



**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.

*As Updated in Medicine Hat, Alberta - August 19, 2019*

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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, U9, 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	U6, U9, 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 a duly registered society under The Societies Act of the Province of Alberta. Refer to the Bylaws of the Association (hereafter referred to as “the Bylaws”) for information regarding the Association as a society.

## 103. Operating Constraints

For the purpose of enabling Players to participate in Community Ringette, the Association and/or some or all of its Members are 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/Attire Coordinator
- V. Evaluation Coordinator
- VI. Coaching Coordinator
- VII. Tournament Coordinator
- VIII. Referee in Chief Coordinator
- IX. Publicity Coordinator
- X. Marketing Coordinator
- XI. Goalie Coordinator
- XII. Provincials Host 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:

- Division Coordinators;
- Webmaster

It is the duty of the Web Coordinator to:

- a) Maintain MHRA website operations and updates (registration, DIBS, communications, etc.).
- b) Assist with social media for MHRA (works with PR Director).

### **c. Past President**

The Association may appoint the President to apposition for a period not to exceed two years in order to effect 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 descriptions 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 other 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 Meeting;
- b. Exercise general supervision over the affairs of the Association;
- c. Be 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. support/advise new President and assist in any way needed as they make the transition into executive

#### **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 fulfill the role of the President.
- b. Oversee and assist the Public Relations Director and Schedule 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 and Vice President of Administration are not able to attend meetings or fulfill the role of President.
- d. Oversee and assist the Athletic Development Director and Ways and Means Director.
- 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 Meeting 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 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 assessed 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 fees 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. Scheduler Director

It is the additional duty of the Scheduler 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 and 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 requests for playing up or down
- d. Organizes meeting between Evaluation, Coaching and Equipment Coordinator
- e. Review of the year
- f. Makes agenda
- g. Tiering of Divisions
- h. Makes recommendation 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 filings 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.

918. Bingo Coordinator

It is the duty of the Bingo Coordinator to:

- a. Liaison between bingo organization and Association.
- b. Ensure all filings 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. Organizes with Scheduler Coordinator for booking of ice for skills and evaluation games
- b. Organizes with Ref in Chief for Evaluation Games
- c. Organizes with Equipment Coordinator for equipment and jersey's required for skills and evaluation games
- d. Makes 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 Direction 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 Bid Guide' available on Ringette Alberta's website.
- c. Coordinate with the ice scheduler to book ice with the city during the weekend in need.
- 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.

#### **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 of 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 among 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 among 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:

- Registration Information;
- Bylaws;
- Policies;
- Forms;
- Meeting Minutes;
- Notices to Members;
- Notices of Meetings.

**108. Communication Method**

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

- a. At least one of the 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 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 quit the executive before their commitment is fulfilled, they will not be allowed to return to the executive for 2 full seasons.

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

- a. Include the completed MHRA approved form of intent.
- b. To be submitted to the executive at least a 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 seek 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 as well.
- e. Elected executive members shall begin their term immediately upon the conclusion of the AGM.

**113. Appointment of Coordinators**

- 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 entity 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 game 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 other Members and Players or posting material on public websites connected to the club. Electronic communication: should be restricted to club matters must not offend, intimidate, humiliate or bully another person must not be misleading, false or injure the reputation of another person should respect and maintain the privacy of members must not bring the club into disrepute. Coaches and others who work with children and young people must direct electronic communication through the child's parents.

### 3. DISCIPLINARY ACTIONS

Members, Executive Members, and Team Personnel (as defined in the Bylaws) are required for the viability of the Association and the implementation and support of Ringette within the Association. The Association exists to provide the Players with a safe and enjoyable experience and to be accountable to the Members for Association business. Conduct that contravenes the objectives (**see 107**), Code of Conduct of the Association (**see 2 – CODE OF CONDUCT**) or any other policy herein contained that makes reference is subject to disciplinary action.

Disciplinary actions are required to protect Members, Players, Team Personnel and Officials. The processes and conditions of the actions vary according to the nature of the misconduct.

Upon receiving **Misconduct or Complaint Form** naming a member of The Association, a disciplinary committee shall be struck consisting of at least five Executive Members and the procedures contained in Sections 300 and 301 shall be followed. Upon receiving an appeal two Association Members shall be named and participate in the appeal process. The two Association Members shall not be associated to the member appealing through Team Affiliation or having children playing within the same division.

#### 300. Misconduct

Contravention of the Code of Conduct **is a very serious matter** and the Association treats it as such. Everyone, including any accuser or accused must understand what WILL RESULT. In some cases, a more appropriate vehicle may be a Complaint (**see 301**).

If after exhausting all possible avenues (player, parent, manager or coach) if anyone believes that a Member is violating the Code of Conduct, they may report the misconduct to the Association by submitting a completed "**Misconduct**" Form (available on the Website) to the Athletic Development Director or VP of Operations. The member named in the "Misconduct" Form shall be notified in writing by the Athletic Development Director or VP of Operations outlining the nature of the complaint and misconduct. The member shall be invited to provide a written response to the complaint within seven days. At the conclusion of the seven days, regardless if the member has provided a written response or not the following process will apply:

At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all other Executive Members are informed of the Misconduct submission.
- b. By majority vote in which at least five Executive members participate, the validity of the Misconduct will be decided. The submitter(s) will be informed of the result. If the Misconduct submission is not valid, no further action taken.
- c. If valid, the Executive will inform the Member(s) named on the Misconduct submission within one hour of reaching their decision. The Member(s) named on the Misconduct have the right to present an appeal to the submission either verbally or in writing.

**d. The appeal process to be followed can be found in section 14 at the end of this document.**

e. If the misconduct is valid, on appeal or otherwise, the Member(s) named on the submission is (are) suspended or their Membership is cancelled based, in general, as per the table below where the Offence number applies for the time the Member(s) is (are) part of the Association. However, based on the severity of the Misconduct, the Executive may choose whichever penalty they deem appropriate.

First Offence	Suspension – duration determined by majority vote in which at least five Executive Members participated. The Executive may, depending on the nature of the offence, choose to follow the Executive Approval process.
Second Offence	Suspension of at least seven days – duration determined through Executive Approval.
Third Offence	Suspension of at least thirty days – duration determined through Executive Approval.
Fourth Offence	Suspension to at least the end of the Fiscal Year – during determined through Executive Approval.
Fifth Offence	Suspension to the end of the Fiscal Year following the current Fiscal Year. Sixth Offence Membership cancelled (as per Bylaws) and all Registration and Team fees paid to the date of the disciplinary decision shall be forfeited.

- f. Members suspended or whose membership has been cancelled cannot:
- i. Be within 100 meters of any Member or Player at any Team practice, game event or Association event;
  - ii. Vote in any Meeting or Executive Meeting;
  - iii. Be involved in any way as a Player or in a Team Personnel position;
  - iv. Be appointed to, selected for, or perform any of the duties for any appointed or selected position in the Association;
  - v. Be elected to or perform any of the duties of an Executive Member position.

### **301. Complaint**

Excluding Team related issues, concerns, or problems (**see 805**), anyone may raise a formal complaint by submitting a completed “Complaint” Form (available on the Website) to any Executive Member.

The member named in the “Complaint” Form shall be notified in writing by a Vice President outlining the nature of the complaint. The member shall be invited to provide a written response to the complaint within seven days. At the conclusion of the seven days, regardless if the member has provided a written response or not the following process will apply:

At the discretion of the Executive, the steps that may be followed include, but are not necessarily limited to or constrained by:

- a. The Executive Member will ensure that all Executive Members are informed of the Complaint submission.
- b. By majority vote in which at least five Executive Members participate, the validity of the Complaint will be decided. The submitter(s) will be informed of the result. If the complaint submission is not valid no further action taken.
- c. The Member(s) named on the Complaint have the right to present an appeal in writing. The appeal process to be followed can be found in section 14 at the end of this document.
- d. The Executive will take whatever actions deemed appropriate for the nature of the Complaint. The actions and decisions of the Executive are final – no appeals are permitted after the initial appeal, if any.
- e. The Executive will inform the submitter(s) of the actions taken.

### **302. Suspension on Financial Grounds**

As stated in the Bylaws, Members may be suspended on Financial Grounds and therefore be no longer entitled to privileges or posers in the Association. Members suspended for this reason cannot: a. Vote in any Meeting or Executive Meeting; b. Be involved in any way as a Player or in a Team Personnel position; c. Be appointed to, selected for, or perform any of the duties of any appointed or selected position in the Association; d. Be elected to or perform any of the duties of an Executive Member position

### **303. Neglect of Duty**

Any person not fulfilling the duties of a position (elected, selected or appointed) within the Association can be removed from the role. While the Association understands that everyone is a volunteer, once the position is accepted, the responsibilities that go with it must also be accepted. Removing persons from their positions is not desirable, but may be necessary. Furthermore, there are additional considerations for Team Personnel (see 304).

When it is believed that a person in neglecting their duties, a completed “**Neglect of Duty**” Form (available on the Website) can be submitted for Executive Approval. If approved, the neglecting person will be warned in writing. A second approved submission for the same person in the same Fiscal Year will:

- a. Result in removal of the person from a selected or appointed position; or

b. Result in a “Request for Resignation” Form (available on the Website) being completed and issued if the person is in an elected position. If the person refuses to resign, a Special Resolution will be struck to have the person removed from the position.

Persons removed from positions for Neglect of Duty retain their rights as Members should they still qualify as a Member without the position they were removed from.

#### **304. Removal of Team Personnel**

Team Personnel are entrusted with the instruction, care, and supervision of Players, and/or in the operation or management of the Team. When it is believed that Team Personnel are not functioning in the best interest of the Players, the game of Ringette, and the Association, they can be removed from their position.

When the Executive believes that a person in a Team Personnel role is not functioning in the prescribed manner they will inform the person in writing that corrective action is required by a specified date. If the desired result is not achieved a “**Team Personnel Removal**” form (available on the Website) will be completed and submitted for Executive Approval.

If a parent (or Player 18 or older) believes a person in a Team Personnel role is not functioning in the prescribed manner, they must first attempt to reach a resolution with the Team (see 805). If a resolution cannot be achieved, the Division Coordinator will submit a “Team Personnel Removal” Form (available on the Website) for Executive Approval.

## **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.

The Association structures payment of fees and levies so as to not overburden families at one time of year. Association approved vouchers may be used for all or portion of any fees or levies.

#### **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 by the date specified, as registration is the mechanism by which Players become insured through Ringette Alberta. The exception to this section would be “Bring a Friend” or “Come Try Ringette” publicity style events, which are by default, insured by Ringette Alberta. Conditioning camps, summer schools or similar programs not run by the Association are exempt from this pre-registration requirement. Participants should verify the insurance needs when registering for such events.

**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 1st will result in a full refund of 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 15th will result in a 50% refund. Withdrawal for any reason after October 15th will result in no refund of the Registration Fee.
- Concessions 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 a 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 1st 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 December 31st will result in a 50% refund of paid Levies.
- Withdrawal for any reason after December 31st 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 processes 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. There should be no loser in this process.

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 outlined below.

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

The need for support must be in writing and submitted for consideration to the Association Vice President. The Vice President shall then seek 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 the Player 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 older) 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 request.

**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**

The purposes of these policies are to provide a fair and impartial way of selecting players and coaches for all the teams. The intent is to avoid unbalanced situations where teams either win all or none of their games. It is felt this type of environment is not healthy for players or for ringette itself.

The means of addressing this will be by setting policies in place on issues such as registration dates and deadlines, how teams are chosen and by whom, number of players per team and other aspects of tiering. It must keep in mind that this is for the benefit of the sport in our association with the players' best interests in mind.

### **POLICIES**

**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), Evaluation Coordinator, Coaching Director and Division Coordinators (DC). When possible a Division Coordinator 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 DC positions will be assigned by the VP of Operations. Where possible a member of the executive will be assigned to assist the DC and provide guidance where necessary. Should a DC 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 DC for U14 or U16.)

**Division Coordinators-** The responsibilities of these division coordinators would be as follows:

- Meet as required.
- Obtain a list of players in their responsible division from the previous year's registration and establish verbal contact with each one to remind them of the registration date and stress to them the importance of registering on time.
- Notify all players in their division of their first ice slot.
- Organize evaluation sessions.
- Select evaluators.
- Find people to help in writing names and numbers as the pinnies/practice jerseys are

handed out.

- Have evaluation sheets available at the rinks.
- Obtain ice slots for their division.
- Submit completed evaluation sheets to the tiering committee.
- Find people to run drills.
- Oversee the player selection for their division.
- Check in with coaches, teams, and parents of each team in division throughout the season, report to AD.

The 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 recommendations in regards to tiering and team size.

The coaching/tiering committee would also be responsible for the evaluation of players.

Evaluations should start as early as possible. If the MHRA has the final registration date set to be completed at least two to three weeks prior to this, it would hopefully reduce the chance of having late registrants after the “A” teams are selected.

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 tryouts.

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.

### **Divisions with Two Equal Teams and Non-Tiered Divisions**

If there will be more than one team in a non-tiered age division, it is MHRA policy to select equal teams.

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

- Head Coaches will be selected. This will be done in accordance with the Coaching Selection process described in these policies.
- 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).
- 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.
- At their discretion, the Tiering committee may assign the first four to six players on each team and the coaches will do the rest. This would depend on the coaches’ knowledge of the players.

- The tiering committee may intervene if balance is being compromised.
- Late player movement may be made if balance had not been achieved.
- 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.

### **Evaluation Process for Tiered Divisions**

Players wishing to try out for a tiered team must make every possible effort to attend all the ice sessions. 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 a member of the tiering committee. The evaluators could then evaluate that particular player independently.

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. If applying from a younger tiered division, a \$50 fee must accompany the request, and be submitted to the Tiering Committee before the Player Advancement Deadline as posted on the official MHRA website. A player in this situation will need to make the top 70%, or the “ranked” portion (see below), of the tiered team being evaluated for, and cannot be coaches pick.

Requests to play down to a lower division do not require an additional fee.

A letter must accompany all requests from the parents giving reasons for the request, with additional supporting documentation accompanying the request if applicable.

The evaluators will rate the players on basic skating skills, ring handling, and game sense using the following format:

The players will be graded in two ways:

1. Skills - worth 30% of grading mark (In the skills sessions, players will be graded on speed (timed drills), agility and ringette skills.)
2. Game Sessions - worth 70% of grading mark

In the game sessions they will be graded in 5 basic areas:

1. Presence
2. Skating
3. Checking
4. Positional Play
5. Ring Skills

At the end of evaluations, the executive members of the Tiering Committee, Evaluation Coordinator and the Division Coordinator for the respective division will meet with the head coaches to select the teams.

The evaluation scores will dictate the top 70% of skaters on the team. The top goalie will be assigned automatically to the top team. 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.

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.

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.

#### *Objective*

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

#### *Process*

1. 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 15<sup>th</sup> of August in the year that the playing season will start.
2. The Tiering Committee reviews applications. Suitable applicants will be awarded a head coaching position.
3. For positions where applicants exceed the number of positions available, head coaching applicants will undergo a formal coach evaluation process with an interview.
4. 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.
5. 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.
6. 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.
7. Whenever possible, head coaching positions will be awarded prior to the start of the player evaluation process.

#### *Coach Selection Criteria*

1. Application and Coaching Philosophy (score out of 5)
  - a. Application has been completed and submitted on time.

- b. Coaching applicant has demonstrated their commitment to the coaching process through a detailed and thoroughly completed application.
  - c. 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.
  - d. Appropriate references and positive recommendations from references.
- 2. Coaching Certification and Additional Credentials (score out of 5)
  - a. Applicant has completed all the required courses and has been certified at the level where applying.
  - b. Applicant has obtained partial credentials through coursework and certification and has demonstrated a commitment to coach development.
  - c. Additional coaching certification and credentials which are applicable to the position being applied for.
- 3. Coaching Experience (score out of 5)
  - a. Applicant has previous ringette coaching experience (total years)
  - b. Applicant has previous head coach or assistant coach experience at or above the level being applied for.
  - c. Applicant has previous experience with the age group being applied for.
  - d. Applicant is a previous ringette player.
- 4. Previous team results (score out of 5)
  - a. Applicant's previous teams have achieved success in Zone playdowns and at the provincial level.
  - b. Applicant's previous teams have consistently demonstrated success at a variety of levels.
- 5. Commitment to the MHRA and/or other community associations (score out of 5)
  - a. Applicant has demonstrated their commitment to MHRA through a variety of volunteer positions and initiatives.
  - b. Applicant has demonstrated a commitment to the development of ringette and coaches within MHRA.
  - c. Applicant has demonstrated a commitment to additional community associations through volunteer positions.
- 6. Ethics and Judgment (score out of 5) *\*NOTE – A coaching applicant may be dismissed solely on this item by a majority executive vote*
  - a. Previous parent and player evaluations.
  - b. History of negative interactions with players, parents and ringette officials.
  - c. History of disciplinary actions taken by MHRA and/or Ringette Alberta.
  - d. 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.

### **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.

### **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.

### **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. PLAYER RESIDENCY**

Ringette Alberta has set rules that specify the requirements for letting Players register or play for a Team in a different Association or Zone. The process set forth by Ringette Alberta involves completion of a Ringette Alberta Player Release Form and several approvals that may include, but are not necessarily limited to:

- The Player;
- One or Both Parents;
- Both Association Presidents;
- Zone Directors(s)

There are some exceptions made for Teams playing in Provincial, Western Canadian, or National finals in that Ringette Alberta permits Players to be “picked up” by another Team.

MHRA policies provide what constraints the Association will follow in addition to those defined by Ringette Alberta.

### **700. Player Releases**

A Player will not be released to a Team in Zone 1 or another zone for which the Medicine Hat Ringette Association offers the Division and Level.

When a Player wants to play at a Level not offered by the Association, alternatives in Medicine Hat will be offered, but the Player will be provided the option to try out and play elsewhere.

A Player requesting release must state in writing the reasons why they should be released and submit the request to the Athletic Development Director. The A.D.D. will then bring the request for release to the Executive for decision.

If approval is given, the Registrar will file the completed Player Release Form with Ringette Alberta.

### **701. Players From Other Associations**

The Association does permit Players from other Associations to play on local Teams subject to:

- a. The constraints and policies set forth by Ringette Alberta;
- b. Executive Approval

### **702. Termination of Releases**

At the end of each season, the Association will terminate all Releases issued that season

in accordance with the processes outlined by Ringette Alberta. Players wishing a release for the following season must submit a new request.

## **8. TEAMS**

The Association endeavors to create Teams that will provide a positive playing experience for the Players. Ringette is a team sport and every Player should be made to feel part of the Team.

### **800. Volunteer/Team Staff Screening Policy- Adopted February 2017**

#### **PURPOSE**

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. THE MEDICINE HAT RINGETTE ASSOCIATION (hereinafter the “MHRA”) 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 MHRA will use to fulfill its commitment to provide a safe environment and to protect its participants.

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

#### **SCOPE**

1. Not all individuals associated with the MHRA will be required to undergo screening through a Police Information Check (“PIC”) and Vulnerable Sector Screening (“VSS”). The MHRA will determine, as a matter of policy, which designated categories of individuals will be subject to screening.

2. For the purposes of this policy, ‘designated categories’ are those classes of persons who work closely with athletes and who occupy positions of trust and authority within the MHRA. Such designated categories include:

- All individuals in paid staff positions;
- All executive members (Voting Directors & Coordinators); and
- All team staff listed on the TRF (Team Registration Form) Coaches, Trainers, as well as On Ice Assistants. \* Managers are excluded from this Policy.

3. It is the MHRA’s policy that:

- a) All Individuals in designated categories will be screened using PICs and VSSs, there will be no exceptions.
- 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 MHRA 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 MHRA, 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 MHRA.

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 MHRA's Discipline Policy.

### **SCREENING COMMITTEE**

1. The implementation of this policy is the responsibility of the Screening Committee of the MHRA; a committee of two Directors; the Vice President of Administration and the Secretary.

2. The Board of Directors may, in its sole discretion, remove any individual of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Board of Directors, at its sole discretion, will appoint a replacement.

3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of the MHRA.

4. The Screening Committee is responsible for reviewing all PICs and VSSs, 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.

5. Contents of the PICs and VSSs shall be kept strictly confidential among the members of the Screening Committee.

6. Any notices that persons are not eligible for a position as the result of the PIC and VSS shall not divulge the relevant violation/offence(s).

### **PROCEDURE**

1. Each person subject to this Policy will obtain and submit, at their own cost, a PIC and VSS from their local Police Service. A copy of the "Police Information Check Request Letter" can be found on the MHRA website.

2. Paper copies of the PIC, VSS will be delivered in person to the Screening Committee in a sealed envelope marked "Confidential" by October 31st of the current playing season or within 3 weeks of accepting a team staff position if after October 31st. (unless already on file with the MHRA).

3. Individuals who do not participate in the screening process by submitting a PIC and VSS, as outlined in this policy, will become ineligible for the staff or volunteer position until such time as the PIC and VSS is received. Notice of the ineligibility will be sent via email to the individual's last known email address on record with MHRA.

4. After its review of a PIC and VSS, the Screening Committee will: a) Approve an individual's participation in a designated category; or b) Deny an individual's participation in a designated category; or c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
5. If an individual's PIC or VSS reveals a relevant offence; the Screening Committee will notify the MHRA President, render its decision and provide notice. After providing notice, the Screening Committee will maintain the original PIC and VSS for a period of 3 years.
6. The decisions of the Screening Committee are final and binding.
7. Nothing in this policy will prevent an individual from reapplying for a staff or volunteer position with the MHRA at some point in the future, and submitting a new PIC and VSS.
8. PICs and VSSs are valid for a period of three years and Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide a PIC or VSS 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.
  - iii. Any violation/offence involving conduct against public morals;
- b) If imposed in the last ten years:
  - i. Any violation/offence of violence including but not limited to, all forms of assault; or
  - ii. Any violation/offence involving a minor or minors.
- c) If imposed at any time:
  - i. Any violation/offence involving the possession, distribution, or sale of any child related pornography;
  - ii. Any sexual violation/offence involving a minor or minors; or
  - iii. Any violation/offence involving theft or fraud.

#### **WRITTEN RECORDS**

All records will be maintained for a period of three years 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.

### **801. Player Positions**

All U-10 Players should be given the opportunity to play every position. For all other Divisions, position placement is at the discretion of the Team Staff.

**802. Goaltender in Games**

All U-10 Players should be given the opportunity to play every position. Also, there are restrictions in U10 and U12: as to how often a particular Player may play in League games as a goaltender. Coaches (to the best of their abilities) should encourage and give each athlete an opportunity to play goal.

Coaches failing to comply with these rules may be subject to Misconduct (see 300).

**803. Player Discipline**

Situations may arise where it is necessary for the Team Staff to discipline a Player. Most often, the situations result from contravention of the Code of Conduct (see 2 – CODE OF CONDUCT) or other actions deemed detrimental to the functioning of the Team. The discipline will most often be reduced Playing Time (see 804). However, the Team Staff may take other disciplinary action depending on the nature of the breach of the Code of Conduct.

**804. Playing Time**

The following guidelines apply to Playing Time (see also 801):

- a. All Players should receive approximately equal ice time over the season;
- b. Penalty Time assessed the Player counts as Playing Time;
- c. Injury time in a game counts as Playing Time;
- d. Certain situations may, at the Team Staff's discretion, be reason to vary shift length or frequency;
- e. Backup goaltenders Playing Time is at the discretion of the Team Staff.

**805. Team Issues**

If those involved cannot equitably resolve any issue, concern, or problem within or about the Team, or outside intervention is desired, a request for assistance must be put in writing and submitted first to the Division Coordinator or Athletic Director. If the DC or AD (and then the Vice Presidents) cannot achieve resolution, a recommendation will be formulated and presented for Executive Approval.

**806. Game Administration**

Every Team must, unless otherwise provided for, provide one person for Timekeeper, Scorekeeper or Shot Clock Operator and Penalty Box duties for each home game.

Every Team should, unless otherwise provided for, provide one person for Timekeeper, Scorekeeper or Shot Clock Operator and Penalty Box duties for each away game.

A copy of every game sheet must be put in the place specified by the Association Statistician as soon as possible after the game has been completed. The results of each game shall be submitted electronically as per the direction of the Statistician of the respective Associations.

#### **807. Team Provisions**

The provisions provided by the Association to each Team include, but are not necessarily limited to:

- a. Ice Time (see 10 – TEAM ICE ALLOCATION);
- b. One set of Goaltender equipment;
- c. Individual Goaltenders may request equipment from the Association. The equipment may be provided at the discretion of the Association for an annual fee as set by the Executive;
- d. Two sets of Game Jerseys (light and dark) which will only be handed out at games. These are to be collected after games and stored in garment bags at all times;
- e. Rings, as determined by the Association;
- f. One First Aid kit;
- g. Referees for all scheduled league games;
- h. Referees for games arranged by the Association;
- i. Ice and Referees shared costs for all Provincial qualification games;
- j. At the conclusion of the Ringette Season a specified time and location will be announced for each Division to return the equipment provided.

Things the Association does not provide includes, but is not necessarily limited to:

- a. Practice Jerseys;
- b. Water bottles;
- c. Tape;
- d. Practice Pylons.

#### **808. Team Obligations**

All Teams are expected to:

- a. Play all league and playoff games – these games take priority over all other activities;
- b. Use all assigned ice;
- c. Specify to the Ice Scheduler, according to the least time specified, any ice that cannot be used;
- d. Properly care for all equipment provided by the Association;
- e. Use game jerseys in games only – i.e., game jerseys are not to be worn during practices;
- f. Obtain and have at hand at all times, a blank “Misconduct” Form and a blank “Complaint” form (both of which are available on the Website).

#### **809. Team Treasurer**

Every Team must appoint or select a person to the position of Team Treasurer to manage the finances of the Team. The Team staff, manager and Treasurer are responsible for preparing the Team Budget (see 810). In order to protect the interests of the Players, the Team and the Association, the Team Treasurer will open and maintain a bank account (must not be a personal account) for the duration of the season for which the account was created. Statements will be made available to all parents on the Team once a month, upon request, and a final statement provided upon the closure of the account. It is mandatory that there are two (2) signatures required on the Team Account to avoid any conflict of interest relative to finances.

#### **810. Team Budget**

Every Team must create a budget called the Team Budget. Such a budget should include, but is not necessarily limited to such things as:

- Levies assessed to the Team or Players through the Team (see 402);
- Levies assessed by the Team to the Players;
- Team Pictures;
- Tournaments;
- Championships (see 812);
- Parties;
- Fundraising activities.

The Team Budget must be agreed to by a majority of the Team. The Team Budget is internal to the Team and the Association has no responsibility for collecting or refunding this money with the exception of any Levies due the Association. It is up to the Team to determine how it will raise the funds necessary to meet the Team Budget. Any fundraising activities undertaken by an individual team is separate and apart from the Association mandated fundraising obligations.

#### **811. Team Fee**

Based on the Team Budget and fundraising initiatives the Team may undertake, the Team may choose to assess each Player a fee called the Team Fee to provide the funds necessary to meet the Team Budget.

#### **812. Championships**

For U -12 and higher age Divisions, Provincial or higher Championships may exist. The Association assumes that teams will participate, should they qualify, in these higher level Championships. Teams must submit their intent and payment in such championships to their Division Coordinator by the date set out by Ringette Alberta.

## **9. TEAM ICE ALLOCATION**

The Association (through the Scheduler Director) will strive for equal ice time for all teams. Extra ice practices may be requested by teams attending championships. Extra ice may become available on a first come/first serve basis. This ice will be sent via email to team staff. Teams

unable to use their ice time due to lack of girls or tournaments must inform the scheduler as soon as possible. Failure will result in the team possibly being charged for the ice time.

## **10. GAMING**

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

### **1200. Distribution of Proceeds**

- a. Proceeds from Casino are designated to assist in paying for Capital Expenditures, particularly the purchase of new equipment;
- b. Proceeds from Bingos are intended to defray some of the ongoing operating cost of Ringette;
- c. Any surplus proceeds are to be used to the general advantage of the Association;
- d. From time to time, the Executive may adjust the manner and amount of distribution of gaming proceeds;
- e. All proceeds are to be distributed and used in a manner consistent with the rules and regulations of the Alberta Gaming and Liquor Commission. In no case shall a member receive a cash benefit from participation in the Gaming Program except as described for the Casino & Bingo Coordinators (see 1202).

### **1201. Ways & Means Director**

The Ways and Means Director is responsible for overseeing the Gaming Program. This includes but is not limited to:

- a. Overseeing the Casino and Bingo Coordinator.
- b. Carry out position tasks in the absence of a Casino and Bingo Coordinator until the position has been filled.

### **1202. Casino Coordinator & Bingo Coordinator**

The Casino and Bingo Coordinator are responsible for the operations of the Gaming Program. This includes, but is not necessarily limited to:

- a. All applications for gaming licenses, routine contact with gaming officials and provision of all required information to the Provincial Government or appointed Agencies;
- b. Recruiting and ensuring members are properly trained to work at these events;
- c. Representation of the Association with Gaming Associations;
- d. Provide information, reports and recommendations to the Executive as requested;
- e. Forward a list and cheques (each family is required to write two \$200 undated cheques) of families that did not meet the bingo requirements as set out below.
  - i. All executive members (voting and nonvoting) are exempt from working bingo/casinos.



- ii. Each family is required to work two bingos or one casino.
- iii. At the discretion of the Executive volunteer positions may become available to work in lieu of a bingo or casino.
- f. Any other activities to ensure a successful Gaming Program.

### **1203. Unfulfilled Commitments**

- a. On the first business day of July all unfulfilled volunteer commitment checks will be cashed.
- b. If MHRA receives notice from the bank of an NSF cheque, the following apply:
  - Full payment of outstanding fees are immediately owing.
  - An additional charge of \$25.00 will be added to the payment amount .
  - The registration of any athlete will be void until full payment + the additional \$25.00 fee are both paid.
  - Without registration and payment, insurance is void so the child must be removed from a team until payment is received.
  - Future registrations will require payment by cash, certified cheque or bank draft. Payments by cheque will no longer be accepted.

### **Volunteer Commitment Policy**

Bingos, Casinos and other community involvement opportunities are some of the major sources of revenue for our association. It is important that all families be involved with these fundraising activities in order to continue to support our association.

The Medicine Hat Ringette Association's online Volunteer Management Credit System is called DIBS. More information on DIBS can be found on our website.

An undated cheque for \$400.00, payable to the Medicine Hat Ringette Association is required at the time of registration. This cheque will not be cashed if you work your required and scheduled volunteer obligations. However, if you do not work your shift (or find a replacement worker) your cheque will be cashed immediately. It is your responsibility to find a replacement worker should the need arise.

A variety of Volunteer opportunities will be posted through the DIBS Online Volunteer Management system during the season). {Please note that anyone working a bingo or casino must be a minimum 18 years of age.} Please refer to the board approved Volunteer Commitment Points document and Volunteer Commitment Point Matrix to determine how many points you must achieve in the season in order to prevent having your volunteer commitment cheque cashed.

## **11. PRIVACY POLICY**

### **Article 1 General**

1. Background - Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA") and the Personal Information

Privacy Act (“PIPA”). This policy describes the way that the Club collects, uses, safeguards, discloses and disposes of personal information, and states the Club’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and PIPA, and the Club’s interpretation of these responsibilities.

2. 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.

1. 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.

4. 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.

5. 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.

1. 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.

7. 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**

1. Privacy Officer –The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Mail to: P.O. BOX 1124 Medicine Hat, Alberta T1A 7H3

1. 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**

1. Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:

- a. Receiving communications from the Club in regards to E-news, newsletters, programs, events and activities.
- b. Inter Club communications between Representatives for managing and arranging activities, programs, and events.
- c. Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications.
- d. Database entry to determine level of officiating certification and qualifications.
- e. Determination of eligibility, age group and appropriate level of competition.
- f. Implementation of the Club screening program.
- g. Promotion and sale of merchandise.
- h. Medical emergency.
- i. Athlete registration with the Club, Zone Association (if applicable) and Ringette Alberta.
- j. Outfitting uniforms, and various components of athlete and team selection.
- k. Purchasing equipment, manuals, resources and other products.
- l. Published articles, media relations and posting on the Club website, displays or posters.
- m. Determination of membership demographics and program wants and needs.
- n. Managing insurance claims and insurance investigations.

2. Purposes Not Identified –The Club will seek consent from individuals when personal information is used for commercial purpose not previously identified. This consent will be documented as to when and how it was received.

#### **Article 4 Consent**

1. Consent –The Club will obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The Club may collect personal information without consent where reasonable to do so and where permitted by law.

2. Implied Consent – By providing personal information to the Club, individuals are consenting to the use of the information for the purposes identified in this policy.

3. Requirement – The Club will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of personal information beyond that required to fulfill the specified purpose of the product or service.

1. 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 use of personal information in the following ways:

- a. Completing and/or signing an application form;
- b. Checking a check off box;
- c. Providing written consent either physically or electronically;
- d. Consenting orally in person; or
- e. Consenting orally over the phone.

5. Withdrawal – An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The Club will inform the individual of the implications of such withdrawal.

6. Legal Guardians – Consent will not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.

1. 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.

1. 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.

1. 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**

1. Limiting Collection, Use and Disclosure – The Club will not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in Article 3.1, except with the consent of the individual or as required by law.

2. Retention Periods – Personal information will be retained as long as reasonably necessary to enable participation in The Club, to maintain accurate historical records and or as may be required by law.

3. Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

#### **Article 6 Accuracy**

1. 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**

1. Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

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

#### **Article 8 Openness**

8.1 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**

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

2. Response - Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

2. 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.

2. 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.

2. 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**

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

10.2 Procedures – Upon receipt of a complaint the Club will:

- a. Record the date the complaint is received;
- b. Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c. Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint;
- d. Appoint an investigator using the Club personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all files and personnel.
- e. Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Club.
- f. Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures.

3. Whistle-blowing – The Club will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any 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**

13.1 This website 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.

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

#### **Article 14 Applicable Law**

14.1 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**

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

## **12. CONFIDENTIALITY POLICY**

### **Definitions**

1. 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**

2. 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
3. This policy applies to all Individuals as defined in the Definitions. Responsibilities
4. 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.
5. 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.
6. 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.
7. The term “Confidential Information” includes, but 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**

8. 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

9. 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.

## **13. CONFLICT OF INTEREST POLICY**

#### **Definitions**

1. 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**

2. 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.
3. This Policy applies to all Individuals as defined in the Definitions section. Obligations
4. 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**

5. 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**

6. 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**

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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**

14. 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**

15. 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.

16. 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**

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

#### **Declaration regarding Conflict of Interest**

I have read the Club Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me. I declare the following interests which may represent a potential conflicting interest:

I also pledge to inform the Club and the Board of Directors of any other member of the Club who I feel is in a position of any real, perceived or potential conflict of interest.

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Name	Signature	Date
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## 14. APPEALS POLICY

As adopted September 3, 2013

### Definitions

1. 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.
  - f. *"Tribunal"* – One Executive Member and two non- members chosen by executive.

### Scope and Application of this Policy

2. 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

3. This Policy will apply to decisions relating to conflict of interest, eligibility, selection,

discipline, membership or any other matter deemed appropriate by the Club.

4. 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**

5. 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, and
  - g. The remedy or remedies requested.
  - 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**

6. 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.
7. 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**

8. The Club will appoint an Appeals Committee of five (5) Executive Members one of which is and will be led by the Vice President 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 Vice President 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. 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**

9. Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Committee 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 Committee 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 Committee's decision on jurisdiction or grounds.

## **Tribunal**

10. If the appeal cannot be resolved through the Appeals Committee then they will appoint the Tribunal. In extraordinary circumstances, and at the discretion of the Appeals Committee, a Tribunal of three persons (one of which must be an executive member) may be appointed to hear and decide a case. In this event, the Appeals Committee will appoint one of the Tribunal's members to serve as the Chair.

## **Procedure for the Hearing**

11. 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**

12. 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.
13. 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**

14. 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**

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