



# DORCHESTER RINGETTE ASSOCIATION BYLAWS & CONSTITUTION

Updated: April 2021



# DORCHESTER RINGETTE ASSOCIATION

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## DORCHESTER RINGETTE ASSOCIATION

### 1.0 Association Objectives

- a) To promote, govern and improve the sport of Ringette in and around the Town of Dorchester. This includes the development of its players, coaches and officials.
- b) To encourage fun, sportsmanship, team play and a healthy competition in games.
- c) To attempt to develop as many teams as is economically practical at each age level and at each level of ability.
- d) To strive for conditions conducive to the safety of all participants.
- e) To stress respect for officials by participants and coaches.
- f) To ensure mass participation and the opportunity for everyone to play in an atmosphere of fun. Beginners and weaker players should be given every opportunity to learn and improve and stronger more competitive players should be given the opportunity to compete at their own level.
- g) To ensure that all association fund-raising activities are for the benefit and improvement of the Dorchester Ringette Association.

### Association Membership

- a) Membership shall consist of parents (or legal guardians) of players who have paid their fees, players, coaches and all other volunteers of the DRA.
- b) Membership is open to all residents of the official boundaries of Dorchester Ontario. If a Ringette association does not exist in an area where a prospective player lives these players may join the DRA. In the event of space limitations, Dorchester residents will take preference at the time of registration. In the event of space limitations, Dorchester residents and previously registered players will take preference at the time of registration.
- c) Members may withdraw from the DRA at any time and are subject to the DRA withdrawal policy. Refunds are not generally given to members who withdraw except under extenuating circumstances or the approval of the Executive and in accordance with our current policy. This includes voluntary withdrawal or otherwise.
- d) All players belonging to DRA must abide by the rules of the Ontario Ringette Association.

### Association Affiliation

The DRA will be affiliated with the Ontario Ringette Association and Ringette Canada.

### Association Jurisdiction

The DRA will have direct jurisdiction over all players, coach, officials and participants sponsored by DRA.

Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 2.0 Executive Roles and Responsibilities Policy

#### **Purpose**

1. The purpose of this Policy is to provide direction on the actions of the Dorchester Ringette Association Executive so as to ensure compliance with the Dorchester Ringette Association Constitution and By Law Policy, so that the Executive may conduct the operations of the association effectively and efficiently.

#### **Application of this Policy**

2. This Policy applies to the Executive of the Dorchester Ringette Association (D.R.A) and indirectly, the committees and volunteers that report to the Executive.

#### **Association Executive**

3. The DRA will be governed by an Executive Committee consisting of the following Positions/Titles;

- President
- Vice-President
- Secretary
- Treasurer
- Referee in Chief
- Registrar
- Fund Raising/Events Chairperson (2 positions)
- Sponsorship Chairperson
- Promotions Chairperson
- Ice Coordinator
- Coaching Director
- Western Region Representative (WRR/WORL/WRRL/DDAA)
- Equipment Manager
- Tournament/Regionals Chair (1 position) (necessity determined from season to season)

4. These persons will attend the Executive meetings and present reports as requested by the President or the Executive Chairperson in charge of any sub-committee. Reports at these meetings should be submitted in writing wherever possible.

5. In the event the Executive decides a new office is required during the year, it may create, by a majority vote and fill that position. This must be ratified at the next Annual General Meeting.

- a) Executive members retiring from office will be considered as holding office until the conclusion of meeting at which they retire.
- b) The Executive Committee has the authority to replace a member who is continually absent, unable to act or if there are other extenuating circumstances.
- c) The Executive Committee has complete power to deal with any matter concerning the operation of the DRA.
- d) The Executive Committee will select head coaches for all teams at the beginning of each season in collaboration with the Coaching Director.



## DORCHESTER RINGETTE ASSOCIATION

### **Election of the Association Executive**

6. a) The Executive will be elected annually at the Annual General Meeting.
- b) The term of office will be one year, or until the next annual meeting. No one person shall hold the office for more than 2 (two) consecutive terms unless the office is open and may continue to hold the same office if re-elected by the membership.
- c) The election of each executive member will be by a simple majority vote.
- d) If a vacancy should arise in the Executive before the next Annual General Meeting the Executive will have the authority to fill this vacancy.

### **Association Meetings**

7. a) An Annual General Meeting must be held before the end of May each year. The Executive will determine the date, time and place. Notice of this meeting must be given to all members in good standing.
- b) All meetings other than special committee meetings will be at the call of the president. Notice of Executive meetings must be given to the executive at least one (1) week before the meeting. However the executive may agree to meet on regular dates without this prior notice.
- c) Emergency meetings can be called by a member of the executive at any time with the approval of the President. A quorum must be present to enact any motion that may be presented. No advance notice needs to be given.

### **Order of Business at the Annual General Meeting**

8. The order of business at the Annual General Meeting will be as follows:

- a) Call to order (by President who will act as chairman)
- b) Adoption of minutes of previous Annual General Meeting and general meeting held since the previous annual meeting.
- c) Business arising out of the minutes
- d) The President/Vice-President's Report
- e) The Treasurer's Report
- f) The Registrar's report
- g) Constitution and Bylaws Amendments
- h) Election of next year's executive
- i) New Business
- j) Adjournment

### **Voting**

9. a) Executive Members over the age of 18 will be permitted one (1) vote each.
- b) No proxy vote will be permitted at any meeting.
- c) Every proposal at any members' meeting will be decided by a majority of votes. Amendments to the Constitution and Bylaws, however, shall require two-thirds (2/3) of the votes. In the case of a tie, and only then, shall the Vice President vote.



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### Quorum

10. a) The presence of ten (10) members shall be necessary to constitute a quorum at any General meeting of the members.
- b) The presence of at least one-half (1/2) of the Executive will constitute a quorum of executive meetings and must include the President or Vice-President.

### Amendments to the DRA Constitution and Bylaw

11. An amendment to this constitution may be effected at any Annual General Meeting or Special general Meeting of the DRA in which a quorum is present subject to the following:
  - a) Amendments will require a majority vote of two-thirds (2/3) of the voting members present.
  - b) Details of any proposed amendment to the Constitution of the D.R.A must be submitted to the membership at large along with a notice calling the meeting.
  - c) Proposed amendments to the constitution may be submitted to the membership at large by a) the Executive Committee or b) by the membership at large, provided that at least (10) members sign the request and submit it in writing to the Executive Committee at least twenty-eight (28) days prior to the meeting.
12. Amendments to the Bylaws may be effected by the executive during the year subject to ratification at the Annual General meeting by a two thirds (2/3) majority vote of the members present.

### Duties

### Committees

13. a) Committees shall include those designated under 6(a) of the constitution plus any adhoc committees which may be formed by the Executive for specific purposes from time to time.
- b) All meetings are at the call of the chairperson of the committee.
- c) If a chairperson of a committee is not present at a meeting, the members present shall elect, a chairperson for that meeting.
- d) The committee shall designate a secretary to record the minutes of that meeting each time they meet.
- e) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by the majority of the members present including the chairperson.
- f) Minutes of the Committee meeting, which record decisions of committees who are exercising powers delegated by the Executive must be presented at the next Executive meeting.



## DORCHESTER RINGETTE ASSOCIATION

### Duties of the Executive

#### A. The President will:

- a) Preside at all meetings of the Executive Committee and at all Annual General and special General Meetings of the DRA.
- b) Be responsible for preparing an agenda for each Executive Special and Annual General Meeting and shall present the written report to members at the Annual General Meeting.
- c) Decide on all points of order and will be responsible for the proper conduct of the meeting. Roberts Rules of Order will govern in case of a conflict.
- d) Is an ex-officio member of every sub-committee formed by the D.R.A.
- e) See to the application of the Constitution and Bylaws and will be responsible for ensuring that the other directors perform their appointed duties.
- f) Be responsible for directing the overall activities of the D.R.A.
- g) Not vote except in the event of a tie, when he/she shall cast the deciding vote.
- h) Be the official between the D.R.A. and the Ontario Ringette Association and shall be responsible for ensuring that all O.R.A correspondence is brought before the D.R.A.

#### B. The Vice-President will:

- a) Have all the powers and shall execute all the duties of the President in his/her absence.
- b) Also have the powers and responsibilities which may be assigned by the President or the Executive Committee.
- c) Will co-ordinate and collect all reports for the Annual General Meeting.
- d) Shall be responsible for maintenance of by-laws and policies and procedures of the Association.
- e) Will act as Liaison to Team Managers throughout entire season where matters of policies and procedures to be follow are concerned.
- f) Responsible to empty arena drop box and distribute contents to responsible executive members.

#### C. The Past President will

- a) Be an advisor to the President and the Executive Committee and will assist the President in whatever duties requested by the President.
- b) Act as Chairperson of the Nominating Committee for purposes of filling the offices to be elected at the Annual General Meeting. Shall also be Chairperson of the Nominating Committee if deemed necessary by the Executive for purposes of nominating members to the Executive to replace members who have resigned or been suspended.
- c) Shall be an ex-officio member of the Executive and shall only serve a one year term of office. The Past President cannot be appointed or elected and when in attendance at an Executive Committee meeting has no vote.



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### D. The Secretary will:

- a) Take minutes of all DRA meetings and Special General Meetings of the D.R.A. and of all Executive Committee meetings. In the absence of the Secretary, the President shall appoint a secretary to keep minutes of any particular meeting.
- b) Have the responsibility for keeping all the records and correspondence for the D.R.A. in appropriate order.
- c) Provide each member of the Executive Committee with minutes of every meeting, within one week of meeting date.
- d) Responsible for booking monthly meeting room facility in coordination with President.
- e) Responsible for coordinating and following-up on lottery license applications with Thames Centre.

### E. The Treasurer will:

- a) Be responsible for preparing for payment, after due authorization, all of the invoices properly the responsibility of the D.R.A. These payments shall be made by cheque, signed by two (2) of the President and Treasurer.
- b) Keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the D.R.A. and report at each Executive and Annual General meetings
- c) Be responsible for keeping all the financial records of the D.R.A. and keep a record of all funds and assets of the D.R.A.
- d) Be responsible for the opening, maintenance and proper documentation of all bank accounts required by the D.R.A. and the proper balancing of the records of deposits and disbursements made in those accounts.
- e) Be responsible for the proper preparation and presentation of financial statements of the D.R.A. and the proper keeping of records leading to those financial statements.
- f) In conjunction with the Registrar account for all membership fees paid in each year.
- g) Be responsible for preparing and presenting at the beginning of each year, an operating budget incorporating all expected revenues and expenses of the D.R.A. for that particular season. Also responsible for reporting at each Executive meeting the actual financial results of the D.R.A. compared to the Operating Budget.
- h) Present and oversee the budgets of any DRA provincial teams.

### F. Fund Raising/Events Chairperson will:

- a) Develop and co-ordinate all programs to raise funds for the D.R.A. (e.g. garage sales, skate-a-thons, tournaments, Elmira chicken, bottle drives etc.)
- b) Ensure that all monies collected in fund-raising materials are presented to the Treasurer for prompt payment/deposit.
- c) Ensure that all fund-raising activities are undertaken for the benefit of the association as a whole except where a specific need is approved by the Executive Council. The Chairperson will oversee and advise as required and report to the Executive Council.





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### G. The Sponsorship Chairperson will:

- a) Contact local businesses, including those from previous seasons, before the start of each ringette season for the purpose of seeking sponsors for all regional teams, as needed.
- b) Update the executive and treasurer immediately as sponsors are acquired.
- c) Track and follow up with payments from sponsors and send thank you's as necessary.
- d) Contact the Equipment Manager and coordinate the allocation of name bars to teams as needed.
- e) Arrange for team photos to be sent to sponsors as necessary.
- f) Contact local businesses for donations for the silent auction table at the annual year end banquet.
- g) Responsible to coordinate photo and clothing vendors for association with help of volunteers as necessary.

### H. The Promotions Chairperson will:

- a) Publicize all aspects of Ringette in Dorchester.
- b) Develop and maintain the D.R.A. website ([www.dorchesterringette.ca](http://www.dorchesterringette.ca)) to ensure it is up-to-date with relevant content throughout the year.
- c) Publicize upcoming D.R.A. events and events that may be of interest from other organizations.
- d) Develop print-based promotional materials (posters, pamphlets, etc.) and make them available to the public.
- e) Publicize tournaments and special events on the D.R.A. website, in the Signpost and on the Community Centre's roadside digital display.
- f) In conjunction with the Registrar, ensure that full publicity is given to the registration times, dates, places etc.
- g) In conjunction with the Ice Coordinator, ensure the full schedule for the league is available as a digital calendar feed. Make corrections and updates to the schedule on an as-needed basis.
- h) In conjunction with the Fund Raising Chairperson, ensure all fund raisers are properly promoted (ie. Flyers, create raffle tickets, posters, etc.)
- i) In conjunction with the Sponsorship Chairperson, ensure that sponsors are properly recognized on the website, and through any other means the Executive deems appropriate (ie. Dressing room door magnets).
- j) Place advertisements in the Dorchester Signpost and other local and area newspapers.
- k) Collect any trophies and memorabilia won by D.R.A. teams. Ensure that these are prominently displayed in the D.R.A. display case when available.
- l) Leverage any other appropriate avenues to promote the game of ringette in Dorchester and surrounding areas.

### I. The Referee In Chief will:

- a) Select and train referees to officiate all D.R.A. games.
- b) Ensure that referees are present to officiate all D.R.A. sponsored games.



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- c) Maintain a high degree of quality in the referees, to encourage all referees to reach higher levels of certification.
- d) Ensure that all referees officiate by O.R.A. rules except in cases where D.R.A. Rules of Operations take precedence.

### J. The Coaching Director will:

- a) Recommend to the Executive committee the Head Coaches for each team before the beginning of the season.
- b) Encourage and co-ordinate the certification of all coaches to at least Level 1 and encourages and promotes higher level certification as it becomes available.
- c) Co-ordinate community level and N.C.C.P. clinics and encourage attendance of all coaches where possible.
- d) Counsel coaches where deemed necessary.
- e) Conduct coaches meetings at the beginning of each year and, additionally as appropriate, to establish procedures for tournament, game scheduling conflicts, etc.
- f) Obtain and distribute all information regarding tournaments including O.R.A. play downs, provincials etc. in a timely manner to all coaches. Coaches should be kept up to date on any changes in tournament details when available.
- g) Co-ordinate volunteer coaches for spring/fall Bring a Friend sessions in conjunction with Ice Coordinator, Promotions Chairperson and Registrar.
- h) Co-ordinate volunteer Evaluators for Provincial level tryouts in conjunction with Provincial Coaches.
- i) Ensure Coaches (U8 to U12 including Provincial Level) have completed and submitted Skills Matrix information to the Coaching Director. Skills Matrix is to be completed twice throughout the season, according to ORA/WRRA deadlines set each season.
- j) Ensure Team Managers have completed appropriate certifications for the season.

### K. The Registrar will:

- a) Be responsible for ensuring that registrations are held each year before the end of July and that all necessary arrangements are made for the smooth and orderly running of the registration process.
- b) Ensure all necessary forms are available online.
- c) Instruct everyone involved in the proper way to register. (i.e. when, where, forms to fill, registration fee etc.)
- d) Keep all waiting lists for each age group, when necessary.
- e) Keep a register of all players in the D.R.A. and be responsible for the eligibility of all players. Register all players with the O.R.A. and Ringette Canada.
- f) Collect payment and deposit to the DRA bank account as needed, but will not have withdrawal access or signing authority.

### L. The Ice Coordinator will:

- a) Be responsible for obtaining ice required by the D.R.A. for regular season games, practices and provincial team tryouts throughout the season.



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- b) Schedule all games and practices for the D.R.A. excluding tournaments, ensuring ice is allotted to each team in a fair and conscientious manner.
- c) Give copies of the ice schedule to each coach, Referee in Chief, the Promotions and the President.
- d) Help the Tournament Chairperson obtain sufficient ice time for all tournaments whenever possible.

### M. The Equipment Chairperson will:

- a) Purchase all necessary ringette equipment, including first aid supplies, in order that it is available for the first regular season game.
- b) Ensure the goalie equipment is repaired or replaced whenever necessary
- c) Be responsible for collecting all referee equipment belonging to the D.R.A. from the Referee in Chief at the end of the season.
- d) Store all trophies, plaques and tournament-related awards left over at the end of the season.
- e) Maintain an up to date inventory of all items in DRA designated equipment room.
- f) Order sponsor name bars and distribute to team managers as needed based (in conjunction with Sponsorship Chairperson).

### N. Western Region Representative (WRR/WORL/WRRL/DDAA)

- a) Attend Western Region meeting to represent DRA (WRR/WORL/WRRL)
- b) Take any concerns or suggestions from DRA to Western Region meetings.
- c) Report back to DRA on outcome of Western Region meetings.
- d) Attend any Dorchester District Athletic Association meetings (DDAA).
- e) Take any concerns or suggestions from DRA to DDAA meetings.
- f) Report back to DRA on outcome of DDAA meetings.

### O. Tournament/Regional Chair will:

- a) Manage the annual DRA portion of the London Ringette Association (LRA) tournament.
- b) Work with Ice Coordinator to ensure tournament has sufficient ice available
- c) Work with LRA Tournament Chair and DRA Fundraising Chairperson to ensure all volunteer positions have been filled.
- d) Supervise volunteer operations throughout the LRA Tournament.
- e) Manage the DRA portion of the annual Regional Tournament when hosted by London Ringette Association (LRA).
- f) Work with Ice Scheduler to ensure tournament has sufficient ice available.
- g) Work with LRA Regional Tournament Chair and Western Region to ensure all volunteer positions have been filled and DRA meets any other requirements for the regional tournament (i.e. baskets)
- h) Supervise volunteer operations throughout the Regional Tournament.
- i) Work with Sub-committee if desired in coordination and supervision of tournament and annual year end banquet.



## DORCHESTER RINGETTE ASSOCIATION

This Policy is subject to review at least once every three years  
Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 3.0 Financial Policy

#### Definitions

1. The following terms have these meanings in this Policy:

a) “*Representative*” – Individuals volunteering or engaged in activities on behalf of, Dorchester Ringette Association including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of Dorchester Ringette Association

#### Purpose

2. Dorchester Ringette Association will function as a Not-for-profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of ringette in Dorchester.

3. The purpose of this Policy is to guide the financial management practices of Dorchester Ringette Association.

#### Budget and Reports

4. Dorchester Ringette Association’s Executive will approve an annual budget, at its Annual General Meeting which will contain the organization’s total anticipated expenditures and revenues.

5. The Executive Treasurer (or designate) will, at each meeting of the Dorchester Ringette Association Executive, present an interim financial statement (which includes revenues and expenditures).

6. The Executive Treasurer will, at the Annual General Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Dorchester Ringette Association Executive.

#### Fiscal Year

7. Dorchester Ringette Association’s fiscal year will be June 1<sup>st</sup> to May 31st, as determined by the Dorchester Ringette Association By-Laws.

#### Membership and Registration Fees

8. Membership and Registration fees shall be reviewed annually by the Executive Treasurer who will make recommendations to the Executive; which shall approve fees for each year.



## **DORCHESTER RINGETTE ASSOCIATION**

### **Banking - Revenue**

9. All money received by Dorchester Ringette Association will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of Dorchester Ringette Association, as determined by Dorchester Ringette Association.

10. All money received by Dorchester Ringette Association will be deposited, in the name of Dorchester Ringette Association, with a financial institution that is a member of the Canada Deposit Insurance Corporation (CDIC).

### **Signing Officers**

11. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by two of the following: a) President b) Treasurer

### **Expenses**

12. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by Dorchester Ringette Association Executive.

13..Approved expenses are to be claimed and reported no later than three (3) months following the date of the expense. Expenses submitted beyond the three (3) month reporting requirement will be paid only upon the Executive President's approval.

### **Accounts**

14. Accounts receivable terms are net thirty (30) days from the date of invoice.

15. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

### **Expense Claims**

16. Dorchester Ringette Association Representatives may submit expense claims to the Treasurer (or designate) for expenses incurred in performing their duties for Dorchester Ringette Association, within three months of the incurred expense.

Expense claims must include:

- a) The exact amount of each separate expense
- b) The date on which the expense occurred
- c) The place and location of the expense
- d) The purpose of the expense
- e) A receipt for the expense.

### **Signing Authority – Other Documents**

17. In the absence of any resolution to the contrary passed by the Executive, the deeds, contracts, securities, bonds and other document(s) require the signature of two signing officers. The Executive may authorize other persons to sign on behalf of Dorchester Ringette Association.



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18. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of Ringette Canada will be made available for review by the Executive if requested.

### **NSF Charges**

19. Dorchester Ringette Association may charge a fifty (\$50.00) charge on all NSF cheques.

### **Replacement Cheques**

20. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.

21. Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee, at the discretion of the Executive President and Treasurer.

22. Lost or missing cheques that have not been claimed by Dorchester Ringette Association year end will not be reissued.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



#### **4.0 Athlete Registration, Eligibility & Transfer Policy**

##### **Purpose**

1. The purpose of this Policy is to govern the registration of athletes within Dorchester Ringette Association.

##### **Application of this Policy**

2. This Policy applies to all Dorchester Ringette Association Members, registered athletes and potential athletes.

##### **Definitions**

3. The following terms have these meanings in this Policy:

- a) “*Female teams*” – Teams that are comprised exclusively of female athletes;
- b) “*Male teams*” – Teams that are comprised exclusively of male athletes; and
- c) “*Co-Ed teams*” – Teams that are comprised of a combination of male and female athletes, with a minimum of one (1) athlete of each gender.

##### **Registration Fee**

4. Athlete registration fees will be determined by the Executive.

##### **Age Groups and Teams**

5. Registered athletes on teams will be categorized as follows:

Seniors	50 years of age and over as of December 31st of the playing season;
Masters	30 years of age and over as of December 31st of the playing season;
Open	18 years of age and over as of December 31st of the playing season;
U19	Under 19 years of age as of December 31st of the playing season;
U16	Under 16 years of age as of December 31st of the playing season;
U14	Under 14 years of age as of December 31st of the playing season;
U12	Under 12 years of age as of December 31st of the playing season;
U10	Under 10 years of age as of December 31st of the playing season; and
U9	Under 9 years of age as of December 31st of the playing season.
U8	Under 8 years of age as of December 31 <sup>st</sup> of the playing season
U7	Under 7 years of age as of December 31 <sup>st</sup> of the playing season

6. Teams will be categorized as follows:

AAA	Teams participating in international play;
AA	Teams participating in national, interprovincial, provincial or territorial play and provincial or territorial all-star teams;
A	Teams participating in competitive regional, district or county level play;
B	Teams participating in recreation, house league or school play, U16 and U19; and
C	Teams participating in recreation, house league or school play, U8-U14.





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7. The classification of teams will be as follows:

AAA as determined by Western Region Ringette Association;  
AA as determined by the associated local, provincial/territorial association;  
A as determined by the local regional, district or county association; and  
B and C as determined by the recreational, house league or school association.

### Transfers and Releases

8. Athletes wishing to transfer after February 15th of each year must submit a form, approved by Ringette Canada, to the head office of Ringette Canada with all supporting evidence and documentation.

9. Athletes will only be granted a transfer if the athlete:

- a) Has moved their permanent residence from one province/territory to another province/territory.
- b) Level of play/age group not available in-Home Association
- c) Other - consideration may be given to "other" reasons and will be reviewed at the discretion of the Executive.

10. The decision to approve or deny a transfer will be determined by the Executive.

### Registration Process

11. Registration will open April 1<sup>st</sup> or as determined by the Executive and close July 15<sup>th</sup>. Additional registrants after July 15<sup>th</sup> will be at the discretion of the Executive and may include the need for additional players and/or Come Try Ringette events.

12. After registration is closed, a late fee can be applied to registrants except if the registrant is brand new to the organization. Any player already registered and being moved to a different team will not be charged a late fee and will be required to pay any difference in registration fees.

13. All payments must be arranged with the Registrar by September 1<sup>st</sup> of each year and all bond cheques must be provided by September 30<sup>th</sup> or the player will not be allowed to participant in team or on-ice activities.

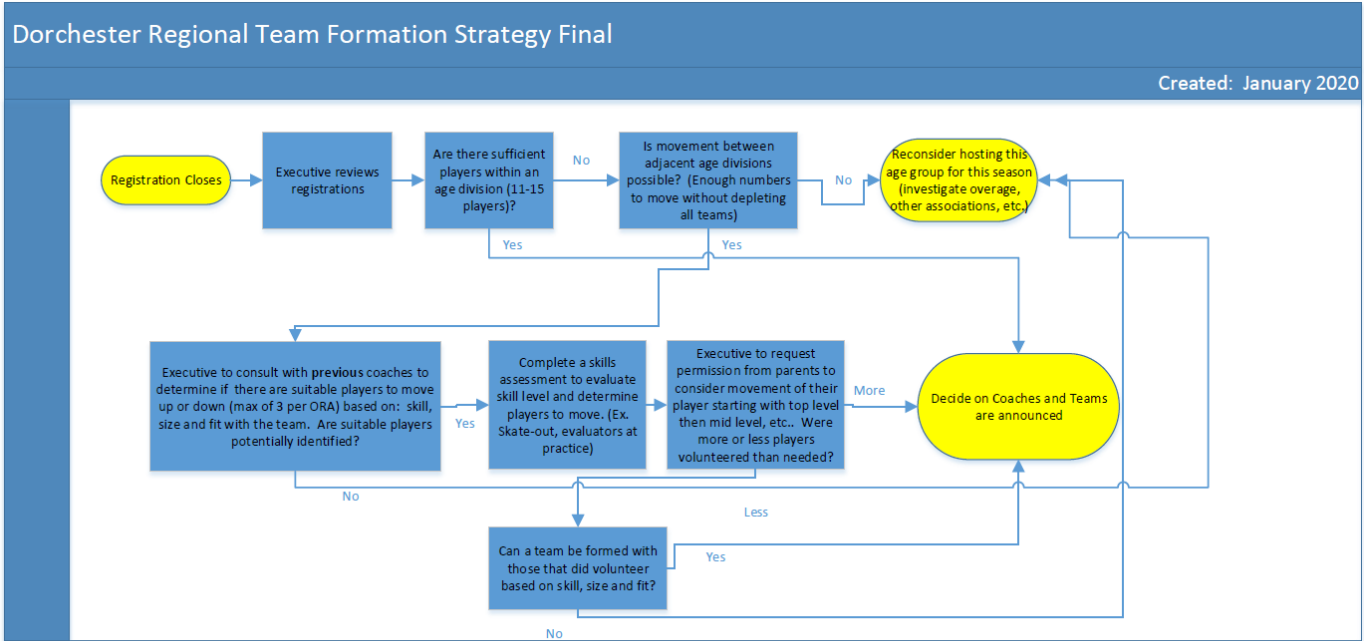
14. Players new to the organization will be required to provide a copy of their birth certificate to validate age.

15. Full Refunds will only be given with written request before July 15<sup>th</sup> of the registration year. After July 15<sup>th</sup> and before October 31<sup>st</sup>, a refund can be given with a written request minus a \$50 administration fee. No refunds will be given after October 31<sup>st</sup>. Refund requests due to medical concerns will be reviewed by the Executive.

16. Payment options will be determined by the executive and may be subject to additional fees to the registrant based on fees charged to the organization.

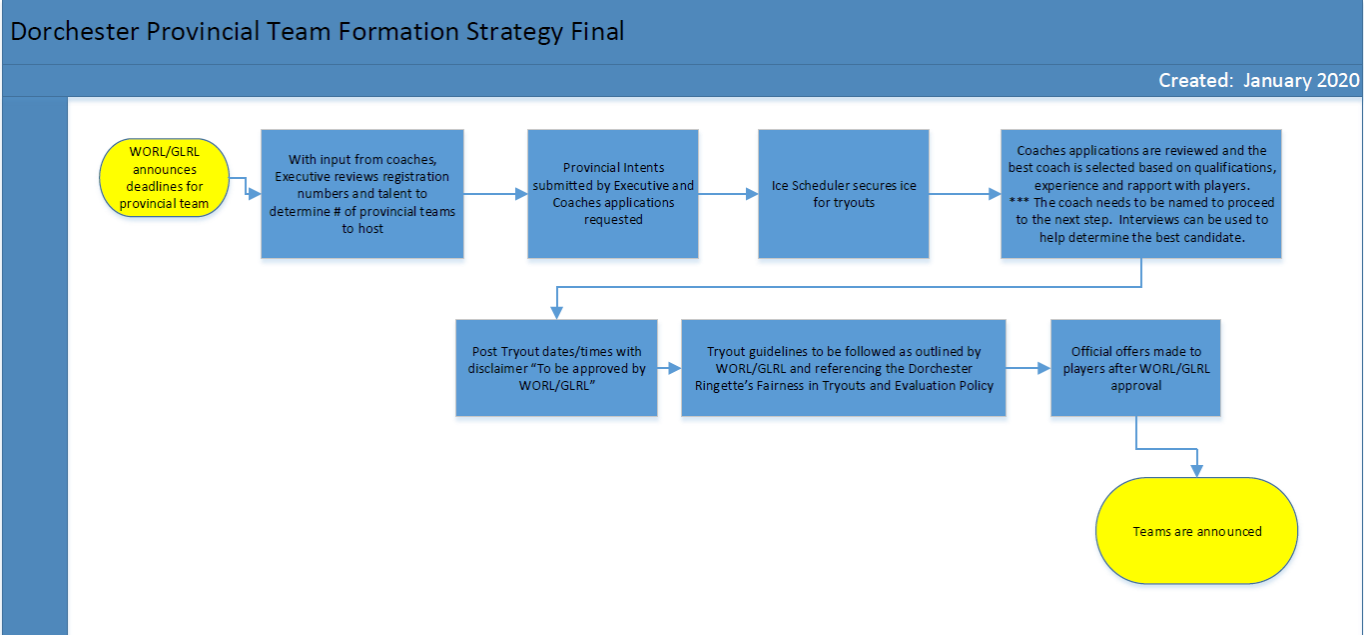
## Team Formation

17. Regional teams should be formed after registration is closed and follow the Regional Team Formation Strategy workflow.



Note: Evaluators should have a suitable background to evaluate player skills and should not have a conflict of interest including being a current coach of the team or parent of a child.

18. Provincial teams should be formed based on Executive intents submitted as per the WRRRA guidelines and follow the Provincial Team Formation Strategy workflow.



This Policy is subject to review at least once every three years  
Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 5.0 Code of Conduct and Ethics Policy

#### Definitions

1. The following terms have these meanings in this Code:

a) “*Individuals*” – Individuals engaged in activities with, Dorchester Ringette Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Dorchester Ringette Association.

b) “*Volunteer Placement*” - Any place where ringette-related activities are conducted. volunteer placements include but are not limited to, the all out of town arenas visited for ringette games, ringette-related social functions, ringette assignments outside FlightExec Dorchester Arena, ringette-related travel, and ringette-related conferences, meetings or training sessions

#### Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Dorchester Ringette Association programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Dorchester Ringette Association’s core values. Dorchester Ringette Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

#### Application of this Code

3. This Code applies to Individuals’ conduct during Dorchester Ringette Association business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Dorchester Ringette Association activities and any meetings.

4. An Individual who violates this Code may be subject to sanctions pursuant to Dorchester Ringette Association’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to Dorchester Ringette Association’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.

5. A volunteer of Dorchester Ringette Association found to have engaged in acts of violence or harassment against any other Members or other third party during ringette events, will be subject to appropriate disciplinary action subject to the terms of Dorchester Ringette’s *Discipline and Complaints Policy*.

6. This Code also applies to Individuals’ conduct outside of Dorchester Ringette Association’s regular ringette activities, and events when such conduct adversely affects relationships within Dorchester Ringette Association (and its work and sport environment) and is detrimental to the image and reputation of Dorchester Ringette Association. Such applicability will be determined by Dorchester Ringette Association at its sole discretion.



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### Responsibilities

7. Individuals have a responsibility to:

a) Maintain and enhance the dignity and self-esteem of Dorchester Ringette Association members and other individuals by:

i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation

ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members

iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory

v. Consistently treating individuals fairly and reasonably

vi. Ensuring adherence to the rules of ringette and the spirit of those rules

b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

i. Written or verbal abuse, threats, or outbursts

ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances

iii. Unwelcome remarks, jokes, comments, innuendo, or taunts

iv. Leering or other suggestive or obscene gestures

v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions

vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance

vii. Any form of hazing

viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing



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- ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - x. Physical or sexual assault
  - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to Dorchester Ringette Association
- c) Refrain from any behaviour that constitutes **volunteer placement harassment**, where volunteer placement harassment is defined as vexatious comment or conduct against a volunteer in a volunteer placement – a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Volunteer placement harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for volunteer placement infractions. Types of behaviour that constitute volunteer placement harassment include, but are not limited to:

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate sexual touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
- v. Psychological abuse
- vi. Personal harassment
- vii. Discrimination
- viii. Intimidating words or conduct (offensive jokes or innuendos)
- ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning



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d) Refrain from any behaviour that constitutes **volunteer placement violence**, where volunteer placement violence is defined as the exercise of physical force by a person against a volunteer, in a volunteer placement, that causes or could cause physical injury to the volunteer; an attempt to exercise physical force against a volunteer, in a volunteer placement, that could cause physical injury to the volunteer; or a statement or behaviour that it is reasonable for a volunteer to interpret as a threat to exercise physical force against the volunteer, in a volunteer placement, that could cause physical injury to the volunteer. Types of behaviour that constitute volunteer placement harassment include, but are not limited to:

- i. Verbal threats to attack a volunteer
- ii. Sending to or leaving threatening notes or emails for a volunteer
- iii. Making threatening physical gestures to a volunteer
- iv. Wielding a weapon in a volunteer placement
- v. Hitting, pinching or unwanted touching of a volunteer which is not accidental
- vi. Throwing an object at a volunteer
- vii. Blocking normal movement or physical interference of a volunteer, with or without the use of equipment
- viii. Sexual violence against a volunteer
- ix. Any attempt to engage in the type of conduct outlined above

e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- i. Sexist jokes
- ii. Display of sexually offensive material
- iii. Sexually degrading words used to describe a person
- iv. Inquiries or comments about a person's sex life
- v. Unwelcome sexual flirtations, advances, or propositions
- vi. Persistent unwanted contact



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- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Dorchester Ringette Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Dorchester Ringette Association *Discipline and Complaints Policy*. Dorchester Ringette Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Dorchester Ringette Association or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of ringette, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) In the case of minors, refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Dorchester Ringette Association programs, activities, competitions, or events
- j) In the case of adults, refrain from consuming recreational drugs, tobacco products and avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Dorchester Ringette Association events
- k) Respect the property of others and not willfully cause damage
- l) Promote Ringette in the most constructive and positive manner possible
- m) Adhere to all federal, provincial, municipal and host country laws
- n) Comply, at all times, with Dorchester Ringette Association bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

This Policy is subject to review at least once every three years

Date of last review: April 2021



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### 6.0 Confidentiality Policy

#### **Purpose**

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Dorchester Ringette Association.

#### **Application of this Policy**

2. This Policy applies to all categories of membership defined in the Dorchester Ringette Association Bylaws as well as all individuals volunteering, or engaged in activities with, Dorchester Ringette Association. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Dorchester Ringette Association (hereinafter "Dorchester Ringette Association Representatives").

#### **Confidential Information**

3. The term "Confidential Information" includes, but is not limited to, the following:

a) Personal information of Dorchester Ringette Association Representatives including:

- i. Home address
- ii. Email address
- iii. Personal phone numbers
- iv. Date of birth
- v. Financial information
- vi. Medical history
- vii. Police Vulnerable Sector Checks

b) Dorchester Ringette Association intellectual property, proprietary information, and business related to Dorchester Ringette Association programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

5. Dorchester Ringette Association Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

#### **Responsibilities**

6. Dorchester Ringette Association Representatives will not, either during the period of their involvement/employment with Dorchester Ringette Association or any time thereafter, disclose to





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any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

7. Dorchester Ringette Association Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Dorchester Ringette Association.

8. Dorchester Ringette Association Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Dorchester Ringette Association.

9. All files and written materials relating to Confidential Information will remain the property of Dorchester Ringette Association and, upon termination of involvement/employment with Dorchester Ringette Association or upon request of Dorchester Ringette Association, Dorchester Ringette Association Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### **Intellectual Property**

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with Dorchester Ringette Association will be owned solely by Dorchester Ringette Association, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Dorchester Ringette Association may grant permission for others to use its intellectual property.

### **Enforcement**

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to Dorchester Ringette Association's *Discipline and Complaints Policy*.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



### 7.0 Conflict of Interest Policy

#### Definitions

1. The following terms have these meanings in this Policy:
  - a) "*Conflict of Interest*" – Any situation in which a Representative's decision-making, which should always be in the best interests of Dorchester Ringette Association, is influenced or could be influenced by personal, family, financial, business, or other private interests
  - b) "*Non-Pecuniary Interest*" - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
  - c) "*Pecuniary Interest*" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
  - d) "*Perceived Conflict of Interest*" – A perception by an informed person that a conflict of interest exists or may exist.
  - e) "*Representatives*" – Individuals volunteering, or engaged in activities on behalf of, Dorchester Ringette Association including: coaches, staff members, Members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and officers of Dorchester Ringette Association

#### Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. For example, in not-for-profit organizations, board members are required, by law, to act as a trustee (in good faith, or in trust) of the organization. Board members, and other stakeholders, must not put themselves in positions where making a decision on behalf of the organization is connected to their own personal interests. That would be a conflict of interest situation.

#### Purpose

3. Dorchester Ringette Association strives to reduce and eliminate nearly all instances of conflict of interest at Dorchester Ringette Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.

4. This Policy applies to all Representatives.

#### Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative's personal interest and the interests of Dorchester Ringette Association, shall always be resolved in favour of Dorchester Ringette Association



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6. Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Dorchester Ringette Association, unless such business, transaction, or other interest is properly disclosed to Dorchester Ringette Association and approved by Dorchester Ringette Association
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
- c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Dorchester Ringette Association, if such information is confidential or not generally available to the public
- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Dorchester Ringette Association, or in which they have an advantage or appear to have an advantage on the basis of their association with Dorchester Ringette Association
- f) Without the permission of Dorchester Ringette Association, use Dorchester Ringette Association property, equipment, supplies, or services for activities not associated with the performance of their official duties with Dorchester Ringette Association
- g) Place themselves in positions where they could, by virtue of being a Dorchester Ringette Association Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Dorchester Ringette Association Representative

### **Disclosure of Conflict of Interest**

7. On an annual basis, all Dorchester Ringette Association Executive Members and candidates for election to the Executive, Directors, Officers, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained at the Dorchester Ringette Association.

8. Representatives shall disclose real or perceived conflicts of interest to Dorchester Ringette Association Executive immediately upon becoming aware that a conflict of interest may exist.

9. Representatives shall also disclose any and all affiliations with any and all other ringette organizations.



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### **Minimizing Conflicts of Interest in Decision-Making**

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Dorchester Ringette Association Representative will be considered and decided with the following additional provisions:

- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
- b) The Representative does not participate in discussion on the matter
- c) The Representative abstains from voting on the decision
- d) For board-level decisions, the Representative does not count toward quorum
- e) The decision is confirmed to be in the best interests of Dorchester Ringette Association

11. For potential conflicts of interest involving employees, the Dorchester Ringette Association Executive will determine whether there is there a conflict and, if one exists, the volunteer will resolve the conflict by ceasing the activity giving rise to the conflict. Dorchester Ringette Association will not restrict volunteers from accepting other volunteer appointments provided these activities do not diminish the volunteer's ability to perform the work described in the employee's job agreement with Dorchester Ringette Association or give rise to a conflict of interest.

### **Conflict of Interest Complaints**

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Executive or any Dorchester Ringette Association committee), to Dorchester Ringette Association who will decide appropriate measures to eliminate the conflict. The Executive may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority
- b) Removal or temporary suspension from a designated position
- c) Removal or temporary suspension from certain Dorchester Ringette Association teams, events and/or activities
- d) Expulsion from Dorchester Ringette Association
- e) Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by a real or perceived conflict of interest may submit a complaint, in writing, to Dorchester Ringette Association to be addressed under Dorchester Ringette Association's *Discipline and Complaints Policy*.



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14. Failure to comply with an action as determined by the Executive will result in automatic suspension from Dorchester Ringette Association until compliance occurs.

15. The Executive may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Executive.

### **Enforcement**

16. Failure to adhere to this Policy may permit discipline in accordance with Dorchester Ringette Association's *Discipline and Complaints Policy*.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



### 8.0 Discipline and Complaints Policy

#### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Complainant*” – The Party alleging an infraction
  - b) “*Respondent*” – The alleged infracting Party
  - c) “*Parties*” – The Complainant, Respondent, and any other Individuals, persons, or organizations affected by the complaint
  - d) “*Days*” – Days including weekend and holidays
  - e) “*Individuals*” – All categories of membership defined in the Dorchester Ringette Association Bylaws, as well as all individuals employed by, or engaged in activities with, Dorchester Ringette Association including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, directors and officers of Dorchester Ringette Association

#### Purpose

2. Dorchester Ringette Association is committed to providing an environment in which all Individuals involved with Dorchester Ringette Association are treated with respect. Membership in Dorchester Ringette Association, as well as participation in its activities, brings many benefits and privileges. At the same time, Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Dorchester Ringette Association policies, bylaws, rules and regulations, and *Code of Conduct and Ethics*.

Irresponsible behaviour by Individuals can result in severe damage to the integrity of Dorchester Ringette Association. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, Dorchester Ringette Association provides Individuals with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

#### Application of this Policy

3. This Policy applies to all Individuals.
4. This Policy applies to discipline matters that may arise during the course of Dorchester Ringette Association business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Dorchester Ringette Association activities, and any meetings.
5. This Policy does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further discipline may be applied according to this Policy.
6. Discipline matters and complaints arising within the business, activities, or events organized by entities other than Dorchester Ringette Association will be dealt with pursuant to the policies of these other entities unless accepted by Dorchester Ringette Association at its sole discretion.



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### Reporting a Complaint

7. Any Individual may report any complaint to the Dorchester Ringette Association. Such a complaint must be in writing and signed, and must be filed within five (5) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of Dorchester Ringette Association.

8. A Complainant wishing to file a complaint outside of the five (5) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the five (5) day period will be at the sole discretion of Dorchester Ringette Association. This decision may not be appealed.

### Mediation

9. Before any complaint proceeds to the formal stage, the dispute will first be referred to Dorchester Ringette Association's Executive President (or designate) for review, with the objective of resolving the dispute via Dorchester Ringette Association *Dispute Resolution Policy*.

### Minor Infractions

10. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, Dorchester Ringette Association, or the sport of ringette. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of Dorchester Ringette Association
- d) Being late for, or absent from, Dorchester Ringette Association events and activities at which attendance is expected or required
- e) Non-compliance with Dorchester Ringette Association policies, procedures, rules, or regulations
- f) Minor violations of Dorchester Ringette Association *Code of Conduct and Ethics*
- g) Tampering

11. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition shall be applied. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or Dorchester Ringette Association decision-makers.

12. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).



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13. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from Dorchester Ringette Association to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to Dorchester Ringette Association
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Fines
- g) Any other sanction considered appropriate for the offense
- h) Discipline specific to the event or competition, if applicable

14. Minor infractions that result in discipline will be recorded and records will be maintained by Dorchester Ringette Association. Repeat minor infractions may result in further such incidents being considered a major infraction.

### **Major Infractions**

15. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to Dorchester Ringette Association, or to the sport of ringette. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages Dorchester Ringette Association image, credibility, or reputation
- h) Disregard for Dorchester Ringette Association bylaws, policies, rules, and regulations
- i) Major or repeated violations of Dorchester Ringette Association *Code of Conduct and Ethics*
- j) Intentionally damaging Dorchester Ringette Association property or improperly handling Dorchester Ringette Association monies
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- l) Any possession or use of banned performance enhancing drugs or methods

16. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review





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does not replace the appeal provisions of this Policy.

17. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence.

### **Procedure for Player Major Infraction Hearing**

18. The Dorchester Ringette Association Executive President (or designate) shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The President (or designate) shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the President (or designate) and may not be appealed.

19. The President will appoint a Discipline Panel, which shall consist of the President, Coach Director, Referee in Chief and Secretary to hear the complaint.

20. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

21. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

22. The President (or designate) will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the President (or designate) deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- f) The decision will be by a majority vote of Panel members

23. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

24. In fulfilling its duties, the Panel may obtain independent advice.



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### **Decision**

25. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within five (5) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties and Dorchester Ringette Association Executive. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the five (5) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Sanctions**

26. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from Dorchester Ringette Association to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to Dorchester Ringette Association
- d) Expulsion from Dorchester Ringette Association
- e) Removal of certain membership privileges
- f) Suspension from certain Dorchester Ringette Association teams, events, and/or activities
- g) Suspension from all Dorchester Ringette Association activities for a designated period of time
- h) Withholding of prize money or awards
- i) Payment of the cost of repairs for property damage
- j) Any other sanction considered appropriate for the offense

27. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

28. Major infractions that result in discipline will be recorded and records will be maintained by Dorchester Ringette Association

### **Suspension Pending a Hearing**

29. Dorchester Ringette Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending the completion of a criminal process, a hearing and/or a decision of the Panel.



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### **Criminal Convictions**

30. An Individual's conviction for any of the following offenses will be deemed a major infraction under this Policy and will result in expulsion from Dorchester Ringette Association and/or removal from Dorchester Ringette Association competitions, programs, activities and events upon the sole discretion of Dorchester Ringette Association:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

31. The discipline and complaints process is confidential and involves only the Parties, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

32. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

33. Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by Dorchester Ringette Association

34. Dorchester Ringette Association and any other provincial ringette association may be advised of any decisions and, if there was an appeal, the appeal decision.

35. Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to Dorchester Ringette Association *Confidentiality Policy*, the Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



### 9.0 Dispute Resolution Policy

#### Definitions

1. The following term has this meaning in this Policy:
  - a) “*Individuals*” – All categories of membership defined in the Dorchester Ringette Association Bylaws, as well as all individuals employed by, or engaged in activities with, Dorchester Ringette Association including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Dorchester Ringette Association

#### Purpose

2. Dorchester Ringette Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. Dorchester Ringette Association encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Dorchester Ringette Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

#### Application of this Policy

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within Dorchester Ringette Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

#### Filing a Dispute

6. Any Individual may file a dispute with the Dorchester Ringette Association. The dispute must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident or decision. Anonymous disputes may be accepted at the sole discretion of Dorchester Ringette Association.
7. A dispute filed outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the dispute outside of the fourteen (14) day period will be at the sole discretion of Dorchester Ringette Association. This decision may not be appealed.

#### Facilitation and Mediation

8. The dispute will first be referred to Dorchester Ringette Association’s Executive President (or designate) for review, with the objective of resolving the dispute via Alternate Dispute Resolution and/or mediation.



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9. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
10. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
11. Should a negotiated decision be reached, the decision shall be reported to, and approved by, Dorchester Ringette Association. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending Dorchester Ringette Association's approval.
12. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Dorchester Ringette Association's *Discipline and Complaints Policy*.

### **Final and Binding**

14. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
15. No action or legal proceeding will be commenced against Dorchester Ringette Association or its Individuals in respect of a dispute, unless Dorchester Ringette Association has refused or failed to provide or abide by the dispute resolution processes set out in its governing documents.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 10.0 Equity and Access Policy

#### Purpose

1. Dorchester Ringette Association is committed to promoting opportunities for every individual in the sport of Ringette to reach his or her maximum potential in fitness and excellence.
2. Dorchester Ringette Association is committed to providing a sport and work environment that provides equitable volunteering opportunities, maintaining respect and providing fair treatment of all individuals of the Ringette community.
3. This Policy recognizes that the diversity of our people is a source of strength. The differing backgrounds, culture, gender, language and ideas of our people help us in meeting our goals as an organization.

#### Application of this Policy

4. Any employee, volunteer, official, board member, athlete, parent, members of committees, applicants for volunteering within Dorchester Ringette Association is invited to appeal decisions of Dorchester Ringette Association if, in their belief, the decision does not reflect equity. This appeal is to follow the process outlined in the Dorchester Ringette Association Appeal Policy.

#### Definitions

5. The following term has this meaning in this Policy:

*“Equity”* - The belief and the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, aboriginal status or family status.

#### Limitations

6. Dorchester Ringette Association shall in no way solicit nor accept sponsorship from companies which discriminate against persons by gender, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, aboriginal status or family status.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



### 11.0 Screening Policy

#### Purpose

1. Screening of volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to youth. Dorchester Ringette Association is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. Dorchester Ringette Association takes very seriously, and is committed to, fulfilling the duty of care it owes to its Members and Participants.
2. The purpose of screening is to identify individuals within Dorchester Ringette Association who pose a risk to children and youth.

#### Application of Policy

3. Not all personnel affiliated with Dorchester Ringette Association will be required to undergo screening through a Vulnerable Sector Check (VSC), as not all positions pose a risk of harm to Dorchester Ringette Association or its Members and Participants.
4. Persons who will be subject to screening through a VSC are those who work closely with minor athletes and who occupy positions of trust and authority within Dorchester Ringette Association programs. Such 'Designated Positions' include:
  - a) Any volunteer appointed to accompany a Dorchester Ringette Association team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
  - b) Any outside vendor who may have direct contact with any minor (under the age of 18) Dorchester Ringette Association member including but not limited to Association hired photographer, team wear provider and skills clinic instructors not currently members of the Association.
5. It is the Dorchester Ringette Association's policy that:
  - a) All positions will have a clear set of guidelines about appropriate behaviour and conduct; and
  - b) The recruitment process for all Designated Positions may involve:
    - a. Requiring the candidate to complete an application form for the position;
    - b. Interviewing the candidate for the position;
    - c. Checking a minimum of two references, one of which will be specific to working with children or youth;
    - d. VSCs will be mandatory for all persons in Designated Positions. There will be no exceptions;
    - e. Failure to participate in the VSC process as outlined in this policy will result in ineligibility for the Designated Position;
    - f. Dorchester Ringette Association will not knowingly fill a Designated Position with a person who has a conviction for a 'Relevant Offence' as defined in this Policy;



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- g. A person in a Designated Position will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance; and
- h. If a person in a Designated Position subsequently receives a conviction for, or be found guilty of, a Relevant Offence, he/she will report this circumstance immediately to Dorchester Ringette Association.

### **Records**

6. The Dorchester Ringette Association will retain copies of VSCs. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

This Policy is subject to review at least once every three years  
Date of last review: April 2021





## **12.0 Coaching Certification Policy**

### **Purpose**

1. The purpose of this Policy is to govern Dorchester Ringette Association coaches.

### **Application of this Policy**

2. This Policy applies to all Dorchester Ringette Association coaches and potential coaches.

### **Objectives**

3. As all ringette players deserve a certified coach, the objectives of Dorchester Ringette Association are to ensure all coaches are properly certified for the level of ringette being coached.

### **Coaching Requirements**

4. Effective each season, the coaching qualifications are required, as governed by the Ontario Ringette Association based on the Coaching Pathways published on the Ontario Ringette website:

<https://ringetteontario.com/the-people/coaches/coaching-pathways/>

a) U6, U7, U8, U9, U10 and U12 Regional Coaches

Requirement 'Community Sport Initiation' (CSI) Trained unless otherwise specified by Ontario Ringette.

- must complete the 'Introduction to Coaching Ringette Clinic'
- must complete the 'Community Sport Initiation' clinic (CSI)
- must complete the Making Ethical Decisions module (MED)
- must complete the applicable Making Ethical Decisions Evaluation on the NCCP website
- must complete 'Making Headway' eLearning Module
- must complete 'Respect in Sport for Activity Leaders'
- must review Concussion Policy and RTP Guidelines

\*U6, U7 and U8 only require Head Coach to be fully CSI Trained

b) U12 Provincial, U14, U16, U19, 18+ BB, B, C, Rec. and all 'A' Level Coaches

Requirement 'Competition Introduction' (CI) Trained unless otherwise specified by Ontario Ringette.

- must complete the 'Introduction to Coaching Ringette Clinic'
- must complete the 'Competition Introduction Clinic (CI)
- must complete the Making Ethical Decisions module (MED)
- must complete the applicable Making Ethical Decisions Evaluation on the NCCP website
- must complete 'Making Headway' eLearning Module
- must complete 'Respect in Sport for Activity Leaders'
- must review Concussion Policy and RTP Guidelines



## DORCHESTER RINGETTE ASSOCIATION

### c) U14AA, U16AA and U19AA Coaches

Requirement 'Competition Introduction' (CI) Certified unless otherwise specified by Ringette Ontario.

- must complete the 'Introduction to Coaching Ringette Clinic'
- must complete the 'Competition Introduction' clinic (CI)
- must complete the Making Ethical Decisions module (MED)
- must complete the portfolio and on-ice evaluation
- must complete 'Making Headway' eLearning Module
- must complete 'Respect in Sport for Activity Leaders'
- must review Concussion Policy and RTP Guidelines

\* The following levels must have a CI Certified female over the age of 18 on the bench as a head coach or assistant coach:

U12p, U14A, U16A, U19A, U14AA, U16AA, U19AA

### **Clarification on Requirements**

#### 5. Making Ethical Decisions (MED)

- a) Separate course offered by the Coaching Association of Canada (CAC)
- b) Online Evaluation – 75% or higher considered passing grade. Coaches are required to notify Dorchester Ringette Association of receiving passing grade.
- c) Coaches who have completed the Ringette CI-1 or CSI course prior to 2015 or other sport MED course will have already completed The Making Ethical Decisions (MED) module.

6. Coaches Qualifications Completed Prior to 2015 - Coaches who have completed the Ringette CI-1 or CSI course prior to 2015 will have already completed the Introduction to Coaching Ringette Clinic component.

7. In accordance with the Ontario Ringette Association Coaching Requirements, all Dorchester Ringette Association bench staff certifications must be completed by January 8<sup>th</sup> of each playing season.

8. While you can have as many bench Staff listed on your TRF as you want only 5 can be on the bench for any single competition. This includes Junior Coaches and you can only have one Trainer on the bench for any single competition.

9. Team Managers are no longer permitted on the bench for U14AA, U16AA or U19AA teams during competitions.

This Policy is subject to review at least once every three years

Date of last review: April 2021



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### **13.0 Officials Policy**

#### **Purpose**

1. The purpose of this Policy is to govern Dorchester Ringette Association officials and potential officials and to provide training, information and certification in the Ontario Ringette Association (ORA), as developed through Ringette Canada's National Officials Certification Program (NOCP).

#### **Application of this Policy**

2. This Policy applies to all Dorchester Ringette Association officials and potential officials.

#### **Responsibilities**

3. The implementation of this Policy and the NOCP is the responsibility of the Referee in Chief Executive.

#### **National Officials Certification Program (NOCP)**

4. The N.O.C.P. structure consists of four LEVELS (1, 2, 3 and 4, administered with the Province) and three CATEGORIES (A, B and C). The combination of Level and Category defines an official's certification RANK (e.g. 3A).

#### **Officiating Level Function**

- 1 "C" Level play
- 2 "B" and "C" Level play
- 3 "A", "B" and "C" Level play
- 4 "AA", "A", "B" and "C" Level play

#### **Officiating Category Function**

- C U14 and younger age groups at that level of play.
- B U16 and younger age groups at that level of play.
- A ALL age groups at that level of play.

A Certification Rank does not restrict an official from officiating games at a higher level or category and is a function of the evaluation process.



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### Registration

5. In order to register with the O.R.A. Officials Certification Program, all officials must provide the following for registration to be complete:
  - a) Complete the On-Ice Officials Registration Form and submit the form along with the required fee to the Dorchester Ringette Association Registrar before participating on-ice or SEPTEMBER 15th – whichever occurs first.
  - b) Submit a valid Vulnerable Sector Check to the Dorchester Ringette Association Registrar on or before JANUARY 8th of that season (applicable to all officials 18 years of age or older).
6. Upon registration, the referee becomes a participant in the O.R.A. Thus, any official knowingly refereeing non-registered teams will be suspended, upon review by the Dorchester Ringette Association Referee in Chief and the O.R.A Officiating Committee.
7. Any official not affiliated with O.R.A. Officiating Program through payment of associated fees and dues by NOVEMBER 15th of each year shall have all privileges suspended. Officials shall be reinstated upon receipt of the annual enrollment fee. The Dorchester Ringette Association shall look after these fees each season.
8. If an official does not attend the appropriate clinic in a rule change year, they are ineligible to officiate after DECEMBER 15th and must attend either a Refresher Clinic or a Level 1 Clinic before being reinstated.
9. An official not registered with O.R.A. and not certified according to N.O.C.P. requirements may not officiate any game played between registered teams. The Dorchester Ringette Association of the teams supplying the nonregistered/non-certified official(s) will be fined \$50.00 per game.
10. Expiry Date: SEPTEMBER 14th of the following season.
11. New officials must also attend a Level 1 Clinic and pass out quiz (50% or higher) plus meet skating assessment requirements.

### Renewal

12. Registration in accordance with Registration section stated above.
13. Attendance at a refresher 1 clinic (for level 1 and 2 Officials) or refresher 2 clinic (for level 3 and 4 Officials) in rule change season.



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### N.O.C.P. Clinic Information

14. There are four (4) types of Officiating certification clinics that have been developed by Ringette Canada: 1, 2/3, 4 and Refresher

Briefly stated, the clinic type and target official for each is as follows:

Clinic	Official
Level 1	For the NEW OFFICIAL
Level 2/3	For the fully certified Level 1 official wishing to upgrade to level 2 or 3.
Level 4	For the fully certified Level 3 official wishing to upgrade to level 4.
Refresher 1	For Level 1 and 2 officials wishing to re-certify in rule change years.
Refresher 2	For Level 3 and 4 officials wishing to re-certify in rule change years.

### Clinic Details and Guidelines

15. It is only through attendance at clinics that officials learn interpretations of rules and mechanics necessary to officiate the game to the best of their ability. Every attempt will be made by the Dorchester Ringette Association, Referee in Chief and individual official to ensure attendance at the appropriate (and required) clinics.

16. Clinics will be arranged through the Regional Officiating Co-ordinator. The clinics will be offered primarily during the months of October and November.

Clinic	Approx. Cost Per Person	Host to Provide
Level 1	\$100.00	one (1) hour of ice, full day classroom, pylons, LCD projector, extension cord, screen, rings, registration table, two (2) stop watches. **Cost based on minimum of seventeen (17) participants
Level 2/3	\$75.00	Full day classroom, no ice, remainder same as for Level 1. **Cost based on minimum of eleven (11) participants
Level 4	\$75.00	Full day classroom, ice optional, remainder same as for Level 1. **Cost based on minimum of nine (9) participants
Refresher	\$50.00	five (5) hours classroom, remainder same as for
Refresher 2	\$50.00	Level 1 clinic, NO ICE required



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### Re-imbusement of Clinics Costs

17. New Officials who have joined in the current season will be re-imbursed 50% of the cost of the clinic upon completion of the course and proof of completion is provided to the Treasurer. Once the official has been with the association for at least 2 season, full reimbursement for previously taken courses and new required courses will be provided.

### Code of Conduct for On-Ice Officials

#### Description

18. The following are minimum requirements for all on-ice officials. Anyone who feels that they cannot fulfill all of the requirements below must notify the Dorchester Ringette Association referee in Chief immediately, as he/she will be replaced by another official.

- a) Provide 100% effort in all assigned games; regardless of division, team coach, etc.
- b) Exhibit professional conduct and decorum at all times, including but not limited to: arena, hotel restaurants and public places.
- c) Be in assigned hotel room, alone or with assigned roommate, not less than eight (8) hours before your first assignment of each day.
- d) Vacate any room belonging to an official who must conform to above requirement.
- e) Drinking of alcoholic beverages will only be allowed after an official's last scheduled assignment, and will not be allowed during the eight (8) hour period immediately preceding any game assignment.
- f) Declare any conflicts with teams, players, or coaches.
- g) Understand Officiating Development's concerns with fraternizing with Provincial Event participants. Use extreme care and judgment when dealing with these situations. Discretion is required.
- h) Conform to dress code.
- i) Be supportive of all officials, do not discuss other officials when you may be overheard by parents, coaches, players, etc.
- j) Inform supervisors of all problems or concerns.
- k) Be familiar with all applicable rules.
- l) Attend all required meetings.
- m) Arrive one half-hour before start or adjusted start time of each assignment, and confirm arrival with Referee in Chief and/or Arena Supervisor
- n) Changing of game, or room assignments, must be approved by an officiating supervisor.
- o) Assist minor officials if necessary.

### Procedure for Handling Complaints Against Officials

19. All complaints must be submitted in writing to the Dorchester Ringette Association Referee-in-Chief and/or Regional Officiating Coordinator under whose jurisdiction the incident occurred.

20. Complaints must be received within fourteen (14) days of the incident in question.

21. The official involved in the incident in question will be informed of the complaint in a timely



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manner.

22. Complaints against level one (1) or two (2) officials are to be addressed by the Dorchester Ringette Association Referee in Chief in a timely manner.
23. Complaints against level three (3) and four (4) officials are to be forwarded by the Regional Officiating Coordinator within five (5) days of receipt to the Dorchester Ringette Association Referee in Chief.
24. The Dorchester Ringette Association Referee in Chief will circulate the complaint to the Dorchester Ringette Association President within five (5) days.
25. The Dorchester Ringette Association President and Referee in Chief will determine if there is the need for the complaint to be reviewed by the entire Dorchester Ringette Association Executive. If needed, the complaint will be reviewed by the entire Executive committee and come to a consensus regarding appropriate action within five (5) days.
26. The Dorchester Ringette Association Referee in Chief will contact the parties involved.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 14.0 Social Media Use Policy

#### Definitions

1. The following terms have these meanings in this Policy:

- a) "Social media" – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Instagram, Snapchat, Facebook, and Twitter
- b) "Dorchester Ringette Association-branded social media" – Official social media engagement by Dorchester Ringette Association including Dorchester Ringette Association's Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by Dorchester Ringette Association in the future
- c) "Representative" – All individuals volunteering, or engaged in activities on behalf of Dorchester Ringette Association.

#### Purpose

2. Dorchester Ringette Association encourages the use of social media by its Representatives to enhance effective internal communication, build the Dorchester Ringette Association brand, and interact with members. Since there is so much ambiguity in the use of social media, Dorchester Ringette Association has created this policy to set boundaries and standards for Representatives' social media use.

#### Application of this Policy

3. This Policy applies to all Representatives.

#### Representatives' Responsibilities

4. Dorchester Ringette Association Representatives will not:

- a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, Dorchester Ringette Association's Code of Conduct and Ethics, or any other applicable jurisdiction
- b) Impersonate any other person or misrepresent their identity, role, or position with Dorchester Ringette Association
- c) Display preference or favouritism with regard to clubs, athletes, or other members
- d) Upload, post, email, or otherwise transmit:
  - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
  - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
  - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
  - iv. Any material that is considered Dorchester Ringette Association's confidential information or intellectual property, as per Dorchester Ringette Association's Confidentiality Policy





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5. Representatives shall refrain from discussing matters related to Dorchester Ringette Association or its operations on Representatives' personal social media. Instead, matters related to Dorchester Ringette Association or its operations should be handled through more official communication channels (like email) or through Dorchester Ringette Association-branded social media.
6. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on Dorchester Ringette Association-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at Dorchester Ringette Association.
7. Representatives shall use a clear and appropriate writing style.

### **Dorchester Ringette Association's Responsibilities**

8. Dorchester Ringette Association will:

- a) Ensure that Representatives only use social media in a positive manner when connecting with others
- b) Properly vet and understand each social medium before directing Representatives to engage with, or create, Dorchester Ringette Association-branded social media
- c) Host expert training sessions on the topic of social media; in the event that the social media engagement directed by Dorchester Ringette Association is unclear or not fully understood
- d) Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
- e) Monitor Representatives' use of social media
- f) Coaches, team managers, or any other representatives posting to social media sites must always respect the wishes of parents who have identified they do not want their child's image posted online.

### **Enforcement**

9. Failure to adhere to this Policy may permit discipline in accordance with Dorchester Ringette Association Discipline and Complaints Policy, legal recourse, or dismissal of volunteer position.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



### 15.0 Social Media Guidelines for Coaches and Athletes

*The Social Media Guidelines for Coaches and Athletes is a separate document from the Social Media Use Policy*

#### Definitions

1. The following term has this meaning in these Guidelines:
  - a) “*Social media*” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Snapchat, and Twitter

#### Purpose

2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to Dorchester Ringette Association’s *Code of Conduct and Ethics*.
3. Given the nature of social media as a continually developing communication sphere, Dorchester Ringette Association trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather ideas that will inform coaches’ and athletes’ best judgment.

#### Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
  - a) Choosing not to engage with social media is an acceptable social media strategy.
  - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
  - c) Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with Dorchester Ringette Association’s *Code of Conduct and Ethics*
  - d) Coaches may not demand access to an athlete’s private posts on social media outlets
  - e) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
  - f) If you accept some “friend” requests, or follow one athlete on social media, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media
  - g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
  - h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
  - i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
  - j) Keep selection decisions and other official team business off social media



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- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook fan page about your team or organization
- l) If you create a fan page on social media for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some coach-athlete interactions may take place on social media
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with social media groups or social media feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete's personal social media space unless explicitly requested to do so

### **Social Media Guidelines for Athletes**

5. The following tips should be used by athletes to inform their own strategy for social media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Twitter. You are not required to follow anyone or be Facebook friends with anyone
- c) If you feel harassed by someone in a social medium, report it to your coach, club official, or to Dorchester Ringette Association
- d) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed
- e) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
- f) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
- g) Model appropriate behaviour in social media befitting your status as
  - a) an elite athlete, and
  - b) a member of your team and of Dorchester Ringette Association. As a representative of Dorchester Ringette Association, you have agreed to Dorchester Ringette Association's *Code of Conduct and Ethics* and most follow that Code when you post material and interact with other people through social media
- h) Be aware that your public Facebook page, Instagram or Twitter feed may be monitored by your team, coach, or by Dorchester Ringette Association and content or behaviour demonstrated in social media may be subject to sanction under Dorchester Ringette Association's *Discipline and Complaints Policy*



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### Association Responsibilities

6. Dorchester Ringette Association may not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to Dorchester Ringette Association's *Code of Conduct and Ethics*, to navigate social media using their best judgment.
7. Dorchester Ringette Association may monitor social media use by its athletes and coaches and may consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to Dorchester Ringette Association's *Code of Conduct and Ethics*.
8. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under Dorchester Ringette Association's *Discipline and Complaints Policy*.
9. Coaches, team managers, or any other representatives posting to social media sites must always respect the wishes of parents who have identified they do not want their child's image posted online.

This Policy is subject to review at least once every three years  
Date of last review: April 2021



## DORCHESTER RINGETTE ASSOCIATION

### 16.0 Sponsorship Policy

#### Purpose

1. The purpose of this Policy is to govern the external sponsorship of teams within Dorchester Ringette Association.

#### Application of this Policy

2. This Policy applies to all Dorchester Ringette Association Members.

#### Definitions

3. The following terms have these meanings in this Policy:

a) “*Sponsor*” – external agency/person who supports an event, activity, person, or organization financially or through the provision of products or services.

#### Dorchester Ringette Association Sponsorship – Organization Level

4. Dorchester Ringette Association will seek sponsorship from external agencies to support the costs incurred by the organization and issue a list of prohibited individual team sponsors by August 15<sup>th</sup> of the current year.

5. A list of organization sponsors will be maintained by the Sponsorship position on the executive and communicated to the organization and provincial team managers for reference. The list should contain long-time recurring sponsors of the organization who are recognized for continued annual support

6. Organization sponsor will be recognized using the following criteria:

- a. Sponsorship of less than \$350 – website recognition
  - b. Sponsorship of \$350-\$599 – website recognition and sponsor bars on ½ regional team
  - c. Sponsorship of greater than \$600 – website recognition and sponsor bars on a full regional team jerseys
- Teams will be selected by the DRA based on availability.

7. Sponsors have the right to direct funds to the organization or the team as they deem fit.

8. The DRA executive has the final decisions on release of sponsors from the prohibited list depending on circumstances presented and release will be done in written form (letter/email).

#### Regional/Provincial Team Level Sponsorship

9. Any sponsorship received directly for a specific team will need to be recognized by the team and will only be recognized by the association via the DRA website. Sponsor bars will be allowed on jerseys for \$350 contribution and greater and should be purchased by the team using team funds.

10. Sponsorship should be solicited by the team and no solicitations should not infringe on the association’s sponsorship list. If prohibited sponsors are approached, the sponsorship amount will be turned over to the association’s executive in full. When approaching sponsors, DRA



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approved letter/communication should be used.

11. All fundraising initiatives must be reviewed and approved by the executive prior to execution.

12. Funds raised can be spend on the following expenses:

- Tournament registration fees,
- Coaching & Trainer supplies,
- Team meals,
- Additional ice time sanctioned for team practices, exhibition games and skill development programs,
- Mass transportation costs for team to attend a sanctioned event,
- Referee and timekeeping fees,
- Other expense approved in writing by the executive.

13. Any funds received and spent must be accounted for in the team budget. Team budgets will be reviewed by the DRA as per DRA's request. Any sponsorship money remaining at the end of the year cannot be returned to parents and must be returned to the DRA.

14. The ORA guidelines for when sponsorship, fundraising and team events can begin should be reviewed by each provincial team.

15. DRA will be given 10% of final sponsorship monies raised through team sponsorship and when funds are received, the sponsors will be recognized on the DRA website.

### **Prohibited Activities**

- a) Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance.
- b) Breweries, wineries, distilleries, cannabis or tobacco companies shall not sponsor any team.
- c) Establishments that have adult entertainment as their primary business are not to sponsor any team.
- d) 50/50 draws are prohibited.
- e) Alcoholic beverages are not permitted as prizes.
- f) Monies raised through fundraising cannot be dispersed to parents.

This Policy is subject to review at least once every three years

Date of last review: April 2021



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### 17.0 Fairness in Player Tryouts and Evaluations

#### Purpose

1. The purpose of this Policy is to govern the player tryout and/or evaluation process to ensure fairness and consistency.

#### Application of this Policy

2. This Policy applies to all Dorchester Ringette Association Members, registered athletes and potential athletes.

#### Overseeing Tryouts/Evaluations/Skate-outs

3. Either the President, Vice President or Coaching Director shall support a given level during the sorting process in coordination with the appointed Convener if applicable.

#### Coordination

4. The Coaching Director will work with the selected coaching staff to support the implementation of the evaluation process.

The Coach with support from the Coaching Director will be responsible for the following:

- A. Coordination of sort out scheduling and groupings
- B. Communication of scheduling and processes for players assigned to that level
- C. Evaluator Selection (see Section 5)
- D. On Ice Instructor Selection (see Section 6)
- E. Overseeing the implementation of the Evaluation Process (see Section 7)

#### Evaluator Selection

5. Evaluators must have an appropriate background to effectively evaluate player skills and performance. Preferable background characteristics can include, but are not limited to the following:

- a. Experience with player evaluation
- b. Suitable background in ringette either as a player or as a coach. If selecting coaches from previous year, bias may exist and should be eliminated wherever possible
- c. Knowledgeable persons that are not stakeholders in the program
- d. Players or coaches from the same or higher-level ringette programs
- e. A willingness to evaluate players in categories in which they do not have a child registered
- f. It is desirable to have a consistent group of Evaluators throughout the entire process. Preference shall be given to Evaluators that are able to commit to the entire evaluation process for one level

Enough Evaluators should be present to achieve an appropriate sample. It is recommended that at least 3-4 (minimum 2) Evaluators be prepared for each ice session.

A list of proposed Evaluators shall be submitted to the DRA Coaching Director. Evaluators from the list submitted will only evaluate a level in which they do not have a child/relative registered.



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Evaluators are expected to sit apart from parents in the arena during the evaluation sessions. Evaluators are expected to behave professionally and not to discuss the results of their evaluations with others in the arena. Experience has shown that innocent and off-handed comments made during the evaluations are often taken out of context and give rise to hard feelings on the part of some parents. On occasion, these comments later become grounds for appeal. Any Evaluator not acting in the spirit of fairness and honesty will be asked not to participate in future evaluations.

### **Instructor Selection**

6. The On-Ice Instructors fulfill a key role in the evaluation process. They are responsible for the organization of players during the skating sessions, explanation of the drills and demonstration of the drills. On-Ice Instructors should have the following background but are not limited to:
  - a. Previous coaching experience or experience communicating drills to young players
  - b. Adequate skating and athletic ability to demonstrate the drills correctly
  - c. Ability to quickly organize players and to stay on schedule during the evaluations
  - d. Appropriate certification for level when possible

### **Evaluation Process**

7. Prior to the sort out process, information should be provided to the evaluators in the form of an email or informal meeting detailing the evaluation process and expectations. This will be held for all Evaluators and On-Ice Instructors. The Coaching Director or President should be included in the information sharing.
8. The President, Coaching Director and/or DRA executive member will work with the respective coaching team for notification of players, greeting and marshalling of players at evaluation sessions, distribution and coordination of jersey numbers and colors, distribution and gathering of evaluation tools.
9. Coaches must retain evaluations for one entire season before discarding and evaluations can only be reviewed as requested by the parent for their own child only.

This Policy is subject to review at least once every three years

Date of last review: April 2021