

Policies

Hamilton Ringette Association

Association Team Wear

1. Purchase of League clothing will be uniform across the Association and will be from an approved supplier, to be determined on an annual basis by the Board of Directors.
2. Teams will be provided with team wear options as approved by the Board of Directors. No other team wear is to be purchased without the prior Board of Directors approval.

Use of Official Logo

Member use of the official Hamilton Heat logo is subject to the following;

- 2.01 The source image for the logo must be of a high quality resolution.
- 2.02 The logo can only be used for non-commercial purposes.
- 2.03 Logo usage must be appropriate and in keeping with the objectives and standards of the Association.
- 2.04 Permitted uses include application of the logo for team fundraising, Ringette bag identifiers, promotional materials and miscellaneous gift items.
- 2.05 The logo should not be used to compete with the Association sanctioned sales of merchandise.

The Board of Directors reserves the right to restrict the use of the logo, if in the Board's sole discretion; the use of the logo is in violation of any of the above.

Fair Play

- 3.01 Play Fair - Winning is pointless if it has been achieved unfairly or dishonestly. Remember: It is a game.
- 3.02 Play to win but accept defeat with dignity - Play to win, until the final whistle. But remember nobody wins all the time. You win some; you lose some. Learn to win and lose graciously.
- 3.03 Observe the Laws of the Game - All games need rules to guide them. Learn them; it will help you to understand the game better. It is equally important to understand the spirit of the rules. They are designed to make the game fun to play and fun to watch.

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- 3.04 Respect all players, coaches, officials (on and off ice) and spectators - Fair play means respect.
 - 3.04.1 Without opponents, there can be no game.
 - 3.04.2 Form a team in which all members are equal.
 - 3.04.3 Officials are there to maintain discipline and fair play. Always accept their decisions without arguing, and help them to enable all participants to have a more enjoyable game.
 - 3.04.4 Spectators give the game atmosphere. They want to see the game played fairly, but they must also behave with respect.
- 3.05 Promote the interest of Ringette - Encourage other people to watch and play fairly. Be an ambassador for the game.
- 3.06 Honour those who defend Ringette's good reputation - Sometimes, somebody does something exceptional that deserves our special recognition they should be honoured and their fine example publicized.
- 3.07 Reject corruption, drugs, alcohol, racism, violence and other dangers to our sport.
 - 3.07.1 Watch out for attempts to tempt you into cheating or using drugs. Drugs have no place in Ringette, in any other sport, or in society as a whole. Say no to drugs.
 - 3.07.2 Help to kick racism and bigotry out of Ringette. Treat all players and everyone else equally, regardless of their religion, race, gender or national origin.
 - 3.07.3 Show that Ringette does not condone violence.
- 3.08 Help others to resist corrupting pressures - You may hear that team-mates or other people you know are being tempted to cheat in some way or otherwise engage in behavior deemed unacceptable. They need your help. Support them in making the right choices.

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Fair Ice

- 4.01 Equal (E): Is defined as equal ice-time every game to the best of the coach, allowing for the uncertainty in the frequency in stoppages of play
- 4.02 Goaltenders: Goaltenders have the option of changing at half-time of each game or playing full games as long as they have equal game time throughout a season and/or tournament. Goaltenders are restricted to a one game differential throughout the season or tournament. Further, coaches have the ability to use goaltenders anytime during the post round robin play as they decide. There is an expectation that throughout the season, each player will have accumulated approximately the same amount of ice time, to the best abilities of the coach.
- 4.03 Discretion 1 (D1) is defined as equal ice time every game; however, there is the ability for a coach to use select players in the last two (2) minutes of regulation and overtime.
- 4.04 Discretion 2 (D2) Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last two (2) minutes of regulation time, overtime and any situation that does not require five (5) skaters vs. five (5) skaters.
- 4.05 Discretion 3 (D3) Is defined as equal ice time every game, however, there is the ability for a coach to use select players in the last two (2) minutes of regulation time, overtime and any situation that does not require five (5) skaters vs. five (5) skaters. Further, coaches have the ability to use players anytime during round robin play as they decide.

	U-10		U-12		U-14		U-16		U-19	
Game Type	Reg.	Reg.	Prov.	Reg.	Prov.	Reg.	Prov.	Reg.	Prov.	
League Development (1st part of the season)	E	E	E	E	D2	E	D2	E	D2	
League Competition (2nd part of the season)	E	E	E	D2	D2	D2	D2	D2	D2	
Tournaments/Regionals/ Provincials	E	D1	D1	D2	D2	D2	D3	D2	D3	

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Two Team Player Agreement

- 5.01 The intent of a two team player agreement is to maintain the viability of smaller associations while allowing players to experience Provincial level play. It is not designed to allow all Provincial level players to participate at the Regional level as well. (See Ontario Ringette Association, Online Operating Manual, Membership Services).
- 5.02 A Two Team Player is to be treated the same as any other player on that team, invited to all practices, games and events subject to the details on the two team player agreement.
- 5.03 Entrance into a two team agreement shall be approved by the President. A two team player agreement shall not be entered into if it would create a team in excess of 16 players (including a goalie).
- 5.04 The registration rate for two team players addresses the fact that as the team increases in size the need for these players decreases. The rate shall be calculated by reducing the maximum rate by 10% for every player below 16. Please see example below. *Actual fees to be based on current years full rate.

# Players	16	15	14	13	12	11	10	9	8	7
Fee	100%	-10%	-20%	-30%	-40%	-50%	-60%	-70%	-80%	-90%
	\$500	\$450	\$400	\$350	\$300	\$250	\$200	\$150	\$100	\$50

Clinic Reimbursement

- 6.01 Members of HRA that attend clinics (coaching, referee, and instructor) can submit their receipt from the clinic for reimbursement. The clinic must be one that is required by the HRA or ORA. To qualify you must have successfully completed the clinic, paid the registration fee in full and be registered with the HRA. It is advised that those wishing to take such a course seek guidance from the Board prior in order to ensure reimbursement.

- 6.02 The Board will determine the amount to be reimbursed annually based on need and available funds.
- 6.03 Referees will be reimbursed in two installments – one, upon proof of completion and two, after March 15th.

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Head Coach Selection and Responsibilities

Selection

- 7.01 Head Coaches for all teams will be selected annually based on a completed application form and may be interviewed by the coaching co-ordinator and his/her committee. All registered bench staff will be required to obtain a Vulnerable Sector Check as well as complete all required training as determined by Ringette Canada, the ORA and HRA. The Vulnerable Sector Check shall be no older than 12 months upon presentation to the HRA and will expire at the end of the season in which the Check becomes 36 months old. All coaching staff including head coach, assistant coaches, managers and trainers must be approved by the HRA executive.

Responsibilities

Head Coaches, being responsible for his/her team's affairs must;

1. Ensure observance of the constitution, by-laws, policies as well as all rules, regulations and amendments thereto issued by Ringette Canada, the ORA and HRA.
2. Familiarize all team members with rules and regulations affecting the operation of the team.
- 7.02.3 Display, encourage and teach good sportsmanship and fair play at all times.
4. Exercise control in the conduct of themselves and their players. They must endeavor at all times to prevent disorderly conduct before, during and after any game or practice on or off the ice, in any arena or while taking part in a HRA sponsored activity.
5. Address team disciplinary issues.
6. Provide information that may be requested by the convenor, on behalf of HRA, including but not limited to, player lists, game results, and tournament schedules.
7. Assist and support fund raising activities as determined by HRA.

Coaches or other registered bench staff who disregard their responsibilities shall be subject to disciplinary action by the Disciplinary Committee.

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Injury/Concussion Reporting & Concussion Policy

- 8.01 Injuries are to be reported by the Head Coach or delegate to the ORA, and the HRA President notified within 5 days of the injury occurrence. The required Sport Injury Report Form (M-F-13) is online, on the ORA and HRA websites.
- 8.02 As concussion awareness and management is continuously evolving the HRA shall adopt and mirror the ORA Concussion Policy and the Concussion Management Guidelines found on the ORA website under Concussion & Sport Safety Information.
- 8.03 Concussions are to be reported by the Head Coach or delegate as soon as suspected or as soon as reported to the HRA. The required Concussion report is online, on the ORA and HRA websites.
- 8.04 Return to play guidelines must be followed prior to a concussed player's return. Please refer to the ORA Concussion and Concussion Management Policies.
- 8.05 An Accident Insurance Claim Form (M-F-14) is also available on both websites. This may be filled out and submitted by the player's parent/guardian at their discretion. It is highly recommended should further care be necessary.

Registration Refund

- 9.01 Members that can no longer take part in the HRA may submit a written request for a refund. Refunds will be reviewed by the executive. If the request is received prior to the start of the playing season, a refund shall be approved less any costs incurred to the HRA. If the request is received after the season has commenced the refund will be prorated over a period of six months (playing season) starting with the next full month, after first deducting administration fees (ORA fees, Insurance, PayPal etc.).
- 9.02 No refund will be issued until HRA receives all equipment and/or jerseys handed out at the beginning of the season. Equipment not returned will be deducted from the calculated refund based on the replacement cost.

9.03 There will be no refunds issued after January 31st.

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Dressing Room Policy

- 10.01 Dressing rooms for all teams U10 and higher will be off-limits to all males, including, but not limited to, coaches, fathers, brothers, grandfathers, while any players are changing into or out of their equipment before or after a game. Any equipment adjustment required such as, but not limited to, skate tying, will be done outside the dressing room.
- 10.02 Parents/guardians are responsible for their player at all times while not on the ice or in the change room. If a parent/guardian is unable to remain at the arena, permission must be obtained from a member of the coaching staff.
- 10.03 Male coaches will be admitted to the dressing room 10 minutes prior to game or practice times to conduct pre-event talks and for up to 10 minutes after the game or practice is completed to conduct post-event discussions. During these two periods, a minimum of one adult female should be present in the dressing room. Preferably this individual will be the registered team trainer, however, another suitable adult female will suffice.
- 10.04 In the event that a player arrives in the dressing room during the 10-minute pre-game period she is not to commence dressing until all male coaches have left the room for the start of the game or practice. In the event that a player is still in the process of dressing when the 10-minute period is to commence, that player will be requested by the female adult in the room to don suitable covering and refrain from changing until all male coaches have left the room for the start of the game or practice.
- 10.05 Use of video, photography or other such recording devices, including cell phones is prohibited in all dressing rooms except when being used to deal with a medical emergency or where special events (e.g., team pictures, championships) necessitate such equipment. In this case the adult female shall be responsible to ensure all the players are forewarned and dressed appropriately. The privacy and dignity of the players is the first priority.

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Bullying

- 11.01 This policy will provide direction in addressing any instances concerning bullying, including the process for raising concerns, investigating instances of bullying, and determining the course of action to be taken to address these concerns.
- 11.02 This policy covers all players, coaches, officials and parents/family members of the player.
- 11.03 Bullying Definition – The use of power or influence (physical, social or emotional) over another with the result of intimidation, humiliation or to force another to comply. Bullying relates to the outcome and does not necessarily require intent on the part of the alleged “bully”. Bullying may include, but is not limited to:
- Player on Player,
 - Player on Official,
 - Coach on Player,
 - Coach on Official,
 - Parent/Family member on Player,
 - Parent/Family member on Coach,
 - Parent/Family member on Official.
- 11.04 Step 1: In the event an individual is subject to an instance of bullying, they are encouraged to attempt to resolve the matter directly with the alleged “bully” to determine if a solution can be reached without further escalation. This attempt at resolution may include the parents/guardians of the players. Individuals may wish to include a third party (Coach, Executive Member, etc.) to provide support and/or facilitate the meeting.

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11.05 Step 2: Individuals may bypass Step 1 as outlined above, in the event:

- The initial attempt to resolve the situation at Step 1 fails to do so,
- The individual who was subjected to an instance of bullying does not feel comfortable/able to attempt to resolve the situation as detailed in Step 1, or
- An individual is not the direct target of the bullying behaviour, but is instead a witness to the behaviour or is made aware of the behaviour through another means.

In bypassing Step 1, individuals would raise their concerns directly with the Conveynor of the applicable team. In the event this is not appropriate (the concern relates to the Conveynor or a member of the teams coaching staff) or relates to a party not a member of a team (Official, parent/Family member), the concern should be raised to the President of the Association or a member of the Executive.

The situation will be investigated by the President and/or delegate including, but not limited to, interviews of each involved party, speaking to any potential witnesses and a review of existing bylaw's and policies.

At the conclusion of the investigation, a recommendation will be made with the intent of preventing a recurrence of the situation and ensuring both parties are supported moving forward.

11.06 Step 3: In the event the incidents of bullying continues, or the initial incident is of such a serious nature, the Association may proceed with sanctions including removal from games, suspensions or expulsion for the remainder of the season.

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Under-Age Player Policy

- 12.01 Under-age players (a player who wishes to play in a particular age group while still being age-eligible to play in a younger age group) will only be considered in exceptional circumstances, such as unusual player development needs or to ensure the viability of a team. Each case of a proposed under-age player will be reviewed by the HRA executive and approved or denied based on the merits of each specific situation, including but not limited to, and in no particular order: the development circumstances of the individual player, the likely effects on the two teams concerned and in both divisions as a whole, effects on the Hamilton Ringette Association both in the near term and in the future, precedent, compliance with policies or directives from ORA or SRRL and any other considerations that the Executive deems pertinent.

Team Formation Policy

- 13.01 In each division where there are sufficient registrants to have more than one team, a Coach/ Player Development Committee, in discussion with the Coaches, will complete evaluations to ensure balanced teams. U8 to U12 teams will use the ORA Fall Skills Matrix while U14 and above may use a simplified evaluation taking into consideration the following criteria;

- individual skills – skating, passing and shooting
- team skills – understanding of the game and positional play in a game situation,
- coachability – attitude, attentiveness, effort, respect, attendance, and punctuality.

If there are not enough players to form a team, the Committee and Coaches will identify potential players to play up, or play down based on player skill, player size, fit with other players on the team and ORA's overage player limits.

The Committee will make recommendations and seek approval from the Board on the formation of teams. Once approved, Players will be notified of their placement.

In the event a player requests to play on the same team as a friend or relative, it will be considered by the Committee and may be approved by the Board, provided that the request does not hinder the balancing of the teams nor distribution of Team Staff.

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Release Policy

- 14.01 Releases shall only be granted when the level of play is unavailable in the home association. Consideration will be made to advance players within the HRA if skill, ability and maturity warrant, at the discretion of the board with input from the coaching staff. If advancement within the HRA is not feasible and all teams at the players current level are deemed full the board may grant a release at it's discretion for a period of one season. It is understood that in accordance with ORA policy the HRA shall remain the home association.

Remuneration of Coaching Staff

- 15.01 No member of the HRA shall be directly compensated for coaching.
- 15.02 Hamilton Ringette may outsource it's learn to skate program, power skating program, skills clinics etc. as needed to qualified companies and/or instructors.

Team Funds & Budget Policy

- 16.01 Teams are permitted to raise funds to cover costs not covered by registration fees.
- 16.02 Every Team must create a budget. The Team Budget must be agreed to by a majority of the Team. The budget should include, but is not limited to such things as tournaments, social events, sponsorships, fundraising activities etc.
- 16.03 The team budget and fundraising activities must be discussed and presented to the parents at the Team's Parent Meeting at the beginning of the season.
- 16.04 Any fundraising activities undertaken by an individual team must not compete with those of the association, must be legally permitted and must project positively on the HRA.
- 16.05 Team funds are to be held and distributed from a team bank account or HRA account, *not* a personal account. All monetary transactions are to be documented in accordance with basic accounting principles.
- 16.06 Teams must spend the raised funds in the current season as per the team's approved budget. Cash contributions that parents have made to the team that have not been spent are to be reimbursed to the parents who contributed them. Any raised funds remaining unspent at the end of the season are to be donated to the Hamilton Ringette Association.
- 16.07 Sponsorship money shall be for the benefit of the whole team and not for individual players.

16.08 At any point during the season an accounting of all revenue and expenditures must be readily available to the team's families and the HRA Board.

16.09 All fundraising activities and/or expenditures are subject to review and may be revoked or suspended at any time at the discretion of the HRA Board.

Conflict of Interest

17.01 A member of the board who has an interest, or who may be perceived as having an interest, whether financial or in kind, in a proposed contract or transaction with an outside supplier, vendor etc. will disclose fully and promptly the nature and extent of such interest to the Board and will refrain from voting or speaking in debate on such contract or transaction and will refrain from influencing the decision on such contract or transaction.

Ontario Ringette Concussion Policy

Definitions

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

- a) “Participant” – Coaches, athletes, volunteers, officials and other Members
- b) “Concussion” - An alteration in thinking and behaving as a result of a physical impact.

Purpose

2. Ontario Ringette is committed to ensuring the safety of everyone participating in the sport of Ringette. Ontario Ringette recognizes the increased awareness of Concussions and their long-term effects and believes that prevention of Concussions is paramount to protecting the health and safety of Participants.

3. Accompanying Ontario Ringette’s *Concussion Management Guidelines*, this Policy provides protocol to be followed in the event of a possible Concussion. Awareness of the signs and symptoms of Concussion and knowledge of how to properly manage a Concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.

4. A Concussion is a clinical diagnosis that can only be made by a physician.

Procedure

5. During all events, competitions, and practices, Participants must refer to the *Concussion Management Guidelines* and use their best efforts to be aware of incidents that may cause a Concussion and recognize and understand the symptoms that may result from a Concussion. These may appear immediately after the injury or within hours or days of the injury and may be different for everyone. Some common signs and symptoms are included in the *Concussion Management Guidelines*.

Coach / Administrator / Supervisor Responsibilities

6. All members of the Ontario Ringette community (including coaches, trainers, officials, and even parents) should be familiar with their responsibilities under the *Concussion Management Guidelines*. The Guidelines explain how to recognize signs of a Concussion, the initial actions that should be taken, the return to play protocols and the reporting responsibilities to Ringette Canada.

7. Every possible Concussion incident must be reported to the **Ontario Ringette Association**.

Return to Play

8. A Participant with a suspected Concussion, even if the Participant was not rendered unconscious, will not be permitted to return to play until the Participant has consulted a physician.

9. Prior to returning to play, the participant must consult and follow the Return to Play section of the *Concussion Management Guidelines*.

Medical Clearance

10. In following the Return to Play section of the *Concussion Management Guidelines*, the participant will have been required to consult a medical physician.

11. Once the Participant has been given medical clearance by a physician, the coach, administrator and/or supervisor is required to forward a copy of the medical clearance letter to Ontario Ringette for the purpose of monitoring.

Summary of Reporting Obligations

12. Ontario Ringette must be informed whenever a possible Concussion incident occurs, the result of consultation with a medical professional, and when the participant is able to return to play.

The following notifications should be completed online at **ontario-ringette.com**:

- a) Injury Report Form
- b) Concussion Incident Form

Review

13. This Policy and the *Concussion Management Guidelines* will be reviewed regularly.