



Macdonald Ringette Association

Policy & Procedures Manual

**Version 1
August 2024**



Policy and Procedures Manual

Table of Contents

1.0	Introduction.....	3
2.0	Administration and Operations	4
3.0	Registration	5
4.0	Tryouts and Evaluations	8
5.0	Equipment.....	14
6.0	Coaches & Team Managers	17
7.0	Player & Parent Expectations	18
8.0	Technical Development	20
9.0	Sponsorship & Player Funding.....	21
10.0	Insurance	22
11.0	Complaints, Grievances, and Discipline.....	23
12.0	Conflict of Interest & Confidentiality.....	25
	Appendix A – Player Code of Conduct Form.....	28



Policy and Procedures Manual

1.0 Introduction

1.1 Purpose

The purpose of the policy and procedures manual for Macdonald Ringette Association (MRA) and its members is to:

- Provide guidance for the actions of the MRA and its membership;
- Use it to reference an existing policy when issues arise or when a process is unknown;
- Assist with member recruitment;
- Provide continuity and consistency in decision making for the MRA when there is a change in the Board of Directors;
- Set a positive direction for the organization by taking a proactive approach to current and future issues;
- Review existing programs and services to ensure the program needs are met;
- Help avoid conflict and the potential for misunderstanding.

1.2 Scope of Policies and Procedures

The MRA follows the rules and policies of the Ringette Manitoba, Centralized "A" Tryout Committee, the Winnipeg Ringette League (WRL), Ringette Canada, and other governing bodies as applicable, unless specifically stated within this document.

The MRA Policies and Procedures manual applies to the MRA Board and the membership within the Macdonald region as defined in the MRA Constitution and By-Laws.

1.3 Changes to the Policies and Procedures

The Policy and Procedures Manual is intended to be a living document that will change from time to time as required. Changes to the MRA Policies and Procedures are to be presented by a member of the MRA Board to the rest of the Board at an MRA Board meeting to allow for discussion, suggested revisions, and subsequent voting by the Board.

The proposed changes should be presented in writing by outlining the current Policy or Procedure, the proposed changes, and the rationale for the changes.

Any approved changes will result in the MRA Policies and Procedures Manual to be updated and posted on the MRA website.



Policy and Procedures Manual

2.0 Administration and Operations

2.1 Structural Organization

The structure of the MRA is such that the decision-making process for policies, procedures, and other decisions as directed by the President, includes the entire Board. Input from the membership within the MRA on decisions is at the discretion of the Board.

Members within the MRA have impact on decisions at the Annual General Meeting (AGM). This includes the voting on new Board Members and changes to the Constitution and By-laws.

The composition duties of the MRA Board and description roles of each director are outlined in the MRA Constitution and By-Laws that are located on the MRA website (www.macdonaldringette.ca).

2.2 Code of Conduct Policy

Code of Conduct Policy

The opportunity for athletes, coaches, officials and volunteers to participate in sport should be one where values of fairness, inclusion, good sportsmanship and citizenship should be prevalent. The MRA Code of Conduct Policy expects all players, guardians, bench staff, and other members of the MRA participating in practices, games or other functions to behave in a socially acceptable manner and to act as a positive role model for all MRA players.

Player Code of Conduct

All players (U14 and older) registered in the Macdonald must sign the Player Code of Conduct, and adhere to the code. This Code of Conduct must be signed each year.

See Appendix A for the Player Code of Conduct of the MRA.

Parent Code of Conduct

All parents/guardians of a registered ringette player must sign the Parent Code of Conduct, and adhere to the code. This Code of Conduct must be signed at the time of registration of each player.

See Appendix B for the Parent Code of Conduct of the MRA.

Bench Staff Code of Conduct

All members of the bench staff for all teams must sign the Bench Staff Code of Conduct, and adhere to the Code. This Code of Conduct must be signed each year.



Policy and Procedures Manual

Refer to the Ringette Manitoba website (<http://ringettemanitoba.ca>) for a current copy of the Bench Staff Code of Conduct.

3.0 Registration

3.1 Registration Time

All players shall register using the online registration process. Registrations will open in June of each year.

3.2 Registration Fees

The registration fees are to be established by the Executive and approved by the Board on an annual basis prior to registration. Registration fees will include all community centre fees, as applicable.

3.3 Late Registration

All late registrations will be subject to a late registration fee of \$50.00 of the registration fees, and subject to approval of the Registrar. No exceptions to late registration fees, unless approved by the MRA board of directors on a case-by-case basis.

3.4 Refunds

Non-Medical Refunds

Players that withdraw from Macdonald Ringette Association for non-medical reasons are entitled to a refund of their registration fees in accordance with the following and pro-rated accordingly:

- Prior to Evaluations – full refund
- Prior to Team Formation – full refund less evaluation costs
- Prior October 15th – full refund less evaluation costs, WRL fees and insurance costs
- Prior to December 31st – 50% refund less insurance costs and WRL fees
- After December 31st – no refund available

All refunds will be subject to an administration fee of \$50.00.

Medical Refunds

Players withdrawing for medical reasons as a result of injuries whether related to ringette or otherwise will be pro-rated the same as for non-medical refunds.



Policy and Procedures Manual

The board can consider refunds for medical conditions beyond injuries at its discretion after a written request by the player with supporting medical documentation stating the player is unable to play ringette for medical reasons.

Deadline to Request Refunds

No refunds requests will be considered for medical or non-medical reasons after January 15th.

Exclusions to Refund Policy

Players that receive a long-term suspension due to their conduct on or off-ice are not entitled to a refund of their registration fees for any reason whether medical or non-medical.

3.5 Goalie Registration and Incentives

The MRA will provide \$200 credit at the end of the ringette season for any players that played as a full-time goalie for a team hosted by the MRA and who resides within the MRA boundaries. The refund amount may be split or shared amongst goalies for a team. MRA will pay goalie incentives for up to two goalies on each Macdonald team. If a team has two full-time goalies, each goalie may receive the full refund amount, at the discretion of the MRA Board.

The goalie incentive program is available for goalies playing in the U10 to U16 levels. The incentive is not intended to be a refund or discount on the goalie's registration fees. Rather, the incentive is intended to encourage independent goalie development. The incentive contributes to the extra costs incurred by a developing goalie such as goalie camps, training, clinics, goalie instruction, and/or the purchase of specialized equipment. Goalies may be asked to produce receipts of such expenses prior to qualifying for the goalie incentive.

3.6 Player Release

All players located within the boundaries of MRA are required to register with the MRA. In the event MRA cannot host a team at a specific age and/or skill level, players may be transferred to another association to enable those players an opportunity to play. In the event of a transfer MRA will refund the registration costs, less the Community Centre fees, to the player who will then be responsible to pay the registration costs of the other association.

Other player releases will be considered upon application, in writing, to the President and upon approval of the Board.

3.7 Community Centre Fees

Community centre fees are collected at the time of registration, if applicable. In the event a player is released to another Association these fees are non-refundable. MRA will charge and collect community centre fees on behalf of local recreation clubs each season if MRA receives



Policy and Procedures Manual

notification of the amount to be collected prior to the start of registration and no later than June 1st of each year.

3.8 Registering a False Address

Any player registering with a false address must appear before the Macdonald Ringette Association Board to provide an explanation.

The Board reserves the right to discipline the player by any means deemed appropriate (ex. Fine, suspension, termination of season, etc.).



Policy and Procedures Manual

4.0 Tryouts and Evaluations

4.1 Overview

4.1.1 Purpose

This Guideline is to assist players, parents and members of the Macdonald Ringette Association (MRA) in outlining the processes for the Tryout, Evaluation and/or Seeding Skate. Any within rule that relates to “A” level team and/or “A” level tryouts are intended to supplement the rules approved by the provincial Centralized “A” Tryout Committee.

4.1.2 Overview of Processes

The evaluation process provides two primary functions.

1. Provides a method of ranking players to create the framework from which to assemble competitive teams within our association and to seed teams in the appropriate levels for league and/or provincial play.
2. Allows the association an opportunity to assess the player skill level present within the association. This allows for better seeding within the Winnipeg Ringette League (WRL) in the first half of the season and for tracking the developmental progress of our players.

Tryouts are a method of determining which players will make up the Macdonald 'A' level team at a specific division. Macdonald participates in the Centralized “A” Tryouts with the other local associations under the jurisdiction of Ringette Manitoba. The MRA board and players are first and foremost subject to the rules and policies as agreed to between the local associations under Ringette Manitoba and the Centralized “A” Tryout Committee.

4.2 Initiation

4.2.1 Tryout and Evaluation Committee

The tryout and evaluation process starts shortly after the Annual General Meeting.

After the AGM a Tryout and Evaluation Committee may be formed for the next season. The committee may consist of a committee chair, the registrar, the coach development portfolio and the player development portfolio. Special care is taken to avoid any conflict of interest as part of the Committee.

All of the Board members are expected to assist during tryouts and evaluations. The Board and committee will avoid conflict of interest at all levels.

4.2.2 Evaluators



Policy and Procedures Manual

It is the responsibility of the Tryout and Evaluation Committee Chair or delegate to recruit evaluators for evaluations. Evaluators are typically, but not required to be, players from current and past NRL or AA U19 teams, or may be trained evaluators used by Ringette Manitoba. MRA reserves the right to use evaluators from within their association for evaluations if needed or if otherwise appropriate. The committee will do everything it is power to avoid conflict of interest and ensure certified evaluators are used.

MRA may reimburse the evaluators and officials for their time and expenses.

4.3 Evaluations

Evaluations may be completed by MRA for club level teams. MRA may also assist with the evaluation process for Centralized “A” Tryouts, and may rely on the evaluations completed during that process as if MRA had completed the evaluations.

4.3.1 Review of Evaluation Process

After the formation of the Tryout and Evaluation Committee, the chair of the committee will consult with each of the committee members to review and approve the evaluation process. It is the chair’s responsibility to ensure that the process used is consistent with the current MRA, WRL and Ringette Manitoba guidelines.

The committee members are not responsible for evaluating the players. The duties of the committee are to understand the evaluation process and to assist with the coordination of the necessary volunteers, collect/enter data, move players based on the findings of the evaluators and to hear parent concerns during the process. The chair ensures the process is clearly laid out and followed by the committee and reviews the results to ensure they are in alignment with guidelines.

The chair is responsible for reviewing specific cases upon written appeal and to collect suggestions and provide recommendations for improvement in future years.

MRA may obtain and retain information regarding the evaluations completed at the “A” level. This information can be used to guide MRA in its decision making.

4.3.2 Team Formation

The formation of teams within its boundaries falls under the authority of the MRA. It is anticipated that the data collected through the evaluation process and the recommendations from the committee will be adopted by the board. Team formation for “A” level teams falls under the practices and procedures of the Centralized “A” Tryout Committee.

4.3.3 Completion of Evaluations



Policy and Procedures Manual

The evaluation process completed by MRA typically consists of a single on ice session. The location for evaluations is dependent on ice availability and ice rental cost. Players will be notified by a committee member as to the time and place for evaluations.

4.3.4 Seeding

Once the evaluation process is completed and the teams are formed, but prior to the WRL Seeding meeting, the committee will submit to the board a seeding recommendation for each team.

4.3.5 Seeding Appeal

The WRL is ultimately responsible for the seeding of teams within their league.

In accordance with the WRL Policies, teams are entitled to appeal their seeding prior to the Seeding Appeal meeting. Coaches wishing to appeal are required to do so in writing, stating their grounds for appeal to the MRA board.

The board will in turn determine if said appeal should be forwarded for consideration of the WRL.

4.3.6 Costs

Evaluations for local club teams is provided by the MRA at no cost to players. All U10 to U14 players are strongly encouraged to participate, at the discretion of MRA.

At the discretion of the board, evaluations may also occur at other age groups.

4.3.7 Evaluations

Evaluations are a tool used by the MRA to determine whether sufficient player skill exists at a particular level to tier teams at the same age level, to seed teams, and to track player development. Evaluations may also be used to determine players for age advancement when necessary. The Committee will make the recommendations to the board regarding age advancements.

4.3.8 Evaluation Results

As the evaluation processes are general in nature, individual results are not made available and are confidential.

4.3.9 Age Advancements

MRA may consider age advancements for players on a case-by-case basis. Age advancements may be requested by the parents of a player, or upon recommendation by a coach, instructor



Policy and Procedures Manual

or evaluator. MRA may also direct an age advancement, subject to approval of the player's parent.

When evaluating an age advancement, before making a decision, MRA shall consider the following:

- the skill and ability level of the player. It is strongly recommended that the player undergo an evaluation and assess within the top 50% of the advanced age or be in the top 10% of the player's existing age group;
- the appropriateness of the age advancement given the social dynamics of the age group that the player would advance to;
- the appropriateness of the age advancement given the size and skill of the team that the player would advance to;
- the appropriateness of the age advancement given the size and skill of the team that the player would advance from;
- other factors as presented by the player or others, and as deemed relevant by the Committee or Board.

Recommendations regarding age advancements are made by the Evaluation and Tryout Committee, subject to review by the MRA Board.

At the R4U age, a major aged player may elect to register in U10. This age advancement will be reviewed prior to team formation following player evaluations. Advancements from R4U will be approved and implemented without formality, unless MRA determines that such an advancement is not in the best interests of the player or the association.

4.4 Tryouts

Tryouts and team formations for all "A" level teams are subject to the policies and procedures of Centralized "A" Tryouts.

4.4.1 Conveners

The board will assume the role of conveners during the tryout process, where a representative will be responsible for a particular age level or levels. It is the Committee Chair or a delegate that makes the assignments of tryout conveners. Care is taken to avoid any and all conflicts of interest.

4.4.2 Roles



Policy and Procedures Manual

The committee members shall not be responsible for evaluating players trying out for placement on the MRA 'A' teams. The duties of the committee and convenors are to understand the tryout process and to assist with the coordination of the necessary volunteers, collect/enter data, select players (only if necessary) based on the findings of the evaluators, to notify all participating players and to receive parent concerns during the process.

The chair ensures the process is clearly laid out and followed by the committee, reviews the results to ensure they are in alignment with guidelines, reviews specific cases upon written appeal, collects suggestions and provides recommendations for improvement in future years.

4.4.3 Team Size

Team size for all 'A' level teams is set by the Tryout and Evaluation Committee. When determining the size of the "A" team at each age level, attention will be paid to numbers and skill of players in the association who are not trying out, and to ensure a fair opportunity to create appropriate teams for all players.

Prior to the "A" team selection process, MRA will communicate to the bench staff of each team the requirements, if any, that have been put in place with respect to team size or makeup. MRA may consider submissions from bench staff regarding team size, and may authorize a change in team size before or during the team formation process.

4.5 Evaluation & Tryout Closure

4.5.1 Storage of Records

Once tryout and evaluation processes are complete the committee chair must provide to the President of the MRA all records associated with the tryout and evaluation process so that they can be stored in confidence for a period of 24 months.

4.5.2 Adherence to the Code of Conduct

The tryout and evaluation processes can be a stressful part of the season. Therefore, strict adherence to codes of conduct, respect in sport principles, and general civility must be maintained all times.

4.5.3 Over-Rulings

At any point in time the MRA board, at their discretion, may overrule any policy in the tryout and evaluation guideline. Any policy overruling by the MRA board must be determined through a majority vote of the board as defined in the Constitution and Bylaws. The MRA Board may not overrule a policy within the proper jurisdiction of the Centralized "A" Tryout Committee.

4.5.4 Suggestions or Comments



Policy and Procedures Manual

The evaluation and tryout process is an honest effort utilizing volunteers and/or paid, independent third party evaluators who commit many personal hours to ensuring a fair and consistent process for all players.

No process is perfect, and the MRA will look at continuously improving the process for the ultimate enjoyment of the game for all players at all skill levels. Should anyone have a suggestion that may improve the process in future years, these suggestions should be forwarded it in writing to the committee and the Board.

All suggestions and comments are reviewed by the MRA each year and where applicable will be implemented. Positive involvement in this process is a fundamental part to ensuring its success!

Policy and Procedures Manual

5.0 Equipment

5.1 Player Equipment

Players will be responsible for their supplying their own equipment, which may include the following:



Source: Interlake Ringette Association

Attention shall be paid to the equipment standards set by Ringette Canada:
<https://www.ringette.ca/our-sport/equipment-standards/>



Policy and Procedures Manual

5.2 Goalie Equipment

MRA may supply goalie equipment (e.g. goalie pads, goalie stick, blocker, and chest protector) for goalies in R4U through to U14. Players in U12 level and higher are however encouraged to purchase their own set of goalie equipment. Goalie incentive refunds will not be paid to the players/parents until all MRA goalie equipment is returned. MRA will make best efforts to provide goalie equipment to each goalie at these age levels. However, MRA cannot guarantee that there will be enough equipment for every goalie.

5.3 Team Equipment

Each team will have the following equipment provided by the MRA that must be returned at the end of the season.

- Team set of rings
- First Aid Kit

The equipment will be provided to the head coach at the annual coaches meeting subject to a deposit of \$250 being provided. The deposit will be returned to the head coach upon return of all equipment at the end of the year.

5.4 Jerseys

Each player is required to purchase a home and away set of Wildfire jerseys, at their own cost. R4U players will have their jerseys supplied by MRA and must be returned at the end of the season.

5.5 Name Bars

The name bar shall be placed at the top of the number on the back of the jersey. The name bar and font color must match the Wildfire jerseys with sublimated names and numbers. The name bars for the white Wildfire jerseys must be a white bar with blue lettering that matches the jersey mockups. The name bars for the black Wildfire jersey shall be a black name bar with white lettering.

If a team uses "A" and "C" lettering for team leadership designations, the lettering should be orange on both home and away jerseys.

5.6 Wildfire Apparel

Apparel for all players and teams shall be made available and purchased through the MRA at the beginning of each season.

5.7 Wildfire Logo

Policy and Procedures Manual

Use of the Wildfire logos, the three variations of which are shown below, are for the exclusive use of the MRA board of directors.



Any bench staff, players, or parent wishing to use the Wildfire logos must first obtain written approval from the MRA Board of Directors.

Use of the Wildfire logo must adhere to the following:

- Don't alter the shape, proportion, colour or orientation of the logo.
- you may not use the logo or its likeness for a profit or to otherwise put it to commercial use.

To maintain brand integrity, the logo must always be presented clearly and accurately in all applications. The logo should never be distorted, manipulated or altered in any way.

Wildfire helmet stickers must adhere to the use of the official Wildfire logo as defined above.

Finally, if you have any questions about logo usage, contact the MRA Board of Directors.

Policy and Procedures Manual

6.0 Coaches & Team Managers

6.1 Coaching Selection Procedures

Anyone wishing to coach a team being hosted in MRA will be required to submit a coach's application prior to the team formations. The Coach's applications are provided in Appendix C.

Coaches will be selected based on their experience, level of certification for the desired level of coaching and other factors as deemed appropriate by MRA..

6.2 Coaching Certifications

Coaches at each level must have the certifications required by Ringette Manitoba.

Certifications must be submitted by the head coach for all bench staff to the MRA Board of Director's Coach Development Director and to the Registrar, as well as to Ringette Manitoba.

6.3 Expectations of Coaches

Coaches are expected to:

- Provide a fun learning environment for all players
- Be fair and give appropriate guidance to all players
- Be on time and prepared for all practices and games
- Work with and mentor Junior Coaches
- Promote good sportsmanship and lead by example

Coaches may have their own team rules and they should be relayed to players and parents at the beginning of the year.

6.4 Selection of Team Managers

Coaches are responsible for selecting a Team Manager unless the Board determines that it is appropriate to select a Team Manager.

6.5 Expectations of Team Managers

The Team Manager is a key role for each ringette team. They are expected to assist the Head Coach as required. Team Managers are expected to review the Manager's Handbook as drafted by MRA.

Team Managers at U12A and above are required to obtain the required certifications as defined by Ringette Manitoba. Certifications must be submitted by the head coach to the MRA Board of Director's Coach Development Director as well as Ringette Manitoba.

As per requirements of Ringette Canada, Team Managers are only allowed on the bench in accordance with Ringette Manitoba rules.



Policy and Procedures Manual

6.6 Coaching Staff Surveys

At the end of the year the MRA may issue a survey to all parents to complete regarding the performance of both the head coach and assistant coach staff. See Appendix D for the Head Coach survey and Appendix E for the Assistant Coach survey.

6.7 Junior / Apprentice Coaches

All junior and apprentice coaches are to be assigned by the Coach Development Director and Registrar. Junior and apprentice coaches are to have the appropriate Ringette Manitoba applications / paperwork completed prior to be assigned to teams.

7.0 Player & Parent Expectations

7.1 Team / Player Commitment

The game of ringette is a team game and as such each player must be committed to the team. This commitment, at a minimum, requires all ringette players to attend all team functions, practices, and games, unless the player is excused by the head coach. Head coaches will have a set of team rules that all players are expected to abide by.

Competitive teams (i.e. A level teams) will have a higher commitment level (both financially and schedule based) than B or C level teams. The MRA Frequently Asked Questions (FAQ) Question Document enclosed in Appendix F provides guidance for commitment on A teams.

7.2 Respect in Sport

All players, bench staff, parents and spectators of MRA are expected to abide by the principles of Respect in Sport, sportsmanship, and inclusion.

7.3 Volunteer Duty

At time-to-time parents and players will be expected to volunteer at events hosted by either the MRA, WRL, or RM. Volunteer duties will be shared throughout all teams hosted in the MRA.

7.4 Fundraising

Association Wide Fundraising

At time to time, the MRA will hold fundraising events to offset the costs of ringette in our association. Players and parents are expected participate in fundraising activities.

Team Fundraising



Policy and Procedures Manual

Teams can fundraise individually to help offset costs of the ringette season. If so, parents of each team will be expected to actively participate.

7.5 Playing Time

MRA encourages and expects fair play time throughout the year.

Coaches may consider preferential play time during the following game situations:

- within the last 5 minutes of games that are close in score;
- in overtime;
- in powerplay or penalty killing situations; and/or
- in the second half of a championship game.



Policy and Procedures Manual

8.0 Technical Development

8.1 Skating Skills

MRA may hold power skating courses throughout the year to help improve the skating abilities of all our players. Players are encouraged to register and participate in the skating courses.

8.2 Player Development

MRA may hold skills development clinics throughout the year to help improve the ringette skills of all our players. Players are encouraged to register and participate in the clinics.

8.3 Goalie Development

MRA may hold goalie clinics throughout the year to help improve the skills of our goalie. Goalies are encouraged to register and participate in the clinics.

8.4 Coach Development

At time to time, the MRA may host coaching clinics to help coaches with certifications throughout the year.

The Coach Development Director shall host a coach's meeting at the beginning of the year to review expectations and provide guidance to coaches.

8.5 Officials Development

At time to time, the MRA may host officiating clinics throughout the year to help improve and develop both officials and minor officials in MRA.

8.6 Off-ice training

Point of discussion – dryland training of players – should we set limits/standards on this?



Policy and Procedures Manual

9.0 Sponsorship & Player Funding

The MRA, upon written request from a player, reserves the right to and may financially assist any past or present player from the MacDonald region who makes a world, national, Canada Winter Games or Western team, or an official team that represents the province or country as designated by Ringette Manitoba or Ringette Canada.

The MRA expects that the player seeking a donation to have volunteered with or otherwise contributed to the MRA by coaching, mentoring, volunteering, or participating in some other manner that the board deems sufficient.

The amount given to each player is dependent on the contribution that the players make back into the MRA. Funding requests by players at the A and AA levels must give back to the MRA ringette community by volunteering a minimum of 5 hours a season in order to be considered for funding.

The amount of funding available for players and or teams will be based on the financial capacity of the MRA in each given year.

The MRA reserves the right to vary the amount of financial assistance given on an application-by-application basis, if deemed appropriate.



Policy and Procedures Manual

10.0 Insurance

Ringette Manitoba carries Third Party Liability Insurance, which covers the Ringette Manitoba, all sub or local Associations, Coaches, Managers, Trainers, Officials, Sponsors, Volunteers, and all persons associated therewith, while involved in the activities of the Ringette Manitoba.

If incidents occur that require the use of the insurance coverage, players are expected to contact Ringette Manitoba to obtain respective coverage / benefits.



Policy and Procedures Manual

11.0 Complaints and Grievances

The MRA Board of Directors reserves the right to act as a board of appeal to any disputes, issues and/or concerns within the MRA.

11.1 Review of Concerning Conduct

Concerning conduct on the part of a coach, player, bench staff, parent or family member of a player may be brought to the attention of the MRA board for review. If such a matter is brought to the Board's attention, the Board may strike a subcommittee (of two or more people) to review and investigate the matter. The subcommittee may make any necessary inquiries regarding the conduct or incident as deemed appropriate. The subcommittee may request that a player, member of the bench staff, and/or parent or family member to attend before the committee for an interview.

At the conclusion of the review or investigation, the subcommittee may make a determination or findings regarding the matter. In making a determination or findings regarding a matter, the subcommittee may consider factors such as:

- adherence to variance policies, practices and procedures;
- adherence to the codes of conduct for players, parents and team staff;
- adherence to the standards of sportsmanship and principles of Respect in Sport;
- adherences to socially acceptable, inclusive, and respectful behaviors.

The subcommittee's determination or findings shall be presented to the MRA Board for a final decision. The MRA Board may make decisions to do any of the following:

- a) take no action;
- b) implement remedial measures as a condition of continued membership with MRA of a player or bench staff;
- c) mediate or informally resolve concerns between parties;
- d) remove a player or bench staff from a team roster, and, if appropriate, the player or bench staff may be assigned to a different team roster;
- e) discipline a player or bench staff by a term of suspension, by assessing a fine, and/or by administering any other condition as deemed appropriate;
- f) ban or bar a player, bench staff, parent or family member from attending MRA sanctioned events; and



Policy and Procedures Manual

g) administer any other remedy or consequence as the MRA Board may deem appropriate.

11.2 Disputes or Issues

Disputes must be brought to and presented to the MRA Board of Directors in person or via proxy. Process for resolution will be such that all parties will be invited to speak; any board members in conflict may attend but cannot vote. Upon completion of all presentations, parties involved, including board members in conflict must leave and a vote will be held.

Should a dispute or concern arise that requires immediate resolution, an emergency meeting may be conducted via conference, telephone, or email.

Should a dispute raise a corresponding concern about the conduct of a party, MRA may strike a subcommittee to investigate the concerns, pursuant to Rule 11.1.

Issues Regarding the Winnipeg Ringette League

When there is a complaint and/or questions regarding and not limited to WRL policy and procedure, operations, officiating, or other issues, it is mandated that the complaint and/or question be brought forward to the MRA WRL Representative. The MRA WRL Representative will bring it forward to the MRA President. If deemed appropriate, the President may bring the matter to the attention of the Executive of the Board. If appropriate the WRL Representative will raise the matter with the WRL president or board for determination or for information purposes.

Issues Regarding Ringette Manitoba

When there is an issue and/or questions regarding Ringette Manitoba policy and procedure, operations, provincials, instructing, officiating, or other Ringette Manitoba matters, it is mandated that the issue be brought forward to the President of MRA. The President may bring the matter to the attention of the Executive of MRA, and may determine to raise the issue with Ringette Manitoba.



Policy and Procedures Manual

12.0 Conflict of Interest & Confidentiality

12.1 Conflict of Interest Policy

The duty of all board members is to be impartial and fair in rendering decisions in accordance with the board's mandate as set out in the MRA's Constitution and By-laws and Policy and Procedures Manual.

Board Member Obligation

If a board member stands to gain financially from a decision being made by the Board of Directors, the board member shall disclose and recuse themselves from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting.

If a board member or their family member stands to gain an advantage or receives a benefit as a result of a decision to be made by the Board of Directors, the board member will disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting.

If there is doubt as to a board member's ability to be impartial and fair, the board member shall disclose it and the remaining board members shall, by majority vote, determine whether the board member shall disqualify themselves from the discussion and remove themselves from the proceedings without voting.

Disclosing Conflict of Interest

At any time that a member of the MRA Board of Directors becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the President or Vice-President of the Board immediately.

Reporting a Conflict of Interest

Any individual who is of the view that another individual who is a member of the MRA Board of Directors may be in a position of conflict of interest, shall report this matter to the MRA President or Vice-President. Details of the concern(s) must be signed and in writing. Anonymous complaints may be accepted upon sole discretion of the MRA President and Vice President.

Resolving Conflict of Interest Complaints

Upon receipt of a conflict concern, the MRA Board of Directors will determine whether or not a conflict of interest exists provided that the person with the alleged conflict has



Policy and Procedures Manual

been given notice of the concern and has been provided with a reasonable opportunity to make submissions regarding the concerns.

The MRA Board of Directors (without the person against whom a conflict has been alleged) will determine whether a real or perceived conflict of interest exists and, if so, what appropriate the appropriate remedy is.

Where the individual accused of the real or perceived conflict of interest acknowledges the facts, they may waive an opportunity to make submissions, in which case the MRA Board of Directors will determine the appropriate actions.

If the individual accused of being in a real or perceived conflict of interest chooses not to participate or make submissions, MRA will proceed and make a determination in any event.

The MRA Board of Directors may apply the following actions singly or in combination for confirmed conflicts of interest, depending on the severity of the situation:

- Removal or temporary suspension of certain responsibilities or decision-making authority;
- Removal or temporary suspension from a designated position;
- Removal or temporary suspension from certain teams, events and/or activities within the MRA;
- Expulsion from the MRA; and/or
- Other actions as may be considered appropriate to resolve the conflict of interest

Failure to comply with an action as determined by the MRA Board of Directors may result in suspension of participation/involvement and/or membership in the MRA.

12.2 Confidentiality Policy

The MRA board members will ensure the protection of confidential information that is proprietary to the MRA by making all individuals are aware that there is an expectation to act at all times appropriately and consistently with this policy.

Confidential Information includes but is not limited to the following:

- Personal information collected and retained by the MRA such as name, address, e-mail, telephone numbers, date of birth and financial information.



Policy and Procedures Manual

- MRA intellectual property and proprietary information related to the programs, fundraisers, business affairs of the MRA including procedures, business methods, forms, policies, marketing and development plans, financial information and information that is not generally or publicly known, etc.

Any breach in the Confidentiality Policy may give rise to discipline as determined by the MRA Board of Directors.

12.3 Privacy Policy

The MRA Board of Directors will ensure that the information collected and the way it is collected, uses, retains, discloses and disposes is done in a fashion that maintains the privacy of the player.

The MRA Board of Directors will review and respond according to any access requests, corrections and complaints according to this policy.

The MRA will ensure that the Board of Directors can identify the purpose of collecting the information.



Policy and Procedures Manual

Appendix A – Player Code of Conduct Form

Appendix B – Parent Code of Conduct Form

Appendix C – Coach Application Form

Appendix D – Frequently Asked Questions (FAQ) Question

Items located on www.macdonaldringette.ca