



**POLICIES & PROCEDURES  
OF  
THE MEDICINE HAT RINGETTE ASSOCIATION**

**MISSION:**

Medicine Hat Ringette Association provides fun and safe opportunities for personal and athletic development through Long Term Athletic Programming, quality coaching and fair competition in the sport of Ringette.

**VISION:**

To be the best community in Alberta by developing amazing individuals through the sport of Ringette.

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# 1. GENERAL

The Policies and Procedures herein contained are intended to act as principles for administering the ongoing activities of the Medicine Hat Ringette Association (hereafter referred to as “the Association”). While they are not intended to be absolute in nature or rigid in their application, they do provide a framework that will be applied unless a change in policy direction is made.

## 101. Common Terms

Term	Description
Parent(s)	Parent(s) or Legal Guardian(s)
Division	Active Start, U10, U12, U14, U16, U19, Open
Level	Tiers within a Division “AA”, “A”, “B”, “C”, etc.
In Writing	Electronic or hard-copy, handwritten or typewritten
Community Ringette	Active Start, U10, U12, U14, U16, U19, Open C, B, A Levels
Team	Players and Team Staff listed on submitted TRF to Ringette Alberta

## 102. Association

The Association is duly registered under The Societies Act of the Province of Alberta. For detailed information about the Association as a society, please refer to the Bylaws of the Association (referred to as “the Bylaws”).

## 103. Operating Constraints

For the purpose of enabling Players to participate in Community Ringette, the Association is Members of:

- The Zone 1 Ringette Association;
- Ringette Alberta;
- Ringette Canada (through the elected or appointed representatives of Ringette Alberta).

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 the Zone 1 Ringette Association, Ringette Alberta, or Ringette Canada, those higher-level constraints shall apply.

## 104. 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. This document may be modified without notice if there is known or deemed to be a conflict with any governing document of the Zone 1 Ringette Association, Ringette Alberta, or Ringette Canada or if additional clarification or detail is required.

## 105. Association Governance

The Association is governed by the Executive defined in the Association Bylaws (Bylaw 800):

**a. The following elected officials:**

- i. President;
- ii. Vice President of Administration;
- iii. Vice President of Operations;
- iv. Secretary;
- v. Treasurer;
- vi. Registrar;
- vii. Scheduler Director;
- viii. Public Relations Director;
- ix. Ways and Means Director; and
- x. Athletic Development Director.

**b. Persons appointed to the following roles:**

- i. Casino Coordinator
- ii. Bingo Coordinator
- iii. Sponsorship Coordinator
- iv. Equipment Coordinator
- v. Evaluation Coordinator
- vi. Coaching Coordinator
- vii. Tournament Coordinator
- viii. Referee in Chief Coordinator
- ix. Publicity Coordinator
- x. Marketing Coordinator
- xi. Goalie Coordinator

The Association may also from time to time create roles necessary for the efficient operation of the Association as deemed appropriate including however not limited to the following:

- Casino Coordinator;
- Division Coordinators;
- Provincial Host Coordinator;
- Webmaster.

**c. Past President**

The Association may appoint the President to a position of Past President for a period not to exceed two years in order to help with a successful transition within the Executive. The Past President may advise the Executive on matters affecting the Association but will not carry a vote on matters decided upon by the Executive at any Executive Meeting and shall only cast a vote at a General or Special General Meeting if that person is still a member of the Association by definition.

As outlined in Association Bylaws (900) job description are as follows:

#### **901. General Duties**

It is the duty of all Executive Members to:

- a. Carry out their responsibilities to the Association as interpreted by the individuals of the Executive;
- b. Represent the players and act in their best interest;
- c. Perform any duties for the betterment of the Association;
- d. Attend scheduled executive meetings.

#### **902. President**

It is the additional duty of the President to:

- a. Call and preside as Chairman of all Meeting and Executive Meetings;
- b. Exercise general supervision over the affairs of the Association;
- c. E a signing authority, together with the Treasurer, for the Association bank account;
- d. Ensure that Due Notice is given for all Meeting and Executive Meetings as required.

#### **903. Past President**

It is the additional duty of the Past President to:

- a. Advising and supporting the new President during their transition.

#### **904. Vice President of Administration**

It is the additional duty of the Vice President of Administration to:

- a. When the President is not able, attend meetings or fulfil the role of the President;
- b. Oversee and assist the Public Relations Director and Ways and Mean Director;
- c. Responsible for maintenance of Bylaws and Policies and Procedures;
- d. Sit on the screening committee with the Secretary and collect Police Checks as per Ringette Alberta Guidelines.

#### **905. Vice President of Operations**

It is the additional duty of the Vice President of Operations to:

- a. Act as Chairman at all Meetings and Executive Meetings in the absence of the President;
- b. Carry out duties as requested by the President;
- c. When the President of Vice President of Administration are not able, ~~to~~ attend meetings or fulfill the role of President;
- d. Oversee and assist the Scheduler, Athletic Development and Tiering Coordinator;
- e. Responsible for adjudicating formal complaints and grievances;
- f. Presence at ice for skills and evaluation games;
- g. Collaborative agreement of Division Coordinators;
- h. Any complaints or conflicts that arise during the tiering process will be brought to the attention of VP of Operations. This means anything from players/coaches/DC's/evaluators/etc.

#### **906. Secretary**

It is the additional duty of the Secretary to:

- a. Attend all Meetings and Executive meetings and record accurate minutes of those meetings;
- b. Maintain files as records appropriate for the operation of the Association
- c. Sit on the screening committee with the VP of Administration and collect Police Record Checks as per Ringette Alberta Guidelines.

#### **907. Treasurer**

It is the additional duty of the Treasurer to:

- a. Be a signing authority of the Association Bank account together with the President;
- b. Properly account for all funds of the Association and keep such books and records as may be directed;
- c. Pay all legitimate bills received by the Association;
- d. Prepare budgets yearly or as requested by the President;
- e. Supply a report on the financial status of the Association at all Executive Meetings;
- f. Make the books and financial records available at all General Meetings for any Member to view;
- g. Receive all money paid to the Association and be responsible for the deposit of that money in whatever bank, trust company, credit union or treasury branch account the Executive may order.

#### **908. Registrar**

It is the additional duty of the Registrar to:

- a. Keep a record of Member Data for all Members;
- b. Collect all fees or penalties assessed to the Members;
- c. Keep a record of Player Data for all Players and register them with Ringette Alberta using the method prescribed by Ringette Alberta;
- d. Ensure that all fee's assessed Players are collected;
- e. Ensure that a family's Respect in Sport number is designated on the registration form. Any numbers that are not collected will be reported to the Vice President of Operations on the executive so a reminder can go out to complete the online process.

#### **909. Schedule Director**

It is the additional duty of the Schedule Director to:

- a. Coordination of ice allocation for the Association;
- b. Oversee and assist Tournament and Referee in Chief coordinators as well as Zone 1, 2, 3 and U10 division scheduling.

#### **910. Public Relations Director**

It is the additional duty of the Public Relations Director to:

- a. Facilitate and promote the activities of the Association externally;
- b. Oversee Publicity and Marketing Coordinators;
- c. Facilitate and maintain volunteer master list;

**911. Ways and Means Director**

It is the additional duty of the Ways and Means Director to:

- a. Recruit and assign sponsors;
- b. Oversee the Casino, Bingo, Sponsorship and Provincial Host Coordinators.

**912. Athletic Development Director**

It is the additional duty of the Athletic Development Director to:

- a. Responsible for chairing and coordinating the Tiering committee;
- b. Overseeing the Equipment/Attire, Evaluation, Coaching and Goalie Coordinators;
- c. Receives requested for playing up or down;
- d. Organizes meetings between Evaluation, Coaching and Equipment Coordinator;
- e. Review of the year;
- f. Makes agenda;
- g. Tiering of divisions;
- h. Makes recommendations to the MHRA Board on behalf of Coordinators;
- i. Presence at ice for skills and evaluation games;
- j. Collaborative agreement of Division Coordinators.

**913. Tournament Coordinator**

It is the Duty of the Tournament Coordinator to:

- a. Chair and oversee the tournament committee for the purpose of hosting the Ed Horvath Tournament(s);
- b. Report to the Scheduler and Association as needed.

**914. Referee in Chief Coordinator**

It is the duty of the Referee in Chief to:

- a. Oversee all matters pertaining to referees;
- b. Report to the Scheduler and Association as needed.

**915. Publicity Coordinator**

It is the duty of the Publicity Coordinator to:

- a. Facilitate and promote the activities of the Association externally;
- b. Report to the Public Relations Director and Association as needed.

**916. Marketing Coordinator**

It is the duty of the Marketing Coordinator to:

- a. Promote marketing events for the association as needed;
- b. Report to the Public Relations Director and Association as needed.

**917. Casino Coordinator**

It is the duty of the Casino Coordinator to:

- a. Oversee all matters pertaining to the Casino;
- b. Ensure all fillings with Alberta Gaming and Liquor Commission;
- c. Report to the Ways and Means Director and Association as needed.

**918. Bingo Coordinator**

It is the duty of the Bingo Coordinator to:

- a. Liaison between bingo organization and Association;
- b. Ensure all fillings with Alberta Gaming and Liquor Commission;
- c. Ensure Association is in compliance with Alberta Gaming and Liquor Commission;
- d. Report to the Ways and Means Director and Association as needed.

**919. Sponsorship Coordinator**

It is the duty of the Sponsorship Coordinator to:

- a. Work with potential sponsors and coordinate sponsorship and advertising opportunities;
- b. Report to the Ways and Means Director and Association as needed.

**920. Equipment Coordinator**

It is the duty of the Equipment Coordinator to:

- a. Organize, distribute and maintain equipment owned by the Association;
- b. Report to the Athletic Development Director and Association as needed.

**921. Coaching Coordinator**

It is the duty of the Coaching Coordinator to:

- a. Oversee all coaching matters for the Association;
- b. Report to the Athletic Development Director and Association as needed.

**922. Evaluation Coordinator**

It is the duty of the Evaluation Coordinator to:

- a. Organize with the Scheduler Coordinator for booking of ice for skills and evaluation games;
- b. Organize with Ref in Chief for Evaluation Games;
- c. Organize with Equipment Coordinator for equipment and jersey's required for skills and evaluation games;
- d. Make copies of the Evaluation Packages and hand out to the Division Coordinators;
- e. Supplies an approved evaluator list for skills and evaluation games including an approved list for goalie evaluators;
- f. Presence at ice for skills and Evaluation Games;
- g. Collaborative agreement of Division Coordinators;
- h. Report to the Athletic Development Director and Association as needed.

**923. Goalie Coordinator**

It is the duty of the Goalie Coordinator to:

- a. Collaborate with the equipment coordinator as well as the ice scheduler;
- b. Book training sessions throughout the season for our goalies;
- c. Communicate with Coaches;
- d. Report to the Athletic Development Director and Association as needed.

## **924 Provincials Host Coordinator**

It is the duty of the Provincials Host Coordinator to:

- a. Submit application to Ringette Alberta before the deadline. (The first deadline is May 15<sup>th</sup> and the 2<sup>nd</sup> deadline is August 15<sup>th</sup>);
- b. Consult the 'Provincials Hosting Bit Guide' available on Ringette Alberta's website;
- c. Coordinate with the ice scheduler to book ice with the City during the weekend(s) needed.
- d. Assemble and Chair the Provincial Hosting Committee;
- e. Prepare a volunteer checklist with duties that need to be completed as well as number of volunteers needed;
- f. Be the liaison between the MHRA executive as well as the teams involved in the Provincial Championships;
- g. Be the single point of contact for RAB with respect to applying for and hosting provincials;
- h. Report to the Association as needed.

## **106. Executive Approval**

When approval of the Executive is required or sought:

- a. At least five Executive Members, one of which shall be the President or Vice President, must be involved in the approval or rejection of the request;
- b. Approval will be granted if a majority of the Executive Members participating in the approval process for the request vote in favor or approval;
- c. The item requiring approval must be submitted to the President or Vice President in writing;
- d. The Secretary shall make copies of the request available to all other Executive Members;
- e. Executive Members wishing to withdraw from the approval process for the item must indicate their intent to withdraw to the Vice President;
- f. The participating Executive Members shall use whatever methods of communication they deem necessary to discuss the item;
- g. Each participating Executive Member will indicate to the Vice President whether they vote in favor or against approving the request;
- h. The decision rendered by the process is final – there are no appeals;
- i. The Secretary shall ensure the request and decision are duly recorded.

## **107. Objectives**

The objectives of the Association include, but are not necessarily limited to:

- a. To promote Ringette at various skill levels amongst youth and adults within the City of Medicine Hat;
- b. As a member of the Zone 1 Ringette Association, support and abide by the Bylaws, Policies, and Procedures they set forth;
- c. To participate in and support the functioning of the Zone 1 League;
- d. To coordinate Ringette activities amongst the various associations in Zone 1;

- e. To stimulate public awareness and involvement, and to encourage participation in Ringette as a healthful exercise for improving physical fitness and personal development;
- f. To foster the highest standards of sportsmanship and friendship for all participants in Ringette and to encourage participants to strive for excellence in teamwork, team spirit and team discipline;
- g. To provide a safe environment for the participants;
- h. To formulate, print and administer policies beneficial to the sport of Ringette.

The Association website is [www.mhringette.com](http://www.mhringette.com)

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

- a. Registration information;
- b. Bylaws;
- c. Policies;
- d. Forms;
- e. Meeting Minutes;
- f. Notices to Members;
- g. Notices of Meetings.

#### **108. Communication Method**

The primary method by which the Association will communicate information to the Members is via Social Media (Facebook and Instagram) along with the website. Other methods will be used only if necessary or deemed appropriate;

- a. local papers;
- b. Email to appropriate individuals;
- c. Written letter to appropriate individuals;
- d. The Public Relations Director will be appointed to provide accountability and control over material published on our Club's website and any related discussion groups or social media websites, such as Facebook, YouTube, Instagram or Twitter.

#### **109. Honorariums**

Honorariums may be issued on a case-by-case basis under the authority of Section 1304 of the Bylaws. The issuance of an Honorarium shall take place only after it has been brought forward to the Executive and approval granted by the majority of the Executive Board as prescribed in Section 106 (Executive Approval) of the Policies and Procedures of the Medicine Hat Ringette Association. The request and approval including the amount shall be recorded in the Minutes by the Secretary.

#### **110. Supporting other Associations**

Excluding financial support, the Association will do whatever the Executive deems appropriate to support the promotion of Ringette in other Associations. Financial Support to other Associations may be done only through the passage of a Special Resolution as defined in Section 207 of the Association Bylaws.

### **111. Executive Member Commitment**

When an executive member is voted in or appointed, it is expected that he/she fulfill their commitment to the best of their abilities. If a member chooses to resign or quite the executive before their commitment is fulfilled, they will not be allowed to return to the executive for two full seasons.

### **112. Nomination of Executive (Directors) for Election**

The process for the Nomination of Executive Directors shall be as follows:

- a. Include the completed MHRA approved form of intent;
- b. To be submitted to the President at least one week prior to the AGM;
- c. The form of intent shall be submitted for both new nominees as well as current executive members who wish to see re-election;
- d. Where there is a vacant position up until the night of the AGM, calls from the floor will be accepted once the form is filled out that evening;
- e. Elected executive members shall begin their term immediately upon the conclusion of the AGM.

### **113. Appointment of Coordinators**

The process for the appointment of Coordinators shall be as follows:

- a. A sign-up sheet will be provided at the AGM to persons who are interested in running for a coordinator position;
- b. Elected executive for the upcoming season will appoint Coordinators at the next meeting following the AGM.

## 2. CODE OF CONDUCT

The Association supports the concept of Zero Tolerance. This section describes what is expected of all Members and Players.

### 200.

Membership and participation in the activities of the Association are privileges, not rights. All Members and Players shall abide by the Bylaws and Policies of the Association and any similar documents set forth by Ringette Canada, Ringette Alberta, Zone 1 Ringette Association, or other Ringette-related entities supported by the Association that the members may be involved in.

### 201.

All Members and Players shall respect all Members, Players, parents, officials, fans, Team Personnel, volunteers and employees of the Association or any entity (Association, Society, Ringette Alberta, etc.) that the Association represents or is represented by. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed at such individuals or groups will not be tolerated.

### 202.

All Members, Players and fans of the Association shall respect the game of Ringette and shall behave in a manner that does not make a travesty of the game.

### 203.

The Association will not tolerate loud, obscene, abusive, or obnoxious behavior by Team Personnel, Players, Parents, Fans, or any other person involved directly or indirectly with the Association.

### 204.

Parents and fans are not permitted in the dressing rooms except, as expressly permitted by the respective Team Personnel, to assist their child in changing before or after the game or practice. Under no circumstances should a parent, fan, guardian, etc. or coach be alone in a dressing room while there are athletes in the dressing room. The female coach, or female representative, should accompany any male coaches during pre/post games and practice talks in the dressing room.

### 205.

Conduct that is contrary to any provision of the Code of Conduct as defined by these policies will result in disciplinary action being taken by the Association.

### 206.

We expect our Members and Players to conduct themselves appropriately when using electronic

communication to share information with our members and players or posting material on public websites connected to the club. Electronic communication:

- a. Should be restricted to Club matters;
- b. Must not offend, intimidate, humiliate or bully another person;
- c. Must not be misleading, false or injure the reputation of another person or the Association;
- d. Should respect and maintain the privacy of members;
- e. Must not bring the club into disrepute.

Coaches and others who work with children and young athletes must direct electronic communication through the child's parents.

## 3. DISCIPLINARY AND COMPLAINTS

### Definitions

The following terms have these meanings in this Policy:

- a. "Club" – Medicine Hat Ringette (MHRA)
- b. "Complainant" – The party alleging an infraction
- c. "Days" – Days irrespective of weekends and holidays
- d. "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, parents/guardians of athletes under the age of 18, any persons performing services paid or unpaid to MHRA
- e. "Respondent" – The alleged infracting party

### 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 behavior 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. Since sanctions may apply, the Club has outlined in this policy to handle complaints fairly, expeditiously and affordably.

### Application of this Policy

- a. This Policy applies to all Individuals as defined in the Definitions.
- b. 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.
- c. 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.

### Reporting a Complaint

- a. Complaints regarding minor infractions should not be initiated until after a 24 hour "cooling off" period after the event occurs.
- b. Any Individual may report to the Club's President or the VP of Operations any complaint of an infraction by an Individual. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Club. Complaint forms can be found at [mhringette.com](http://mhringette.com) under Forms & Documents.
- c. A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not

accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Club. This decision may not be appealed or is grounds for defense.

### **Case Manager**

Upon receipt of a complaint, the VP of Operations will act as the Case Manager and will oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager has an overall responsibility to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a. Put together a committee of 3 executive members (1 being the Case Manager) to determine the process of the management of the complaint.
- b. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager 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 and/or Panel, if necessary, in accordance with this Policy;
- e. Determine the format of the hearing;
- f. Coordinate all administrative aspects of the complaint;
- g. Provide administrative assistance and logistical support to the Panel as required; and
- h. Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

### **Minor Infractions**

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.

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).

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 (as noted above in point 12). 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.

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.

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.

### **Major Infractions**

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.

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, an individual or the sport of ringette;
- g. Behavior 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.

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.

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.

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

If the Case Manager and their committee is satisfied that the complaint is a major infraction, the Case Manager will, with the consent of the parties, seek to resolve the complaint through mediation using the services of an independent mediator or the Case Manager.

If the complaint cannot be resolved through mediation, then a hearing before a Panel will take place. The Case Manager and their committee will appoint the Panel, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear and decide the complaint. In this event, the Case Manager will appoint one of the Panel's Individual to serve as the Chair.

The Case Manager and their committee will determine the 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 Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a. The Parties will be given appropriate notice of the day, time and place of the hearing.
- b. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing.
- c. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d. The Panel may request that any other individual participate and give evidence at the hearing.
- e. 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.
- f. Decisions will be by majority vote.

## **Decision**

After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and the Club. The decision may be considered a matter of public record at the discretion of the Panel.

Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

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

## **Sanctions**

The Panel 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.

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

A written record will be maintained by the Club at their head office for major infractions that result in a sanction.

### **Serious Infractions**

The Club may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

### **Criminal Convictions**

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.

### **Confidentiality**

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

### **Appeals Procedure**

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

## 4. REGISTRATION, PARTICIPATION AND REFUNDS

The basic intent of the Association is to encourage participation by putting only reasonable financial requirements on Players at registration, ensuring fairness in refunds 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.

### 400. Registration Fee

The Registration Fee is a component of the Membership Fee defined in the Bylaws (Bylaw 302). 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.

### 401. Registration

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 in full by the date specified for Registration. All late registrations must be paid in full by September 1 of each season. Any Registration past September 1 must be paid in full at the time of registration.

### 402. 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 Meeting called to include fee setting as part of its agenda. The levies will have a defined due date and may be payable by the Player directly or on behalf of the Player through the Player's Team as part of the Team Budget (see 810).

### 403. Withdrawal

Withdrawal "with cause" shall be for a substantiated reason preventing playing Ringette for a large portion of the playing season or Family relocation away from Medicine Hat and surrounding area. Withdrawal for any other reason shall be "without cause."

### 404. Withdrawal and Registration Refund

- Withdrawal for any reason before September 1<sup>st</sup> will result in a full refund on the Registration Fee.
- Withdrawal for any reason before Teams are created will result in a 75% refund of the Registration Fee.
- Withdrawal for any reason after teams are formed up until October 15<sup>th</sup> will result in a 50% refund.

- Withdrawal for any reason after October 1st will result in no refund of the Ringette Fee.
- Concession may be made for first-time registrants who withdraw after participating in less than four (4) ice times. A request in writing outlining the rationale for withdrawal shall be presented to the Executive and a decision rendered on a case by case basis.
- Concession may be made for athletes who sustain injury that may prevent them from finishing the season. A request in writing outlining the date of issue shall be presented to the Executive and a decision rendered on case by case basis.
- All cancelled registrations/withdrawals will be subject to a \$25 administration fee.

#### **405. Withdrawal and Levies Refund**

- Withdrawal for any reason before September 1<sup>st</sup> will result in a full refund of any paid levies.
- Withdrawal for any reason before Players are assigned to Teams will result in a 75% refund of paid Levies.
- Withdrawal “with cause” prior to October 15<sup>th</sup> will result in a 50% refund of paid levies.
- Withdrawal for any reason after October 15<sup>th</sup> will result in no paid levies.

#### **406. Withdrawal and Team Fee Refund**

Excluding any Levies that may be included in the Team Fee (see 402 and 812)

- 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 excess to the Player.
- 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.

## **5. HARDSHIP & SUPPORT**

Ringette is an expensive sport and while we would like to encourage participation by everyone in the community, the Association is financially unable to support all those who cannot afford to play. This section describes the process by which the Association and, if applicable, the Player's parents, can work together to provide for Players already active in Ringette when circumstances temporarily require assistance in meeting the financial obligations to the Association and the Team.

In identifying the need for support, the Association will endeavor to ensure that self-respect and pride is preserved for those requiring support.

All Players participating must be fully funded through their own resources or through participation in one of the programs below.

### **500. Identification of Need**

The need for support must be in writing and submitted for consideration prior to September 1<sup>st</sup> to the Association Vice President. The Vice President shall then see Executive Approval.

### **501. Parent Involvement**

The parents are expected to be active and positive participants in all Team activities, providing the resources that are available to them (time, enthusiasm, participation, expertise, trade) in return for the support mechanism provided herein.

### **502. Team Support**

It is not intended that the Team financially support the Player. The Team fee is to be met by the support process. However, the Player's Team may wish to adjust the Team Fee for players by recognizing extra work done by the Player and/or the Player's parents in fundraising or other Team Activities.

### **503. Bingos and Casinos**

Extra Bingos and/or Casinos may be assigned on a case-by-case basis as determined by the Executive. Only if the parents (and/or Player if the Player is 18 or over) are truly unable to utilize these programs will other sourcing be considered. Failure to use these programs will likely result in rejection of the support.

### **504. Corporate Sponsorship**

If the Association has a corporate sponsor available, that sponsor may, with the approval of the Executive and the sponsor, be used to support the player in Ringette. Also, the Association will support the parents (and/or Player if the Player is 18 or older) if they wish to arrange for Player specific corporate sponsorship.

**505. Failed Participation**

If the applicant fails to participate and meet the obligations for support, they may be suspended on Financial Grounds as per Section 305 of the Association Bylaws.

## **6. TEAM & COACHING SELECTION PROCESS**

### **601. Objective**

The primary purpose of the Medicine Hat Ringette (MHRA) evaluation process is to place players on teams that are appropriate to their age, development, and skill level. Additionally, the evaluation process allows the association to comply with the Ringette Alberta (RAB) requirement to assess athletes using the Universal Athlete Assessment (UAA) and to determine the appropriate number of teams at each tier level in accordance with guidelines from Ringette Alberta.

### **602. Guiding Principles of Process**

- a. Transparency - Details regarding the evaluation process will be made available to all MHRA members for review on the association's website and/or communicated via various channels. Prior, during, and after the sessions, Tiering Committee members will be available to any parent or guardian that has a question about the process or results thereof. Note that individual player results or player comparisons will not be discussed or shared under any circumstances.
- b. Accuracy - All efforts will be made to follow the guidelines described herein and conduct the process as accurately as possible. Redundancies, review and verification procedures will be implemented at every stage of the evaluations process to ensure accuracy of the results.
- c. Objectivity - The evaluations process will be as fair and impartial to all players as reasonably possible. Outcomes of the evaluations will solely be based on the data collected and the rankings derived therefrom. In rare circumstances where the player placement must be adjudicated without current evaluations data, it will be done in an unbiased, data-informed manner. Evaluations, data handling and processing, rankings or any decisions related to the evaluations process will never be done by person(s) with a conflict of interest.

### **603. Tiering Committee**

The VP of Operations shall be the Chair with the remainder of the committee to consist of the Director of Athletic Development (AD), Evaluations Coordinator, and Coaching Coordinator. When possible, a Division Organizer (DO) will be assigned to each age group. All executive members of the committee will be responsible to recruit volunteers to fill each position. The final DO positions will be assigned by the VP of Operations, when necessary. Where possible, a member of the executive will be assigned to assist the DO and provide guidance where necessary. Should a DO be either a player's parent or a coach, they will not be assigned to the division in which they coach or their child plays, or one division up or down from that division. (To clarify – the parent of a second year 14 player may not be DO for U14 or U16.)

### **604. Responsibilities of the Tiering Committee**

The responsibilities of this Tiering Committee would be as follows:

- a. Meet as required
- b. Organize evaluation sessions

- c. Select evaluators
- d. Find people to run the drills
- e. Find people to help in writing names and numbers as the pinnies/practice jerseys are handed out
- f. Have evaluation sheets available at the rinks
- g. Submit completed evaluation sheets to the Tiering Committee
- h. Oversee the player selection for their division

#### **605. Tiering Recommendations**

The Tiering Committee would recommend to the executive how many levels there should be in each division, as well as how they would be split. MHRA will abide by Ringette Alberta (RAB) recommendations in regard to tiering and team size. The Tiering Committee would also be responsible for the evaluations of players. Evaluation dates and deadlines will be in accordance with RAB policy. When scheduling ice at the beginning of the season, ample ice time should be allocated in order to conduct a proper assessment of players in the team selection process. Evaluations must also include game type situations; therefore, this would have to be taken into consideration when scheduling. Every effort shall be taken by all players to register at the times set by the MHRA and all players must register in their proper age division. This will make it easier for the committee when recommending the number of teams in each division, and the different levels of play.

#### **606. Divisions with Two Equal Teams and Non-Tiered Divisions U10-U19**

Any time there are two or more equal teams being picked for any division, the following protocol will be used in the selection process:

- a. Head Coaches will be selected. This will be done in accordance with the Coaching Selection process described in these policies
- b. The VP of Operations, AD and EC will be present during team selections and will sit in to make sure that everything is done fairly (i.e. one for one draft)
- c. Coaches' children should be picked first. If one coach's daughter was ranked high in the evaluations, and the second coach's daughter was ranked considerably lower, they would be given players to offset this imbalance
- d. At their discretion, the Tiering Committee will assign the first four-six players on each team, and the coaches will do the rest. This would depend on the coaches' knowledge of the players
- e. The Tiering Committee may intervene if balance is being compromised
- f. Late player movement may be made if balance has not been achieved
- g. The Tiering Committee will take every possible effort to ensure that one team does not end up with an extra goaltender, leaving another team without

#### **607.1 Evaluation Process for Tiered Divisions U10-U19**

Players wishing to try out for a tiered team must make every possible effort to attend all the ice sessions. When a division is tiered with two or more levels, a player may request to be evaluated for the highest-level team of the age group above.

#### **607.2 Evaluation Format for U10**

Players will be graded in three ways:

- a. Universal Athlete Assessment (UAA) - worth 60% of the player's overall evaluation score
- b. Game - worth 40% of grading mark. In game sessions, players will be evaluated in 3 areas:
  - i. Ring Control
  - ii. Defensive Play
  - iii. Game Sense
- c. Consideration for certain aspects, including but not limited to, birth year, years of ringette or skating experience

#### **607.3 U10 Step 1, 2 & 3 Game**

- a. After UAA assessments have been completed, the Tiering Committee shall separate the players according to their UAA testing. This will allow for a more even game between players of different ages and abilities during game sessions.
- b. Evaluation gameplay format will be as recommended by RAB.
- c. A common progression for a U10 player is to move from Step 1 – 2 – 3 in sequential years with their age and fellow peers. A large skill range may exist in each step due to this. However, some U10 players may follow a different path in their development, such as a player may return to the same step if needed, or they may skip past a step if their development is advanced.

#### **607.4 Evaluation Format for U12 & U14**

- a. Universal Athlete Assessment (UAA) - worth 30% of the player's overall evaluation score.
- b. Game - worth 70% of players overall evaluation score and players will be evaluated in 4 areas:
  - I. Ring Control
  - II. Shooting/Scoring
  - III. Defense
  - IV. Game Sense

#### **607.5 U12 & U14 Game**

- a. Evaluation gameplay format will be as recommended by RAB.
- b. The Tiering Committee will have the discretion to change the format of games. The Tiering Committee will have the discretion to remove game evaluations at the U12 and U14 level when there are only enough players for one team and/or there are no players requesting movement.
- c. U12 and U14 placement is based on a player's evaluation ranking within the evaluation group. Team selection does not consider age or prior year placement

#### **607.6 U16 & U19**

- a. Game play will be valued at 100%

#### **607.7 U16 & U19 Game**

- a. Evaluation gameplay format will be as recommended by RAB.

- b. The Tiering Committee will have the discretion to change the format of games. The Tiering Committee will have the discretion to remove game evaluations at the U16 and U19 level when there are only enough players for one team and/or there are no players requesting movement.
- c. U16 and U19 placement is based on a player's evaluation ranking within the evaluation group. Team selection does not consider age or prior year placement

#### **607.8 Absence from Evaluation**

All players are expected to participate in the evaluation process however some exceptions, such as illness (with a written or verbal explanation from the player or parent), may be taken into consideration. This explanation must be given directly to the Athletic Director. The evaluators could then evaluate that player independently. In the event an independent evaluation cannot be done, the following data sources will be considered for player evaluation:

- a. Evaluation scores received for any session they were able to attend prior to sickness/injury.
- b. Input obtained from an athlete's past coach.
- c. Current and previous year(s) UAA data collected by MHRA
- d. Previous years' game evaluation scores for the athlete, if any exists.

#### **607.9 Underage Athletes Request to Move Up**

- a. Request to underage an athlete must be submitted in writing/email to the Tiering Committee before the player advancement deadline, as posted on the official MHRA website. Underage athletes will only be considered under exceptional circumstances.
- b. All underage athletes must evaluate for their proper age division evaluation.
- c. Final placement of the underage athlete with the team will be determined at the sole discretion of the Tiering Committee. Placement factors to be considered will be, but not limited to, age, size, maturity, evaluation rankings, impact to team formations.
- d. Letters of recommendations from previous coaches or other credible ringette authorities may be submitted to the Tiering Committee and will be considered during athlete placement deliberations.
- e. If not accepted for placement, the underage athlete will remain at their age-appropriate level and are expected to participate in evaluations for that age group. All decisions are final and may not be appealed.

#### **607.10 Overage Athletes Request to Move Down**

- a. Request to overage an athlete must be submitted in writing/email to the evaluation committee two (2) weeks prior to the start of the Medicine Hat Ringette evaluation process. Overage athletes shall only be considered under exceptional circumstances.
- b. All overage athletes must evaluate for their proper age division evaluation.
- c. Final placement of the overage athlete with the team will be determined at the sole discretion of the Tiering Committee (with head coach input). Placement factors to be considered will include, but not be limited to, age, size, maturity, evaluation rankings, impact to team formations.
- d. Letters of recommendations from previous coaches or other credible ringette authorities may be submitted to the Tiering Committee and will be considered during athlete placement deliberations.

- e. If not accepted for placement, the overage athlete will remain at their age-appropriate level and are expected to participate in evaluations for that age group. All decisions are final and may not be appealed.

#### **608. Tiering Committee Deliberation**

- a. Upon completion of evaluations, the executive members of the Tiering Committee will meet with the head coaches to select the teams.
- b. In accordance with this policy, the evaluation scores will dictate player placement. The top-ranked goalie will be assigned automatically.
- c. At this point, the head coach (or members of the Tiering Committee, if no head coach has been selected) will select the remaining players of the top tiered team.
- d. The responsibility of the Tiering Committee during the team selection process is to assist the head coach and to ensure the teams are selected in accordance with the policies, goals and vision of MHRA.
- e. The Tiering Committee will forward the team roster to the MHRA Executive for final approval and ratification.

#### **Head Coach Selection Process**

Anyone who has put his or her name forward to coach will be expected to volunteer as required during the evaluation process.

#### **609. Objective**

To provide a fair, transparent and objective head coach evaluation and selection process for the Medicine Hat Ringette Association (MHRA).

#### **610. Process**

- a. Head coaching applicants submit an application to the Tiering Committee. Applications will be posted on the MHRA website and be available on request from the Tiering Committee. Applications must be submitted to the Tiering Committee before the 15th of August in the year that the playing season will start.
- b. The Tiering Committee reviews applications. Suitable applicants will be awarded a head coaching position.
- c. For positions where applicants exceed the number of positions available, head coaching applicants will undergo a formal coach evaluation process with an interview.
- d. A committee consisting of the AD, Coaching Coordinator and the applicable DC(s), will interview applicants. If one of the three individuals is an applicant under consideration, either the Evaluation Coordinator, the MHRA President or a Vice President will replace them.
- e. Formal coach evaluations will consist of a review of the potential coach's application by the committee and will be ranked according to the attached Coach Selection Criteria.
- f. An interview will be conducted and a combination of interview results and scores obtained from the Coach Selection Criteria will be used to award the head coaching position. In the event of a tie, the AD will make the final decision.
- g. Whenever possible, head coaching positions will be awarded prior to the start of the

player evaluation process.

### **611. Coach Selection Criteria**

- a. Application and Coaching Philosophy (score out of 5)**
  - I. Application has been completed and submitted on time.
  - II. Coaching applicant has demonstrated their commitment to the coaching process through a detailed and thoroughly completed application.
  - III. Coaching philosophy is clearly articulated. Key areas that should be addressed include; player development, fair play guidelines, practice development, seasonal planning, team building and parent relationships.
  - IV. Appropriate references and positive recommendations from references.
- b. Coaching Certification and Additional Credentials (score out of 5)**
  - I. Applicant has completed all the required courses and has been certified at the level where applying.
  - II. Applicant has obtained partial credentials through coursework and certification and has demonstrated a commitment to coach development.
  - III. Additional coaching certification and credentials which are applicable to the position being applied for.
- c. Coaching Experience (score out of 5)**
  - I. Applicant has previous ringette coaching experience (total years)
  - II. Applicant has previous head coach or assistant coach experience at or above the level being applied for.
  - III. Applicant has previous experience with the age group being applied for.
  - IV. Applicant is a previous ringette player.
- d. Previous team results (score out of 5)**
  - I. Applicant's previous teams have achieved success in Zone playdowns and at the provincial level.
  - II. Applicant's previous teams have consistently demonstrated success at a variety of levels.
- e. Commitment to the MHRA and/or other community associations (score out of 5)**
  - I. Applicant has demonstrated their commitment to MHRA through a variety of volunteer positions and initiatives.
  - II. Applicant has demonstrated a commitment to the development of ringette and coaches within MHRA.
  - III. Applicant has demonstrated a commitment to additional community associations through volunteer positions.
- f. Ethics and Judgment (score out of 5) \*NOTE – A coaching applicant may be dismissed solely on this item *by a majority executive vote***
  - I. Previous parent and player evaluations.
  - II. History of negative interactions with players, parents and ringette officials.
  - III. History of disciplinary actions taken by MHRA and/or Ringette Alberta.
  - IV. Coaching is appropriate to division being applied for.

The Head Coach may select the remainder of their coaching staff once the team has been

selected.

All coaches must represent themselves according to the policies and procedures listed in Chapter 2 of the Coach's Manual. They will also be expected to review and become familiar with all of the contents outlined in this manual.

All coaches (18 years and older) must wear CSA Approved Helmets and gloves while on ice for games, practices and any other ice sessions. Any coach under 18 must also wear CSA Approved neck guard.

The reason for having the evaluating team grade the players is to provide fair and impartial judgment for putting these teams in place. Once the coaches are given the teams, it will be expected of them to demonstrate good leadership qualities, while being as fair as possible to all players. If the coach feels they may have a problem or conflict with any of the chosen players, they will also be expected to deal with it in a fair and professional manner. At this level, it is felt that the coaches should be experienced enough to accept these greater challenges objectively.

## **612. Exceptions**

Players moving to Medicine Hat from another association should have to be evaluated before placement onto a tiered team.

There will be no downward movement of players from a tiered team to accommodate any new players. When the player is placed on a team, the coach will have to be prepared to work with that extra player.

## **613. Late Registration Guidelines**

The following guidelines can be used when placing local late registrants, once the teams have been selected.

- Players must be informed at registration time that the tiering committee will decide where they play.
- In some cases a meeting could be held with all involved coaches in order to come up with a fair decision.

The decision of the tiering committee will be final.

## **614. Affiliates**

When coaches are selecting affiliates for teams, they must follow Ringette Alberta guidelines (please check their website for updated information).

MHRA will follow Ringette Alberta's rule for affiliation. A player may be called up from their regular team in an association to play on a higher-level team in the same association on an as needed basis. Affiliates may be called up from any division or level to play a higher division or higher level, not including U10 and lower. This is conditional on the player, parents, coaches and local association agreeing to the affiliation and completing the necessary Player Affiliation Form. This allows a team to compete 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. Player affiliation cannot be used to improve the competitiveness of a team at the expense of ice time for a regular player.

Use of affiliate players for all external competitions must comply with Ringette Alberta policies regarding the use of affiliates.

Before a team can take affiliate players, the coach of that team must consult with the parents of the selected player and the coach of the team concerned. The intention of affiliates is not to strengthen a team, but rather to replace injured or missing players, and/or bring the number of players up to a viable team. It is expected that all MHRA coaches will abide by this policy.

# 7. SCREENING POLICY

## Preamble

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. Medicine Hat 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.

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.

## Purpose

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

## Policy Statement

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.

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.

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.

## **Screening Committee**

The implementation of this policy is the responsibility of the Screening Committee of the Club; a committee of three persons appointed by the Club Board of Directors. Quorum for the Screening Committee will be two (2) members. The Committee will be made up of the VP of Administration, the Secretary and one other Board Member.

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.

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.

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.

## **Procedure**

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.

The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Screening Committee, c/o Medicine Hat Ringette Association in an envelope marked "Confidential – Attention Screening Committee" or by email to [secretary@mhringette.com](mailto:secretary@mhringette.com).

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.

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.

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.

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 in accordance to paragraphs 14. After providing notice, the Screening Committee will either maintain, return or destroy the original PRC, VSS, Screening Disclosure Document or letter of good standing.

The decisions of the Screening Committee are final and binding.

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.

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.

### **Relevant Offences**

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.  
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.

### **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.

**Medicine Hat Ringette Association Screening Disclosure Form**

Please print (for identification purposes only):

**NAME:**

\_\_\_\_\_

**First** **Middle** **Last**

**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_

**CURRENT PERMANENT ADDRESS:**

\_\_\_\_\_

**Street** **City** **Province** **Postal**

**DATE OF BIRTH:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

Month/Day/Year

1. Have you ever been convicted of a criminal conviction or been sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?  
Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Club's Screening Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe below:

**Name or Type of Offense:** \_\_\_\_\_

**Name and Jurisdiction of Court/Tribunal:** \_\_\_\_\_

**Year Convicted:** \_\_\_\_\_

**Age When Convicted:** \_\_\_\_\_

**Penalty or Punishment Imposed:** \_\_\_\_\_

**Further Explanation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For more than one conviction please attach additional page(s) as necessary.

2. Are criminal charges or any other charges, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain for each pending charge:

Name or Type of Offense: \_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_

Age When You Allegedly Committed the Crime: \_\_\_\_\_

Further  
Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Certification**

The answers on this Form are truthful, accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 8. PRIVACY POLICY

### Article 1 - General

#### Background

Privacy of personal information is governed by the *Personal Information Protection and Electronic 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.

#### Purpose

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.

#### Definitions

The following terms have these meanings in this Policy:

- a. "*Club*" – Medicine Hat Ringette Association
- b. *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.
- c. *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.
- d. *PIPA* - Personal Information Privacy Act.
- e. *PIPEDA* – Personal Information Protection and Electronic Documents Act.
- f. *Representatives* – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, parent/guardians, administrators, contractors and participants within the Club.

#### 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.

#### 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.

## **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**:

- a. 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;
- b. Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
- c. 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;
- d. Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Club; and
- e. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

## **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.

## **Article 2 - Accountability**

### **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:

Medicine Hat Ringette Association  
Mail to: PO Box 1124 Medicine Hat, AB T1A 7H3

### **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.

## **Article 3 - Identifying Purposes**

### **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.

#### **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.

#### **Article 4 - Consent 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.

#### **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.

#### **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.

#### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **Article 5 - Limiting Collection, Use, Disclosure and Retention**

### **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 Article 3.1, except with the consent of the individual or as required by law.

### **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.

### **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.

## **Article 6 - 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.

## **Article 7 - Safeguards**

### **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.

## **Employees**

Employees will be made aware of the importance of maintaining personal confidential information and may be required to sign confidentiality agreements.

## **Article 8 - Openness Information**

Information made available will include:

- a. 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;
- b. The means of gaining access to personal information held by the organization;
- c. A description of the type of personal information held by the organization, including a general account of its use;
- d. A copy of any information that explains the organization's privacy policies; and
- e. Third parties in which personal information is made available.

## **Article 9 - Individual Access 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.

## **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.

## **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.

## **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.

## **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.

## **Article 10 - Challenging Compliance Challenges**

An individual will be able to challenge compliance with this Policy to the designated individual accountable for compliance.

## **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.

## **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*.

## **Article 13 - Copyright and Legal Disclaimer**

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.

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.

#### **Article 14 - 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.

#### **Article 15 - Approval and Review**

This Policy was approved by the Board of Directors of the Club on August 19, 2013.

# 9. CONFIDENTIALITY POLICY

## Definitions

These terms will have these meanings in this policy:

- a. "Club" – Medicine Hat Ringette Association
- b. "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.

## 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.

## Application of this Policy

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

## Responsibilities

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.

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.

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.

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, e-mail, 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.

## 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.

### **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.

# 10. CONFLICT OF INTEREST POLICY

## Definitions

The following terms have these meanings in this Policy:

- a. *“Club”* – Medicine Hat 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.

## Purpose and Application

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.

This Policy applies to all Individuals as defined in the Definitions section.

## Obligations

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.

### **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.

### **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.

### **Resolving Complaints of a Real or Perceived Conflict of Interest**

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.

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.

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.

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.

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.

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.

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.

### **Resolving Conflicts in Decision-making**

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.

### **The Club Decision-Makers**

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.

In the event that an Individual neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

### **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.



# 11. APPEALS POLICY

## Definitions

These terms will have these meanings in this policy:

- a. *“Appellant”*- The party appealing a decision.
- b. *“Club”* – Medicine Hat Ringette Association.
- c. *“Days”* - Days regardless of weekends or holidays.
- d. *“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.
- e. *“Respondent”* - The body whose decision is being appealed.

## Scope and Application of this Policy

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 in the table below:

**Table 1: Jurisdiction of Appeals**

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

This Policy will apply to decisions relating to conflict of interest, eligibility, selection, discipline, membership or any other matter deemed appropriate by the Club.

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. The rules of ringette or disputes over competition rules;
- h. Matters relating to the substance, content and establishment of policies, procedures or criteria;
- i. Disputes arising within competitions which have their own appeal procedures; and
- j. Any decisions made under this Policy.

## 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:

- a. Notice of their intention to appeal;
- b. Contact information of the Appellant;
- c. Name of the Respondent;
- d. Ground(s) for the appeal;
- e. Detailed reason(s) for the appeal;
- f. All evidence that supports the reasons and grounds for an appeal;
- g. The remedy or remedies requested, and
- h. A payment of two hundred dollars (\$200), which may be refundable.

***NOTE: If the Appellant is successful in their appeal, the Club will reimburse the \$200.00 payment to the Appellant and the Respondent will be responsible for such payment to the Club no later than fourteen (14) days of receipt of the appeal decision. If the Appellant is unsuccessful in their appeal, the \$200.00 is non-refundable.***

## Grounds for Appeal

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

- a. Making a decision for which it did not have authority or jurisdiction as set out in the applicable governing documents;
- b. Failing to follow procedures as laid out in the bylaws or approved policies of the Club;
- c. 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; and/or
- d. 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 6.

## Appeals Committee

The Club will appoint an Appeals Committee of five (5) Executive Members, one of which is and will be led by the VP of Administration to oversee this Policy. The Appeals Committee 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:

- a. The VP of Administration will receive appeals;
- b. Determine if the appeal lies within the jurisdiction of this Policy;
- c. Determine if appeal is brought in a timely manner;
- d. Determine if the appeal is brought on permissible grounds;
- e. Appoint the Tribunal to hear the appeal;
- f. Determine the format of the appeal hearing;
- g. Coordinate all administrative and procedural aspects of the appeal;
- h. Provide administrative assistance and logistical support to the tribunal as required; and

- i. Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

### **Screening of Appeal**

Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, 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.

### **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.

### **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.

### **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:

- a. The parties will be given appropriate notice of the day, time and place of the hearing.
- b. Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing.
- c. The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
- d. The Tribunal may request that any other individual participate and/or give evidence at the hearing.
- e. 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.
- f. 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.

## **Appeal Decision**

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.

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.

## **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.

## **Final and Binding Decision**

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

## 12. VOLUNTEER COMMITMENT POLICY

Each family is required to complete **two volunteer commitments** per season.

### **Volunteer Commitment Credit:**

- \$400 Volunteer Credit will be collected at the time of registration.
- The volunteer credit will be refunded after the family completes both required volunteer commitments. The \$400 credit will be refunded at the end of the month following the month of the completion of the commitments.
- If a family does not complete their shifts, the \$400 credit will not be refunded. It is the family's responsibility to find a replacement worker should the need arise.

### **Types of Volunteer Opportunities:**

- Bingo Spot – 1 Volunteer commitment per shift
- Casino Spot – 1 Volunteer commitment per shift
- Executive Member – 2 Volunteer commitments (must be part of Executive for the entire season)
- Team Staff – the **Head Coach** will assign up to a maximum of 5 volunteer commitments per team to coaching staff and managers at his/her discretion. The Head Coach must notify the Ways and Means Director by email ([waysandmeans@mhringette.com](mailto:waysandmeans@mhringette.com)) by December 15<sup>th</sup> of the current season. Failure to send in the information by December 15<sup>th</sup> will result in no team staff credits being issued for that team.

Volunteer sign up opportunities can be found at [mhringette.com/volunteerslots](http://mhringette.com/volunteerslots)

### **Additional Volunteer Credits**

- After completing the two required volunteer commitments, families may continue to volunteer for additional bingo or casino shifts to earn a \$50 credit per shift towards the next seasons registration fee.
- Additional credits are for shifts worked between January and May of the current season.
- If additional opportunities arise outside of that timeframe, they will be communicated to families via social media.

# 13. BRANDING POLICY

## Definitions

The following terms have these meanings in this policy:

- MHRA – Medicine Hat Ringette Association
- MHRA branded – Any items or products adorned with the Medicine Hat Ringette versions of the logo
- Mustangs branded – Any items or products adorned with the Medicine Hat Mustangs versions of the logo

## Overview

Unified branding and apparel will:

- Ensure that every member of the MHRA has consistent clothing from year to year, and team to team, reducing waste and costs to the families
- Provide a consistent look and representation of the MHRA during games, tournaments, events and in public in general

## Team Naming

All teams in the U10 – U19 divisions will be known by the unified moniker of “Mustangs”

Where there is more than one team within a division or tier, for the purposes of distinction, the teams will be known by their assigned league number suffix (ex. MHT-U16A-1)

Teams are to only to represent themselves as “Medicine Hat”, “Medicine Hat Ringette”, “Mustangs”, “Medicine Hat Mustangs” and/or the assigned league number.

Teams are only to wear Mustangs or MHRA branded apparel.

## Association Branding

The set of MHRA and Mustangs names and logos can only be used with explicit permission by the MHRA Board. Requests in writing, indicating the purpose, application and the duration of use, must be provided to the MHRA PR Director or MHRA President for review and approval.

Use of MHRA branding is restricted to association-related business purposes. Mustang branding is to be used for all team-related purposes.

Approvals to use the name, logo(s) and associated visual elements are time and purpose specific, and only the approved elements may be used. If approved, the association will provide the appropriate design files directly to the requester or the vendor, as applicable.

## **Game Apparel**

### **Jerseys**

Game jerseys are provided by the association to all teams to wear during the course of the season.

The team's parent(s) will be responsible for storing, taking care of the jerseys, and ensuring that the sets remain complete and in good condition.

Jerseys are to be returned to the Equipment Coordinator at the end of the season by the coach in good condition. Date for jersey return will be communicated each spring.

No modifications (ex. Hemming) or addition of patches or designs (outside of C/A patches) is permitted.

Players will wear MHRA provided game jerseys to all games (league, exhibition and tournament) to ensure professional and consistent representation of the association. Custom or "third" jerseys are not permitted.

To preserve the longevity of the jerseys, game jerseys are never to be worn during practices.

### **Game Pants**

All players (except goaltenders) in U10 Step 3 to U19 are required to wear the MHRA Mosspro ringette pants (black, yellow, green) or solid black pants to all games (league, exhibition and tournament).

### **Game Helmets**

All players (except goaltenders) in U14 to U19 are required to wear a black player helmet to all games (league, exhibition and tournament).

### **Coach Jackets**

It is recommended for Head Coaches and Assistant Coaches to wear MHRA branded or Mustangs branded apparel to all games (league, exhibition and tournament). Additional

bench staff, including Jr. Coaches and Trainers should also wear MHRA branded or Mustangs branded apparel.

### **Other Apparel**

Purchase of Mustangs branded merchandise or apparel is optional and determined by each team.

All MHRA and Mustangs branded merchandise or apparel must be purchased through the MHRA approved supplier/vendor list. Please contact the PR Director or President for the approved supplier/vendor list.

While teams may obtain sponsorships for various expenses (including apparel) from businesses, addition of any sponsor information to any MHRA branded or Mustangs branded apparel or merchandise is prohibited. Teams should look at other ways of recognizing and thanking their sponsors.

## **MEDICINE HAT RINGETTE ASSOCIATION: Parent Code of Conduct Pledge**

During Medicine Hat Ringette activities, events, games, practices, evaluations, tournaments, and competitions, parents of players are expected to behave in a manner which upholds the Medicine Hat Ringette Code of Conduct policy.

As a Ringette Parent:

- I will treat everyone fairly and respectfully regardless of but not limited to gender, religion, nationality, sexual orientation, or economic status.
- I will act ethically, respectfully and with integrity towards my child, my child's coaches, their teammates, Ringette officials, my child's team staff and my child's opponents.
- I will support and encourage my child and their teammates to strive to be the best athletes, teammates and individuals they can be.
- I will model good sportsmanship by respecting the rules of Ringette, acknowledging good plays and performances by both teams in a game and by encouraging all players to play in a fun, positive and safe manner whether winning or losing.
- I will cooperate with the coaches, team staff, other parents and volunteers to achieve common goals during the Ringette season and appreciate the time they spend to benefit my child and their team.
- I will refrain from public criticism of coaches, team staff, officials or other parents and any behavior towards them that is harassing including the use of swearing, insults, obscenities or discriminatory language.
- I will be respectful when using social media, such as Facebook, Snapchat, Instagram, Twitter, etc., and I will not post comments or photos concerning Ringette participants that are false, harassing, discriminatory or insulting.
- I will observe a 24-hour 'cooling off period' before I discuss serious concerns with the coach, team staff or another parent, and I will try to resolve any disputes informally before making a complaint to Medicine Hat Ringette Association.
- I will ensure that areas reserved for team gatherings are kept safe, respectable, and clean. These spaces reflect the high standards of our athletes and Medicine Hat Ringette Association.
- I will be an ambassador for my child's team, Medicine Hat Ringette, and the sport of Ringette by representing them in a positive, favorable manner.
- I will respect and follow our teams' rules related to dressing room entry. Parents are not allowed in the dressing rooms for U12 and up unless part of the team roster.

I have read and agree with this pledge and I will follow it. I understand that breaches of this pledge will result in discipline according to the Medicine Hat Ringette Policies and Procedures.

