum of 24 hours and the length of time needed to complete each stage will vary based on the severity of the concussion.
 - Move forward to the next stage when activities are tolerated without new or worsening symptoms.
 - If symptoms reappear, return to the previous stage for at least 24 hours.
 - Students must have returned to school or full studies at their pre-injury level of performance. Adults must have returned to their normal education or work before proceeding to stages 5 and 6.

Stage	Aim	Activity	Stage Goal
0	Rest	24-48 hours of physical and cognitive rest	Rest
		Proceed to Stage 1 when symptoms are gone	
1	Symptom - limited activity	<ul style="list-style-type: none"> ● Daily activities that do not provoke symptoms ● Monitor for symptoms and signs 	Gradual re-introduction of work/school activities
2	Light aerobic activity	<ul style="list-style-type: none"> ● Walking or stationary cycling at slow to medium pace ● No resistance training ● Light intensity jogging or stationary cycling for 15-20 minutes at sus-symptom threshold intensity 	Increase heart rate
3	Sport-specific exercise	<ul style="list-style-type: none"> ● Training activities such as skating drills ● No head impact activities or resistance training ● Moderate intensity jogging for 30-60 minutes ● Low to moderate impact passing and shooting drills 	Add movement



Charlottetown and Area Ringette Association Policy Manual

4	Non-contact training drills	<ul style="list-style-type: none"> ● Harder training drills without contact with teammates ● May start progressive resistance training 	Exercise, coordination and increased thinking
		Medical Assessment and clearance	
5	Full contact practice	<ul style="list-style-type: none"> ● Medical clearance required prior to engaging in full contact activity ● Participation in full practice without activity restriction 	Restore confidence and assess functional skills by coaching staff
6	Return to sport	<ul style="list-style-type: none"> ● Normal game play 	

13. Player Call Up

Ringette PEI covers the regulations for the periodic call up of players from one division to an older age group in order to have an appropriate number of players for game situations. For the purpose of Charlottetown and Area Ringette Association teams requiring affiliated players to complete a roster please refer to the appropriate Ringette PEI policy.

Although CARA does not govern the number of games an individual player can be called up, the Association does require its teams and coaches to adhere to the following protocol when call up players are required:

- Coach for the team requesting a player **MUST** contact the players current coach prior to the player being contacted
- Current coach for the player being requested can either
 - Contact parent / player to inform them of the request
 - Give permission for requesting team to make direct contact
 - Deny the request

Failure to follow this protocol could lead to disciplinary action by the CARA Executive.



Charlottetown and Area Ringette Association Policy Manual

14. Manager Responsibilities

The team manager is appointed by the coach and the parents. The manager is the first line of communication with the parents for the coach of the team as well as the other teams in the association. The manager is responsible for convening team meetings and parent organization for the activities and responsibilities of the team.

Duties and responsibilities:

1. Respect the promotion of the Code of Conduct and Fair Play Policy, as described in this manual.
2. Complete the Manager's Certification. Details for certification can be obtained by the Director of Managers and Volunteers. The cost of the Manager Certification course is covered by CARA.
3. Communicate the schedule of games, practices and other team events to the team.
4. Prepare a team budget and collect team fees from parents/players.
5. Register the team at tournaments and pay for the costs.
6. Ensure that the collection and remittance of all monies owed to the Treasurer of the Association are paid according to the due dates, including the following:
 - a. December 1st: Equipment deposit of \$400.
 - b. December 1st: Montague Tournament fee as set by the Montague Ringette Association.
 - c. December 1st: Charlottetown Ringette Tournament fee as set annually by CARA.
 - d. January 15th: Riverview/Dieppe Tournament fee as set by the Riverview and Dieppe Ringette Associations.



Charlottetown and Area Ringette Association Policy Manual

7. Complete form(s) for all travel off the island. Any team travelling off-Island must fully complete a travel sanction form, 30 days prior to travelling. The form is available on the RPEI website, www.ringettepei.ca/page.php?page_id=32544.
8. Obtain volunteer minor officials to run the time clock, shot clock(if required) and prepare the game sheet, for regular season and preseason games, in accordance with established rules.
9. Be sure to keep a copy of all team game reports and submit reports to Ringette PEI within 48 hours.
10. If the designated HOME team ensures that the game sheet has been duly completed and delivered to the minor officials at least five minutes before the game.
11. Obtain a first aid kit from the Equipment Manager for the team and ensure that it is kept stocked and is available for all team activities. Be aware of emergency procedures at local arenas and elsewhere and have phone numbers for ambulances, other emergency services, and those of the players' parents.
12. Ensure that there is a responsible adult accompanying an injured player who is transported to the hospital in the absence of the parents, and that the necessary medical report forms are available for the needs of the attending physician. In addition, ensure that the report of the accident is promptly filed with the Association.
13. Arrange for any fundraising for the team to be organized according to guidelines provided by the Association.
14. Provide a list of volunteers from their team to complete the required hours of volunteer work for CARA tournaments.
15. Ensure that all rules and policies of the Association are respected, and that any deviations from them are reported to the Board.
16. Ensure, by confirmation directly with the team coaching staff, that all Association assets (such as goaltender equipment, rings, pylons and jerseys) are returned to the Equipment Manager at the end of the season. It is best if all communicate directly with the Equipment Manager to avoid misunderstandings when returning the equipment.



Charlottetown and Area Ringette Association Policy Manual

17. In coordination with the Head Coach ensures that there is at least one female aged 18 and over with a valid Criminal Record Check on the players bench is followed.

15. Goaltender Policy (Under Review)

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

This policy is intended to cover the most common scenarios. It is understood that in some circumstances exceptions will be required which may be in the best interest of CARA, the athlete and the sport of ringette. These exceptions will be at the discretion of CARA.
(NEW)

Goalies must come from registration only (no recruiting) for U10 divisions unless approved by the executive. (remove)

All goalies recruited at U12, U14, and U16/19 level after teams have been drafted must be coordinated through the Goalie Development Director. (remove)

All ages

Ideally, all athletes with an interest to play goalie will be identified before teams are selected. In the event there are not enough identified goaltenders for the number of teams, external recruitment will be permitted at U12, U14 and U16/19 levels under the following conditions:

All activity is to be coordinated through the Goalie Development Director and the Registrar.

Any external goaltender (new to ringette) and expressing intent to register MUST go through a subsidiary lottery of all Division teams without an identified goaltender. This must be clearly communicated with the player/parent and is irrespective of where the contact was initiated. This step can be waived if the other Division coaches are agreeable.

If the goalie refuses to pay or play for the team that has won their rights in the subsidiary lottery, they are deemed ineligible for the remainder of the season in CARA.



Charlottetown and Area Ringette Association Policy Manual

Goalies should be registered before the draft to be rebate eligible. (remove)

Specific attention will be given to goaltending at the pre-season coach's orientation session. This will include but is not limited to specific drills for goalies, the significance of goalie first out of the dressing room and first on ice, working with a goalie's confidence, power skating for goalies, and allowing goalies time to warm up - not be a shooting gallery.

Under 8

All players are to try nets for ½ game/practice at least once during the first part of the season.

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

Coaches should be encouraging identified prospects to try the goalie developmental program.

A list from each team of potential prospects is to be submitted at the end of season to Charlottetown Ringette via Goalie Development Director.

Under 10

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

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

Players requesting registration after the team selection process must follow any relevant registration policies and must clearly demonstrate a long term interest in the sport of ringette. They must also provide a satisfactory explanation for the late registration request to the Registrar and Goalie Development Director.(NEW)



Charlottetown and Area Ringette Association Policy Manual

**All current rules are to be enforced. (No goalie recruiting in U6, U8, U10 divisions)
(remove)**

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

Skaters (non-identified goalies) are encouraged to play as a goaltender for another team (e.g. blue skater plays game for orange as a goalie).

Coaches are STRONGLY encouraged to rotate through their own team.

Players who are identified in U8 as a prospect are to be placed in the team makeup process on a team without a fulltime goalie, so the opportunity is still there if the player decides to explore the option.

U12 to U19

Coaches requesting a replacement goalie from within their own Division or from a Division below MUST follow this procedure:

1. Contact the goaltender's home coach for permission. It is at the discretion of the goaltender's home coach to permit the goaltender to play for another team.
2. If the home coach agrees to the request, the home coach and the requesting coach will determine who will contact the parent/guardian of the goaltender being requested. If the home coach does not support the request, neither the parent/guardian nor the goaltender are to be contacted.
3. If the parent/guardian agrees to the request they will approach the player as they deem appropriate

Goalie Rebates and Incentives

CARA recognizes the importance of recruitment and retention of committed long term ringette goaltenders and offers the following incentives:

1. Full time U8 & U10 goalies will get a full (100%) rebate at the end of the season (**minus any insurance and administrative fees??**) provided they have played 50% of their season in nets.
2. Full time U12 through U16/19 goalies, who supply 100% of their own gear, will get a full (100%) rebate at the end of the season (**minus any insurance and administrative fees??**) provided they have played 75% of their season in nets.



Charlottetown and Area Ringette Association Policy Manual

3. Goalies who participate in Power Rings programs will do so free of charge
4. Goalie Development sessions will be provided for all goaltenders or those wishing to give goaltending a try free of charge.

16. Equipment

Equipment deposit

An equipment deposit of \$400.00 per team at the U10 through to U19 levels payable by e-transfer or cheque to CARA by December 1st is required. This equipment deposit is refundable at the end of the season upon the return of 100% of jerseys (unless approved by the executive), first aid kit and any equipment borrowed by the team. Deductions MAY be made for any missing items in the amount of the replacement cost of the missing items. Payment of the equipment deposit is a requirement to participate in the Charlottetown Ringette Tournament.

Goaltender Equipment

CARA supplies U6/U8 level goaltender equipment, specifically the stick and pads (if requested), and U10 level goaltender equipment specifically the stick, pads, blocker and chest protector, from the inventory that is already available in our equipment room. If a piece of equipment is missing, the association will take the necessary measures to obtain it. The equipment borrowed must be returned to the association at the end of the regular season. The Equipment Director will ensure equipment is signed to the coach or manager of a goaltender's team. When distributing the equipment, the coach or team manager as well as the parent of the player acknowledge that a fine could be imposed if the equipment is not returned at the end of the season. The refund of the Team's equipment deposit will be delayed until the cost of the missing equipment is covered. The association will have the mission to buy used equipment for the next season.

Logo

The logo is available for printing or embroidery by other companies.



Charlottetown and Area Ringette Association Policy Manual

Jerseys

Team jerseys are distributed at the beginning of the season to a team official. Each manager or coach of the team must ensure that clean and folded jerseys are returned at the end of the season. All equipment and jerseys remain the property of CARA. No logo or sponsor name may be added on jerseys without CARA's approval. Teams and/or players are not permitted to alter numbers unless approved by CARA.

Personal name strips and C's or A's must be removed at the end of the season.

Players are invited to wear their team jerseys for parties only, and are strongly encouraged to wear their own practice shirts for all ice hours other than team games.

Rings and Safety Kits

Each team will have rings for the year, one ring per player. Rings that become unusable (damaged) will be replaced as needed, please contact the Equipment Director. The rings must be returned to the Equipment Director at the end of the season.

First aid kits are distributed to each team prior to the season. If items are used during the season and need replacing, please contact the Equipment Director.

17. Complaints

Rules of conduct

CARA may from time to time pass rules of conduct prescribing the standards of competency, fitness, moral character and conduct of its Board Members, members, volunteers, or athletes. Any such rule or any amendment thereto shall not take effect until it has been approved at a general meeting of the Association or at a special general meeting of the Association called to consider such rule or amendment. Such rules are not an exhaustive codification of the standards expected of Board Members, members, volunteers, or athletes.

Board Members, members, volunteers, or athletes shall comply with the by-laws, rules of conduct and policies of the Association.



Charlottetown and Area Ringette Association Policy Manual

Expressing a concern

When an issue occurs and a party has a resulting concern to express or issue to be resolved, they are asked to wait 24 hours, then put the issue in writing and submit it to the appropriate party (see below). Whether this issue is labelled as coaching error, team mate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction.

1. For team level issues:
 - a. The appropriate party is normally the team manager;
 - b. If the issue is with the team manager, the coach is the appropriate party;
 - c. If the team so chooses they can also designate an alternate party, such as a parent representative, to be the appropriate person to hear concerns;
 - d. All issues/concerns that cannot be settled at the team level are to be forwarded to the Association in compliance with the Complaints section below.
2. For issues with officiating, the appropriate party is the Ringette PEI Officials Director.

All in-person conversations should be done in private, away from any children, with a neutral third party present.

Complaints

If a complaint is received by CARA that a Board Member, member, volunteer, or athlete has engaged in misconduct or violated the by-laws, rules of conduct or policies of the Association, the complaint shall be referred to the President.

A complaint shall be in writing and signed by the complainant.

The President shall give the Board Member, member, volunteer, or athlete complained against written notice of the complaint.



Charlottetown and Area Ringette Association Policy Manual

The President shall conduct an initial review of the complaint and may require the complainant to answer any inquiries or to provide any records or other information relevant to the complaint.

On completing the initial review of the complaint the President must refer the complaint and the results of the review to the Discipline Committee. Depending on the nature of the complaint the President and/or the Discipline Committee has the authority to immediately and indefinitely suspend the Board Member, member, volunteer, or athlete complained against pending the outcome of the investigation.

The Discipline Committee shall investigate the complaint by taking any steps that it considers necessary including summoning before it the Board Member, member, volunteer, or athlete whose conduct is the subject of the complaint.

A Board Member, member, volunteer, or athlete complained against shall provide all information requested by the Discipline Committee for the purpose of its investigation and shall otherwise cooperate fully with the Discipline Committee in the conduct of the investigation.

On completion of its investigation, the Discipline Committee shall make a written report to the President recommending that:

1. action be taken against the Board Member, member, volunteer, or athlete complained against; or
2. no further action be taken with respect to the matter under investigation.

If the Discipline Committee concludes that there is sufficient evidence to support a finding of misconduct or violation of the by-laws, rules of conduct or policies of the Association they shall notify the complainant and the Board Member, member, volunteer, or athlete complained against of this result. The notice shall be accompanied by the action that the Committee considers necessary or advisable to be taken to fairly reflect the evidence that the Committee has concluded supports such a finding. The actions that may be taken by the committee range from a written reprimand up to and including a lifetime suspension as a Board Member, member, volunteer, or athlete with the Association. The Association shall immediately take the recommended action. The Board Member, member, volunteer, or athlete complained against may, notwithstanding the Discipline Committee's conclusion, request that the complaint be referred to Ringette PEI for further review. That request is to be made within thirty days of the date on which the complainant is notified of the Discipline Committee's conclusion.



Charlottetown and Area Ringette Association Policy Manual

If the Discipline Committee concludes that there is not sufficient evidence that such a finding might be made, it shall report that conclusion to the complainant and the Board Member, member, volunteer, or athlete complained against. The complainant may, notwithstanding the Discipline Committee's conclusion, may request that the complaint be referred to Ringette PEI for further review. That request is to be made within thirty days of the date on which the complainant is notified of the Discipline Committee's conclusion.

Appeal Process

Any coach can appeal a suspension by following the process outlined below:

Filing an Appeal

The coach must submit their appeal in writing to the Director of Coaching no sooner than 24 hours following the incident and no later than 48 hours following the incident. In the event of a weekend, one full working day after the incident occurred. For example, if a coach is removed from the bench after 5pm on a Friday, or anytime over the weekend, the appeal must reach the Director of Coaching on Tuesday. Failure to comply with these guidelines will deem an appeal null.

Decision

The Disciplinary Committee will convene to review the following before rendering a decision:

- The complaint filed by the coach
- The report filed by the official, and any discovery during the meeting with the coach.

The decision of the Disciplinary Committee will be final; no further appeals can be filed regarding the incident in which the original complaint was filed.

The Disciplinary Committee will report their findings to the Director of Coaching in writing within 24 hours of the decision;

The Board of Directors shall receive a brief overview of the situation, the findings and the duration of the suspension;

The Director of Coaching will communicate the findings to the coach;



Charlottetown and Area Ringette Association Policy Manual

The local Associations will be advised of the Committee's findings.

The Disciplinary Board will consist of the following people;

- CARA President or Vice President
- Referee in Chief (unless he/she is the one who issued the suspension)
- Director of Coaching
- 2-3 Members at large (must include a minimum of one female and one male) This allows for alternate members to be seated

Note: These members stated above are only allowed to sit on matters that do not involve themselves, family members or any team that they may coach or manage. This would set a conflict-of-interest (see Ringette Canada Policy 27)

Officials Procedure:

When a situation warrants issuing a game misconduct to any member of a coaching staff (Head Coach, Asst. Coach, and Manager)/Player the following must be done:

1. Proper documentation of the Game Misconduct must be completed on the game sheet. Preferably at the point at which the staff member was ejected, without a great loss of time.
2. The ejection must be written up on the bottom (and back, if unable to write all of the details on the front) of the official game sheet. When completed, the officials of the game must sign and date the report.
3. Details must be called into the Referee-in-Chief, preferably same day/night.
4. Within 24 hours a detailed report must be submitted by email to the RIC for review and forward to the disciplinary committee if necessary.

Officials may have to be prepared to talk in front of a disciplinary committee if the act is considered egregious.

18. Discipline

(Verbal/Physical Abuse of an Official)



Charlottetown and Area Ringette Association Policy Manual

When a referee deems necessary to issue a coach, assistant coach, and/or manager of a team a **Game Misconduct and/or Match penalty** (falling under Sections 15/17), the following shall occur:

1st Offence

Automatic Suspension for a minimum of one game, if for a Game Misconduct the recipient is out for only the remainder of the game in which the penalty was assessed

2nd Offence

Automatic 2-game suspension
Meeting with Disciplinary Board

3rd Offence

Automatic suspension for the remainder of the season

Before reinstatement the following season*, must meet with Disciplinary Committee to determine next-steps

Successfully complete Sensitivity training and/or anger management

Prepare a report on appropriate conduct of bench staff

*Completion of above does not grant automatic reinstatement

Please note: These suspensions are placed as a minimum. Additional games and/or sanctions can be imposed by the disciplinary committee.

These suspensions are in addition to what are stated in Ringette Canada's Policy Manual (Page 90 Section 23.1)

All offences will be kept on file for a minimum of two years. If more than two offences are committed within a rolling 24-month period, coaches could be suspended indefinitely.

Appeal Process

Any coach can appeal a suspension by following the process outlined below:

Filing an Appeal

The coach must submit his / her appeal in writing to the Director of Coaching no sooner than 24 hours following the incident and no later than 48 hours following the incident. In the event of a weekend, one full working day after the incident occurred. For example, if



Charlottetown and Area Ringette Association Policy Manual

a coach is removed from the bench after 5pm on a Friday, or anytime over the weekend, the appeal must reach the Director of Coaching on Tuesday. Failure to comply with these guidelines will deem an appeal null.

Decision

The Disciplinary Committee will convene to review the following before rendering a decision:

- The complaint filed by the coach
- The report filed by the official, and any discovery during the meeting with the coach.

The decision of the Disciplinary Committee will be final; no further appeals can be filed regarding the incident in which the original complaint was filed.

The Disciplinary Committee will report their findings to the Director of Coaching in writing within 24 hours of the decision;

The Board of Directors shall receive a brief overview of the situation, the findings and the duration of the suspension;

The Director of Coaching will communicate the findings to the coach;

The local Associations will be advised of the Committee's findings.

The Disciplinary Board will consist of the following people;

- CARA President or Vice President
- Referee in Chief (unless he/she is the one who issued the suspension)
- Director of Coaching
- 2-3 Members at large (must include a minimum of one female and one male) This allows for alternate members to be seated

Note: These members stated above are only allowed to sit on matters that do not involve themselves, family members or any team that they may coach or manage. This would set a conflict-of-interest (see Ringette Canada Policy 27)

Officials Procedure:



Charlottetown and Area Ringette Association Policy Manual

When a situation warrants issuing a game misconduct to any member of a coaching staff (Head Coach, Asst. Coach, and Manager)/Player the following must be done:

1. Proper documentation of the Game Misconduct must be completed on the game sheet. Preferably at the point at which the staff member was ejected, without a great loss of time.
2. The ejection must be written up on the bottom (and back, if unable to write all of the details on the front) of the official game sheet. When completed, the officials of the game must sign and date the report.
3. Details must be called into the Referee-in-Chief, preferably same day/night.
4. Within 24 hours a detailed report must be submitted by email to the RIC for review and forward to the disciplinary committee if necessary.

Officials may have to be prepared to talk in front of a disciplinary committee if the act is considered egregious.