

Policies and Procedures of the FORT MCMURRAY RINGETTE ASSOCIATION



AS UPDATED AT FORT MCMURRAY, ALBERTA ON AUGUST 2020

www.mcmurrayringette.com

TABLE OF CONTENTS

1 – General.....	pg. 3
2 – Vision, Mission, and Core Values.....	pg. 4
3 – Governance.....	pg. 4
4 – Code of Conduct and Ethics.....	pg. 5
5 – Discipline and Complaints.....	pg. 9
6 – Appeals Policy.....	pg. 13
7 – Administration.....	pg. 16
8 – Gaming.....	pg. 17
9 – Over Age Player.....	pg. 18
10 – Player Affiliation.....	pg. 19
11 – Player Movement Request.....	pg. 22
12 – Coaching Selection.....	pg. 22
13 – Team Staff.....	pg. 23
14 – Screening.....	pg. 25
15 – Conflict of Interest.....	pg. 28
16 – Confidentiality.....	pg. 30
17 – Privacy.....	pg. 31

1 – GENERAL

101 Purpose

The Policies and Procedures herein contained are intended to act as principles and guidelines in administering the ongoing activities of the Fort McMurray Ringette Association (“Association”, “FMRA”).

While they are not intended to be absolute in nature or rigid in their application, they do outline a working framework that will be applied unless a change in policy direction is made.

102 Amendment

The Policies and Procedures herein contained may be modified at the Annual General Meeting or any Special Meeting called to include modification as part of its agenda. The process for calling and the notice given for such Meetings are defined in the Bylaws of the Association (hereafter referred to as “the Bylaws”). This document may be modified without notice if there is known or deemed to be a conflict with any governing document of Zone 7, Ringette Alberta, or Ringette Canada or if additional clarification or detail is required.

103 Operating Constraints

1. For the purpose of enabling Players to participate in Ringette, the Association is a Member of:
 - a. The Zone 7 Ringette Association (hereafter referred to as “Zone 7”)
 - b. Ringette Alberta
 - c. Ringette Canada (through the elected or appointed representatives of Ringette Alberta)
2. In the case that statements or references made in this document conflict with the Bylaws of the Association or the Bylaws, Policies, Procedures, Rules, or any other governing document of Zone 7, Ringette Alberta, or Ringette Canada, those higher-level constraints shall apply.

104 Communication Method

The primary method by which the Association will communicate information to the Members is via the Website. Other methods will be used only if necessary or deemed appropriate:

1. Social Media
2. Email to appropriate individuals;
3. Written letter to appropriate individuals.

105 Website

The Association Website is www.mcmurrayringette.com.

Information available on the Website includes, but is not necessarily limited to or constrained by:

1. Registration Information
2. Operating Manual
3. Bylaws
4. Forms
5. Meeting Minutes
6. Notices to Members
7. Notice of Meetings

2 – VISION, MISSION AND CORE VALUES

201 Vision

FMRA will provide a fun and safe environment for young Ringette players helping them to develop into strong, healthy, and confident athletes.

202 Mission

FMRA will achieve our vision by:

1. Demonstrating effective leadership and good governance
2. Providing high quality programs and services to member associations
3. Partnering with our members to achieve excellence
4. Marketing to make Ringette the #1 sport choice for young athletes

203 Core Values

Team Work

1. Co-operation to achieve common goals – competition on the ice, co-operation off the ice.
2. Clearly defined roles, responsibilities and expectations
3. Recognition for achievement and celebration of our successes
4. Respecting the values, skills and contributions of others

Integrity and Respect

1. Commitment to opportunity and consistent actions.
2. A commitment to be open, honest and ethical in all that we do.

Safe and Fun Communities

1. Ensuring a positive, fun and safe environment

Excellence

1. A commitment to high standards in process and knowledge.

3 – GOVERNANCE

301 FMRA Executive

The Association is governed by the Executive defined in the Association Bylaws:

1. The following elected officers:
 - i. President
 - ii. Vice President
 - iii. Safety Officer
 - iv. Secretary
 - v. Treasurer
 - vi. Registrar
 - vii. Referee in chief
 - viii. Coach and Player Development Coordinator;
 - ix. Technical Coordinator
 - x. Equipment Coordinator
 - xi. Ice Allocator
 - xii. Raffle Coordinator
 - xiii. Casino Coordinator
 - xiv. Summer Camp Coordinator

- xv. Website Administrator
- xvi. Public Relations Coordinator
- xvii. Sponsorship Coordinator

302 Executive Approval

When approval of the Executive is required or sought:

1. A quorum of Executive Members, one of which must be the President or Vice President must be involved in the approval or rejection of the request
2. Approval will be granted if a majority of the Executive Members participating in the approval process for the request vote in favor of approval
3. The item requiring approval must be submitted to the secretary at least one week prior to an executive meeting for approval
4. Executive Members wishing to withdraw from the approval process for the item must indicate their intent to the President
5. The participating Executive Members shall use whatever methods of communication they see fit to discuss the item
6. Each participating Executive Member will indicate to the President whether they vote in favor or against approving the request
7. The decision rendered by the process is final – appeals must be based on new information of substantial nature
8. The Secretary shall document all motions in the meeting minutes.

4 - CODE OF CONDUCT AND ETHICS

401 Definitions

The following terms have these meanings in this Policy:

1. "Club" – Fort McMurray Ringette Association
2. "Individuals" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.

402 Purpose

1. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Club programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.
2. The Club is committed to providing an environment in which all individuals are treated with respect. The Club supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the Club that include fairness, integrity, open communication and mutual respect.
3. Conduct that violates this Code may be subject to sanctions pursuant to the Club's policies related to discipline and complaints.

403 Application of this Policy

1. This Policy applies to conduct that may arise during the course of Club business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.

2. This Policy also applies to the conduct of Individuals that may occur outside of the Club's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Club, as determined by the Club.

404 Responsibilities

All Individuals have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and,
 - vi. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
2. 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, innuendos 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;
 - 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; or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
3. 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; or
 - vi. Persistent unwanted contact.
4. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction

of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Club's Discipline Policy. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;

5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive 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);
6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
7. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult oriented social situations associated with Club events;
8. Respect the property of others and not willfully cause damage;
9. Promote ringette in the most constructive and positive manner possible;
10. Adhere to all federal, provincial, municipal and country laws;
11. Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Club, Zone Association (if applicable) and Ringette Alberta, as adopted and amended from time to time.

405 Board/Committee Members and Staff

In addition to 404 above, Board and Committee Members of the Club will:

1. Function primarily as a member of the board and/or committee(s) of the Club, not as a member of any other particular member or constituency;
2. Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Club;
3. Behave with decorum appropriate to both circumstance and position;
4. Be fair, equitable, considerate and honest in all dealings with others;
5. Exercise due diligence in upholding one's fiduciary responsibility to the Club;
6. Respect the confidentiality appropriate to issues of a sensitive nature;
7. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
8. Respect the decisions of the majority and resign if unable to do so;
9. Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings;
10. Have a thorough knowledge and understanding of all the Club's governance documents.

406 Coaches

In addition to 404 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:

1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;

4. Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
5. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
6. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
7. Dress professionally, neatly and inoffensively; and
8. Use inoffensive language, taking into account the audience being addressed.

407 Team Staff (Trainers and Managers)

In addition to 404 above, Team Staff, including Trainers and Managers, will have additional responsibilities to:

1. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment.
2. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance.
3. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages and/or tobacco;
4. Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
5. Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
6. Dress professionally, neatly and inoffensively; and
7. Use inoffensive language, taking into account the audience being addressed.

408 Athletes

In addition to 404 above, Athletes will have additional responsibilities to:

1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
2. Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
3. Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
4. Adhere to the Club's rules and requirements regarding clothing and equipment;
5. Never ridicule a participant for a poor performance or practice; and
6. When competing, act in accordance with the Club's, Zone Associations (where applicable) and Ringette Alberta's Policies.

409 Officials

In addition to 404 above, Officials will have additional responsibilities to:

1. Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
2. Be fair and objective;
3. Avoid situations for which a conflict of interest may arise;
4. Be as impartial, unobtrusive and inconspicuous as possible;
5. Submit all required documentation in a timely manner;
6. Conduct all events according to the rules of the Club, Zone Association (if applicable) and Ringette Alberta; and
7. Make independent judgments.

5 - DISCIPLINE AND COMPLAINTS

501 Definitions

The following terms have these meanings in this Policy:

1. "Club" – Fort McMurray Ringette Association
2. "Complainant" – The party alleging an infraction.
3. "Days" – Days irrespective of weekends and holidays.
4. "Individuals" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
5. "Respondent" – The alleged infracting party.

502 Purpose

Membership and/or participation in the Club, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club Bylaws, policies, procedures, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Individuals can result in severe damage to the image of the Club. Conduct that violates these values may be subject to sanctions pursuant to this policy.

503 Application of this Policy

1. This Policy applies to all Individuals as defined in the Definitions.
2. This Policy applies to discipline matters that may arise during the course of Club business, activities and events, including, but not limited to, its office environment, competitions, practices, training camps; travel, and any meetings.
3. Discipline matters and complaints arising within the business, activities or events organized by entities other than the Club will be dealt with pursuant to the policies of these other entities unless accepted by the Club in its sole discretion.

504 Reporting a Complaint

1. Any time that anyone believes that a Member is violating the Code of Conduct and is not being followed, they may report the misconduct to the Association by submitting a completed "Misconduct" Form to the President, Vice President, or Technical Director.
2. A Conduct Committee will be appointed by the President or Vice President with five members selected with a justifiable purpose.

3. The Conducts committee's job is to:
 - a. Ensure that all Executive Members are informed of the Complaint submission.
 - b. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Committee determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Committee's decision to the acceptance or dismissal of the complaint may not be appealed.
 - c. Determine if the complaint is a minor or major infraction;
 - d. Appoint a Mediator if needed
 - e. Coordinate all administrative aspects of the complaint
 - f. By majority vote in which at least five Executive Members participate, the validity of the Complaint will be decided. The submitter(s) will be informed of the result. If the Complaint submission is not valid no further action taken.
 - g. The Member(s) named on the Complaint have the right to present an appeal either verbally or in writing.
 - h. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final – no appeals are permitted.
 - i. The Committee will inform the submitter(s) of the actions taken in writing.

505 Minor Infractions

1. Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others, the Club or to the sport of ringette.
2. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, staff, officials, coaches, organizers, or Club decision makers).
3. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person responsible for discipline of such infractions. This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
4. Penalties for minor infractions, which may be applied singly or in combination, include the following:
 - a. Verbal or written warning;
 - b. Verbal or written apology;
 - c. Service or other voluntary contribution to the Club;
 - d. Removal of certain privileges of membership or participation for a designated period of time;
 - e. Suspension from the current competition, activity or event; or
 - f. Any other sanction considered appropriate for the offense.
5. Minor infractions that result in discipline will be recorded and maintained by the Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

506 Major Infractions

1. 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 the Club or to the sport of ringette.
2. Examples of major infractions include, but are not limited to:
 - a. Repeated Minor Infractions;
 - b. Intentionally damaging Club property or improperly handling Club monies;
 - c. Incidents of physical abuse;
 - d. Pranks, jokes or other activities that endanger the safety of others, including hazing;

- e. Disregard for the bylaws, policies, rules, regulations and directives of the Club;
 - f. Conduct that intentionally damages the image, credibility or reputation of the Club or the sport of ringette;
 - g. Behaviour that constitutes harassment, sexual harassment or sexual misconduct; or
 - h. Abusive use of alcohol, any use or possession of alcohol by minors, use or possession of illicit drugs and narcotics.
3. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.
 4. 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. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.
 5. The Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - a. Verbal or written reprimand;
 - b. Verbal or written apology;
 - c. Service or other voluntary contribution to the Club;
 - d. Removal of certain privileges of membership;
 - e. Suspension from certain Club teams, events and/or activities;
 - f. Suspension from all Club activities for a designated period of time;
 - g. Withholding of prize money;
 - h. Payment of the cost of repairs for property damage;
 - i. Suspension of funding from the Club or other funding;
 - j. Expulsion from the Club;
 - k. Other sanctions as may be considered appropriate for the offense.

507 Decision

1. After hearing the matter, the Committee will determine whether an infraction has occurred and if so, what appropriate sanction will be imposed. The Committee's written decision, with reasons, will be distributed to all parties, and the Club. The decision will be considered a matter of public record unless decided otherwise by the Committee.
2. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.
3. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
4. In fulfilling its duties, the Committee may obtain independent advice.
5. Unless the Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Committee will result in automatic suspension until such time as compliance occurs.
6. A written record will be maintained by the Club for major infractions that result in a sanction.
7. Members suspended or whose membership has been cancelled cannot:
 - a. Be within 100 metres of any Member or Player at any Team practice, game, Association event, or Team event;
 - b. Vote in any Meeting or Executive Meeting;
 - c. Be involved in any way as a Player or in a Team Personnel position;
 - d. Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
 - e. Be elected to or perform any of the duties of an Executive Member position.

508 Criminal Convictions

1. An Individual's charge or conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion and/or suspension from the Club and/or removal from Club competitions, programs, activities and events upon the sole discretion of the Club:
 - a. Any child pornography offences;
 - b. Any sexual offences;
 - c. Any offence of physical or psychological violence;
 - d. Any offence of assault; or
 - e. Any offence involving trafficking of illegal drugs.

509 Confidentiality

The discipline and complaints process are confidential involving only the Parties, and the Committee. 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.

510 Appeals Procedure

The decision of the Committee may be appealed in accordance with the Club's Appeal Policy.

511 Suspension on Financial Grounds

1. Members can be suspended on Financial Grounds and therefore be no longer entitled to privileges or powers in the Association. Members suspended for this reason cannot:
 - a. Vote in any Meeting or Executive Meeting;
 - b. Be involved in any way as a Player or in a Team Personnel position;
 - c. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association;
 - d. Be elected to or perform any of the duties of an Executive Member position.
2. The Member (if 18 or older) or any Player that the Member is financially responsible for is not permitted to participate in any practice, game or event sponsored by the Association. As stated in the Bylaws, the suspension ends when the arrears have been paid to the Association.

512 Neglect of Duty

1. Any person not fulfilling the duties of a position (elected, selected, or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted. Removing persons from their positions is not desirable, but may be necessary. Note that there are additional considerations for Team Personnel (see 407).
2. When it is believed that a person is neglecting their duties, a completed "Neglect of Duty" Form can be submitted for Executive Approval. If approved, the neglecting person will be warned in writing. A repetitive approved submission for the same person in the same Fiscal Year will:
 - a. Result in removal of the person from a selected or appointed position; or
 - b. Result in a "Request for Resignation" Form being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position.
3. Persons removed from positions for Neglect of Duty retain their rights as Members should they still qualify as a Member without the position.

513 Removal of Team Personnel

1. Team Personnel are entrusted with the instruction, care, and supervision of Players, or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position.
2. When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner, they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a "Team Personnel Removal" Form will be completed and submitted for Executive Approval.
3. If a parent (or Player 18 or older) believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt reach resolution within the Team (see 1003). If resolution cannot be achieved, the Division Coordinator will submit a "Team Personnel Removal" Form for Executive Approval.

6 - APPEALS

601 Definitions

These terms will have these meanings in this policy:

1. "Appellant"- The party appealing a decision.
2. "Club" – Fort McMurray Ringette Association
3. "Days" - Days regardless of weekends or holidays.
4. "Individuals" – All categories of Membership within the Club Bylaws, as well as all individuals engaged in activities with the Club, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.
5. "Respondent" - The body whose decision is being appealed.

602 Scope and Application of this Policy

1. Any Individual who is affected by a decision of the Club will have the right to appeal that decision in accordance with this Policy, subject to any limits in this Policy, to the applicable governing body as set out below:

Organization	Ringette Alberta	Zone Member	Group Member (Club)
"1 st Level of Appeal"	Ringette Alberta	Ringette Alberta	Group Member
"2 nd Level of Appeal"			Zone Member, if a Zone Membership exists with Ringette Alberta
"3 rd Level of Appeal"			Ringette Alberta

2. This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the Club.
3. This Policy will not apply to decisions relating to:
 - a. Decisions made external to the Club;
 - b. Matters of employment;
 - c. Matters of board composition, committees, staffing, or employment opportunities;
 - d. Commercial matters;
 - e. Matters of budgeting and budget implementation, including fees, dues and levies;

- f. Infractions for doping offences which are dealt with pursuant to the Canadian Anti-Doping Program or any successor policy;
- g. Matters relating to the substance, content and establishment of policies, procedures or criteria;
- h. Disputes arising within competitions which have their own appeal procedures;
- i. Any decisions made under this Policy.

603 Timing of Appeal

Members who wish to appeal a decision will have fourteen (14) days from the date on which they learned of the decision, to submit in writing to the head office of the Club the following:

1. Notice of their intention to appeal;
2. Contact information of the Appellant;
3. Name of the Respondent;
4. Ground(s) for the appeal;
5. Detailed reason(s) for the appeal;
6. All evidence that supports the reasons and grounds for an appeal;
7. The remedy or remedies requested

604 Grounds for Appeal

Decisions may only be appealed on procedural grounds which are limited to the Respondent:

1. Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
2. Failing to follow procedures as laid out in the bylaws or approved policies of the Club;
3. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision;
4. Failing to consider relevant information or taking into account irrelevant information in making the decision.

The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 404.

605 Appeals Officer

The Club will appoint an Appeals Officer to oversee this Policy. The Appeals Officer has an overall responsibility to ensure procedural fairness and timeliness are respected at all times in the appeals process and more particularly, has a responsibility to:

1. Receive appeals;
2. Determine if the appeal lies within the jurisdiction of this Policy;
3. Determine if appeal is brought in a timely manner;
4. Determine if the appeal is brought on permissible grounds;
5. Appoint the Tribunal to hear the appeal;
6. Determine the format of the appeal hearing;
7. Coordinate all administrative and procedural aspects of the appeal;
8. Provide administrative assistance and logistical support to the tribunal as required;
9. Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

606 Screening of Appeal

Upon receipt of the notice, grounds of an appeal, and supporting evidence, the Appeals Officer will review the appeal and will decide if the appeal falls within the jurisdiction of this Policy, and if it satisfies procedural grounds. If the Appeals Officer is satisfied that the appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Officer's decision on jurisdiction or grounds.

607 Mediation

Upon determining that there exists jurisdiction and sufficient grounds for an appeal, the Appeals Officer may, with the consent of the parties, seek to resolve the appeal through mediation using the services of an independent mediator.

608 Tribunal

If the appeal cannot be resolved through mediation, then a Hearing before a Tribunal will take place. The Appeals Officer will appoint the Tribunal, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeals Officer, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Appeals Officer will appoint one of the Tribunal's members to serve as the Chair.

609 Procedure for the Hearing

The Appeals Officer will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, a Hearing based on written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Appeals Officer and the Tribunal deem appropriate in the circumstances, provided that:

1. The parties will be given appropriate notice of the day, time and place of the hearing.
2. Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing.
3. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
4. The Tribunal may request that any other individual participate and/or give evidence at the hearing.
5. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
6. In a situation where the hearing is conducted by a Tribunal consisting of three Adjudicators, a quorum will be all three Adjudicators and decisions will be by majority vote.

610 Appeal Decision

1. After the Hearing, the Tribunal will issue its written decision, with reasons. The Tribunal may decide to:
 - a. Reject the appeal and confirm the decision being appealed; or
 - b. Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision; or
 - c. To uphold the appeal and vary the decision.
2. The Tribunal's decision will be considered a matter of public record, unless determined otherwise by the Tribunal. A copy of this decision will be provided to the Parties and to the Club. Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

611 Confidentiality

The appeal process is confidential involving only the parties, the Appeals Officer and the Tribunal. Once initiated and until a written decision is released, none of the parties or the Panel will disclose confidential information relating to the appeal to any person not involved in the proceedings.

612 Final and Binding Decision

The decision of the Tribunal will be binding on the parties, unless appealed to the next higher governing body.

7 - ADMINISTRATION

701 General

1. The basic intent is to encourage participation by putting only reasonable financial requirements on Players at registration, ensuring fairness in refunds and making sure that everyone playing wants to be there. Balancing this is the need to ensure that everyone pays their fair share and supports their Team, that all Players are insured, and that everyone makes a commitment to playing.
2. The Association structures payment of fees and levies so as to not overburden families at one time of year. To this end, the initial Registration Fee is kept as low as possible with additional levies due.

702 Registration Fee

1. The Registration Fee is a component of the Membership Fee defined in the Bylaws.
2. The Registration Fee does not cover expenses the Player's Team may wish to incur for such things as Team pictures, parties, tournaments, etc. Such expenses form part of the Team Budget of the Player's Team.

703 Registration

1. No Player shall participate in any tryout, evaluation, practice, exhibition, or game unless they have registered with the Association by completing the designated form and paid the Registration Fee by the date specified, as registration is the mechanism by which Players become insured through Ringette Alberta.
2. Conditioning camps and summer schools or similar programs not run by the Association are exempt from this pre-registration requirement. Participants should verify the presence of appropriate insurance before registering for such events.

704 Levies

At times, it may be necessary for the Association to assess additional per-player fees called Levies to cover the cost of operation of the Association or the Player's Team. These levies, may, in accordance with the Bylaws, be set at the Annual General Meeting or any Special Meeting called to include fee setting as part of its agenda. The levies have a must be paid at time of registration.

705 Withdrawal

1. Withdrawal “with cause” shall be:
 - a. For a substantiated reason preventing playing Ringette for a large portion of the playing season, or
 - b. Family relocation away from Fort McMurray
2. Withdrawal for any other reason shall be “without cause” and no refund will be available.

706 Withdrawal and Registration Refund

1. Withdrawal for any reason:
 - a. until the Players are assigned to Teams or before September 15th will result in a full refund of the Registration Fees and levies.
 - b. Withdrawal for any reason until after September 15th until October 15th will result in a 75% refund of the Registration Fees and levies.
 - c. Withdrawal for any reason after October 15th until November 15th will result in a 50% refund of the Registration Fee and levies.
 - d. Withdrawal for any reason after Nov 15th will result in no refund of fees. Levies will be refunded.
 - e. All Refunds are subject to a \$50.00 administrative fee.

707 Withdrawal and Team Fee Refund

Excluding any Levies that may be included the Team Fee:

1. Withdrawal “with cause” means that the Players would be responsible for their share of all incurred Team expenses up to and including the date of withdrawal. The Team Treasurer will refund any remaining excess to the Player.
2. Withdrawal “without cause” means that no refund of Team Fees paid up to and including the date of withdrawal will be made and no further payment of any outstanding portion of the Team Fee is required.

8 – GAMING

801 Distribution of Proceeds

The Association has access to two vehicles on an ongoing basis to provide funding support for Ringette. Casinos and Raffles are ways of reducing the cost of participating in Ringette.

1. Proceeds from Casinos and Raffles are designated to assist in paying for Capital Expenditures, particularly the purchase of ice and Referees;
2. Proceeds from Casinos and Raffles are intended to defray some of the ongoing operating costs of Ringette;
3. Any surplus proceeds are to be used to the general advantage of the Association;
4. From time to time, the Executive may adjust the manner and amount of distribution of gaming proceeds;
5. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the Gaming Program.

802 Casino and Raffle Coordinators

The Casino and Raffle Coordinators are responsible for the operation of the Gaming Program. This includes, but is not necessarily limited to:

1. All applications for gaming licenses, routine contact with gaming officials and provision of all required information to the Provincial Government or appointed Agencies;
2. Recruiting and ensuring members are properly trained to work at these events;
3. Representation of the Association with Gaming Associations;
4. Providing information, reports and recommendations to the Executive as requested;
5. Any other activities to ensure a successful Gaming Program.

9 – OVER AGE PLAYER

901 Purpose

Sets out the process for the approval of players who are chronologically older than the age division in which they are registered.

902 Applicability

Any Ringette Alberta registered team participating in the leagues in The Black Gold League or its successor and all Ringette Alberta sanctioned games which include:

1. league games;
2. tournaments;
3. playdowns and
4. provincial championships.

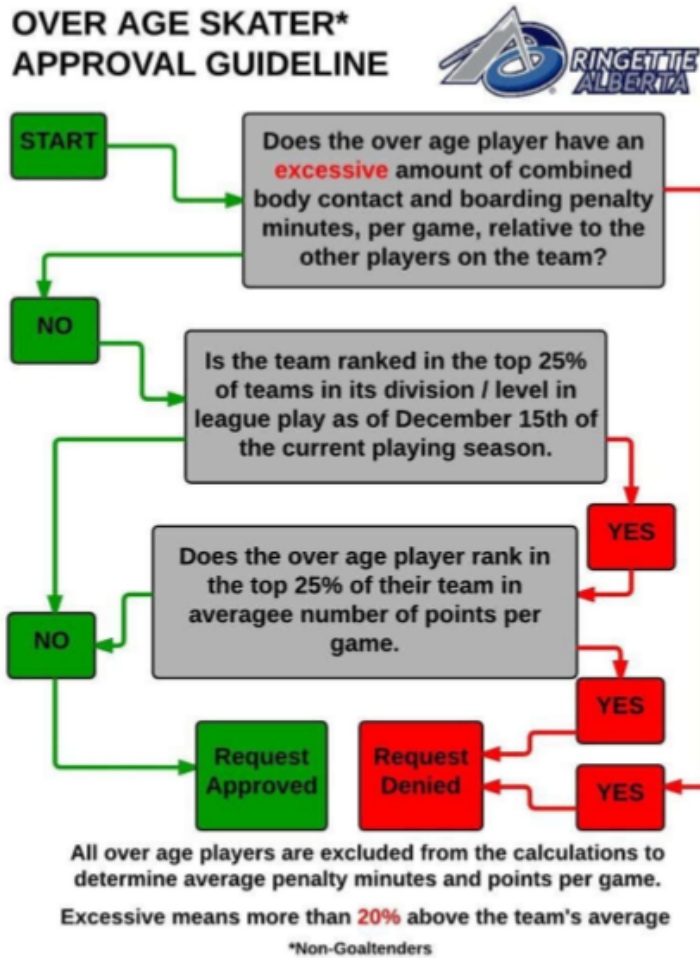
903 Principles

1. It can be appropriate for an over age player to be allowed to participate at a lower age division.
2. The decision to allow over age players should be based on objective criterion as much as possible.
3. The inclusion of an over age player should be irrelevant to opposing teams provided the inclusion of the player does not affect the team's relative competitiveness or compromise player safety.
 - a. Competitive equity is a measure of overall team success relative to competitors;
 - b. Impact of an over age player on her safety or the safety of other players is a factor of ability, style of play and physical size, and not chronological age.

904 Requirements

1. Permission to start the season;
 - a. No requests are required to start the season provided there are no more than three (3) over age players on the same team roster. Teams with four (4) or more over age players must receive written permission from Ringette Alberta to start the season.
2. Teams are required to notify their league of any over age player on their roster on or before the date specified by the team's league in the manner specified by the league. Failure to notify may result in the over age player being denied the right to participate in the competitions specified in 902.
3. Timelines
 - a. A player request form for over age player approval must be received by the over age player's team's league, on or before the date specified by the league, Sept 10th, and in the manner required by the league.

- b. A decision will be made by the leagues individually for their respective league play and jointly in a Provincial Decision for exhibition games, tournaments, playdowns and provincials no later than December 14th of the current playing season.
- c. Approval will be determined by applying the following guidelines:



905 Right of Appeal

The leagues' Provincial Decision is not appealable. Prior to December 14th of the current season, the leagues retain the right to revisit their Provincial Decision

10 – PLAYER AFFILIATION

1001 Purpose

Player affiliation allows a Group Member to create a team at a level where there are not enough players for a viable team and allows a team to replace absent, sick, injured, or suspended players on a game by game basis.

1002 Applicability

All teams registered with Ringette Alberta, with the exception of Open D and Masters Teams, may affiliate players who are also registered with Ringette Alberta.

1003 Principles

1. The term PLAYER includes both skaters who play defence, forward or centre, part time goaltenders who are dressed as skaters, AND those dressed as goaltenders for a particular game.
2. A skater is anyone who is competing in a particular game but NOT dressed as a goaltender
3. It is acceptable to allow temporary use of affiliate players, from time to time, to ensure that teams are able to ice a viable team when insufficient numbers of a team's full-time players are unavailable.
4. Affiliation is NOT the tool to be used to provide additional ice time for select players: affiliation is not intended to be a supplemental developmental tool. Development that is needed by individual players is the responsibility of that player's Group Member and coaches of that player's full-time team.
5. Affiliation is not to be used to improve the competitiveness of a team at the expense of ice time for a regular roster player; these include skaters and goaltenders.
6. Affiliating players to teams that may include more skilled and physically, emotionally, intellectually and socially more mature players may not be appropriate and therefore must be made with due diligence.
7. Teams should affiliate only as many players as they reasonably may need to call upon during a season as it may limit the ability of other teams within the same Group Member to access affiliates, goalies in particular.
8. Teams must be aware that registering an affiliate to their team may affect that players' eligibility for Western Canadian or Canadian Championships.

1004 Requirements

1. An affiliate player may be called from their full-time team to play on another team, with the exception noted in b. and in compliance with the restrictions in #3. And #4.
 - a. Associations must affiliate suitable players from their own association before they may affiliate players from another association.
 - b. For goaltenders only, affiliation is allowed to a lower age division team, excluding Open ringette teams, only when the player in question is already "playing up" an age group; e.g., A 15-year-old goaltender is placed on a U19 team to make that U19 team viable. The player may affiliate to a U16 team since the player's age is appropriate for that level already.
2. An affiliation may be terminated once per season. A player's affiliation that has been terminated may not affiliate to another team during the same season.
3. Affiliation is conditional on the player, parents (in the case of a minor), coaches and local association(s) agreeing to the affiliation and completing the necessary Player Affiliation Documentation.
4. The deadline for Ringette Alberta to receive all Player Affiliation documentation, without paying a late fee, is November 15th of the current playing season.
5. There is no additional registration fee for an affiliate player.
6. Competitors 'dressed' and listed on a team's game sheet shall be:
 - a. A minimum of seven (7) players (including skaters and goaltenders);
 - b. A maximum of five (5) affiliate players

AFFILIATING SKATERS

7. When affiliating only skaters (defence, forwards and/or centers) for participation in a game:
 - a. A maximum of twelve (12) competitors 'dressed' may be listed on a team's game sheet;

- b. A part time goaltender who is dressed as a skater (to play defence, forward or center for a particular game shall be considered a skater and among the 12 competitors AFFILIATING ONLY A GOALTENDER
- 8. When affiliating only a goaltender to participate in a game:
 - a. Subject to #10., a maximum of eighteen (18) competitors may be 'dressed' and listed on a team's game sheet; AFFILIATING a COMBINATION of SKATERS and A GOALTENDER
- 9. When affiliating a combination of skaters (defence, forwards and/or centers) and one (1) goaltender for participation in a game:
 - a. A maximum of 12 competitors: eleven (11) skaters and one goalie may be 'dressed' and listed on a team's game sheet;
 - b. A maximum of 13 competitors (11 skaters and 2 goaltenders) may be dressed for a game where a team dresses two goalies, one of which is an affiliate goaltender, subject to clause #8.
- 10. Affiliate Goaltenders
 - a. The affiliate goaltender is only to be played in the event of illness, injury or absence of the full-time goaltender.
 - b. The affiliate goaltender may be dressed as a back-up in any game and may only play if the full-time goaltender gets hurt or becomes ill during the course of that game.
 - c. Coaches must ensure the purpose of affiliation is upheld with their goaltender affiliation choices
- 11. Number and Type of Games Where affiliation is permitted, there is no restriction as to the number or type of games an affiliate player may participate in except: Individuals registered as full time players at U10 Step 1, U10 Step 2, or U10 Step 3 shall not participate in more than five (5) games per season as an affiliate player; Group Members are responsible for monitoring and enforcing the five (5) game maximum.
- 12. Affiliate players not eligible to play may be on the bench but cannot be 'dressed'. The player's name must appear on the game sheet with (NOT DRESSED) appearing beside the name.
- 13. A team that is made up of players from different communities should locate at a 'home' association. AA teams may affiliate a player(s) from anywhere in accordance with the above affiliation policy.
- 14. U19 and below: Individuals registered as full-time players on a U19 or below team shall only be on two rosters, once as a player and once as an affiliate in the current season.
- 15. U14C may affiliate players from a U12A team within a Group Member Association that does not have a U12B or U12C team. The affiliate player(s) must have scored in the lower 50% of that season's overall UAA score. The affiliate player must be approved by RAB prior to playing a game for the U14C team.
- 16. Conflicts regarding Provincial Playdowns and Championships may occur therefore, team staff must be aware of the dates for each Playdown and Provincial Championship and choose their affiliate players appropriately. The affiliate's main responsibility is to the player's own team's schedule (practices, league games, exhibition games, play-offs, tournaments, etc.).
- 17. Supervision of a minor affiliated to a higher age group team is the responsibility of the player's parents and the coaching staff of the receiving team.
- 18. Upon the conclusion of the Ringette Alberta Provincial Championship for the full-time team and where the team advances to the Western Canadian or Canadian Ringette Championship, that team's affiliate players shall automatically become full time players on that team except when the affiliate's full-time team from the regular season has also advanced to a Western Canadian or Canadian Ringette Championship in the same season.
- 19. Compliance and Consequences
 - a. First time offense - the team will receive a loss for the game in which the violation and/or abuse occurred, and the score will be recorded as a 0-7 loss for the penalized team.

- b. Second time offense (within two calendar years of the first offense) - the Head Coach or Acting Head Coach will receive a 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-7 loss for the penalized team.
- c. Third and subsequent offenses (within two calendar years of the first offense) the Head Coach or Acting Head Coach will receive a minimum 3 game suspension and the team will receive a loss for the game in which the violation and/or abuse occurred and the score will be recorded as a 0-7 loss for the penalized team.

In exceptional years, it may be necessary for the Association to move Players in order to balance divisions or to form viable Teams.

An Affiliate may practice with the Team they are affiliated to if the Affiliate's commitment to their own Team is not compromised.

11 – PLAYER MOVEMENT REQUEST

1101 General

1. All Player Movement (Up or Down) requests must be made using the "Player Movement Request" Form and include reasons why the move should occur. The completed request must be submitted to the Technical Director.
2. The Technical Director will separately interview the Player, the Player's parents, and any other persons deemed appropriate. The interviews, along with consideration of the feasibility of the requested move and any other relevant factors (which included but are not necessarily limited to such things as Zone 7, Ringette Alberta or Ringette Canada rules), will be formulated into a recommendation as to whether the requested move should be considered.
3. If the request is to Play Down and the Technical Director Approval was achieved, the move will be permitted.
4. If the request is to Play Up and the Technical Director accepted the request, an evaluation process will occur.
5. The following conditions apply to Playing Up:
 - a. The Player must try out for and be in the top 50% of the desired Level based on the same evaluation criteria applied to all Players at that Level; b. If approved, the Player movement up is valid for the one year only.
6. The evaluation will be monitored by:
 - a. The Coach and Player Development Coordinator;
 - b. The Technical Director;
7. The results of the evaluation will be presented for Executive Approval.

12 – COACHING SELECTION

1201 Coaches

All prospective Coaches shall, in each year they wish to coach, complete the "Coaching Application" form prescribed by Association and submit it to the Coach and Player Development Coordinator according to the date or dates specified.

1202 Selection Criteria

The Association may use whatever criteria it deems appropriate in order to select its coaches. The selection criteria includes, but is not necessarily limited by or constrained to:

1. Formal coaching, training and certification levels in accordance with Ringette Alberta rules;
2. A level of experience commensurate with the level of Ringette being coached;
3. Demonstrated conformance to the Bylaws and Policies of Association, Zone 7, Ringette Alberta, and Ringette Canada.

1203 Selection Process

1. Before the beginning of each season, the President, Vice President and the Technical Director may canvass applications for all coaching positions, review all applications by prospective candidates, interview prospective candidates and other relevant parties and make its determination of the appropriate candidates for each Team. The selections are brought forward to the Executive board and voted on. The Committee will advise all candidates of their status in the timeliest possible manner.
2. Head Coaches selected will then select Team Managers for their teams.

13 - TEAM STAFF

1301 Purpose

Ringette Alberta sets the following standards in the best interest of the athletes who participate in the game of ringette. Athletes benefit from properly trained team staff; therefore team staff are required to meet minimum standards in education and performance.

1302 Applicability

This Team Staff Policy applies to all Group Members of Ringette Alberta and their teams / training groups and any Ringette Alberta Representative Team. This policy applies to:

1. practices;
2. exhibition games;
3. league games;
4. tournament games;
5. Ringette Alberta Provincial Championships;
6. Alberta Winter Games;
7. Canada Winter Games;
8. any Canadian or Western Canadian events where Ringette Canada does not have a team staff policy in effect;
9. Playdowns or other qualifiers for any of the above.

1303 Principles

1. Every athlete deserves qualified team staff.
2. Team staff should obtain required education as early in the season as possible so that the athletes benefit from the individual's knowledge for the bulk of the season.
3. Young Ringette players benefit from the positive role modelling of adult women in leadership (coaching) roles and from observing mutually respectful teamwork between adult female and adult

male coaches. This principle is actively supported by female coaches, male coaches and Group Members.

4. The Junior Coach role exists to allow and encourage young ringette players to explore the coaching role under the guidance of qualified mentor coaches.
5. The Manager role exists to provide administrative and office support to the coaches and players. The Manager is not a coach.
6. The Trainer role exists to provide “prevention, diagnosis, and intervention of emergency, acute and chronic medical conditions” of ringette athletes in collaboration with other medical professionals. The Trainer is not a coach.
7. The On Ice Assistant role exists solely for the purpose of assisting Team Staff with on ice practice sessions.
8. The Player Coach Role is appropriate for Open Ringette Teams.

1304 Requirements

1. Timelines

- a. The deadline for Team Staff to meet certification requirements is December 15th of the current playing season except as noted below:

Competition Introduction Evaluation	Jan 31 st of the Current Playing Year
Junior Coach Coach Initiation in Sport E-module	Prior to Commencing their role
On-Ice Assistant Coach Initiation in Sport E-module	Prior to commencing their role

- b. team staff members who do not meet ALL specified requirements by the indicated deadline will be removed from the team roster for the remainder of that season whether they complete certification subsequent to the deadline or not.

2. Fees

- a. Any fees related to providing the certification information/training will be set by the service provider.

3. Team Staff Roles and Related Certifications / Qualifications

- a. Head and Assistant Coaches must meet the training / certification requirements for the division and level of their team as defined by Ringette Canada except where indicated otherwise.
- b. A complete list of acceptable Head and Assistant Coach Certification requirements is listed on the Ringette Alberta web site. Inadvertent, temporary omission of the requirements on the Ringette Alberta web site does not exempt the Head or Assistant Coach from meeting the requirements.
- c. In cases where a team is advanced the certification requirements for the original tier will apply.
- d. Junior Coaches are permitted to be registered on teams that are in any division that is younger than the Junior Coach.
- e. The Junior Coach must be a registered player in the current or previous season.
- f. Completion of the Coach Initiation in Sport e-module, as judged by Ringette Alberta, prior to commencing the duties of the Junior Coach is required.
- g. The Head Coach is responsible to ensure a safe and effective training environment at all times and is therefore responsible for the actions of the Junior Coach.
- h. Junior Coaches are never permitted on the ice without the presence, supervision and direction of a certified head or assistant coach.

- i. On-Ice Assistant - Completion of the Coach Initiation in Sport e-module prior to commencing the duties of the On-Ice Assistant is required.
 - j. An On-Ice Assistant is only permitted for assisting during practice.
 - k. The Head Coach is responsible to ensure a safe and effective training environment at all times and is therefore responsible for the actions of On Ice Assistants.
 - l. On-Ice Assistants are never permitted on the ice without the presence, supervision and direction of a certified Head or Assistant Coach.
4. Manager - Completion of Ringette Canada's Ringette Manager's Certification Program.
 5. Trainer - The Trainer must possess a valid first aid certificate or more advanced training. A list of acceptable trainer qualifications is listed on the Ringette Alberta web site. Inadvertent, temporary omission of the requirements on the Ringette Alberta web site does not exempt the Trainer from meeting the requirements.
 6. Minimums & Maximums on the Team Registration Form (TRF):
 - a. Minimum (one of which must meet the gender equity clause *)
 - i. Head Coach (1)
 - ii. Assistant Coach (1)
 - b. Maximum
 - i. Head Coach (1)
 - ii. Assistant Coach (unlimited)
 - iii. Junior Coach (unlimited)
 - iv. Manager (1)
 - v. Trainer (1)
 7. Team staff must meet the following age requirements as of the date they commence their team staff duties:
 - a. Head Coach - 18 years of age
 - b. Assistant Coaches - 16 years of age while ensuring the Gender Equity clause above is met
 - c. Junior Coaches – 14 -18 years of age. Junior coaches who are 17 at the start of the season but turn 18 years of age during the season are permitted
 - d. Managers - 16 years of age
 - e. Trainers 18 years of age
 - f. On-Ice Assistants 18 years of age

*Gender Equity: All U19 and under teams require a minimum of one (1) female Head or Assistant Coach who is 18 years of age or older.

14– SCREENING

1401 Preamble

1. Screening of personnel and volunteers is an important part of providing a safe sporting environment and has become a common practice among sport clubs that provide programs and services. FORT MCMURRAY RINGETTE ASSOCIATION (hereinafter the "Club") is responsible at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events.
2. This Policy is one of several policy tools that the Club will use to fulfill its commitment to provide a safe environment and to protect its participants.

1402 Purpose

The purpose of screening is to identify individuals who may pose a risk to the Club and participants.

1403 Policy Statement

1. Not all individuals associated with the Club will be required to undergo screening through a Police Records Check (“PRC”), Vulnerable Sector Screening (“VSS”) and Screening Disclosure Form. The Club will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
2. For the purposes of this policy, ‘designated categories’ are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the Club. Such designated categories include:
 - a. All individuals in paid staff positions;
 - b. All board members; and
 - c. Any persons appointed to a Club team whether as a coach, manager, chaperone, driver or official in another role.
3. It is the Club’s policy that:
 - a. Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form.
 - b. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
 - c. The Club will not knowingly place in a designated category an individual who has a conviction for a ‘relevant offence’, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence a person can occupy a position in a designated category without adversely affecting the safety of the Club, an athlete or participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
 - d. If a person in a designated position subsequently is charged or receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Club.
 - e. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and maybe subject to further discipline in accordance with the Club’s Discipline Policy.

1404 Screening Committee

1. The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three - five persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members.
2. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.
3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the Club.
4. The Screening Committee is responsible for reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within the Club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

1405 Procedure

1. Each person subject to this Policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous ringette organization in the case of a transfer from another club, out of province or country to the Club.
2. The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o FORT MCMURRAY RINGETTE ASSOCIATION at its head office in an envelope marked "Confidential – Attention Screening Committee".
3. Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
4. After to its review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Screening Committee, by majority vote, will: a) Approve an individual's participation in a designated category; or b) Deny an individual's participation in a designated category; or c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
5. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Screening Committee will notify the Club President that the individual is eligible for the designated position. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.
6. If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Screening Committee will notify the Club President, render its decision and provide notice of its decision. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.
7. The decisions of the Screening Committee are final and binding.
8. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with the Club at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
9. PRCs and VSSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the Screening Committee for review and consideration. Such request will be in writing and will provide the reasons for such a request.

1406 Relevant Offences

1. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - a. If imposed in the last five years:
 - i. Any violation/offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violation/offence for trafficking and/or possession of drugs and/or narcotics.
 - iii. Any violation/offence involving conduct against public morals;
 - b. If imposed in the last ten years:
 - i. Any violation/offence of violence including but not limited to, all forms of assault; or
 - ii. Any violation/offence involving a minor or minors.
 - c. If imposed at any time:

- i. Any violation/offence involving the possession, distribution, or sale of any child-related pornography;
- ii. Any sexual violation/offence involving a minor or minors; or
- iii. Any violation/offence involving theft or fraud.

1407 Written Records

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.

15 - CONFLICT OF INTEREST

1501 Definitions

1. The following terms have these meanings in this Policy:
 - a. "Club" – Fort McMurray Ringette Association
 - b. "Conflict of Interest" – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest which is incompatible with the Club's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to the Club.
 - c. "Individuals" - All persons directly engaged in decision-making within the Club which includes, but is not limited to, employees, directors, officers, committee members, coaches, officials, managers and administrators.
 - d. "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.
 - e. "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.
 - f. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
 - g. "Person" – Any Individual, family member, friend, customer, client, sponsor, colleague, legal person or organization.
 - h.

1502 Purpose and Application

1. The purpose of this Policy is to describe how Individuals will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how the Club will make decisions in situations where conflicts of interest may exist.
2. This Policy applies to all Individuals as defined in the Definitions section.

1503 Obligations

1. Individuals will fulfill the requirements of this policy. Individuals will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that conflicts with their official duties with the Club;
 - 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, in any way, preferential treatment;
 - c. In the performance of their official duties, accord preferential treatment to any Person;

- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, where such information is confidential or is 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 the Club, or in which they have an advantage or appear to have an advantage on the basis of their association with the Club;
- f. Use Club property, equipment, supplies or services for activities not associated with the performance of official duties with the Club without permission;
- g. Place themselves in positions where they could, by virtue of being a decision maker within the Club, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a decision maker within the Club.

1504 Disclosure of Conflict of Interest

At any time that an Individual becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.

1505 Reporting a Conflict of Interest

Any Individual or person, who is of the view that another Individual may be in a position of conflict of interest, shall report this matter to the Board of Directors. Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of the Board of Directors.

1506 Resolving Complaints of a Real or Perceived Conflict of Interest

1. Upon receipt of a complaint, the Board of Directors will determine whether or not a conflict of interest exists provided the alleged Individual has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
2. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so, what appropriate actions will be imposed.
3. Where the Individual accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
4. If the Individual accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
5. The Board of Directors 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 the Club teams, events and/or activities; d) Expulsion from the Club; e) Other actions as may be considered appropriate for the real or perceived conflict of interest.
6. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of participation/involvement and/or membership in the Club until such time as compliance occurs.

7. The Board of Directors 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 Board of Directors.

1507 Resolving Conflicts in Decision-making

1. Decisions or transactions that involve a real or perceived conflict of interest may be considered and decided upon by the Club Board of Directors provided that:
 - a. The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b. The Individual does not participate in discussion on the matter giving rise to the conflict of interest;
 - c. The Individual abstains from voting on the proposed decision or transaction;
 - d. The Individual is not included in the determination of quorum for the proposed decision or transaction; and
 - e. The decision or transaction is in the best interests of the Club.

1508 The Club Decision-Makers

1. Individuals wishing to obtain a position as a decision-maker within the Club must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within the Club.
2. In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

1509 Decision Final and Binding

Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Club's Appeal Policy.

16 - CONFIDENTIALITY

1601 Definitions

These terms will have these meanings in this policy:

1. "Club" – Fort McMurray Ringette Association
2. "Individuals" - All individuals engaged in activities within direct control of the Club, including but not limited to, Directors, Officers, volunteers, employees, coaches, officials, managers and administrators.

1602 Purpose

The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Club by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

1603 Application of this Policy

This policy applies to all Individuals as defined in the Definitions.

1604 Responsibilities

1. Individuals will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Club, unless expressly authorized to do so.
2. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the Club.
3. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment with the Club or upon request of the Club, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
4. The term "Confidential Information" includes, but it not limited to the following:
 - a. Personal Information collected and retained by the Club, but not limited to: name, address, email, telephone number, cell phone number, date of birth and financial information;
 - b. Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

1605 Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with the Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

1606 Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy or legal recourse.

17 – PRIVACY

1701 General

1. Background - Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA") and the Personal Information Privacy Act ("PIPA"). This policy describes the way that the Club collects, uses, safeguards, discloses and disposes of personal information, and states the Club's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the Club's interpretation of these responsibilities.
2. The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the Club to collect, use or disclose personal information.

1702 Definitions

The following terms have these meanings in this Policy:

1. "Club" – Fort McMurray Ringette Association
2. Commercial Activity – any particular transaction, act or conduct that is of a commercial character.
3. Personal Information – any information about an identifiable individual including information that relates to their personal characteristics including, but not limited to, gender, age, income, home address or phone number, ethnic background, family status, health history and health conditions.
4. PIPA - Personal Information Privacy Act.
5. PIPEDA – Personal Information Protection and Electronic Documents Act.
6. Representatives – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Club.

1703 Application

This Policy applies to Club Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the Club.

1704 Statutory Obligations

The Club is governed by the Personal Information Protection, Electronic Documents Act and Personal Information Privacy Act in matters involving the collection, use and disclosure of personal information.

1705 Additional Obligations

In addition to fulfilling all requirements of PIPEDA and PIPA, the Club and its Representatives will also fulfill the additional requirements of this Policy. Representatives of The Club will not:

1. Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
2. Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
3. In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
4. Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Club; and
5. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

1706 Ruling on Policy

Except as provided in PIPEDA and PIPA, the Board of Directors of the Club will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

1707 Accountability

1. Privacy Officer –The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:
Fort McMurray Ringette Association P.O. Box 5275 Fort McMurray, AB, T9H 3G3
Email: info@mcmurrayringette.com
2. Duties – The Privacy Officer will:
 - a. Implement procedures to protect personal information;
 - b. Establish procedures to receive and respond to complaints and inquiries;
 - c. Record all persons having access to personal information;
 - d. Ensure any third-party providers abide by this policy; and
 - e. Train and communicate to staff information about the Club privacy policies and practices.

1708 Identifying Purposes

1. Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:
 - a. Receiving communications from the Club in regards to E-news, newsletters, programs, events and activities.
 - b. Inter Club communications between Representatives for managing and arranging activities, programs, and events.
 - c. Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications.
 - d. Database entry to determine level of officiating certification and qualifications.
 - e. Determination of eligibility, age group and appropriate level of competition.
 - f. Implementation of the Club screening program.
 - g. Promotion and sale of merchandise.
 - h. Medical emergency.
 - i. Athlete registration with the Club, Zone Association (if applicable) and Ringette Alberta.
 - j. Outfitting uniforms, and various components of athlete and team selection.
 - k. Purchasing equipment, manuals, resources and other products.
 - l. Published articles, media relations and posting on the Club website, displays or posters.
 - m. Determination of membership demographics and program wants and needs.
 - n. Managing insurance claims and insurance investigations.
2. Purposes Not Identified –The Club will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.

1709 Consent

1. Consent –The Club will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The Club may collect personal information without consent where reasonable to do so and where permitted by law.
2. Implied Consent – By providing personal information to the Club, individuals are consenting to the use of the information for the purposes identified in this policy.
3. Requirement – The Club will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill the specified purpose of the product or service.
4. Form – Consent may be written or implied. In determining the form of consent to use, the Club will take into account the sensitivity of the information, as well as the individual’s reasonable

- expectations. Individuals may consent to the collection and specified used of personal information in the following ways:
- a. Completing and/or signing an application form;
 - b. Checking a check off box;
 - c. Providing written consent either physically or electronically;
 - d. Consenting orally in person; or
 - e. Consenting orally over the phone.
5. **Withdrawal** – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Club will inform the individual of the implications of such withdrawal.
 6. **Legal Guardians** – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.
 7. **Exceptions for Collection** – The Club is not required to obtain consent for the collection of personal information if:
 - a. It is clearly in the individual's interests and consent is not available in a timely way;
 - b. Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
 - c. The information is for journalistic, artistic or literary purposes; or
 - d. The information is publicly available as specified in PIPEDA and PIPA.
 8. **Exceptions for Use** – The Club may use personal information without the individual's knowledge or consent only:
 - a. If the Club has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
 - b. For an emergency that threatens an individual's life, health or security;
 - c. If it is publicly available as specified in PIPEDA and PIPA;
 - d. If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - e. If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.
 9. **Exceptions for Disclosure** – The Club may disclose personal information without the individual's knowledge or consent only:
 - a. To a lawyer representing the Club;
 - b. To collect a debt the individual owes to the Club;
 - c. To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
 - d. To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
 - e. To an investigative body named in PIPEDA or PIPA or government institution when the Club believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
 - f. To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;

- g. In an emergency threatening an individual's life, health, or security (The Club will inform the individual of the disclosure);
- h. To an archival institution;
- i. 20 years after the individual's death or 100 years after the record was created;
- j. If it is publicly available as specified in the regulations; or
- k. If otherwise required by law.

1710 Limiting Collection, Use, Disclosure and Retention

1. Limiting Collection, Use and Disclosure – The Club will not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in 1708, except with the consent of the individual or as required by law.
2. Retention Periods – Personal information will be retained as long as reasonably necessary to enable participation in The Club, to maintain accurate historical records and or as may be required by law.
3. Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

1711 Accuracy

Accuracy – Personal information will be accurate, complete and as up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

1712 Safeguards

1. Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.
2. Employees – Employees will be made aware of the importance of maintaining personal confidential information and may be required to sign confidentiality agreements.

1713 Openness

Information – Information made available will include:

1. The name or title, and the address, of the person who is accountable for the Club's privacy policy and practices and to whom complaints or inquiries can be forwarded;
2. The means of gaining access to personal information held by the organization;
3. A description of the type of personal information held by the organization, including a general account of its use;
4. A copy of any information that explains the organization's privacy policies; and
5. Third parties in which personal information is made available.

1714 Individual Access

1. Access - Upon written request, and with assistance from the Club, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

2. Response - Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
3. Denial - An individual may be denied access to his or her personal information if: a) This information is prohibitively costly to provide; b) The information contains references to other individuals; c) The information cannot be disclosed for legal, security or commercial proprietary purposes; d) The information is subject to solicitor-client or litigation privilege.
4. Reasons - Upon refusal, the Club will inform the individual the reasons for the refusal and the associated provisions of PIPEDA and/or PIPA and applicable provincial privacy legislation.
5. Identity – Sufficient information will be required to confirm an individual’s identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

1715 Challenging Compliance

1. Challenges – An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.
2. Procedures – Upon receipt of a complaint the Club will:
 - a. Record the date the complaint is received;
 - b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
 - d. Appoint an investigator using the Club personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel.
 - e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Club.
 - f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.
3. Whistle-blowing – The Club will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any the Club Representative, and other decision-makers within the Club or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
 - a. Disclosed to the commissioner that the Club has contravened or is about to contravene the Act;
 - b. Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the Act; or
 - c. Has refused to do or stated an intention of refusing to do anything that is in contravention of the Act.

1716 Copyright and Legal Disclaimer

1. This web site is a product of the Club. The information on this web site is provided as a resource to those interested in the Club. The Club disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that The Club is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by the Club. The Club also reserves the right to make changes at any time without notice.

2. Links made available through this website may allow you to leave the Club site. Please be aware that the internet sites available through these links are not under the control of the Club. Therefore, the Club does not make any representation to you about these sites or the materials available there. The Club is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The Club is not responsible for privacy practices employed by other companies or websites.

1717 Applicable Law

This site is created and controlled by the Club in the province of Alberta. As such, the laws of the province of Alberta will govern these disclaimers, terms and conditions.

1718 Approval and Review

This Policy was approved by the Board of Directors of the Club on August 26th 2020.